



UNIVERSITY OF LEEDS

# Part-time Undergraduate Prospectus



# 2012



# Welcome to the University of Leeds

We welcome part-time students of all ages and from all walks of life. We want you to enjoy your studies and achieve your ambitions.

Most of our students are local people who are studying here to benefit themselves, their families, communities, businesses and workplaces. We are very proud of the contribution that part-time students make to the life of the University and to the region.

This prospectus provides you with an overview of what it is like to be a part-time student at the University of Leeds. It outlines the programmes that are available to you and the facilities and support that you can expect as a member of the University.

## Find out more

Part-time study at Leeds is coordinated through the Lifelong Learning Centre (LLC). See page 11 for more details. The LLC welcomes enquiries from prospective students. Do contact us to arrange to meet with one of our staff if you would like to chat about your options or discuss the practicalities of part-time university study.

Our website provides much additional information, including answers to frequently asked questions (FAQs), and you can follow links for more details about programmes.

Phone: **(0113) 343 3212**  
Email: **part-time@leeds.ac.uk**  
Web: **www.llc.leeds.ac.uk**

**Write:** Lifelong Learning Centre, Marjorie and Arnold Ziff Building, University of Leeds, Leeds LS2 9JT

**Visit:** Our standard hours are 9.00 am – 5.00 pm Monday-Friday. We are happy to see you at other times by appointment. To find us, see the map on page 49.

## For Healthcare programmes

Please contact the School of Healthcare Admissions Unit on **(0113) 343 8048**, **admissions@healthcare.ac.uk** or visit their website, **www.healthcare.leeds.ac.uk**

The information contained in this document was correct at the time of going to press. For current information on courses and entry requirements please visit our website at **www.llc.leeds.ac.uk**

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#### Legal notice

Whilst the University endeavours to ensure that the information contained in this brochure is accurate at the date of publication the University does not accept liability for any inaccuracies contained within it. Where circumstances change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, even after students have registered at the University. Circumstances outside of the University's reasonable control include, industrial action, over or under demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern with regard to the transmission of serious illness. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

Your future starts here...

# Why choose the University of Leeds?

This is your chance to be part of a University that is changing the world and to benefit from its excellent reputation. We are proud of what we provide, and want local people to study here and gain from all that Leeds has to offer.

**Leeds is one of the finest  
universities in the country**

**The Sunday Times University Guide**





## World-class reputation

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The University of Leeds is one of Britain's elite 'Russell Group' universities and in the world's top 100. Our qualifications carry prestige – helping you to stand out from the crowd.

## Outstanding support for part-time students

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From first contact through to graduation, we are there to provide outstanding support for you. Our Lifelong Learning Centre provides specialist support for mature and part-time students and is based in superb accommodation at the heart of the campus. See page 11.

## First class facilities

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As a part-time student here, you have access to our internationally acclaimed library facilities, excellent on-line resources, superb pool and sports facilities and much more. See page 13.

## Better jobs and professional advancement

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A qualification from Leeds counts: our graduates are highly valued by employers. When you complete your programme, you will also become part of a network of highly employable graduates.

## High quality teaching

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We want you to enjoy the experience of stretching your mind - the excitement of feeling that you are really learning something new. Our programmes are relevant, stimulating and designed to help you to achieve well in a supportive learning context.

## Flexibility

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Our part-time programmes enable you to study whilst continuing to work, earn, develop your career or attend to other commitments – making part-time study financially attractive.

# University experience

Universities are exciting places, bringing together people of diverse backgrounds who are curious and keen to know more. You can learn from others within a context of inspiring teaching, and excellent resources and facilities for study and leisure.

## Part-time students

There is no typical part-time student at Leeds. Rather, you will find yourself amongst people with a rich array of different life stories and from a wide range of ages, backgrounds and ethnicities. Many are also juggling study with other commitments and responsibilities.

Part-time students at the University are immensely supportive of each other and you will have opportunity to get to know others from the very beginning through LLC induction events.

## High levels of inspiration and challenge

University study is intended to stretch your mind. It is challenging but also enjoyable and rewarding. You are expected to show an active interest in the subject, reading, thinking and talking about it so as to deepen your understanding.

You will be encouraged to discuss ideas, find information, weigh up different points of view, make judgments, as well as completing assignments for assessment.

## Partnership

Study at University is quite different to learning at school. You are a partner in a learning process. Teaching staff will be keen to explore ideas with you and support you in finding ways to succeed. Whatever their previous experiences of school, our students are usually pleasantly surprised at how much they enjoy study and how good they are at studying.

## Teaching methods

Teaching methods vary greatly depending on what you are studying. Typically, programmes use a combination of the following: lectures where you listen and make notes; classes, workshops or seminar groups for discussion; lab-work for sciences.

## Independent study

An important feature of university learning is the guided independent study that you undertake between taught sessions: you can choose to do this at home or on campus. You do need to plan this into your week and you will find that it pays to be organised and to manage your time well - we can help you to develop these skills.

Alongside taught sessions, a wealth of learning and other resources is available online through the University's Virtual Learning Environment (VLE) and Student Portal.





## Individual support

All students have a named personal tutor who will meet with you on a one-to-one basis to reflect on your academic progress and support your personal and professional development through the University's LeedsforLife initiative.

## LeedsforLife – more than just a degree

University life offers many more opportunities to you than simply studying on your programme. Our LeedsforLife initiative encourages you to consider how to make best use of your study and all the other resources available to you as a student to:

- develop confidence and skills that transfer to the workplace
- undertake projects and activities of direct benefit to the workplace
- use our excellent careers and adult guidance services
- try out a new activity via the Sports Centre or Students Union
- network and meet new people from Leeds, the region and the world
- study overseas
- represent student views
- start your own group or network.

See [www.leeds.ac.uk/leedsforlife](http://www.leeds.ac.uk/leedsforlife)

## Why study part-time?

### What our students say...

#### Career and work

*"I want to continue developing my career whilst studying for a degree"*

*"I want a deeper understanding of my role so I can be a better manager"*

#### Financial

*"I'd rather keep working so I don't need to take out much of a loan"*

*"It's better for me to 'earn as I learn' – I can't afford to give up work"*

#### Time

*"I work full-time so part-time study suits me better"*

*"I have care commitments - part-time makes study manageable!"*

#### Pace

*"I want to absorb the subject at my own pace"*

*"I think I'll take in more if I study part-time"*

#### Family

*"My kids see me studying and want to learn too!"*

#### Personal reasons

*"I feel I missed out in the past – so now's my chance!"*

*"I am semi-retired now so it's ideal for me"*

*"To exercise my brain..."*

*"I enjoy it!"*

# Part-time programmes

The University of Leeds offers a range of part-time programmes from certificates, which can be completed in less than a year, up to honours degrees studied over a number of years.

The A – Z Listing (pages 15 to 46) gives details of the range of subjects that you can study part-time.

## Honours degrees (BA; BSc)

**360 credits over levels 1, 2 and 3**

**Typical duration: 5-6 years part-time**

Single honours degrees focus on one subject; for joint honours you study more than one subject. On many programmes, it is possible to exit early with either a Certificate of Higher Education or Diploma of Higher Education.

## Top-up degrees (BA)

**120 credits at level 3**

**Typical duration: 2 years part-time**

Top-up degrees are for those who already hold a relevant Foundation Degree from the University or elsewhere and who wish to achieve an honours degree through further study. They are currently available in Early Childhood Studies (page 19) and Learning and Teaching (page 35).

## Foundation Degrees

**240 credits over levels 1 and 2**

**Typical duration: 3 years part-time**

Foundation Degrees are designed for those already working in a relevant professional field who want a qualification that builds on their experience and supports them in career progression. Students with a Foundation Degree can achieve an honours degree by taking a top-up degree. Foundation Degrees are currently available in Family Support, (page 19); and Learning and Teaching (page 35).

## Diploma of Higher Education (Dip HE)

**240 credits over levels 1 and 2**

**Typical duration: 3 years part-time**

The University offers a part-time Dip HE in Business Management (page 17). As with a Foundation Degree, this can lead to further study towards an Honours Degree. Otherwise, the Dip HE is typically awarded to those who opt to leave a degree programme after successful completion of the first two levels.

## Certificate of Higher Education (Cert HE)

**120 credits at level 1**

**Typical duration: 2 years part-time**

The University offers a part-time Cert HE in Arabic and Islamic Studies (page 15). Otherwise, the Cert HE is typically awarded to those who opt to leave a degree, Foundation Degree or Dip HE programme after successful completion of the first level of study.

## University Certificates

**60 credits at level 1**

**Typical duration: 1 - 2 years part-time**

Certificates are offered in Common Core Skills and Knowledge for the Children's and Young People's Workforce (page 19); and Arabic and Islamic Studies (page 15). They may be taken as an end in themselves or as a starting point for progression to further study.

## Preparation for Higher Education (PHE)

**60 or 80 credits at level 0**

**Typical duration: 1 year part-time**

Preparation for Higher Education is an intensive programme designed to provide students with the knowledge, skills and confidence to start a university degree.





## How much time will I need for study?

Time for study will vary across the year, with more intensive demands being made during teaching periods. It will also depend on the number of credits you are taking and such factors as how much you choose to read and think around the subject and how quickly you work.

As a rule of thumb, you should work on the assumption that every 10 credits will involve 100 hours of learning; this includes time spent in class, independent study and, for work-related programmes, relevant work-based activity and aspects of your ongoing professional practice.

## What is the pattern of attendance?

Most of the programmes listed above are designed for part-time study and have a regular pattern of attendance to help you to fit study around work or other commitments. This might be a weekly class during the day or evening, attendance for a half-day or evening per week, or participation in larger blocks of study at less frequent intervals. Details of the attendance pattern for each of these programmes are given in the A-Z index.

Part-time degree programmes (excluding 'top-up' degrees) are the exception. Most are delivered primarily for full-time students and this means that you may need to attend the university on several occasions each week. Times are likely to vary with each new semester and will depend on the scheduling of compulsory modules and your choice of optional and elective modules. Prospective students are encouraged to contact the LLC to discuss the time implications of their chosen degree programme.

## Key words explained

### Level

University study is structured into levels, each representing a further step in academic challenge. One level consists of 120 credits.

**Level 0:** preparatory study that lays the foundation for progression to a Cert HE, Dip HE, Foundation Degree or honours degree

**Level 1:** a broad grounding in the main features of your subject/s

**Level 2:** study to add depth and breadth to your knowledge and skills

**Level 3:** further study with particular emphasis on active engagement with research.

### Module

A module is a unit of learning which has a defined content and pattern of assessment. All modules carry a credit rating, typically 10, 20 or 40 credits, at a specified level. There are three types of module:

- **Compulsory modules** – which you must study as part of your programme
- **Optional modules** – which you choose from a set list within your programme
- **Elective modules** – which are a feature of some programmes and allow you to choose modules outside of your subject discipline in order to broaden your learning.

### Programmes and credits

'Programme' is the word used to refer to a course of study leading to an award from the University. Each programme involves the achievement of credit from modules across specified levels. For example:

- For a degree, you take 120 credits at levels 1, 2 and 3 (360 credits in total).
- For a Foundation Degree or Dip HE, you take 120 credits at levels 1 and 2 (240 in total).

### Semesters

The university teaching year runs from mid-late September to June. It is divided into two semesters, the first runs from September to January, and the second from February to June. Some programmes also have summer schools or courses.



# Entry requirements

We want people who are keen to achieve, willing to study hard and able to learn from their experience.

## What are we looking for in a student?

In considering your application we are looking to establish whether you:

- have the potential to succeed on a programme of academic study
- show an informed commitment to your chosen subject/s
- have relevant professional experience where this is required for work-related programmes.

## Your Personal Statement

The Personal Statement section of the application form is a vital opportunity for you to tell us about yourself. We are looking for informative Statements that bring to life your interest in the subject and show relevant knowledge, training, skills or professional experience.

## Interviews

Applicants to part-time programmes are usually interviewed. This is a further opportunity for you to show your potential, commitment and any relevant professional experience. It is also a chance for you to ask questions about your proposed programme of study and to make sure that you have made a properly informed choice.

## Formal Entry Requirements

Entry requirements vary according to the programme chosen. We accept a wide range of qualifications such as A Levels, HNDs, BTECs, NVQs, Access to HE Diploma, Open University Foundation Year Credits and many professional qualifications. Information on the requirements for each programme is provided in the A-Z index on pages 15 to 46.

## The Alternative Entry Scheme

If you do not have relevant formal qualifications, our Alternative Entry Scheme enables you to use work and life experience to demonstrate your potential. This usually involves an interview and one or more pieces of set writing that you do at home within a given time-frame. We are happy to talk this through in more detail so you know what is expected.

## Matriculation Scheme

The University Matriculation Scheme is run by the Lifelong Learning Centre for candidates referred by faculties who have made an application but have not satisfied the requirement for a GCSE or equivalent in Maths or English.

## Accredited Prior Learning

If you wish to be exempted from part of a programme using Accredited Prior Learning (APL), please provide details when you apply.

# Fees and Finance

Going to the right university is one of the most important investments you will ever make. There is support available from both the University of Leeds and the government to make sure that financial concerns do not stand in your way.

## Free at the Point of Entry

From 2012, part-time students will, for the first time, be eligible for the same government support for tuition fees as their full-time counterparts. This means that you may borrow the entire cost of tuition fees and do not have to pay anything up-front provided you are:

- Studying for 30 or more credits per year.
- Taking a programme which is at a higher level than any qualification that you already hold.

Repayment of the sum borrowed for tuition fees is more like a tax than a standard loan.

- Repayments do not begin until the April three years after the commencement of your course (i.e. April 2016 for those beginning in 2012).
- You will not have to repay anything unless you are earning over £21,000 per year.
- Payments are calculated only on income above £21,000 and are very affordable. For example, if you are earning £25,000 your repayments will be around £6.96 per week.
- If you stop earning or your salary falls below £21,000 repayments will cease.
- If you have not repaid your loan after 30 years it is written off.

More information about government funding can be found at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

## Tuition Fees

The University has set a standard tuition fee for undergraduate programmes of £9,000 per level (UK or EU students). The number of levels involved in each type of programme (see page 7) is as follows:

- Honours degree – 3 levels
- Top-up degree – 1 level
- Foundation Degree / Diploma of Higher Education – 2 levels
- Certificate of Higher education – 1 level
- University Certificate – 0.5 of a level

## Financial Support from the University

The University of Leeds is in the process of developing new packages of additional support for part-time students to ensure that no-one is prevented from studying here because of financial hardship. This includes provision to offer the Preparation for Higher Education programme (page 41) free of charge to low income students. Please see the Lifelong Learning Centre website for current information about these schemes.

## Discuss your options

Staff of the Lifelong Learning Centre are happy to talk-through the financial implications of part-time study and discuss options that may be open to you to make this affordable. Please contact the LLC to make an appointment.



# How we support you



## The Lifelong Learning Centre

The Lifelong Learning Centre (LLC) provides specialist support and programmes for mature and part-time undergraduates. From your initial enquiry, through your introduction to university life and during your academic career, the LLC is there to help.

## Support in the lead-up to university

### Discussing your choices

Staff of the LLC are always happy to chat with anyone who is interested in university study as a part-time or mature student. We offer free and impartial advice and guidance to help you make informed decisions about what is right for you. This can help you with:

- deciding whether you are ready for a degree programme – or if a preparatory programme would be a better starting point
- finding out what is available in the region
- making sense of entry requirements
- considering the pros and cons of part-time and full-time study
- making choices that match your career ambitions
- understanding how to make a good application
- balancing work and study
- weighing the financial considerations.

## Finding the information you need

We provide a wealth of material on our website. This includes a section on Thinking About Study which is specially designed to address your questions and link you to further information.

## Programmes to ease you back into study

The LLC has an excellent track record of partnership-working with employers, colleges, communities, and other organisations. We create opportunities to support adults into higher education, especially those who haven't previously studied at university level. Our activities include:

- Short courses that give you a taste of university study and are designed to develop your confidence and academic skills should you wish to study further.
- Preparation for Higher Education – a one year, part-time programme which provides an intensive introduction to the skills that you will need for successful university study. See page 41.
- Academic skills workshops, held over the summer, to equip you with a range of strategies to tackle the tasks that a first year student will encounter.

## Induction and welcome events for new students

In September, the LLC runs a programme of events for new part-time and mature students so that you can be well prepared for the start of your studies and begin to find your way around the campus, library and other University facilities. Most important of all, these events are an opportunity to get to know other part-time and mature students and to meet LLC staff.

## Gaining from the views of current students

If you are planning to join the University we can put you in touch with a student already studying on your programme so that you can find out what it's really like and get some early questions answered.



## Support during your studies

### A supportive 'home'

Located in the Marjorie and Arnold Ziff Building at the heart of the campus, the LLC offers a base for all part-time and mature undergraduates. In the LLC there is dedicated space where you can drop-in, meet friends, have lunch, study, fill in time between taught sessions, make enquiries, print your work, or make use of a computer.

### Social events

The LLC hosts a social event each term plus a monthly drop-in meeting. All events are open to mature and part-time students across the University; some are aimed specifically at students with children.

### Academic development and study skills

Alongside the support that you receive within your programme, the LLC provides workshops and one-to-one meetings to help you to grow in confidence as a student and achieve success. We can also help you to make the best use of library and computer resources and provide specialist support for students with dyslexia.

### Career development

We understand that you will want to gain the best opportunities for career progression through study at University. We support you in this through our professionally-related programmes, opportunity to reflect and plan ahead in tutorials and specialist support in enhancing your CV and job-application skills.

### Advice and guidance

At any time during your study, our Guidance Officers can talk through your next steps for study, your career, or other issues that may be affecting your study. Guidance is also available for those needing to leave their studies earlier than anticipated.

## What our students say...

In the National Student Survey each year, the Lifelong Learning Centre's students consistently express very high levels of satisfaction for their overall student experience.

*"The personal welcome made me feel that people were really doing their best to make the students feel comfortable with their new life at university."*

*"The lecturers are first-class and staff are really supportive of part-time students."*

*"I realise now that I already have a lot of the skills needed and do not think I will struggle too much – there is so much help out there."*

*"I am not used to dealing with such helpful, well-planned, efficient and supportive organisations. I did not think such places existed anymore."*

### Peer support scheme

The Peer Support Scheme puts you in touch with a more established part-time or mature student who can help you to settle into university, provide useful practical tips and signpost you to other sources of support.

### Practical support

Staff of the LLC can assist you in the practical aspects of part-time study with:

- information about fees, bursaries and financial support
- help in negotiating administrative procedures
- support for disabled students to ensure that you have access to appropriate resources.

Further information about all services provided by the LLC can be found on our website at [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)



# How we support you

## Services and facilities

The University of Leeds is committed to providing a first-class student experience for all its students. As well as the support provided by your teaching department, outstanding support arrangements and facilities are provided by the University and the Student's Union (LUU) for all students, whether part-time or full-time.

## Library

With over 2.8 million items in stock, the library is one of the biggest and best in the country, and has an international reputation. The three libraries on the main campus - the Brotherton, the Edward Boyle and Health Sciences libraries - all offer silent and group study spaces, computer clusters and wireless access so you will be able to find a working environment to suit you. Faculty Team Librarians are there to support you in your learning and research.

You don't need to be on campus to use the library's resources. From your own desktop, you can access over 33,000 journals, a comprehensive collection of databases, e-books and reference materials, as well as reserving items at any time, and the possibility of renewing some items. Visit the website <http://library.leeds.ac.uk>

## Skills@Library

Skills@Library provides a wide range of study skills workshops, online resources and advice. You can use leading-edge IT facilities with wireless access, video-conferencing and equipment to practise presentations and develop your skills.

Developing skills such as information management, academic writing, group work, time management and presentation skills will help you fulfil your potential at University and throughout life. Visit the website <http://skills.library.leeds.ac.uk>

## IT services

As a University of Leeds student, you will be issued automatically with a username that enables you to access some of the finest computing facilities in the country, on and off campus. As well as access to email, file storage and internet, we provide computer rooms across campus, so you will never have to go far from your department to find a computer. Most computer rooms are open long hours and some are available 24/7. If you would rather use your own laptop, our wireless network covers most of the campus, and with the Desktop Anywhere service, you will always have secure access to your resources and a wide range of software, on campus or off.

The Portal (<http://portal.leeds.ac.uk>) is your web-based entry to University student services and information. Just log in once to get access to all the information and links you need, from the University's Virtual Learning Environment (VLE) to your personal timetable, academic and social groups and much more. For more information see <http://iss.leeds.ac.uk>

## Leeds University Union (Students Union)

Part-time students are full members of the Students Union and can use all its facilities and services. The Student Advice Centre offers free, confidential information and advice to current and prospective students on matters such as housing, university procedures, money (including debt, benefits, budgeting and financial support), health and wellbeing. It has been awarded the Community Legal Service Quality Mark. Contact **(0113) 380 1290** or [advice@luu.leeds.ac.uk](mailto:advice@luu.leeds.ac.uk), or visit [www.leedsuniversityunion.org.uk/helpandadvice](http://www.leedsuniversityunion.org.uk/helpandadvice)

## Equality Service

The Disability Team is part of the Equality Service and, along with the RNIB & University of Leeds Transcription Centre, provides support to students with a disability, mental health difficulty or specific learning difficulties. Services include assistance with Disabled Students Allowances applications, guidance on appropriate technology and support, provision of material in alternative formats, individual support and workshops, a specialist mentoring scheme and a personal assistance scheme.

Disabled students are advised to register with the Equality Service at the earliest opportunity. Contact **(0113) 343 3927** (calls via RNID typetalk are welcome), **(0113) 343 2616** (textphone), **(0113) 343 3944** (fax), [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk), or visit the website, [www.equality.leeds.ac.uk](http://www.equality.leeds.ac.uk) For the RNIB & University of Leeds Transcription Centre, contact **(0113) 343 3929** or email [leedstrans@rnib.org.uk](mailto:leedstrans@rnib.org.uk)

## Careers Centre

The University Careers Centre offers services for students at all levels of study. Mature and part-time students are welcome to come and discuss career change and development, get practical help with application and interviews or finding work experience. For a confidential discussion, contact the Careers Centre on **(0113) 343 5295** or visit [careerweb.leeds.ac.uk](http://careerweb.leeds.ac.uk)

## Chaplaincy

Located in the Emmanuel Centre, the Chaplaincy provides drop-in pastoral and spiritual care, counselling, a common room and space for meditation and reflection. Islamic prayer rooms, a synagogue and a Christian Chapel are all located on campus. Contact on **(0113) 343 5071** or [chaplaincy@leeds.ac.uk](mailto:chaplaincy@leeds.ac.uk)

## Counselling

The Student Counselling Centre (SCC) offers free, professional, confidential individual counselling, psycho-educational groups, workshops, drop-in sessions, as well as web-based self-help and on-line counselling. Visit [www.leeds.ac.uk/studentcounselling](http://www.leeds.ac.uk/studentcounselling) or contact at [stucouns@adm.leeds.ac.uk](mailto:stucouns@adm.leeds.ac.uk) or **(0113) 343 4107**

## Childcare

Bright Beginnings Childcare Centre Leeds provides childcare on campus in purpose built facilities. It offers an exceptional environment for up to 144 children aged three months to five years. It runs a playscheme for children aged between 3 and 12 years old. Staff implement the EYFS (Early Years Foundation Stage) curriculum; the Centre is inspected and registered with Ofsted Early Years. Contact on **(0113) 343 1818** or email [a.s.foley@leeds.ac.uk](mailto:a.s.foley@leeds.ac.uk) or visit [www.brightbeginningschildcare.co.uk](http://www.brightbeginningschildcare.co.uk)

## Language Centre

The Language Centre's services and facilities are open to all the University's students, whether learning a foreign language, improving English skills or keeping up to date with world news. Students can use a Self-Access Area to study languages independently or make use of the Centre's wide range of learning materials in over 40 different languages. See [www.leeds.ac.uk/languages/lc\\_home.html](http://www.leeds.ac.uk/languages/lc_home.html)

## Sport & Physical Activity

The University has excellent facilities to help you to keep fit, stay healthy, pursue sporting interests or even participate for the first time. It offers support whether you want to participate for fun or at club and elite levels. The Intra Mural programme provides organised recreational sport and is a great way to meet new friends. It arranges volunteering within the local community for coaching, events, stewarding and sports administration. Through the Student Union, you can choose from more than 60 sports clubs, ranging from cycling to sub aqua, basketball and sailing. Facilities include the Edge, a state-of-the-art fitness centre with a swimming pool, gym, squash courts and climbing wall, and outdoor courts and pitches for a wide range of sports. For more information: [www.leeds.ac.uk/sport](http://www.leeds.ac.uk/sport)

# Arabic and Islamic Studies

Our part-time Islamic Studies programme takes you on a journey through Asia and the Middle East, giving you insight into Islam and the Muslim world.

## Certificate of Higher Education (Cert HE) in Arabic and Islamic Studies

### What do I study?

The Cert HE in Islamic Studies is a distinctive and highly relevant programme for today's multicultural society. It embraces the classical Islamic sciences whilst also providing insight into the way Muslim scholars and intellectuals today are seeking to reinterpret Islam in the light of modern challenges. You will be introduced to Islamic theology, history, culture and civilisation and also have the opportunity to explore topics such as Islamic law or the position of women in Islam.

For those with no knowledge of Arabic, the Certificate includes an introduction to Arabic language. The programme also welcomes native speakers of Arabic who will not need further training in the language.

### How will I be taught?

Teaching takes place in groups that are small enough to give plenty of opportunity for discussion. Tutors are enthusiastic experts in their field who will be keen to extend your knowledge and thinking and to support your journey through the programme.

### How will I be assessed?

Assessments include essays, coursework and occasional exams. They are designed to stimulate your interest in the subject and help develop your skills for successful university level study.

### Progression to an Honours Degree

Successful completion of the Cert HE represents the first third of an honours degree. Students may continue onto the Islamic Studies BA in the Department of Arabic and Middle Eastern Studies.

### Career development

There is growing recognition of Islamic Studies as a subject of great importance in our multicultural society. A qualification in this field opens a wide range of opportunities for career development.

#### Course duration

2 years part-time

#### Pattern of attendance

One afternoon per week  
(Wednesdays for those beginning in 2012)

#### Typical entry requirements

- GCSE grades A – C English and Maths or equivalent.
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

#### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

Web: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)



*"It was the first time I experienced discussion of Islam with non-Muslim students. It was great to see tutors deal with sensitive issues professionally."*

#### Mohammed

BA Arabic and Islamic Studies graduate and former Arabic and Islamic Studies certificate student.

# Biological Sciences

The University offers part-time routes through several Biological Science programmes. Initially, at level one, you study a wide range of topics to give you a broad biological background. Later on, at levels two and three, you study more specialised topics at the cutting edge of the subject area.

## BSc Biology

Biology is the study of life. If you have a wide-ranging interest in biology and have not yet decided to specialise, this is the programme for you.

## BSc Ecology and Environmental Biology

Ecology is the study of animals and plants and how they interact with one another and their environment. The topic forms a bridge between biology and the environmental sciences. The programme has recently expanded to bring in more options for exploring the geographical and environmental aspects of the topic.

## BSc Zoology

Zoology is the study of animals, how they function, evolve and interact. From evolutionary biology and animal behaviour to eco-physiology and bioacoustics, we teach a huge range of modules in whole organism biology, providing one of the widest choices of programmes available at any university.

## How will I be taught?

Teaching methods include lectures, practicals, field courses, field visits, seminars, tutorials, workshops, small group and individual projects.

## How will I be assessed?

Assessment is normally via a combination of in-course assessment and end-of-course examination.

## Career development

Graduate destinations for these programmes include the pharmaceutical industry, agribusiness, conservation, environmental consultancy, healthcare, media and education. Many graduates go on to specialise through postgraduate study.

### Course duration

6 years part-time

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- AAB-BBB from 3 A2/Advanced Higher including Biology and preferably another science or science-related subject. General Studies is excluded.
- Other qualifications will be considered on an individual basis by the Admissions Tutor.

### Further information

Please contact the Lifelong Learning Centre

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# Business Management

Our part-time business management programmes are flexible, relevant and designed to make you a more effective manager and leader. You will be able to make use of your own experience in work, as well as gaining from research and theory relevant to the current world of work.



## Diploma of Higher Education (Dip HE) in Business Management

### What do I study?

The Dip HE combines an excellent grounding in fundamental business management concepts with an emphasis on the development of business management knowledge and skills and your own personal and professional development. It covers topical areas of business and management such as:

- Human Resources and Managing People
- Managing Change
- Customer Service
- Managing finances
- Marketing
- Leadership

Work-based projects also provide you with the opportunity to apply your learning to practical issues within your workplace.

### How will I be taught?

Classes involve a combination of tutor-led teaching, group work and student activities. Additional resources and activities are available online through the University's Virtual Learning Environment.

### How will I be assessed?

Assessments include academic essays, business reports, case studies, group presentations and examinations. This wide range gives opportunity for students to work to their individual strengths and to gain skills in different forms of expression.

### Progression to an Honours Degree

Successful completion of the Dip HE represents the first two thirds of an honours degree. Students who continue onto the part-time honours degree in Business Management study for a further two years at Leeds University Business School, which covers operational and strategic management as well as specialist options.

### Career development

The programme will develop your knowledge and skills across a number of areas of business management to enable you to be more effective within the workplace and to build your capacity for progression to more senior management roles.

### Course duration

3 years part-time

### Pattern of attendance

One evening per week (Thursdays for those beginning in 2012)

### Typical entry requirements

- Work experience that would give the applicant an appreciation of a range of different roles and/or work settings and/or management responsibilities.
- and GCSE grades A – C English and Maths or equivalent. Applicants who are unable to demonstrate numeracy skills through a GCSE Maths grade C or equivalent can gain entry onto the course through successfully completing the LLC numeracy assessment
- and Two A Levels grade A-E or equivalent
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

### Further information

Please contact the Lifelong Learning Centre

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Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**

## Continuing Professional Development

If you are looking for a shorter, bespoke programme of professional development, we can work with you to put together a 60 credit programme of modules in business management or related areas that addresses your training needs. On successful completion you will be awarded the University's Certificate of Personal and Professional Development.

## Bespoke Courses for Employers

We also work directly with employers to design and deliver bespoke, relevant training tailored to the public and private sector. Examples include training days, workshops, lectures and short courses. For more information, please contact the Lifelong Learning Centre.



*"Studying part-time at the Lifelong Learning Centre gave me the opportunity to manage my time effectively. Through the support of the staff I was able to achieve a first class degree and run my business at the same time. Without the option of part-time study I would have had to have chosen between my work and my degree, however, the studying at the Lifelong Learning Centre enabled me to make a success of both."*

#### Emily Cummins

BA Business Management graduate and award winning inventor



*"The best thing about the programme is the way it fits in well with what I do at work. I would definitely recommend it to others. I've found it enjoyable and it's been of real benefit to my employers as well; they've been happy with what I've got out of it and have been pleased with the way the programme has been structured. I wanted to get a real rounded view of business management, so that was why I chose it. If you've got an interest in business then it's a brilliant course."*

#### Lee

Diploma in Business Management student

# Child and Family Welfare

The Lifelong Learning Centre offers a range of part-time programmes in Child and Family Welfare from Certificate level through to Foundation and honours degrees.

## Certificate of Higher Education (Cert HE) in Common Skills and Knowledge for the Children and Young People's Workforce

The Certificate is for those working in the field who want a shorter programme that provides a thorough and practical understanding of the Common Skills. Students take three modules shared with the Foundation Degree:

- safeguarding children
- child development
- multi-agency working.

On successful completion, you can leave with a University Certificate or complete the Foundation Degree in Family Support in two further years of part-time study.

## Foundation Degree in Family Support

The Foundation Degree is for those working or volunteering within a family support environment and who are keen to develop a deeper understanding of their work with children and families. Work experience and continuing engagement with your workplace are key elements of the programme.

Through the course, you develop:

- A deeper understanding of safeguarding children, child development, multi-agency working, child abuse, and theoretical perspectives and approaches in Child Welfare and family support
- The ability to demonstrate competence in all aspects of the delivery of family support
- A deeper knowledge of structures and professional roles in family support
- Through reflective practice, a deeper understanding of your own professional development and the impact on your practice of the professional standards framework.



On successful completion, there is guaranteed progression onto the 'top-up' programme leading to the University's BA Early Childhood Studies.

## BA Early Childhood Studies ('top-up' degree)

Key topics on the BA programme include leadership in children's centres and the welfare of young children. You also gain practical research skills and apply these to a project on a negotiated topic.

### How will I be taught?

You will be taught in small groups to ensure that there is opportunity to discuss ideas and ask questions. Tutors try to make each session as interactive as possible and also provide additional on-line resources and activities through the University's Virtual Learning Environment.

### How will I be assessed?

The range of assignments includes essays, reports, posters, presentations and blogs. There are no formal examinations. Tutors will provide clear guidance and support on what is expected of each assignment.

### Career development

Students who complete the Foundation Degree or BA tend to stay within their organisations but are more likely to progress to managerial positions in Children's Centres and Nurseries. Former students have also taken roles in quality assurance, OFSTED and childminding support. Others have progressed to postgraduate qualifications that have led to careers in teaching or social work.

### Course duration

**Certificate:** 1 year part-time

**Foundation Degree:** 3 years part time

**Top-up degree:** 2 years part time

### Pattern of attendance

**Certificate and Foundation Degree:**

One afternoon per week (Tuesday)

**Top-up degree:** blocks of 3 weekdays at intervals through the year

### Typical entry requirements

**Certificate and Foundation Degree**

- Students need to be engaged in relevant work (paid or voluntary) with a minimum of 3 hours contact each week with children and families.
- Applicants are asked to write a brief piece (500 – 700 words) about why you want to join the course and what experience you have in the family support field.

**Top-up degree**

- Applicants must be employed at a senior level in a child and family welfare setting and have:
  - A relevant Foundation Degree
  - or
  - A relevant NVQ level 3 qualification plus completion of a 3000 word portfolio assessed at NVQ level 4 (University level 2).

### Further information

Please contact the Lifelong Learning Centre

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Web: **www.llc.leeds.ac.uk**



*“When I was only half way through the course I was offered, and accepted, a job as a manager in an educational setting. I feel I would not have had the confidence or the skills to even apply for this post had I not been studying. I would recommend this degree to other people who work with children, young people and their families, whether in an educational setting or not. You will feel supported and encouraged by the LLC and you will be surprised at what you can achieve.”*

**Diane**

Foundation Degree in Family Support graduate



*“I enjoyed doing the Foundation Degree and the continuation with the BA has been really good. The best thing about the programme is how it links into the work that I’m doing. I’m reading things and looking into things that I probably wouldn’t had I not been doing it”.*

**Joanne**

Foundation Degree in Family Support graduate and now BA Early Childhood Studies student



# Childhood Studies

The Childhood Studies programme offers the opportunity to explore in depth some of the most challenging and fundamental issues concerning children, young people and their families in the twenty first century. The programme is designed both for school leavers and mature students. It aims to meet the increasing demand for well qualified specialists able to work with children and their families, both in the community and in institutional settings.

## BA Childhood Studies

### What will I study?

The Childhood Studies degree offers rigorous, interdisciplinary academic study in the fields of childhood: education, sociology, social policy, educational/social psychology and child welfare. It focuses on three main areas:

**Childhood:** Specifically, the study of the theories and context of childhood (social, sociological, material, cultural, psychological and political) and child and family health and welfare.

**Education:** This includes a consideration of the past and present social and political context of education; philosophical and pedagogical perspectives; inclusion and the international educational context.

**Culture:** This includes the study of culture and identity, cultural entitlement, childhood and youth culture and cultural industries.

### How will I be taught?

The course incorporates a range of teaching styles which are designed to stimulate and develop your capacity for independent learning.

### How will I be assessed?

Achievement will be assessed by a variety of methods in accordance with module learning outcomes.

### Career development

The degree offers a firm foundation for careers relating to children. Graduates work in education, early years, health, social care, social work, play therapy and the leisure industries. Graduates have also trained as primary or early years teachers.

#### Course duration

6 years part-time

#### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

#### Typical entry requirements

- A validated Access Course certificate
- or 3 A Levels grades BBB – equivalent to 300 points, (not including General Studies)
- or BTEC grade DDM (Distinction, Distinction, Merit)
- or a GNVQ (Merit and one A Level grade C, or Distinction & one A Level at grade D)
- or CACHE Diploma grade B
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

#### Application deadline

Please note the deadline for applications to this programme is the end of June 2012.

#### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**

# Classics

The study of Classics will suit those who are interested in the literature, history and culture of the ancient world. Our Classical Civilisation programme is designed to make the ancient world accessible to as many students as possible. You will learn about the foundations of western civilisation, and gain insight into all kinds of issues of relevance today, from democracy to the Olympic Games.

## BA Classical Civilisation

### What will I study?

During your Classical Civilisation degree you will explore the classical world in scholarly detail through both core study and specialised modules. You do not have to study Classical Greek or Latin, although you may take a language at beginner's level if you wish. Programmes involving Greek and/or Latin language are also available.

Modules at level 1 introduce you to various aspects of Greek and Roman history, society and literature, as well as giving you the opportunity to choose a beginners ancient language module or study wider aspects such as ancient philosophy or classical archaeology. At level 2 you will take modules in Homer's Iliad and Virgil's Aeneid – the two most influential works of literature from the classical period – as well as a module that looks in more detail at Classics as an intellectual discipline. Level 3 involves completion of a dissertation and a choice of modules from a range of special subjects on the ancient world which develop your knowledge and transferable skills further.

### How will I be taught?

Teaching methods include lectures, seminars, small group teaching and independent research.

### How will I be assessed?

You will be exposed to a variety of assessment methods, from the traditional essay and exam format to use of online message boards, presentations and group production of websites and posters.

### Career development

The degree in Classical Civilisation develops intellectual skills that can be applied in many work and life contexts. Graduates have followed successful careers in teaching, law, management, finance, the media, publishing, the armed forces and museum curatorship.

#### Course duration

5-6 years part-time

#### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

#### Typical entry requirements

- 2 A Levels
- or a validated Access Course
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

#### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**



# Earth and Environment

There is a wide choice of part-time programmes available in this increasingly topical subject area.

## BA Environment and Business

This is an ideal programme for students who wish to understand the pressures and opportunities facing business as a result of the contemporary environmental agenda. Students can choose from a wide range of options in subjects such as waste management, environmental ethics, climate change, law, marketing and advertising, company organisation and business management.

## BSc Environmental Science

The programme offers a combination of environmental system analysis and field-based assessments of environmental problems. Expertise within the School focuses on conservation, sustainability, pollution, earth systems and the atmosphere. Students will be ideally placed to work as environmental scientists, pursue postgraduate study or enter an area of employment where specialist knowledge of environmental issues is required.

## BSc Geological Sciences

The Geological Sciences programme at Leeds is up-to-date, broad-based and emphasizes the fundamental processes which determine the formation of rocks, evolution of the Earth's crust, and life on Earth. Every area of geosciences is covered by the programme; it offers a thorough grounding in applied geology, including both petroleum and mineral resources, and engineering and environmental geology.

## BSc Geophysical Sciences

Geophysics is the study of the Earth through the application of physical principles. Geophysicists tackle a wide range of subjects, often closely linked to geological data. They are involved in exploration for hydrocarbons and mineral deposits, monitoring natural hazards, and assessing the impact of human activities on the environment, as well as investigating the interior of the Earth and other planets and measuring the movements of the Earth's plates.

## BSc Meteorology and Climate Science

The programme applies mathematics, chemistry and physics to understanding the Earth's atmosphere and climate system. Graduates will be ideally placed to work as specialist meteorologists (for example weather forecasters), as well as in other areas where atmospheric science is essential (such as regulation of pollution), and in more general areas where a sound training in applied physics and chemistry is required.

## BSc Sustainability and Environmental Management

This programme is designed to sit at the interface between human activity and the environment. It explores the environmental, economic and social implications of the decisions that we make and the strategies we use to find sustainable solutions to environmental problems. You will study modules from both the natural and social sciences and be able to tailor the programme to your interests as you progress through specialist pathways.

## How will I be taught?

Teaching methods include lectures, group work, presentations, tutorials, practicals and fieldwork. Some programmes also include laboratory based classes.

## How will I be assessed?

Assessment is via a combination of examinations and coursework.

## Career development

The programmes aim to produce students well qualified for employment in environmental or geosciences organisations, in both the private and the public sectors. Career prospects in all areas remain strong, as environmental issues and regulations become commonplace and the geosciences maintain a healthy momentum in a difficult period.

### Course duration

5-6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

3 A Levels or equivalent. Please note that some programmes require specific subjects.

### Further information

Please contact the School of Earth and Environment

Tel: (0113) 343 6719/6261

Email: [admissions@see.leeds.ac.uk](mailto:admissions@see.leeds.ac.uk)

Web: [www.see.leeds.ac.uk](http://www.see.leeds.ac.uk)

# English Language and Literature



The School of English is one of the most highly regarded in the UK. Both of the undergraduate degrees available on a part-time basis give you a sound overview of the subjects as well as the opportunity to take specialist options and independent research.

## BA English Language and Literature

Taking one of the country's most prestigious degrees in English, you will gain a thorough historical, critical and theoretical grounding in literary and language study. You will develop a wide range of subject-specific and transferable skills. Following an introduction at level 1 to all aspects of the degree, you will take core modules at level 2 that cover all the main periods of British and Irish literature from the medieval to the Romantic period, and English language. At level 3, core modules explore literature of later periods, American literature, postcolonial literature, and language and power. An optional two-semester dissertation gives you the opportunity to plan, design and write an independent piece of research on a topic of your choice. The degree also gives you the choice of a wide range of optional modules at levels 2 and 3.

## BA English Language

The English Language degree will encourage you to see that language is not a neutral medium, a transparent 'window' on to the real world, but inextricably bound up with issues of identity, power culture and ethics. At level 1 you will be introduced to the tools that you will need to study and analyse the English language – its history, geography and structure and its political context. At level 2 you will trace the historical development of English from Old English to the present day, explore some varieties of English and examine the relationship between language and power. You will also have opportunity at both levels 2 and 3 to follow your own interests through optional modules in areas such as dialectology, language in the media, stylistics and discourse analysis. Level 3 also involves a dissertation in which you plan, design and write independent piece of research related to study of English Language.

## How will I be taught?

Modules are largely taught through seminars and lectures.

## How will I be assessed?

Assessment methods vary and may include exams, assessed essays, presentations and other exercises.

## Career development

Potential career paths include writing, theatre, law, publishing, journalism, the civil service, advertising and marketing, management, personnel, banking, retailing, administration and teaching.

### Course duration

6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- 3 A Levels (excluding General Studies)  
Specific subjects may be required
- or a validated Access Course
- or (for applicants without formal qualifications)  
successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

### Application deadline

Please note the deadline for applications to this programme is the end of June 2012.

### Further information

Please contact the following from the School of English:

Maddy Burrows, Undergraduate Admissions Officer: [undergrad-english@leeds.ac.uk](mailto:undergrad-english@leeds.ac.uk)

Web: [www.leeds.ac.uk/english](http://www.leeds.ac.uk/english)



# Geography /Geology

The School of Geography at Leeds is one of the UK's leading geography departments. Our internationally recognised research underpins teaching at all levels. The syllabus has particular strengths in social and cultural geography, retail planning, urban geography, transport, development, global environmental change, ecology, hydrology, glaciology and environmental management.

## BA Geography

This programme focuses on human geography. You will use geographical methods to explore and analyse the complex and reciprocal relationships between human societies and cultures, and the links with the physical landscape. The choice and flexibility of the modules will enable you to specialise or generalise throughout the programme.

## BSc Geography

This programme focuses on physical geography and enables students to investigate Earth surface processes and study the relationships between the physical components of the Earth, the environment, the landscape and human society. The choice and flexibility of the modules allow you to specialise or generalise throughout the programme.

## BA Geography with Transport Planning

The programme combines study of human and environmental geography with transport policy in order to develop your understanding of links between transport, development and the environment. Optional modules on a wide range of themes allow you to specialise through the programme and at level 3 you will complete a dissertation on a subject of your choice.



## BSc Geography-Geology

This programme devotes equal time to the study of physical geography and geology. Initially, you study a range of aspects of physical geography, aimed at providing knowledge of physical sciences comprising studies of the principles of geological sciences, earth history and the properties of rocks and minerals. Later on in the programme you progress to studying the links between geography and geology and gain an understanding of geological processes in interpreting landscape and sedimentary environment evolution.

## How will I be taught?

Teaching methods include lectures, group work, presentations, tutorials, practicals and fieldwork.

## How will I be assessed?

You will be assessed through a combination of coursework and examinations.

## Career development

The programmes can open up a wide variety of career paths. Employment opportunities exist within retail planning, marketing, conservation, land and water management and public utilities among others.

### Course duration

5-6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

#### **BA Geography and BA Geography with Transport Planning**

- 2 A Levels including Geography (excluding General Studies) or equivalent qualifications/experience
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

#### **BSc Geography**

- 2 A Levels including Geography (excluding General Studies).

#### **BSc Geography-Geology**

- 2 A Levels in Geography or equivalent, plus one of Biology, Chemistry, Environmental Science, Geology, Maths or Physics.

### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**





Part-time students follow the same programme of study as full-time undergraduates over six years, but instead of the mandatory year in Germany, you will normally be expected to fulfil a minimum residence abroad requirement of a total of 12 weeks over the first four years.

## BA German

### What will I study?

This programme has language proficiency at the heart of its provision along with a firm grasp of the cultural and historical forces that have shaped Germany. We want to help you develop sufficient command of the language, confidence in your abilities and understanding of the culture and history of Germany for you to feel at home in a German-speaking environment, in effect to function at the level of a native speaker by the end of your time with us.

The core language module is compulsory at each level and combines grammar lectures and workshops with text-based written and spoken tasks. At all levels, you will have a choice of modules taught and examined in English or German which emphasise either history, culture or language, thus allowing you to set your own learning priorities.

### How will I be taught?

Teaching is delivered via lectures, seminars, online resources and independent research.

### How will I be assessed?

Each module has its own assessment procedures, including exams (written or oral), marked essays and group presentations.

# German

## Career development

The German economy is currently the strongest in Europe and many Leeds German graduates enter careers in one of the major German firms. Recent graduates are also working in journalism, PR, the law and for the European Union.

### Course duration

6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- Standard entry: A Level German at grade B or above plus two further A Levels, one at grade B and one at grade C or above. Reference from school and personal statement.
- Mature students: A Level German at grade B or above or equivalent proficiency in reading, writing, listening and speaking.
- Admission on the basis of interview and written German language test.
- Progression to level three is dependent on performance in language at level two and fulfilment of the normal requirements for progression.

### Further information

Please contact the German Department

Tel: **(0113) 343 3508**

Email: [v.strukov@leeds.ac.uk](mailto:v.strukov@leeds.ac.uk)

Web: [www.leeds.ac.uk/german](http://www.leeds.ac.uk/german)

# Healthcare



The School of Healthcare is one of the largest in the UK. We aim to carry out the University mission by generating, disseminating and applying knowledge for the advancement of health and social care education, practice and policy through close working relationships with the NHS and other partner organisations.

Our programmes are designed to meet the delivery of the Healthy Ambitions agenda by developing potential and enhancing skills to meet the extended and specialist roles required of a changing workforce. Our inspirational teachers, internationally recognised researchers and skilled practitioners are dedicated to supporting students to reach their full potential and fulfil their career aspirations.

We run several part-time Continuing Professional Development (CPD) programmes for healthcare professionals at degree level.

## BSc Nursing (Post-Registration)

**(Subject to NHS funding and viable numbers)**

This part-time programme has been designed and specifically developed for nurses who have completed the Advanced Diploma programme at the University of Leeds and who possess 60 credits at level three. It is anticipated that these nurses will currently be working in a Health/Social/Voluntary/Independent Care environment and that they will commence within five years of completion of their Advanced Diploma programme. It is expected that students will complete the programme within one calendar year, although the study period may be extended to a maximum of three years.

You would also need to have six months post-qualifying experience in a healthcare environment to be eligible for the programmes. At the end of the programme you will have the in-depth knowledge and clinical skills required to care competently for patients in a range of care settings including acute, hospital and the community.

## BSc Healthcare Practice

**(Subject to NHS funding and viable numbers)**

On completion of this course you will understand and demonstrate coherent and detailed subject knowledge and professional competencies, some of which will be informed by recent research/scholarship in the field of healthcare practice. Typically you would study for two to four years to complete these programmes, which are taught at our main Leeds campus. For specific days/times please contact the School of Healthcare.

### Entry criteria

120 credits at Higher Education level two and programme specific requirements and:

- Hold current registration with the relevant body (NMC, HPC etc).
- Have an identified named practice assessor.
- Have a minimum of 6 months prior experience with the relevant client/patient group.

## Graduate Certificates

**(Subject to NHS funding and viable numbers)**

The Graduate Certificates are 60 credit, level 3 named awards which enable healthcare practitioners to develop in-depth theoretical knowledge to underpin their practice. Each award includes a 20 credit compulsory work-based learning module and 40 credits of compulsory specialist study. Typically you would complete the award within 1 year (maximum 2 years). For those wishing to continue their study on completion you may directly transfer your Graduate Certificate into the BSc Healthcare Practice programme.

### Entry criteria

Applicants will:

- Have demonstrated ability to study at level 3.
- Normally hold current registration with the relevant regulatory body (NMC, HPC etc).

### School of Healthcare Graduate Certificates are available in:

Cancer Care	Infection Prevention and Control
Adult Cardiac Care	Liver Care
Adult Critical Care	Neonatal Care
Diabetes Management	Management of Pain
Healthcare Practice	Palliative Care*
	Renal Care

\*(offered in partnership with the University of Leeds and St Gemma's Hospice, Leeds – subject to NHS funding and viable numbers)



## Certificate of Higher Education in Mammography (Assistant Practitioner Career Pathway)

(Subject to NHS funding and viable numbers)

This innovative and exciting development in mammography education will provide assistant practitioners with the first step to future career progression within healthcare. The Certificate of Higher Education in Mammography incorporates the M2, M8 and M11 Occupational Standards. This certificate is taught for two years part-time or one year full-time at our main Leeds campus. For specific days/times please contact the School of Healthcare.

### Entry criteria

Students must be employed in, or seconded to, a breast imaging department accredited by the University for the relevant modules for a minimum of 21 hours (three days equivalent) per week.

Students must provide satisfactory evidence of the agreement of their employers to undertake the course.

For the academic qualifications required, please contact the School of Healthcare.

## Free-standing Modules

Many of our modules may also be taken on a free-standing basis. These provide an ideal opportunity to expand your knowledge and skills for continuing professional development purposes or to give you a taster of higher education study before embarking on a full programme of study. These modules cover a wide range of specialities including Preparation and Supervision of Midwives, Independent and Supplementary Prescribing and Supporting Learners in Practice.

For more information about all these programmes, please contact the School of Healthcare Admissions Unit on **(0113) 343 8048**, [admissions@healthcare.ac.uk](mailto:admissions@healthcare.ac.uk) or visit their website, [www.healthcare.leeds.ac.uk](http://www.healthcare.leeds.ac.uk)

## Leeds Addiction Unit

In collaboration with the Leeds Addiction Unit the following programmes are offered:

- Certificate of Higher Education Addiction Studies
- Diploma of Higher Education Addiction Studies
- Graduate Diploma Addiction Studies
- BHSc Addiction Studies
- Certificate of Higher Education in Community Treatment of Substance Misuse
- A variety of modules are also offered on a free-standing basis.

For further information please contact the Addiction Unit on **(0113) 295 1330** [training@lau.org.uk](mailto:training@lau.org.uk) or visit their website, [www.lau.org.uk/training](http://www.lau.org.uk/training)

## University of Leeds Certificate in Counselling Skills and Theory

This one year programme is aimed at those with some experience in a helping role or with prior basic counselling skills training. Students will need to participate in group, pair and individual experiential learning activities and have a commitment to ongoing personal and professional development.

Your studies are designed to help you gain a grounding in theories of counselling and develop an understanding of specific life-events and experiences such as loss, depression and stress and their significance. You will build and practice your counselling skills and develop an understanding of aspects of the counselling process. You will be taught in seminars, group activities and skills practice sessions intended to encourage self-reflection. You will be expected to explore personal issues in a Learning Journal as well as in the role of client to other trainees in counselling skills practice. The programme is taught on Monday afternoons and on successful completion you would be able to apply for further training in counselling.

### Entry criteria

120 credits at HE level 2 or equivalent APEL and either

- Prior attendance on an introductory counselling skills programme.
- Or relevant experience of working with others in a helping role.
- A 300-350 word statement of personal and professional reasons for wishing to do the programme.

For more information, please contact the School of Healthcare on **(0113) 343 1349** [admissions@healthcare.leeds.ac.uk](mailto:admissions@healthcare.leeds.ac.uk) or visit their website: [www.healthcare.leeds.ac.uk](http://www.healthcare.leeds.ac.uk)





# History of Art and Cultural Studies

Leeds has a long tradition of important interventions into the theoretical and historical understanding of art and culture. Its place within the research landscape of visual studies is well established and its current portfolio includes a far-reaching commitment to cultural theory, history and analysis and a critical engagement with heritage and the museum.

## BA History of Art

This programme concentrates on the study of complex and varied visual imagery and the texts and contexts which continue to articulate them. You are introduced to various ways in which art has been produced and received by different communities during the last two thousand years. This programme not only teaches the history of art but also invites you to critically consider its development and effects.

The pattern of study over the course of the degree leads you from general to more detailed study, and to an increased range of skill and competency. At level 1, the aim is to introduce you to the methodology and scope of the subject with core modules that explore perspectives on art history and visual culture. At level 2, your core modules investigate the relationship between art and society, using philosophical texts to question what we ask of art in relation to meaning, truth and education. At level 3 classes become more specialised and you will also focus on research leading to a dissertation.

## BA History of Art and Museum Studies

This degree offers you a unique opportunity to combine study of art history with consideration of the role of museums from a historical and contemporary perspective. At level 1 you will study the development of the English country house as well as exploring diverse ways of thinking about the role and function of museums, galleries and heritage organisations. Level 2 combines studies in art history with core modules in museum studies including sessions taught by curators in local museums and opportunity to develop your own proposal for an exhibition project. At level 3, modules can be chosen from a wide range of options and you can develop your own interests through a dissertation project.

## BA Cultural Studies

This programme will introduce you to many of the major philosophers, social theorists and cultural analysts of the last 50 years: a period during which a real intellectual revolution has taken place in what and how we think about societies and ourselves. Core modules at level 1 introduce cultural analysis, cultural history, and film and history alongside a wide choice of electives. At level 2, core modules in aesthetics also combine with options such as cinema and culture or study of key thinkers such as Freud, Barthes or Foucault. The wide range of options continues into level 3 which also involves an extended piece of independent research.

### How will I be taught?

You will be taught through lectures and seminar discussions.

### How will I be assessed?

Assessment is usually a combination of essays, other forms of coursework and examinations.

### Career development

Graduates work in a wide range of professions such as teaching, journalism or the museum and heritage sector.



#### Course duration

5-6 years part-time.

#### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

#### Typical entry requirements

- 2 A Levels or equivalent qualifications
- or the 14-19 Diploma in creative and media at Level 3 at an overall grade of B or above plus an A2 Level in an academic subject at grade B or above
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

#### Application deadline

Please note the deadline for applications to this programme is the end of June 2012.

#### Further information

Please contact the Lifelong Learning Centre  
Tel: **(0113) 343 3212**  
Email: **part-time@leeds.ac.uk**  
Web: **www.llc.leeds.ac.uk**

# Joint Honours Degrees

Joint Honours programmes are a popular and well-established feature of the University's provision for full-time students. A range of these degrees in the humanities and languages is available to those studying part-time.

## Why choose a Joint Honours degree?

On a Joint Honours degree you will focus on two main subject disciplines rather than the one subject of a single honours programme. This offers an exciting and stimulating challenge:

- the scope of your learning can be more inclusive or wide-ranging
- there is more opportunity for you to follow your own interests or make your own connections between the different disciplines
- you will benefit from the contrasting perspectives of more than one academic discipline.

On completion of your studies, this is reflected in the title of your Joint Honours degree that names the two subject routes that you have followed.

## Do the subjects have equal weight?

Initially, (at level 1), it is usually possible for you to split your time equally between your two chosen subjects and a third subject (language routes are the principal exceptions). This is an ideal opportunity for you to explore wider interests and, if you find that you would rather substitute this third subject for one or other of your chosen routes, it is often possible to arrange for this transfer. All students not taking computer-based courses are required to take an additional introductory course in IT during the first year of the degree.

Later on, (levels 2 and 3), it is typical to divide the time equally between the two subject routes. In most programmes, you can also select elective modules in other disciplines.





## Where will I be based?

Each subject route is provided by the relevant academic school of the University. You will find yourself studying alongside full-time undergraduates and within the stimulating environment of one of the world's major research-intensive universities.

In addition, all part-time Joint Honours students have a home-base with the Lifelong Learning Centre (LLC) which will remain constant throughout your programme. Staff in the LLC are available to help you to get the best out of your studies and to offer both general academic, pastoral and practical support.

## Career development

Joint Honours graduates have found their degree to be very attractive to a very wide range of employers. The ability to work across subject areas is clearly valued and your degree can be a significant step in career development or change.

## BA Joint Honours

A wide range of subject routes is available for part-time study, including:

<p><b>Classical Literature</b>  <b>Greek Civilisation</b>  <b>Roman Civilisation</b>  <b>English</b>  <b>Linguistics</b>  <b>Music</b>  <b>History</b>  <b>History of Art</b></p>	<p><b>Middle Eastern Studies</b>  <b>Philosophy</b>  <b>History and Philosophy of Science</b>  <b>Theology and Religious Studies</b>  <b>Management</b></p>
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Further information on particular Joint Honours combinations is available on the University of Leeds Coursefinder at [www.leeds.ac.uk/coursefinder](http://www.leeds.ac.uk/coursefinder). Prospective applicants are also encouraged to contact the Lifelong Learning Centre in order to discuss the particular combination of subjects that may be open to them.

### Course duration

6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- 2 A Levels
- or a validated Access Course
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

Please note that some Joint Honours Degrees also have subject-specific entry requirements.

### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

Web: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

# Learning and Teaching

Our Learning and Teaching programmes are aimed at those currently engaged in providing support for learning and/or teaching, whatever the setting.

## Foundation Degree Learning and Teaching

The Foundation Degree is designed for those whose role is to support learning and/or teaching whether in schools, further or higher education, youth and community work, libraries, the voluntary sector or workplace training. Core modules focus on developing knowledge, understanding and skills through an introduction to theoretical perspectives and approaches to learning and teaching. Core topics include:

- The Process of Learning
- Management of Learning and Teaching
- Basic Approaches to Managing
- Resolving Conflict
- Curriculum and Assessment
- Contemporary Issues in Learning
- Work Based Learning.

A range of options is available including: Coaching & Mentoring, Applied Counselling Skills, Literacies for Learning, Special Education Needs and Inclusion, and Using Stories to Develop Learning.

You begin the programme by developing the academic skills needed for successful study. Subsequent modules help you develop the professional skills to:

- Contribute to the planning and development of learning activities.
- Recognise and respond to the need to support and include all learners.
- Monitor learner progress and provide feedback using a range of assessment techniques.
- Contribute to the selection, preparation and differentiation of suitable learning resources.
- Develop effective strategies to ensure acknowledgement of diversity and promote equality of opportunity.
- Work collaboratively with colleagues.
- Engage in continuing professional development and evaluation of practice.

On successful completion of the Foundation Degree, you will normally be able to progress onto our BA Learning and Teaching.

## BA Learning and Teaching

As with the Foundation Degree, the BA is firmly rooted in professional practice and combines scholarly activities with learning through experience of work. Core modules focus on Issues in Professional Practice, Researching the Learning and Teaching Sector, and the opportunity to undertake a piece of specialist research. Options are offered in Learning, Identity and Culture; Leadership; Involving Parents/Carers in Learning; eLearning and an Introduction to Autism.



## How will I be taught?

You will be taught in small groups to ensure that there is opportunity to discuss ideas and ask questions. Tutors try to make each session as interactive as possible and also provide additional on-line resources and activities through the University's Virtual Learning Environment.

## How will I be assessed?

The range of assignments includes essays, reports, posters, presentations and blogs. There are no formal examinations. Tutors will provide clear guidance and support on what is expected of each assignment.

## Career development

Students who complete the Foundation Degree/ BA (Hons) frequently move into more managerial positions within their organisation, e.g. managing learning mentors or teaching assistants, or into pastoral support positions. Those interested in becoming primary teachers can do this via the part-time RTP (Registered Teacher Programme) and GTP (Graduate Teacher Programme), or a full time Postgraduate Certificate in Education (see [www.tda.gov.uk](http://www.tda.gov.uk) for details of programmes and entry requirements). Entry into further education teaching is via a City & Guilds Certificate/Diploma in Teaching in the Lifelong Learning Sector.



*"I've enjoyed my studies immensely. It's been a wonderful experience at the University of Leeds. I found the programme particularly helpful for my job. I would certainly recommend the programme to others. My confidence has increased and I would definitely recommend anybody to come back into learning. It has been wonderful."*

**Wendy**  
BA Learning and Teaching graduate

### Course duration

**Foundation Degree:** 3 years part-time  
**Top-up degree:** 2 years part-time

### Pattern of attendance

One afternoon per week (Tuesday for Foundation Degree, Thursday for the Top-up)

### Typical entry requirements

For both programmes you need to be engaged in some form of teaching or learning support work, paid or voluntary, for a minimum of 60 hours per year over the duration of the course and, ideally, be able to identify a workplace mentor who can advise and support you in your studies. In addition we normally require the following prior qualifications:

**Foundation Degree:** a level three qualification e.g. NVQ Teaching Assistants.

**Top-up degree:** a relevant Foundation Degree or equivalent, e.g. HND or Diploma in Higher Education in a related subject area.

### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**  
Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)  
Web: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)



*The programme is very interesting, I'm learning a lot. I've always known what to do in my job but I don't think I knew why I was doing it and through what I've learnt at university I do now. I would recommend this programme to others as it's really interesting and it is relevant to the job that teaching assistants do and it does give you the skills that you need if you want to progress in your career as well.*

**Julie**  
Foundation Degree in Learning and Teaching student



# Music

Studying Music at Leeds is a stimulating and challenging experience. The School is energised by a large and diverse staff with interests that cover the widest range of musical periods, genres and disciplines. The student body is likewise diverse. Undergraduates interact to create performances, compositions, and projects that cross boundaries and reflect the breadth of music's importance in contemporary cultural life.

## BA Music

### What will I study?

The programme provides for a wide-ranging, intellectually and creatively stimulating exploration of music, progressing to a greater degree of specialisation in levels two and three. The main strands of musical study – performance, composition, music theory, music technology, and historical and critical studies – are covered, alongside other subjects such as the psychology of music. In the final year you will complete a dissertation on a subject of your choice.

### How will I be taught?

You will learn through a combination of lectures, seminars, one-to-one supervision, independent research and self-reflection.

### How will I be assessed?

We use different forms of assessment to suit individual modules: exams, essays, presentations, performances, portfolios of work or dissertations.

### Career development

Our part-time Music degree enables you to expand your knowledge of music and develop many invaluable skills for your career. Many of our graduates work as teachers, composers, arts administrators, performers or go on to further study, whilst others work in a range of other careers which value the skills provided by a music degree.

#### Course duration

6 years part-time.

#### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

#### Typical entry requirements

- 2 A Levels including music – other appropriate examinations and experience (e.g. Associated Board Grade 8) may be taken into consideration
- or 14-19 Diploma in Creative and Media at level 3 plus an additional A Level (The School of Music will evaluate applicants with the Diploma in order to ensure that they have appropriate skills for the programme).

#### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

Web: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

# Philosophy



The University offers a single honour degree, Philosophy and a joint honours programme which is taught wholly within the department of Philosophy and combines elements of both single honours programmes.

You do not need any previous experience of either Philosophy or History and Philosophy of Science to study on these programmes.

## BA Philosophy

This subject suits those who are imaginative, inquisitive, critical and self-aware; who can stand back from their day-to-day life and think about alternatives; who want to understand philosophical issues for their own sake.

Initially, you study the basic skills of the philosopher and spend one third of your time in another discipline of your choice. At subsequent levels, you develop your understanding through study of five central areas of the discipline: Logic and Language; History of Philosophy; Value Philosophy; Mind, Knowledge and Action and Metaphysical Philosophy. You may also take a dissertation module in your final year in which you undertake research on a specific topic.

## BA History and Philosophy of Science

This subject suits those who want to understand the pervasive influence of science and technology on our lives. Has science always been in conflict with religion? Does it give us proven knowledge or only provisional conjectures? Should physicists be held responsible for atomic weapons? How did evolutionary biology first give rise to a worldwide debate?

Initially you will gain a broad grounding in the discipline through study of the development of modern science, technology and medicine and discussion of the nature of science and associated concepts of objectivity, truth and justification in science. At subsequent levels you will develop your understanding through the consideration of such topics as the nature of theory, observation, progress and revolutions and technological change. You will also take a dissertation module in your final year in which you will undertake research on a specific topic.

## How will I be taught?

We teach using lectures, seminars, tutorials and group work.

## How will I be assessed?

We use different forms of assessment to suit individual modules: exams, coursework essays, group or individual presentations, reports on fieldwork, learning journals and dissertations.

## Career development

Our graduates enter a variety of professions including administration, charity, civil service, computing, journalism, management, marketing, media and teaching.

### Course duration

6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- 2 A Levels or equivalent qualifications
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**

# Politics

The School of Politics and International Studies is a unique department that brings together research and teaching strengths in the area of security, development and democracy.

We are a vibrant and innovative school where academic research informs and ignites our teaching. Our key aim is to provide students with an intellectually rigorous and exciting environment in which to study. Our programmes allow great flexibility and students can group modules in ways which cross boundaries and really cater for their own interests. We are one of the largest academic departments of our kind in Britain and cover politics, international relations and international development. Our open and friendly environment attracts people from a wide variety of backgrounds. Their diverse opinions and outlooks create an exciting environment for study.

## BA International Development

This degree examines major world issues from the viewpoint of the people and nations of the South. It allows you to combine a breadth of interdisciplinary knowledge in the field of International Development with a disciplinary specialisation, such as Geography or Politics, or a regional specialism such as East Asian Studies. You will review contemporary development issues, and examine the progress of key international development goals such as poverty reduction and reducing HIV/AIDS and malaria. You will consider the impact of colonialism and the slave trade on developing countries, and examine case studies to discover how development agencies plan and implement intervention programmes. You will explore some of the most important international issues in the post-cold war era, and learn about the national and international organisations that promote development. If you wish to take the study abroad option, there is the additional opportunity to study alongside students in less developed countries.

## BA International Relations

International Relations explores how states interact. This programme aims to give you a historical understanding of how the 'society of states' has evolved, and how it may be changing today. You will examine the way states behave and what obligations they may have to wider conceptions of international society. You will explore the political dynamics that influence interstate cooperation and assess the specific role that international organisations, such as the United Nations, play in promoting international peace and security. You also have the option to study terrorism, strategic studies, international political economy and conflict in the Middle East. This is a successful and established degree programme that has been running for many years. A dedicated team of experts in the field of international relations teach the course and use their highly specialised and general knowledge of the international system to provide a thorough grounding in the one of the most important areas of political life.

## BA Politics

This degree gives you a firm grounding in the institutions and practices of modern political systems. It allows you to study the main political theories that structure our political systems, and the wider social forces that shape political life. You will examine British politics, and analyse international issues. You will explore the political systems of other countries, and track the evolution of global politics from the rise of the modern state to the present day. You can choose to investigate various subjects including political corruption, organised crime, environmental policy, British Prime Ministers, the politics of Japan, China, Russia, the Middle East or India. Our Politics lecturers have research and teaching expertise in British politics, political theory, comparative politics, international relations, EU politics and the politics of developing countries. If you are interested in politics, our lecturers are interested in you.

## How will I be taught?

Most teaching takes place in lectures, workshops and seminars.

## How will I be assessed?

Assessment methods include examinations and projects based on essays and presentations.

## Career development

We have alumni working in the media, the civil service, political research and consultancy, local government, international organisations and non-governmental organisations both in the UK and overseas. These degrees are also a good foundation for a career in law, financial services or teaching.

### Course duration

6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- 2 A Levels or equivalent qualifications. Please note that some routes have additional subject-specific requirements
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**



# Preparation for Higher Education

Preparation for Higher Education (PHE) is specially designed to help you gain the knowledge, skills and confidence that you need to progress to university.

## What will I study?

- Academic and Personal Development with Vocational Studies supports you to develop and reflect on your academic study skills so you are ready for university, and introduces you to some of the potential Degree Programmes and career routes available to you.
- Applied Social Studies introduces you to writing in an academic context through studying people in society.
- Introduction to Psychology is an alternative module to Applied Social Studies. It equips students with the knowledge and skills to successfully undertake a Psychology undergraduate degree.
- Students also study a module on either Data Handling or Information & Communication in H.E.
- Students wanting to go on to study Healthcare-related programmes study an additional module in Human Biology alongside the PHE. This is delivered on a Tuesday evening.

## How will I be taught?

You study in a friendly atmosphere alongside other adults with support from your tutors to develop your independent learning skills and progress to a degree programme.

## How will I be assessed?

Assessments are designed to support you in developing your academic skills. They include discussion forums, learning journals, short essays, seen exam questions and independent research projects.

## Progression to further study

Successful completion of the PHE pathway will enable you to progress onto programmes such as an Honours degree, Foundation Degree, Dip HE, or Cert HE by being able to demonstrate the academic and personal skills required.

Successful former PHE students have gone on to study a variety of subjects such as Teaching, Nursing, Dental Hygiene and Therapy, Computing, English, Social Science, History, Law, Spanish, Classics and many more.

### Course duration

1 year part-time

### Pattern of attendance

One evening per week (Thursdays) and some Saturdays.

### Typical entry requirements

Applicants will normally be interviewed in order to give us an opportunity to discuss your prior learning, your readiness for progression to university and your choice of future study programme. We ask for GCSE English & Maths grades A-C or equivalent.

### Further information

Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: **part-time@leeds.ac.uk**

Web: **www.llc.leeds.ac.uk**



*"I think because it's for mature students you're in the same boat as such so you're going through it together and you don't feel stupid because everybody is at the same level; you're learning together. It's always been something that I've really wanted to do, but I've possibly just put it off because I didn't think I was clever enough. I've quickly found out that I was on the same level as everyone else. I've applied to do the Childhood Studies course here and I've had a conditional offer. I never thought that I'd be able to go on to do a degree course."*

**Julia**

Completed PHE 2011 and now studying for a Social Work degree



*"Before I started, I was very nervous but those nerves were put so much at ease once I'd met everyone. We weren't made to feel different. I was just made to feel so welcome and everything was explained and there was always the chance to ask questions. If you've got worries, you don't feel like you can't say anything because you feel silly or they'll think 'she can't manage it'- there's always somebody you can speak to. I definitely recommend the course to others because you're not just learning about the core subject that you want to do, it just covers so much. It prepares you for Higher Education... it really does prepare you."*

**Sarah**

Completed PHE 2011 and now studying for a Psychology degree



*"As it's on an evening it works perfectly for my family situation as I've got two children. I was nervous to start with. It's been a long time since I've been in education. There were nerves there about whether I was going to be capable, but it's been a fantastic journey. I have a place at Leeds University, starting in September. I know the campus now and I've got used to where things are so it's just a natural transition to just be able to go on and continue my studies here."*

**Jo**

Completed PHE 2011 and now studying for a Midwifery degree

# Social Sciences

The School of Sociology and Social Policy at Leeds is one of the largest in the UK, which means we are able to offer a wide range of courses, as well as specialist expertise in most subject areas. There are part-time routes available in four programmes.



## BA Sociology and Social Policy

This programme provides an interdisciplinary study of sociology and social policy which offers the student many advantages. The two closely related subjects illuminate and extend each other in interesting ways. Sociologists study society in order to formulate and test their understanding of how society works. Social policy seeks to explore and understand how welfare is delivered to citizens and entails studying in detail the specific social policies of governments (and other welfare agencies) and assessing the impact that they have on people's day to day lives.

## BA Social Policy and Crime

This programme offers the opportunity to study the core issues in social policy alongside crime as one of the key public policy areas. It allows students to understand the diverse values and moral choices that underpin policy decisions and to critically evaluate different theoretical, technical, normative and political approaches to the social issue of crime.

### How will I be taught?

You will learn through a mixture of lectures, tutorials and seminars.

### How will I be assessed?

Module assessment takes the form of examinations and assignments. Some modules include poster presentations and assessed work for seminars.

### Career development

Our graduates are employed in very diverse occupations in the private sector, local and central government, voluntary organisations, teaching and youth and community work.

## BA Social Policy

At a general level, social policy seeks to explore and understand how welfare is delivered to citizens. It involves the study of the welfare state and issues such as inequality, (e.g. class, gender, 'race', disability) citizenship, family life and the links between work, care and welfare. More particularly, social policy also entails studying in detail the specific social policies of governments (and other welfare agencies) and assessing the impact that they have on people's day to day lives. This programme combines a strong grounding in core social policy issues with elements of choice.

## BA Sociology

Sociology explores the changing nature of human action and the organisation and structure of society. It enables us to interrogate common sense assumptions about the social world, to challenge ideas about what is 'natural', and to better understand social relations, values and action. Students will engage with the complexity of society, learning about the social, cultural, economic and political processes that shape human experience and through which humans shape the social world.

### Course duration

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5-6 years part-time.

### Pattern of attendance

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Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

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- Grade C GCSE Maths or equivalent and 3 A Levels or equivalent (For full details of entry requirements, applicants are advised to consult the School's Admissions Policy available from [www.sociology.leeds.ac.uk/undergraduates/apply.php](http://www.sociology.leeds.ac.uk/undergraduates/apply.php))
- or 14-19 Diploma in Society, Health and Development at level 3 (grade B) and an A Level in an academic subject
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

### Further information

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Please contact the Lifelong Learning Centre

Tel: **(0113) 343 3212**

Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

Web: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)



# Spanish

Studying modern languages is a great way to enhance your career. Many companies operate internationally and need linguists whilst employers welcome the broad range of skills that are developed through language degree.

## Certificate of Higher Education (Cert HE) in Spanish

This programme is designed for people from all backgrounds with an interest in the Spanish language and Spanish-speaking societies and cultures. Different language pathways in the Certificate mean that it is suitable for those with no prior knowledge of Spanish and for those with pre-intermediate and intermediate qualifications.

The Certificate consists of two core elements, Spanish language and Hispanic and Latin-American society and culture, which are studied simultaneously during the two years of the programme. The objectives of the Spanish language courses of the Certificate are to enable students to be able to progress to a higher-intermediate level and become independent language learners. Particular emphasis is placed on the development of skills in reading, listening, speaking and writing in a variety of relevant communicative contexts. In addition to this, there are three modules on Spanish and Latin-American culture and society in which you will develop a critical understanding of the history, evolution and transformation of society in Spain and Latin-America and consider different types of cultural production including visual arts and literature.

On successful completion of the Certificate of Higher Education, students can progress to level 2 of the University's BA Spanish degree and graduate after 4 more years of part-time study or 3 more years of full-time study.

## BA Spanish

The programme for level 1 of the BA Spanish is the same as for the Certificate. For the remaining levels of the BA, topics covered in the degree range from traditional literary studies through to history, politics cultural studies and film studies. Oral and written skills are further developed in weekly small group sessions combined with language lectures, online resources and autonomous learning portfolios. You will be required to spend four periods of 4-5 weeks in a Spanish-speaking country during levels 2 and 3 of your degree. During these periods you will also complete intensive Spanish language courses. Modules currently offered cover topics such as Latin-American Cinema, Spain under the Franco Regime, Spanish in an Economics and Business Context, Latin-American History, Gender and Sexuality in the Hispanic World and modern Spanish-American Literature.

## How will I be taught?

You will be taught through a mixture of language classes, lectures and seminars.

## How will I be assessed?

We will ensure that you are stretched to achieve your full potential and will track your progress through language assignments, essays, presentations and examinations.

## Career development

A wide variety of career opportunities is open to the modern languages graduate. Previous graduates have gone onto jobs in: teaching, interpreting and translating, tourism, administration, international banking, marketing, law, the media, the civil and diplomatic services etc. Other students choose to spend time travelling after they graduate. No matter what career you eventually choose a modern languages graduate is a highly employable person.

### Course duration

**Cert HE:** 2 years part-time.

**BA:** 6 years part-time  
(4 years for those entering with the Cert HE).

### Pattern of attendance

Teaching sessions for the Certificate take place during weekday evenings and afternoons. The rest of the BA part-time is taught in morning and afternoon sessions.

### Typical entry requirements

- 3 A Levels at grades ABB
- or for adult learners, consideration of a wider portfolio of prior educational and other achievement such as BTEC Diplomas or Access to HE
- applications are welcome from those with no prior knowledge of Spanish and from those with a good GCSE Spanish or even those with an A in Spanish A Level.

### Further information

Search 'Part Time Spanish' on  
[www.leeds.ac.uk/coursefinder](http://www.leeds.ac.uk/coursefinder)

Or contact Dave Baldwin  
Tel: **(0113) 343 7004**  
Email: [smlcadmissions@leeds.ac.uk](mailto:smlcadmissions@leeds.ac.uk)  
Web: [www.leeds.ac.uk/spanport](http://www.leeds.ac.uk/spanport)

# Theology and Religious Studies



The University's Theology and Religious Studies department has pioneered the study of local religious communities, but is also famous for its global outlook in both Theology and Religious Studies, with a focus on public life. Its academic staff are active researchers with national and international reputations, which means that course materials are original and exciting. As a student you will not only be exposed to the results of research undertaken by staff, but also have the opportunity to engage in your own small, supervised research project.

## BA Theology and Religious Studies

### What will I study?

This programme is aimed at people who wish to understand the importance of religion in shaping society, cultures and people and explore the ways in which different traditions think and understand themselves and their world. During the course of your degree you will engage with philosophy and ethics, social sciences, history, literature and theology. You will study religions rigorously and with empathy among people of all faiths and none and in a diverse city where evidence is all around of the past and present significance of religion.

At level 1, core modules provide foundational skills and knowledge in both theology and religious studies. You have experience of studying texts in small seminar groups and options which include Biblical studies, philosophy of religion, African religion, Judaism, Islam or Japanese religion. The range of options broadens in levels 2 and 3 and there is also opportunity at level 3 to write a dissertation on a topic of your choice.

### How will I be taught?

Teaching methods include lectures and seminars as well as fieldwork, group work, learning journals and text studies.

### How will I be assessed?

We assess using a combination of seen and unseen examinations, essays, presentations, group work, seminar participation and learning journals.

## Career development

Theology and Religious Studies graduates are in demand. They possess a range of valuable and transferable skills, both interpersonal and intellectual, coupled with a sensitive understanding of religion and the role it plays in the lives of people, culture and society. This demand is increasing with renewed recognition in government, public bodies and private companies of the significance of religion in people's lives, their sense of identity and their public and political choices.

### Course duration

5-6 years part-time.

### Pattern of attendance

Daytime: classes are spread across the week, times vary between semesters.

### Typical entry requirements

- 2 A Levels (excluding General Studies) or equivalent
- or (for applicants without formal qualifications) successful completion of the University of Leeds Alternative Entry Scheme (see p. 9).

### Further information

Please contact the Lifelong Learning Centre

Tel: (0113) 343 3212

Email: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

Web: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

# How to apply

## What do I do next?

Application and registration arrangements vary according to the type of programme. A summary guide is given below for programmes where admissions are managed by the LLC. For part-time programmes in Earth and Environment, German, Healthcare or Spanish please contact the relevant department using the contact details shown in the A-Z listing.

Do check the details in the A-Z listing for any programme-specific application deadlines. Otherwise, please make sure that applications are sent to us at the earliest opportunity and certainly in time for us to process before teaching starts on the week commencing 24 September 2012.

Once you are accepted on a programme you will be provided with further information about how to register. We will also be running registration sessions within induction week to help you through the process and individual support can also be provided.

If at any time you are unsure of what you need to do, please contact the LLC on **(0113) 343 3212**, **part-time@leeds.ac.uk** or visit our website, **www.llc.leeds.ac.uk**

## Applications and Registration

### Part-time degrees and certificates

- Contact us for an application form.
- Complete and return your application form and proof of qualifications required for matriculation. For more information about matriculation methods please see page 9.
- Ensure you have arranged for your referees to send us your references.
- You will be invited to a short interview.
- You will be informed of the outcome of the interview and any further conditions for entry.
- For further information, contact us on **(0113) 343 3212** or **part-time@leeds.ac.uk**

### Foundation Degrees

- You will need to ensure you have the relevant work experience.
- Contact us for an application form.
- Complete and return your application form.
- You will be invited to a short interview.
- You will be informed of the outcome of the interview and any further conditions for entry.
- For further information please contact us on **(0113) 343 3212** or **part-time@leeds.ac.uk**

### Preparation for Higher Education

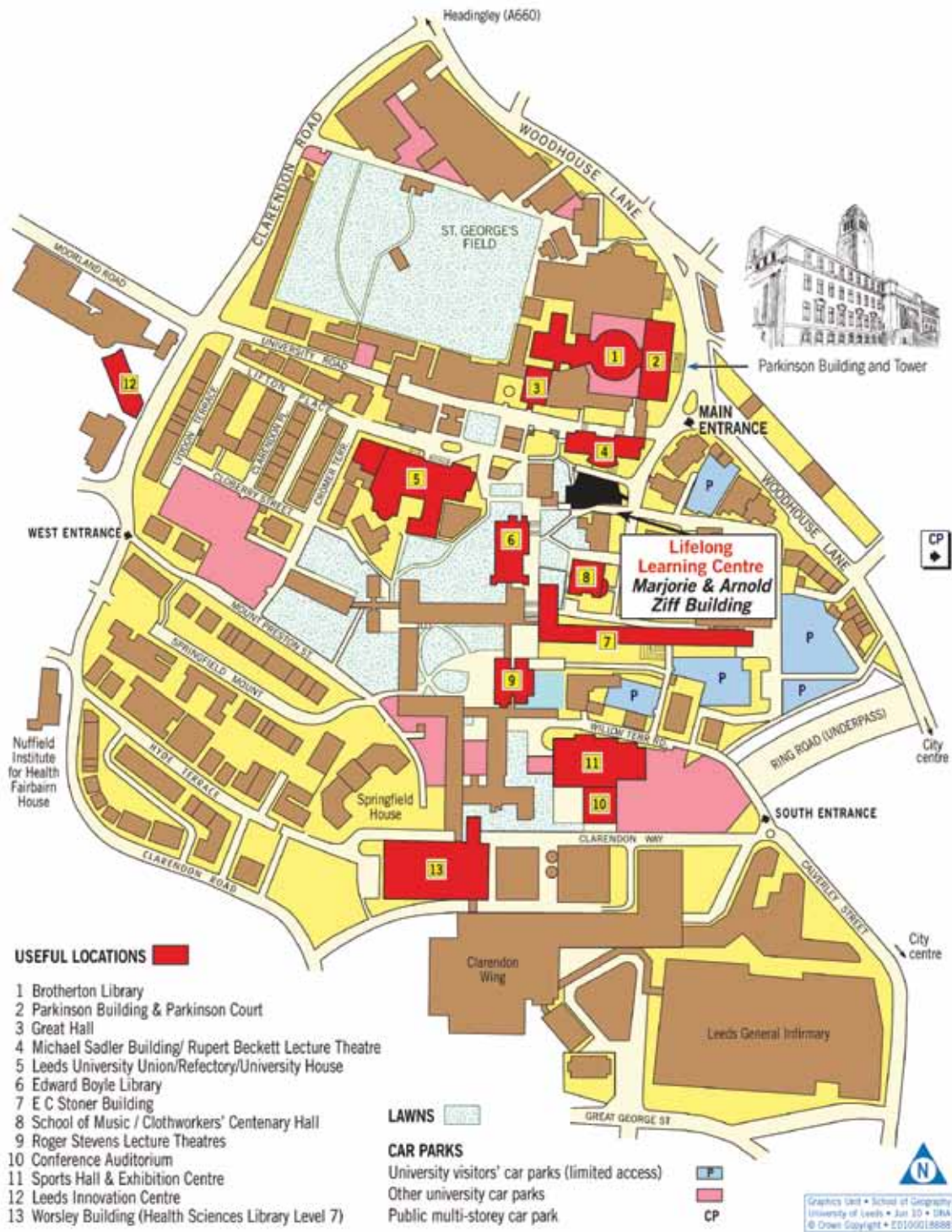
- Contact us for an application form.
- Complete and return your application form.
- You will be invited to a short interview, part of which will involve writing a short statement about why you want to study and an IT exercise.
- You will be informed of the outcome of the interview and any further conditions for entry.
- For further information, contact us on **(0113) 343 3212** or **part-time@leeds.ac.uk**



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# How to find us



# Directions to the Lifelong Learning Centre

## Recognising the LLC

You can recognise the building that the LLC is in, as it is pictured on page 3.

## Walking

The University campus is a pleasant 20 minute walk from Leeds city station. Come out of the station into City square; with the Queens Hotel behind you, walk straight up Park Row. Continue up Park Row until the first major junction. Cross straight over The Headrow and continue up Cookridge Street. At the next set of lights go straight on passing Millennium Square on your left and Leeds City Museum on your right.

Turn left on to Woodhouse Lane, a busy main road. You'll pass Leeds Metropolitan University on your left and our University campus begins in another 50 metres or so, on your left. To reach the Lifelong Learning Centre you will need to turn left onto Cavendish Road, just before the Parkinson Steps.

You can also find directions from [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

When you arrive at the Marjorie & Arnold Ziff Building avoid the entrance facing onto Woodhouse Lane, the 'East Entrance'. You will need to walk further along the building and take the 'West Entrance' facing onto campus. You can then take the lift or stairs to Level 11.

## By bike

If you're thinking about cycling to the University, there are secure bike racks and showers. You may use any secure bike rack within the University and it is recommended that you use a good cycle lock. The nearest one to the LLC is situated just outside the West Entrance of the Ziff Building, which is the entrance you should use for access to the LLC.

For more information download the [www.leeds.gov.uk/Transport\\_and\\_streets/Walking\\_and\\_cycling/Cycling\\_maps\\_available\\_for\\_the\\_Leeds\\_area.aspx](http://www.leeds.gov.uk/Transport_and_streets/Walking_and_cycling/Cycling_maps_available_for_the_Leeds_area.aspx).

## By bus

Visit the [www.wymetro.com](http://www.wymetro.com) and [www.firstgroup.com/ukbus/yorkhumber/leeds](http://www.firstgroup.com/ukbus/yorkhumber/leeds) for timetables and general information. There is also a city bus which stops at the city centre bus and train stations and the southern end of campus (near Leeds General Infirmary) every 10 minutes from 6.30 am – 7.30 pm Mondays to Saturday.

You may take a No 1 from Infirmary Street, or No 95 (term time only), from outside the train station. The nearest bus stop to the LLC is situated on Woodhouse Lane near the Parkinson Building Steps.

From The Headrow you would need to walk to Albion Street, and from the bus stop opposite the St. John's Centre you could take a No. 1, 95 (term time only), 28 and 56. These buses would drop you off outside the Parkinson Building Steps and from there you can see the Marjorie and Arnold Ziff Building to your left.

Visit the [www.nationalexpress.com/coach/index.cfm](http://www.nationalexpress.com/coach/index.cfm) for coach details.

## By car

If you are using satellite navigation our address details for the main entrance to our site are:

**University of Leeds, Woodhouse Lane, Leeds, LS2 9JT**

(The street listing can appear as Cavendish Road in some navigation systems.)

Leeds is linked to the M1 and M62. Parking on campus is limited, and we are also committed to reducing our carbon emissions, so we encourage everyone to walk or cycle where possible.

Parking is available on campus on a first come, first served basis, and the charge is £5.00.

## Maps

See [www.leeds.ac.uk/campus-life](http://www.leeds.ac.uk/campus-life) for a map of the whole campus including an index of buildings.

Interactive Google map – shows where the University is located. You can also use it to gain directions for travelling on foot or by car.

## Equality and Inclusion

The University of Leeds is committed to the principle of equality and is determined to treat all students fairly, and avoid all unlawful forms of discrimination on grounds of gender (including pregnancy, trans status or marital status), race (including colour, nationality, ethnic origin or national origin), sexual orientation, disability, religion or belief and age.

We recognise that, in order to enable all students to have equal access to our facilities and educational opportunities, some students may require specialist support or adjustments (for example, to timetables or learning materials). We therefore aim to take a flexible approach, wherever possible, when responding to the individual needs of our students.

We work hard to meet the needs of a diverse student population and provide a safe, supportive and welcoming environment for all. We also expect all students to work with us in making this a non-discriminatory and inclusive environment.

If you have any concerns relating to an equality or diversity issue within the Lifelong Learning Centre, or if you would like to suggest a way in which we might make our practices more inclusive, please contact us on **(0113) 343 3212** or [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

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This information is also available in alternative formats. For further information contact us on **(0113) 343 3212** or **part-time@leeds.ac.uk**

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**Lifelong Learning Centre**

Marjorie and Arnold Ziff Building

University of Leeds

Leeds LS2 9JT

t: 0113 343 3212

e: [part-time@leeds.ac.uk](mailto:part-time@leeds.ac.uk)

w: [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

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**UNIVERSITY OF LEEDS**

University of Leeds

Leeds, United Kingdom

LS2 9JT

Tel. 0113 243 1751

[www.leeds.ac.uk](http://www.leeds.ac.uk)