

Postgraduate Research Admissions Policy

1 Introduction

This document outlines the Leeds Trinity University Admissions Policy for Postgraduate Research study entry. This policy is operated under the auspices of Leeds Trinity University's accreditation arrangements with the University of Leeds Doctoral College for research degree awards. This policy will be reviewed on an annual basis. Postgraduate researchers are registered at Trinity University, but their awards are conferred by the University of Leeds.

2 Philosophy and Rationale

The purpose of the Admissions Policy is to facilitate the recruitment of Postgraduate Researchers who have the ability, motivation and potential to benefit from their programmes of study and who will make a positive contribution to the life of Leeds Trinity University. All relevant evidence presented by candidates will be considered when assessing whether they meet these criteria. Leeds Trinity University is committed to the promotion of equality of opportunity and to providing fair access to all and as such will seek to ensure that the procedures are transparent and fair, and that the admissions criteria used are objective, explicit and consistently applied.

The Admissions Policy is compliant with relevant legislation and external requirements and admissions procedures take account of sectoral best practice including the UK Quality Code and the Equality Act 2018. This includes meeting the expectations for standards and quality for core and common practices as described by the [UK Quality Code](#).

3 Principles

All research degree programmes within Leeds Trinity University aim to recruit candidates with the relevant expertise and experience in the area of study, and the potential to complete their research award within the stipulated registration period. Our admissions policy is set out in line with [our mission, vision and values](#). In particular we seek to promote research and a Postgraduate Researcher community which is aligned to our values of:

- Dignity and care.
- Solidarity and service.
- Honesty and integrity.
- Respect and inclusivity.

- Knowledge and excellence.

Leeds Trinity University will treat all applicants fairly and not discriminate unlawfully on grounds of marital status or civil partnership, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and/or parental status, sexual orientation, age, religion or belief, or political opinion.

4 Application and Cohort Entry points

We have three points of cohort entry for Postgraduate Researchers. Candidates can apply at any time but entry points are in October, February and May. Candidates wishing to receive funding via one of our scholarships have fixed application dates for response to advertised studentship opportunities. International applicants in particular should apply early to ensure that all documents and evidence are in place in time for applying for an appropriate visa. The table below sets out normal application deadlines associated with the cohort entry points. Candidates who are not able to provide all necessary document in sufficient time for a cohort entry point may have their application deferred to a subsequent entry point.

| Normal Deadline for Application | Normal Cohort Entry Point |
|---------------------------------|---------------------------|
| April | October |
| September | February |
| January | May |

5 Application and enrolment process

The process of application for enrolment as a Postgraduate Researcher varies according to how applicants make first contact. They may initiate their application by making a full formal application, by a more general enquiry to the Research and Knowledge Exchange Office or, more usually, by informal contact with a potential supervisor. The guidance on our website advises potential applicants to work with a potential supervisor to develop a proposal before, or while assembling the information and evidence required for a full application. Our website also lists Faculty Research Leaders and relevant Unit of Assessment Leaders who can respond to queries and advise on suitable potential supervisors.

At the point an applicant makes a formal application, they complete an application form and attach the relevant documentary evidence. The Admissions team check the application and supporting information to ensure that all information is present and that evidence is in place. When this information is complete the application is forwarded to the Research and Knowledge Exchange Office. The Director of PGR Study then allocates the application to a Faculty and the Faculty Research Leader, in

consultation with the Director of PGR, is responsible for ensuring that an academic decision is made on whether to proceed to interview based on meeting the qualifications, experience and abilities, research proposal and resources and supervisory capacity criteria. Following interview, the Director of PGR requests that a conditional offer is made to the student (see Entry Requirements, below). A formal offer will not be made until all conditions are met.

6 Entry Requirements

Studying for a research degree is a significant undertaking and will require prior knowledge, skills and experience sufficient to ensure that candidates are able to complete their research and write it up successfully for examination, normally in the form of a thesis and viva. As such, our entry requirements are set to ensure that students have the best possible chance of success and are able to make progress with their programme of study from the outset. At the same time, we are committed to developing a diverse student and postgraduate researcher community and our admissions processes are implemented in line with these commitments. We also recognise that the programme of study is one in which skills and competence are developed through the study and therefore interpret the requirements in a way that allows applicants to demonstrate this.

Academic and non-academic entrance requirements are reviewed annually in line with the University's aim to provide fair and equitable access to all applicants who have the potential to benefit from and contribute to a quality education on their degree programme, regardless of background.

All applicants are required to meet minimum entry requirements as set out in Table 1. However, how these requirements are met may vary for individual applicants. Applicants who do not meet the criteria as listed in the relevant admissions policy but who may meet the requirements via other qualifications and/or experience are encouraged to contact the admissions team. This allows the applicant's individual set of qualifications, and the context in which these were attained, to be considered.

The entry requirements are grouped into the following criteria:

- Qualifications
- English Language Proficiency
- Experience and abilities
- Quality of the Research Proposal
- Resources and Supervision Capacity

On satisfying these entry requirements, applicants are made an offer of a place which will set out the fees applicable to the programme of study and is conditional on the following:

- Satisfactory References
- Demonstrating a capacity to pay the full fee for the course.
- Meeting any additional criteria such as visa, Fitness to Train, criminal records checks and Academic Technology Approval Scheme Certificate.
- Acceptance of the offer.

Table 1: Standard Entry Requirements for PGR Programmes at LTU

| Criteria | Requirement | Evidence Required / How we will check the requirement has been met | |
|----------------|---|---|-----------------|
| Qualifications | <p>Prior qualifications suitable to PGR entry will usually include:</p> <ul style="list-style-type: none"> • a full Master’s degree awarded by a UK university. or • Master’s degree from a non-UK institution deemed to be equivalent to a UK Master’s degree and • A first-class or Upper-second class Bachelor degree award from a UK university or • A first-class or Upper-second class Bachelor degree a degree from a non-UK institution deemed to be equivalent to a UK degree. <p>The University subscribes to the ENIC overseas qualifications advisory service. Prospective applicants who wish to discuss whether their qualifications will meet the necessary entry criteria should contact the Leeds Trinity University Admissions Team directly.</p> <p>Applicants awaiting the outcome of another degree programme must provide an interim transcript. Any offer made will be subject to the successful completion of the programme. In certain circumstances, normally where an applicant wishes to start a</p> | Qualifications certificates in the original language and with English translation (where relevant). | Admissions team |

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| | <p>new research degree or makes an application to transfer to Leeds with a supervisor, they may be required to provide evidence that they have withdrawn from a prior programme of study. Concurrent registrations are not permitted. Applicants wishing to transfer to Leeds Trinity from another institution should consult our transfer in policy.</p> <p>In some cases these requirements may be varied, where the following are in place:</p> <ul style="list-style-type: none"> • a professional qualification recognised as equivalent to a degree, and • other qualifications and experience that have demonstrated that the applicant can meet the challenges and demands of the programme. <p>Due consideration will be given to specific learning difficulties, disability, health and other mitigating circumstances (see Sections 8 and 9 below).</p> | | |
| English Language | <p>The LTU admissions policy specific to language entry aligns with the PGR entry requirements of UoL with some minor exceptions; refer to summary of recognised English language qualifications document.</p> <p>Supervision, support, assessment and examination at Leeds Trinity University all take place in English, unless otherwise stated. Research degrees demand a high level of proficiency in understanding and communicating complex data and findings. Our admissions team, the potential supervisors and the PGR Director must be confident that applicants have English language proficiency suitable to succeed on their programme of study and, where relevant, that they meet the UK Visa and Immigration (UKVI) minimum requirements relevant to their study visa.</p> | <p>Qualifications certificates in the original language and with English translation (where relevant).</p> <p>Confirmation from the University issuing the certificate that the qualification was studied and examined in English.</p> | Admissions, academic team, potential supervisor and DoPGR |

English Language Proficiency can be demonstrated through a variety of means including approved English Language Tests, regional qualifications determined to demonstrate proficiency in English or Degrees taught in English.

| English Language Tests | | |
|------------------------|--|--|
| Test Name | Score required | Validity Period |
| IELTS Academic | 6.0 not less than 5.5 in any skill area (some courses require higher score) | 2 years prior to start date of programme |
| TOEFL IBT | 80+ overall, not less than 17 Listening, 18 Reading, 20 Speaking, 19 Writing (some courses require higher score) – Test centre only. | 2 years prior to start date of programme |
| PTE Academic | 60 overall, no less than 59 in any component | 2 years prior to start date of programme |

Confirmation from the University issuing the certificate that the qualification was studied and examined in English.

IELTS certificate.

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| | | Cambridge ESOL Certificate in Advanced English | Minimum overall score of 169, with no component score below 162 | 2 years prior to start date of programme | | | |
| | | IGCSE (as First or Second Language) | Grade C or above | 2 years prior to start date of programme* | | | |
| | | International Baccalaureate English | Grade 4 or above in Higher level or Standard level English B (most subject areas will accept English A Language and Literature or English A Literature, there are exceptions for certain regulated programmes, contact | 2 years prior to start date of programme* | | | |

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| | | | admissions to discuss) | | | | |
| | | *Standard XII (India) *To be added once included on LTU UG/PGT Admissions Policy | 70% CISCE or CBSE boards | 2 years prior to start date of programme* | | | |
| | | Trinity College London Integrated Skills in English Examination | ISE II or above Merit in each component (all components examined on same day) | 2 years prior to start date of programme | | | |
| | | WAEC (awarded up to and including 1998) WASSCE (awarded from 1999 onwards) | Grades A1 – C6 | 2 years prior to start date of programme* | | | |
| | | | | | | | |

| | | <p>Degrees Taught in English:</p> <p>A postgraduate degree must be studied on a full-time, continuous basis, be at least 12 months in duration and awarded* no more than 2 years from the proposed start date.</p> <p>An undergraduate degree must be studied on a full-time, continuous basis for at least two academic sessions (years) and awarded no more than 2 years from the proposed start date.</p> <table border="1" data-bbox="656 614 1373 1034"> <tr> <th data-bbox="656 614 1133 742">Degree taught in English awarded in UK or country listed in Appendix:</th> <th data-bbox="1133 614 1373 742">Validity Period</th> </tr> <tr> <td data-bbox="656 742 1133 834">Nationals of countries listed in Appendix</td> <td data-bbox="1133 742 1373 834">Indefinite</td> </tr> <tr> <td data-bbox="656 834 1133 1034">Nationals of other countries: Ecctis Statement of Comparability required for degrees awarded in Appendix countries (i.e. not UK)</td> <td data-bbox="1133 834 1373 1034">2 years prior to start date of programme</td> </tr> </table> | Degree taught in English awarded in UK or country listed in Appendix: | Validity Period | Nationals of countries listed in Appendix | Indefinite | Nationals of other countries: Ecctis Statement of Comparability required for degrees awarded in Appendix countries (i.e. not UK) | 2 years prior to start date of programme | | | |
|--|---|--|---|--|---|------------|--|--|--|--|--|
| Degree taught in English awarded in UK or country listed in Appendix: | Validity Period | | | | | | | | | | |
| Nationals of countries listed in Appendix | Indefinite | | | | | | | | | | |
| Nationals of other countries: Ecctis Statement of Comparability required for degrees awarded in Appendix countries (i.e. not UK) | 2 years prior to start date of programme | | | | | | | | | | |
| Experience and abilities | <p>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 postgraduate researcher at Leeds Trinity University. These are both generic and specific to the particular project. They include:</p> <ul style="list-style-type: none"> • Ability to sustain study; | | Application form Proposal Interview | Academic team: Faculty Research Lead, Potential Supervisor and DoPGR | | | | | | | |

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|------------------------------------|--|-----------------------|--|
| | <ul style="list-style-type: none"> • Clear written skills appropriate to completing a thesis to an acceptable standard; • Clear oral communication skills sufficient to explain and discuss postgraduate research findings and methods appropriate to examination standards; • Prior knowledge of the discipline and relevant literature sufficient to specify an appropriate research project with the scope to make a contribution to knowledge; • Prior competence, or ability to develop competence, in the academic methodological, analytical or other skills necessary to undertake the research proposed. | | |
| Research Project/Proposal | <p>Most of our research programmes required a proposal to be submitted alongside the application. Applicants are encouraged to discuss and develop a proposal with the support of a prospective supervisor. The proposal must provide sufficient information about the project to judge the likelihood that the research will meet the examination and assessment requirements and that sufficient resource and supervision capacity is in place to complete research satisfactorily. The research proposal will also be judged on the basis of the ethical implications of the proposed research.</p> <p><u>Research Proposal structure</u> 2000 word (maximum)</p> <ul style="list-style-type: none"> • Working title of your research • Brief rationale (context) • Aims of your research & expected outcomes • Methodology • Ethical considerations | Proposal Interview | |
| Resources and Supervision Capacity | Aside from the capacity of the applicant to undertake research successfully to meet the examination and assessment | Application form | |

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| | requirements we also require any applicant's research to be in a field of study where the LTU has the capacity to supervise (including the availability of two potential supervisors) and that the University has the appropriate financial (e.g. for fieldwork) and technical (e.g. Information Technology, research facilities) resources in place to support the project. | Proposal Interview | |
| References | Applicants will normally be required to provide two satisfactory references, at least one of which should normally be from an academic referee. These will be conditional requirements once an initial offer of acceptance has been made. | Offer Acceptance form | Research Office |
| Financial requirements | We will need to undertake an assessment to determine the level of fee that the applicant will be required to pay. Information about our fees is available here . The fee is determined by the applicant's residency status, nationality, country of birth and country of domicile, in line with the UK Council of International Student Affairs guidance. | Application form | Admissions |
| Additional requirements | Some research projects will require additional checks to be undertaken prior to admission. These will usually be conditional requirements to be satisfied once an offer has been made, subsequent to meeting the above criteria. They may include: <ul style="list-style-type: none"> • Declaration of any relevant unspent criminal convictions. • A relevant and appropriate visa to study in the UK for the duration of the programme of study (see International Students, below). • Satisfactory checks by the Disclosure and Barring Services. • Satisfactory demonstration of Medical Fitness to Train/Practice. • An Academic Technology Approval Scheme Certificate. | Offer Acceptance form Previous CAS Letters. Copies of Passport pages. Copies of Biometric Residence Permits. | |

7 International students

Under UK legislation additional requirements are in place for international students which include demonstrating English language proficiency (see Entry Requirements, above) and visa requirements. Visa requirements may be subject to change and are documented on our [website](#).

8 Applicants with Disabilities or Specific Learning Difficulties

We are committed to providing equality of opportunity for all applicants and complying with our obligations under the Equality Act 2010.

The needs of applicants with disabilities or specific learning difficulties will be considered at application and interview with all applicants in need of support encouraged to contact the Dyslexia and Disability coordinator to discuss any individual support needs, including in relation to the application and admissions processes, their desired course of study or our services, facilities and benefits. However, offers will be made on the basis of academic criteria and merit in the first instance.

Further information regarding our Dyslexia and Disability Support Service is accessible on the University's website and from the Dyslexia and Disability coordinator. Provision of Disability and Dyslexia support is also outlined to PGRs as part of the PGR induction during which time we also highlight the LTU provision of Mental Health and Wellbeing support services for PGRs and support for study skills from the Learning Hub.

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

This section deals with health-related issues, which are distinct from disability-related issues. Applicants with a health-related issue should contact the Director of Postgraduate Research Studies 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 Director of Postgraduate Research Studies 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.

10 The Academic Selection Process and Interview

The academic selection process and interview are undertaken by a suitably qualified academic team with experience of research supervision in the proposed area of study and supervised by the Director of PGR Studies. Academic selection judgements are based on a range of evidence and considerations and academic grades only form one part of the final decision. Following consideration of the application and proposal a short-listing decision will be made. The shortlisting decision is made on the basis of the quality of the application and proposed research, the experience and ability of the student to undertake the research and the capacity of the University to support and supervise the project. As such, high-quality applications from capable applicants may be rejected where LTU lacks capacity to support the student and research adequately.

All short-listed candidates are interviewed. This is to allow us to further assess the applicant's ability to meet the entry requirements and the quality of the proposed research. Outcomes from the academic selection and interview process include:

- A conditional offer of a place on a particular programme of study, which may be different to that which originally applied for (with an explanation).
- Advice on reformatting or revising the application for reconsideration (with or without interview).
- Rejection.

11 Scholarships

The University regularly offers Postgraduate Researcher studentships, which are advertised on our website. The details of these studentships may change from time to time and may attract additional entry requirements or be in specific areas of study. It is possible that applications may meet the general entry criteria for PGR study but not be awarded a scholarship. However, all scholarship applications will need to meet the normal entry requirements as a minimum.

12 Feedback and Complaints

Any applicant may make a complaint about the operation of the admissions process in accordance with the Leeds Trinity University Applicants Feedback and Complaints Procedure, however an Applicant may not appeal against an admissions decision. Applicants will be advised of this right in the prospectus and on the website. [The Applicant Feedback and Complaints Procedure is](#) published on the Leeds Trinity University website

13 Review

Leeds Trinity University's Academic Board and University of Leeds' Graduate Board review the Postgraduate Research Admissions Policy on an annual basis.

The operation of the Admissions policy is also monitored via the Research Degrees Sub-Committee and the Research and Knowledge Exchange Committee.

Appendix

List of Countries for whom additional evidence of English Language Proficiency may not be needed is [Admissions Policy \(leadstrinity.ac.uk\)](https://www.leadstrinity.ac.uk/admissions-policy).