



# 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. Postgraduate researchers admitted to study for a research degree at Leeds Trinity University will follow the [Leeds Trinity University Code of Practice for Research Degree Candidatures](#).

## 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 (see Table 1). Following enrolment PGRs undertaking full time study will be expected to complete 40 hours of study; 20 hours for part time. This will include frequent study time on campus and in person meetings with supervisors. The responsibilities of the PGR are outlined in the [Research Degrees Handbook](#).

## 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"> <li>• a full Master’s degree awarded by a UK university.</li> <li>or</li> <li>• Master’s degree from a non-UK institution deemed to be equivalent to a UK Master’s degree</li> <li>and</li> <li>• A first-class or Upper-second class Bachelor degree award from a UK university</li> <li>or</li> <li>• A first-class or Upper-second class Bachelor degree a degree from a non-UK institution deemed to be equivalent to a UK degree.</li> </ul> <p>The University subscribes to the <a href="#">ENIC overseas qualifications advisory service</a>. 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

	<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 <a href="#">transfer in policy</a>.</p> <p>In some cases these requirements may be varied, where the following are in place:</p> <ul style="list-style-type: none"> <li>• a professional qualification recognised as equivalent to a degree,</li> <li>and</li> <li>• other qualifications and experience that have demonstrated that the applicant can meet the challenges and demands of the programme.</li> </ul> <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>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>Additional evidence of sufficient proficiency in English is not required where an applicant can satisfy the qualifications criteria via holding a recognised Masters Degree or First Undergraduate</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</p>	<p>Admissions, academic team, potential supervisor and DoPGR</p>

	<p>degree which was taught and examined in English from a UK university or from another recognised University in specific countries, where the medium of instruction and examination was in English. A full list of these countries can be found in the Appendix. For a qualification to be relevant to waive the additional English language proficiency it must have been studied on a full-time continuous basis and for 12 months in the case of a Postgraduate qualification and at least two full academic sessions (years or 240 UK credits or equivalent) and have been awarded no more than two years prior to the proposed commencement of their Research Degree at Leeds Trinity.</p> <p>Applicants who do require additional evidence of suitable proficiency in English language will normally be required to demonstrate:</p> <ul style="list-style-type: none"> <li>• IELTS (Academic) overall score of 6.5 with at least 6.0 in each component, although for some departments/disciplines a higher level of language competence may be deemed necessary. Please note that we cannot accept results from these tests that are more than two years old.</li> </ul>	<p>examined in English.</p> <p>IELTS certificate.</p>	
<p>Experience and abilities</p>	<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"> <li>• Ability to sustain study;</li> </ul>	<p>Application form Proposal Interview</p>	<p>Academic team: Faculty Research Lead, Potential Supervisor and DoPGR</p>

	<ul style="list-style-type: none"> <li>• Clear written skills appropriate to completing a thesis to an acceptable standard;</li> <li>• Clear oral communication skills sufficient to explain and discuss postgraduate research findings and methods appropriate to examination standards;</li> <li>• Prior knowledge of the discipline and relevant literature sufficient to specify an appropriate research project with the scope to make a contribution to knowledge;</li> <li>• Prior competence, or ability to develop competence, in the academic methodological, analytical or other skills necessary to undertake the research proposed.</li> </ul>		
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"> <li>• Working title of your research</li> <li>• Brief rationale (context)</li> <li>• Aims of your research &amp; expected outcomes</li> <li>• Methodology</li> <li>• Ethical considerations</li> </ul>	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	



	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. <a href="#">Information about our fees is available here</a> . 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"> <li>• Declaration of any relevant unspent criminal convictions.</li> <li>• A relevant and appropriate visa to study in the UK for the duration of the programme of study (see International Students, below).</li> <li>• Satisfactory checks by the <a href="#">Disclosure and Barring Services</a>.</li> <li>• Satisfactory demonstration of Medical Fitness to Train/Practice.</li> <li>• An <a href="#">Academic Technology Approval Scheme Certificate</a>.</li> </ul>	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).