

UNIVERSITY OF LEEDS
INSTITUTE FOR TRANSPORT STUDIES
TAUGHT POSTGRADUATE ADMISSIONS POLICY
2013 ENTRY

This document outlines the Institute for Transport Studies Taught Postgraduate Admissions Policy for 2013 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2013 University of Leeds Taught Postgraduate Admissions Policy (downloadable from our website at <http://www.leeds.ac.uk/admissionspolicytp>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The Institute for Transport Studies Taught Postgraduate Admissions Policy applies to the following programmes:

MSc (Eng) Transport Planning and Engineering*
MSc Transport Planning and the Environment*
MSc Transport Planning*
MSc Sustainability (Transport)*
MA Transport Economics*

*these programmes can be studied on a part-time basis, please follow the application process as detailed below.

1. Principles

The Institute for Transport Studies endeavours to ensure that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

2. Admissions Requirements

2.1 Selection principles

The selection criteria must treat all students fairly and not discriminate unlawfully on grounds of marital status or civil partnership, gender, gender re-assignment or transsexual status, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and/or parental status, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

2.2 Application process

2.2.1 How to apply

All applicants for taught postgraduate programmes are encouraged to apply online at http://www.leeds.ac.uk/info/20022/postgraduate_taught. If applicants apply online it is possible to track the application at each stage of the process.

2.2.2 General entrance requirements

Applicants should normally have or expect to gain a first or good second class honours degree, or equivalent, in a discipline relevant to their selected programme. Criteria for entry to individual programmes of study may vary and applicants are advised to check with the Institute for Transport Studies prior to applying. Exceptions to this normal academic requirement may be made when applicants can demonstrate significant relevant non-standard experience and their potential for benefiting from the programme is clear, for example where a candidate may have demonstrated academic strength in relevant areas (for example, a high 2ii degree in Geography and Philosophy, but with better performance in Geography).

For Programme specific entry requirements applicants should visit the Institute for Transport Studies Programme Pages at: <http://www.its.leeds.ac.uk/courses/masters/admissions/>

Applications can be considered with a lower classification than our typical entrance requirements where there is substantial relevant industry experience; applicants in this case should pay particular attention to their Curriculum Vitae (CV)/Résumé, including full details of their work experience, and to their Statement of Motivation paying particular attention to explaining any change in career or academic direction. A work reference can also be accepted in such cases as substitute for one of the academic references.

Applicants unsure whether they meet the criteria should email a copy of their CV/Résumé to the School Admissions Office in the first instance: courses@its.leeds.ac.uk

2.3 Application deadlines

Applicants are encouraged to apply as early as possible for taught postgraduate programmes, and should note that the normal University deadlines for receipt of applications for entry in 2013 are as follows:

International applications – 31 August 2013

Home/EU applicants – 10 September 2013

Some programmes may have specified closing dates and applicants are advised to check these prior to submitting an application. International applicants are advised to apply no later than the end of May in the year in which they wish to enrol, to ensure they have sufficient time to obtain a visa and prepare for arrival in the UK.

2.4 International/ Overseas students

All applications from international students are considered in line with our standard entrance requirements. Proof of English Language proficiency will be required and minimum levels and approved tests for the Institute for Transport Studies are detailed on the School's 'Admissions Requirements' web page at <http://www.its.leeds.ac.uk/courses/masters/admissions/>

Admissions staff are experienced in considering a wide range of international qualifications against programme entry requirements. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the School admissions office directly.

Further information for prospective international applicants can be found on the University of Leeds website at <http://www.leeds.ac.uk/international>.

3.0 Selection process

Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become a successful student in the Institute for Transport Studies.

The lack of relevant voluntary or work experience will not penalise an application for study on a Taught Postgraduate programme at the Institute for Transport Studies. However, such experience is usually a critical factor in the award of scholarships, so any previous employment or other evidence of commitment to a career in transport should definitely be included in your application. All applicants should include a CV/Résumé with their application that details any such experience (see also section 2.2.2).

3.1 Interviews

The Institute for Transport Studies does not typically undertake interviews with applicants. However, we will sometimes telephone an applicant for a discussion as part of the selection procedure, especially if the application is non-standard or if we think that the candidate might be better suited to a programme other than the one specifically applied for.

If invited to interview, you will receive an email invitation from the School to attend an interview on a specific date. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

Interviews may take place via a number of alternative means depending on the circumstances of the applicant. For example, interviews may take place on a one to one basis, as part of a programme specific open day event or via Skype, video conferencing or telephone particularly for overseas applicants.

3.2 Offers

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Offers are made based on the information supplied on the application form, and where required, proof of English Language as detailed in section 2.4, as well as the following supporting information:

- CV/Resume
- Statement of motivation
- Transcript/academic qualifications
- References (usually academic but in certain circumstances work references can also be accepted)
- Performance at interview – where relevant (see section 3.1)

The University of Leeds Taught Postgraduate Admissions Policy gives further detail on the type of offers that are made.

3.3 Unsuccessful applicants

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the relevant Admissions Contact, using the contact details below, and signed by the applicant.

The University's policy on providing feedback to applicants can be found in the University of Leeds Taught Postgraduate Admissions Policy.

Taught Postgraduate Admissions Officer
Institute for Transport Studies
University of Leeds
Leeds
LS2 9JT
UK
Email: courses@its.leeds.ac.uk

3.4 Complaints

The Institute for Transport Studies will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Taught Postgraduate Admissions Policy. Applicants who wish to challenge a decision to reject their application should write to the Head of School, Professor Greg Marsden at the address in section 3.3 above, detailing the nature of their complaint.

The complaint must normally be made within 14 days. On receipt of a complaint, the Head of School will review the decision to reject the applicant. Following this review the Head of School will write to the applicant giving grounds for their decision.

Applicants who have complained to the Head of School and remain dissatisfied may submit their complaint to the University's Student Complaints Officer. This Officer will not review academic judgements that have been made but will review matters relating to process.

3.5 Disabled applicants

The Institute for Transport Studies welcomes applications from disabled people¹. The University will make reasonable adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and programmes. The judgment about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the University to make reasonable adjustments. Disabled applicants are also advised to contact

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer (from the point of diagnosis), epilepsy, diabetes, Chronic Fatigue Syndrome/ME and HIV/AIDS amongst others.

the University's Disability Team (part of the University's Equality Service) once an application has been submitted, to discuss any support requirements they may have in relation to the programme for which they have applied.

The admissions process is covered by the University's Policy on Equality and Diversity which is available from the University's Equality Service at www.equality.leeds.ac.uk.

3.6 Applicants with a health-related issue or other mitigating circumstance

This section deals with health-related issues², which are distinct from disability-related issues. Applicants with a health-related issue should contact the relevant Admissions Tutor as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

If a candidate feels that their prior ill-health – or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have affected their previous education, or the grades they received in past examinations, then they are also welcome to contact the School to discuss this further. All formal requests for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances.

3.7 Applicants wishing to defer/reapply

Deferral of a place to study is at the discretion of the academic School and is strictly limited to a maximum of one academic year. Applicants who are unable to take up their offer of a place on a Taught Postgraduate programme can defer their application for one year providing they have met all the conditions of their offer except for English Language Certificate. If an applicant wishes to defer for more than one year then they will be required to reapply.

3.8 Criminal convictions

The University has a policy statement on students with criminal records, which can be accessed from our website at http://www.leeds.ac.uk/AAandR/st_crim_rec.htm. This policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so this will generally be considered a very serious matter and is likely to lead to their application being rejected or, if admitted, to their registration at the University being revoked.

Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant's criminal record.

² In contrast with disability issues, health issues are generally shorter-term (lasting less than 12 months) and have a less significant impact on a person's ability to carry out normal day-to-day activities.

4.0 Opportunities to visit

4.1 University open days

The Institute for Transport Studies typically holds Masters Open Days in February and May. Attendance is not compulsory and is not part of the selection process.

Details of dates and arrangements can be found via the Open Day Page on the School Website <http://www.its.leeds.ac.uk/courses/masters/openday/>

Ad hoc visits may be arranged depending on staff availability, contact the admissions office at courses@its.leeds.ac.uk in the first instance.

5.0 Scholarships & funding

The University of Leeds currently offers a wide range of scholarships and studentships that provide funding for students to undertake postgraduate study at the university. These range from partial funding towards academic fees to fully funded awards which also provide a living allowance.

5.1 University Scholarships

Postgraduate students at Leeds benefit from around £10m of funding from the University and externally. Postgraduate scholarships are available to international, UK and EU students and you may be eligible.

5.2 Faculty/ school level scholarships info

Further details of Institute for Transport Studies scholarships can be found on our website at: <http://www.its.leeds.ac.uk/courses/masters/scholarships/> .

6 Contact details

Application enquiries

Admissions enquiries to the Institute for Transport Studies should be directed to:

Mary Huby
Admissions & Courses Co-ordinator
Institute for Transport Studies
38-40 University Road
University of Leeds
Leeds
LS2 9JT, UK

Telephone: +44 (0) 113 343 5353

Fax: +44 (0) 113 343 5334

Email: courses@its.leeds.ac.uk

School information last updated by Tony Whiteing on 28/02/2013