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03/05/90

The University of Leeds LEEDS LS2 9JT

Telephone: Switchboard (0532) 431751 Direct line (0532) Telex 556473 UNILDS G Fax (0532) 334123

From the Office of the Registrar

Registrar: J. J. WALSH, M.A., F.R.S.A. Deputy Registrars: D. F. BIRCHALL, B.Sc.

D. S. ROBINSON, B.A., Ph.D.

8 May 1990

JYF/st Ext 4005

Dear Dr Naicker

I am pleased to be able to tell you that you have been accepted by the University to commence studies as a student under the following arrangements:

Scheme: Master of Public Health (Scheme B) in the Department of Public Health Medicine

Period of Study: 1 calendar year from October 1990

Method of Study: Full-time

This offer of a place as a student of the University is given to allow you to seek the necessary funds. Your name is now on the waiting list and the Department of Public Health Medicine will be able to guarantee a place as soon as your deposit or guarantee of funding is received by the Department. This should be sent to Dr P S V Cox in the Department as soon as possible before 16 June - or within one month of receiving this letter if later than that date.

This offer is also subject to your meeting the general requirements for registration given overleaf.

Students are required to attend, to the satisfaction of the Head of the Department, such instruction in the University as is necessary for the scheme of study. Full details of the scheme of study and examination requirements may be obtained from your Department: your attention is drawn to the requirements of the appropriate Ordinance and Regulations (enclosed).

Please return the enclosed postcard indicating whether or not you wish to accept this offer. Should circumstances arise which make it impossible for you to enter the University on the date indicated above, it is important that you notify me at once so that you may not prevent the acceptance of other applicants.

Please would you quote your student serial number/applicant number as follows: 909015597

in all future correspondence with the University in connection with this scheme, and keep me informed of any changes in your correspondence address. I enclose a number of pamphlets which may be of assistance to you together. I hope that you will find your advanced studies at Leeds a pleasant and rewarding experience.

Dr Prenaven NAICKER PO Box 31791 Lusaka ZAMBIA Yours Sincerely

Senibr Assistant Registrar

A

ADVICE FOR POSTGRADUATE APPLICANTS ON THE GENERAL REQUIREMENTS FOR REGISTRATION ADVANCED COURSE AND RESEARCH STUDENTS

- You are required to register as a student of the University within four weeks of the commencement of your studies. Thereafter you are required to re-register every year on the anniversary of your starting date, whilst your studies continue.
- II. As part of registration you are required to pay the appropriate tuition fee or provide a document from your sponsors indicating that your fee will be paid by them.
- III. Applicants whose native language is not English must provide evidence that they have a sufficient knowledge of both written and spoken English. All applicants whose native language is not English admitted to courses of study in the University are required to undergo a test in English as soon as possible and in any case not later than one month after registration. Students who fail to reach a satisfactory standard in this test will be required to pursue appropriate courses, as may be required in each case by the Senate. Such courses may require a year of study additional to the period required for a qualification of the University.
- IV. Documents for registration will be available in your Department at the start of your studies and annually thereafter. You should follow the detailed instructions that will be provided.
- V. The registration handbook includes information on the following matters:
 - (i) the requirement for a passport size photograph;
 - (ii) the production of certificates to verify your qualifications;
 - (iii) the arrangements for the payment of fees to the Bursar;
 - (iv) University General Regulations, Library Regulations and a Summary of Safety Regulations
- VI. At registration all students must sign a declaration that they will observe the Statutes, Ordinances and Regulations of the University for the time being in force. Ordinances and Regulations governing the award of degrees and diplomas may be revised from time to time. Students who have started a course will either continue it under the old provisions or be given the opportunity of changing to the new provisions. The arrangements in each instance are specified in the appropriate Faculty Calendar, the appropriate extract of which is enclosed.
- VII. If you have been accepted as a full-time student you are asked to note that you may not undertake any paid employment outside the University whilst you are registered as a full-time student.
- VIII. Examinations

 Details about the entry requirements for examinations for Taught

 Schemes and Research Degrees are included in the registration handbook.

THE UNIVERSITY OF LEEDS

Full-time Fees for Postgraduate Schemes of Study 1990-91

The University has recently approved the following level of full-time fees for postgraduate schemes of study for the session 1990-91:-

HOME STUDENTS		£
For all Postgraduate Degrees, Diploma and Certificate Schemes		1 00-
CELULICACE SCHERES	normally	1,985
OVERSEAS STUDENTS		
Higher Degrees		
Faculties of Arts, Economic and Social Studies		
Law and Education		4,560
with the exception of postgraduate degrees and diploma	sin	_ ^^-
Geography which will be		5,305
Faculties of Science and Engineering		6,050
with the exception of the schemes of study listed belo	w:	0,030
Research Degrees in Mathematics		4,560
MSc in Pure Mathematics		4,560
Research Degrees in Psychology or Civil Engineering		
Transport Studies		5,305
MSc(Eng) in Transport Planning and Engineering		5,305
Faculty of Medicine (Science)		6,050
with the exception of the schemes listed below:		0,030
MMedSc		11,150
MDentSc		11,150
MPH (Scheme B)		8,000
Other Clinical schemes		11,150
Diplomas and Certificates		
Faculties of Arts, Economic and Social Studies,		
Law and Education (except Geography, see above)		4,560*
Faculties of Science and Engineering		6,050
Faculty of Medicine: Clinical		11,150
Non-clinical		6,050

^{*} For Diplomas in the Overseas Education Unit of the School of Education an additional £135 is payable (except the Advanced Diploma in Educational Studies for which an additional £300 is payable).

J J Walsh Registrar

JYF/AJS Ext. 4001 08.03.90

1989-90

ORDINANCE II. DEGREES IN ARTS

THE DEGREE OF MASTER OF ARTS

12. The degree of Master of Arts may be conferred, on payment of the proper fee,

(a) upon graduates of the University of Leeds or of any other approved university or institution,

(b) in approved cases upon persons who are not graduates who have satisfactorily completed an approved full-time or part-time scheme of advanced study in the University or in a College affiliated to the University under the provisions of article 8(a) of Ordinance I and passed the prescribed examination;

subject to the fulfilment of the conditions laid down in the following articles and the regulations governing the award of the degree, and provided that all such persons have qualifications which are acceptable to the Senate as an appropriate preparation for the particular advanced study scheme envisaged.

- 13. Schemes of advanced study leading to the degree of Master of Arts may vary in length from subject to subject but in no case shall the period of full-time study be less than one academic year, or of part-time study be less than two academic years.
- 14. Candidates who have graduated with first- or second-class honours, or who hold qualifications which are deemed by the Senate to be equivalent to first- or second-class honours degrees, or who have gained a postgraduate diploma at a sufficiently high standard in a subject regarded as an adequate preparation, will be eligible to proceed to the degree after the minimum period of study prescribed in article 13 above.
- 15. Persons who are unable to satisfy the requirements of article 14 above but who have qualifications and experience of special relevance to the scheme of advanced study envisaged may be accepted as candidates for the degree by advanced study on the recommendation of the Board of the Faculties and will normally be required to undertake an approved scheme of advanced study for such a period in excess of the prescribed minimum as may be determined in each case.

[See also the regulations on pages 8–9 and prescribed schemes of advanced study on pages 418–458.]

THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION

- 16. The degree of Master of Business Administration may be conferred, on payment of the proper fee,
 - (a) upon graduates of the University of Leeds or of any other approved university or institution,
 - (b) in approved cases upon persons who are not graduates,

who have satisfactorily completed an approved full-time or part-time scheme of advanced study in the University and passed the prescribed examination; subject to the fulfilment of the conditions laid down in the following articles and the regulations governing the award of the degree, and provided that all such persons have qualifications which are acceptable to the Senate as an appropriate preparation for the particular advanced study scheme envisaged.

- 17. Schemes of advanced study leading to the degree of Master of Business Administration shall normally extend over not less than one calendar year of full-time study, or two calendar years of part-time study.
- 18. Candidates who have graduated with first- or second-class honours, or who hold qualifications which are deemed by the Senate to be equivalent to first- or second-class honours degrees, or who have gained a postgraduate diploma at a sufficiently high standard in a subject regarded as an adequate preparation, will be eligible to proceed to the degree after the minimum period of full-time study prescribed in article 17 above.
- 19. Persons who are unable to satisfy the requirements of article 18 above but who have qualifications and experience of special relevance to the scheme of advanced study envisaged may be accepted as candidates for the degree by advanced study on the recommendation of the Board of the Faculties and will normally be required to undertake an approved scheme of advanced study for such period in excess of the prescribed minimum as may be determined in each case.

[See also the regulations on page 9 and prescribed schemes of advanced study on pages 459-461.]

THE DEGREE OF MASTER OF MUSIC

- 20. The degree of Master of Music may be conferred, on payment of the proper fee,
 - (a) upon graduates of the University of Leeds or of any other approved university or institution,
 - (b) in approved cases upon persons who are not graduates,

who have not satisfactorily completed an approved full-time or part-time scheme of advanced study in the University and passed the prescribed examination; subject to the fulfilment of the conditions laid down in the following articles and the regulations governing the award of the degree, and provided that all such persons have qualifications which are acceptable to the Senate as an appropriate preparation for the particular advanced study scheme envisaged.

- 21. Schemes of advanced study leading to the degree of Master of Music shall normally extend over not less than one calendar year of full-time study or two calendar years of part-time study.
- 22. Candidates who have graduated with first- or second-class honours, or who hold qualifications which are deemed by the Senate to be equivalent to first- or second-class honours degrees, or who have gained a postgraduate diploma at a sufficiently high standard in a subject regarded as an adequate preparation, will be eligible to proceed to the degree after the minimum period of full-time study of one calendar year.
- 23. Persons who are unable to satisfy the requirements of article 22 above but who have qualifications and experience of special relevance to the scheme of advanced study envisaged may be accepted as candidates for the degree by advanced study on the recommendation of the Board of the Faculties and will normally be required to

undertake an approved scheme of advanced study for such period in excess of the prescribed minimum as may be determined in each case.

Regulations

THE DEGREE OF MASTER OF ARTS

- 10. Candidates accepted for the degree of Master of Arts shall be required to be registered as full-time or part-time students of the University or of one of its affiliated Colleges and
 - (i) to attend to the satisfaction of their head of department or the Principal of their College such courses of instruction in the University or College as the Senate, on the recommendation of the Board of the Faculties, may require, and
 - (ii) if accepted under the provisions of article 14 of Ordinance II, to give evidence by examination or otherwise, to their head of department or Principal of their College not later than the end of the third term of their period of study that their progress has been satisfactory
- 11. A full-time candidate must devote the whole time during the course to the advanced study.
- 12. Schemes of advanced study for the degree of Master of Arts will normally start in October each year, at the beginning of the academic session.
- 13. The examination for the degree by advanced study may include, in addition to any written papers, assessment of a dissertation* on a minor research project and, at the discretion of the examiners, an oral examination.
- 14. The names of candidates who have satisfied the examiners shall be published in alphabetical order. The degree may be awarded with distinction for work of exceptional merit.
- 15. A candidate who has failed to reach a satisfactory standard in the examination for the degree of Master of Arts may be permitted, on the special recommendation of the examiners, to present for re-examination on one occasion only.
- 16. Except with the special permission of the Board of the Faculties every candidate for the degree of Master of Arts by advanced study shall be required to have completed all examination requirements, including any re-examinations that have been required by the examiners, by not later than twelve months after the expiry of the prescribed period of study.

THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION

- 17. Candidates accepted for the Degree of Master of Business Administration shall be required
 - (a) to be registered as full-time or part-time students of the University;
 - (b) to attend to the satisfaction of their head of department such courses of instruction in the University as the Senate, on the recommendation of the Board of the Faculties, may require, and
 - (c) if accepted under the provisions of article 18 of Ordinance II, to give evidence by examination or otherwise, to their head of department not later than the end of the third term of their period of study that their progress has been satisfactory.
- 18. A full-time candidate must devote his whole time during his course to his advanced study.
- 19. The full-time schemes of advanced study for the degree of Master of Business Administration will normally start in October each year, at the beginning of the academic session. Part-time schemes of advanced study may, at the discretion of the head of department, start at the beginning of any term.
- 20). Candidates shall not be permitted to present themselves for examination unless they have regularly attended the prescribed course of study and have performed the work of the class to the satisfaction of the professor or lecturer.
- 21. The examination for the degree of Master of Business Administration will include written papers, course work and the assessment of a dissertation.
- 22. The names of candidates who have satisfied the examiners shall be published in alphabetical order. The degree may be awarded with distinction for work of exceptional merit.
- 23. A candidate who has failed to reach a satisfactory standard in the examination for the degree of Master of Business Administration may be permitted, on the special recommendation of the examiners, to present for re-examination on one occasion only.
- 24. Except with the special permission of the Board of the Faculties every candidate for the degree of Master of Business Administration shall be required to have completed all examination requirements, including any re-examinations that have been required by the examiners, by not later than twelve months after the expiry of the prescribed period of study.

THE DEGREE OF MASTER OF MUSIC

- 25. Candidates accepted for the Degree of Master of Music shall be required
 - (a) to be registered as full-time or part-time students of the University;
 - (b) to attend to the satisfaction of their head of department such courses of instruction in the University as the Senate, on the recommendation of the Board of Faculty, may require, and
 - (c) if accepted under the provisions of article 22 of Ordinance II, to give evidence by examination or otherwise, to their head of department not later than the end of the third term of their period of study that their progress has been satisfactory.

- 26. A full-time candidate must devote the whole time during the course to the advanced study.
- 27. Schemes of advanced study for the degree of Master of Music will normally start in October each year, at the beginning of the academic session.
- 28. Candidates shall not be permitted to present themselves for examination unless they have regularly attended the prescribed course of study and have performed the work of the class to the satisfaction of the professor or lecturer.
- 29. Candidates must attain a satisfactory performance in all parts of the examination. A candidate who has failed in the examination for the degree of Master of Music may be permitted, on the special recommendation of the examiners, to present for re-examination on one occasion only in all or such parts of the examination as may be determined by the examiners.
- 30. Except with the special permission of the Board of the Faculties every candidate for the degree of Master of Music shall be required to have completed all examination requirements, including any re-examinations that have been requested by the examiners, by not later than twelve months after the expiry of the prescribed period of study.
- 31. The names of candidates who have satisfied the examiners shall be published in alphabetical order. The degree may be awarded with distinction for work of exceptional merit.

REGULATIONS FOR POSTGRADUATE DIPLOMAS

- 38. Candidates for postgraduate diplomas must give satisfactory attendance upon all the subjects which form part of their course of study, and present themselves for class examinations. Those who do not pass these examinations satisfactorily in any year will be disqualified for the diploma unless they repeat the course in whole or in part, as may be required by the Senate.
- 39. At the close of the course candidates must present themselves for such examination in the main subject of study as may be prescribed.
- 40. Some deviation from the courses may be sanctioned in special cases and students who on entering upon a postgraduate diploma course produce evidence that they possess a sufficient knowledge of the work done during a part of the course will be allowed to dispense with a certain amount of attendance. Applications for exemption from attendance should be made to the head of the department concerned who shall bring them before the standing committee of the Senate appointed to deal with such matters.

Prescribed schemes of study are set out on pages 463-471. Detailed regulations governing courses of study and examination requirements for the diploma in the history and philosophy of science will be found in the calendar Faculties of Science and Engineering.

			*

APPLICATION FOR ACCOMMODATION

Postgraduate

Surname					Foren	ames								
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Home address											Stude	nt Se	rial Number	
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lease give the name of		Year 1	Year 2	Year 3
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PREVIOUS COURSES TAKEN AT THE UNIVERSITY OF LEEDS

The University of Leeds Student Accommodation Office

Application for Accommodation: Postgraduate

All students who are contemplating postgraduate study at the University and wish to apply for residence in a University Hall of Residence, a University self-catering flat or the Mary Morris International Residence are invited to complete this form and return it to:

The Senior Assistant Bursar (Accommodation) The University LEEDS LS2 9JT

Please use a long envelope and mark it SA/PG in the top left-hand corner.

Please read the notes (a)-(g) before completing the form.

- (a) Applicants are asked to complete this form using a pen with black ink or a black ballpoint pen in order that the form may be photocopied. Please print your name and address in BLOCK CAPITALS.
- (b) The number of places reserved for postgraduates in the University halls of residence and University self-catering flats is limited and so completion of this form in no way guarantees that a place in University-owned accommodation will be allocated to every applicant. The allocation of places by post starts in July but there is a special and substantial allocation in September of places in University self-catering flats reserved for SINGLE overseas students who are coming to Britain for the first time. This special allocation is made only when the overseas student actually arrives in Leeds. The number of places reserved within the special allocation is expected to cover the demand from eligible students.

Depending on the level of demand from new undergraduates there may be a further allocation of postgraduate places for UK based students in September.

- (c) Students should note that normally all University accommodation contracts are for the minimum period of October-June inclusive. In University self-catering flats the rent contracts include residence during the Christmas and Easter vacations. In University halls (where some or all meals are provided) the fees cover the cost of residence for the 30½ weeks of the undergraduate teaching year only, and additional charges are payable for the Christmas vacation (usually 4 weeks) and the Easter vacation (4 or 5 weeks). The hall(s) designated to take vacation residents varies from vacation to vacation so it may be necessary for students to move from their own hall to another in vacation.
 - Exceptionally it may be possible to offer a short-term contract but this is only permitted if the duration of the applicant's academic course is less than 9 months. Any person who moves from University accommodation into private market accommodation will be liable for the residential fee or rent for the remainder of the University contract unless an appropriate replacement person is available. A married student who has not been successful in obtaining University married quarters should take careful note of the financial implications of entering a single person residential contract for 9 months if it is hoped that his/her spouse and/or children will come to Leeds before July. Arrival of a spouse/family does not necessarily mean a release from the financial obligation of the rent due under the single person accommodation contract.
- (d) Good quality, inexpensive accommodation for married students is not easy to obtain and for those with children the problem is even more difficult. The University has only a small stock of married quarters and very few of them are suitable for children. It is likely that students who need this type of accommodation will have to look in the private market for housing. The staff of the Accommodation Office will do all that they can to assist with advice about how to look for accommodation BUT IT IS STRONGLY RECOMMENDED THAT SPOUSES AND FAMILIES SHOULD NOT BE BROUGHT TO LEEDS BEFORE ACCOMMODATION IS SECURED.
- (e) The Mary Morris International Residence is an independent housing association and is not under the control of the University. It houses students from the University and Polytechnic in self-catering accommodation which is similar to that provided within the University self-catering flats. Normally 75% of the places are allocated to students from overseas. The minimum contract period is for 40 weeks from October - early July. The majority of the accommodation is for single persons but a few married quarters are available.
- (f) Students who are not offered a place in either University accommodation or the Mary Morris International Residence are encouraged to come to Leeds prior to the commencement of their course in order to look for accommodation in the private sector. Temporary accommodation can be provided at a modest cost during the period consisting of the third and fourth weeks in July, the whole of August and days 1-10 inclusive in September. Advice will then be given by the staff of the Accommodation Office on how to look for accommodation. Temporary accommodation is not available during the academic session from the end of September to June inclusive.
- (g) Students who do not wish to apply for University accommodation but who would like an advice sheet about sources of non-University housing and/or an application form for the temporary accommodation described in (f) should write to the Senior Assistant Bursar (Accommodation) at the above address.

For office use only.

UNIVERSITY OF LEEDS

INFORMATION ABOUT ACCOMMODATION FOR POSTGRADUATES

UNIVERSITY HALLS OF RESIDENCE (where some meals are provided)

The majority of students living in Halls of Residence are undergraduates. However, Weetwood Hall is a postgraduate residence, and some other Halls do take a limited number of postgraduate students.

Weetwood Hall (capacity 60) is for the use of postgraduate students only of both sexes. The Hall is based on an elegant 17th Century house with an added wing of study bedrooms. It stands in beautiful grounds about 3½ miles from, and on a direct bus route to, the University. The meals provided are breakfast and an evening meal Monday - Friday, breakfast and lunch on Saturday and Sunday. The normal meals include the use of beef, pork, lamb and fish, but an alternative to pork or a vegetarian diet is available. A vegan diet and halal meat cannot be provided. Students may live there during the Christmas and Easter vacations. The Hall has common rooms and a library. The Hall adjoins the University playing fields and limited private car parking is available.

Charles Morris Hall (a limited number of places for postgraduates of both sexes). The Hall is modern and situated on precinct, and has covered access to most University facilities. During the undergraduate teaching terms breakfast, lunch, and an evening meal are provided. During the undergraduate vacations (3-4 weeks at Christmas and 3-4 weeks during the Easter vacation) a full meal service may not be available and students may need to move from their rooms into another Hall if large conferences are in residence then. An alternative to a meat dish is available, but strict vegetarians and vegans cannot be catered for and halal meat cannot be provided. The Hall is close to the University Union and the Sports Hall.

Devonshire Hall (a limited number of places for male postgraduates). This traditional Hall is situated about 15 minutes walk from the campus and is well known for its sporting and musical activities. Breakfast and an evening meal are provided Monday - Friday, and all meals at weekends. Lunches are optional from Monday - Friday. During the undergraduate Christmas and Easter vacations a meal service is normally available except for a two week period at Christmas and a few days at Easter. During these closure periods students will have to obtain meals elsewhere, but every effort will be made to allow them to retain their own room. Vegetarian food is available but a vegan diet and halal meal cannot be provided.

Lyddon Hall (a limited number of places for male postgraduates). This traditional Hall is situated on the campus. During the undergraduate terms breakfast, lunch and dinner are provided daily for residents in the main Hall and annexe. Vegetarian food is available but a vegan diet and halal meat cannot be provided. Residents in the associate flats make their own breakfast and take some lunches and dinners in the Hall dining room in term-time. The Hall has a common room with library and a billiard room. Sixty-three students live in the Hall and annexe. Students in the main Hall who need vacation residence at Christmas or Easter normally may move to either the annexe, where a kitchen is available, or into the Hall designated for vacation residence. Forty-three members live in the associate flats and may remain there during the Christmas and Easter vacations.

Ellerslie Hall The Hall houses sixty-seven female students and offers a few places to postgraduates. In term-time breakfast, lunch, and dinner are provided Monday - Friday. At the weekend lunch and dinner may be purchased at the nearby Charles Morris Hall. The Hall can provide a vegetarian diet, but a vegan diet and halal meat cannot be provided. During the Christmas and Easter vacations residents in the main Hall normally will have to move

Ellerslie Hall continued

to whichever of the Halls is the one designated to take Hall vacation residents. Twenty-two residents live in associate flats and in term-time take four meals each week in Hall and join in social activities. The Hall has a library, TV room, and common room

COST: For a Hall of Residence providing all meals and including heating during the undergraduate teaching terms of 30 weeks the estimated cost is approximately £1,500.

UNIVERSITY FLATS (where cooking facilities are provided and students cook their own meals).

St. Mark's (500 places available for single male and female undergraduates and postgraduates). Situated very close to the University precinct. Modern purpose built accommodation with five students sharing cooking and washing facilities.

Bagby Fields (500 places available for single male and female undergraduates and postgraduates). Situated very close to the University precinct and opened in the 1989/90 session. Each room has its own washbasin and five students share cooking and other facilities.

James Baillie (over 400 places available for single male and female undergraduates and postgraduates). These flats are a five-minute bus journey or a 15-20 minute walk from the University. Each room has its own washbasin. Each kitchen is shared between seven students.

Smaller Flat Groupings There are some smaller flat units, both on and away from the University campus, in which postgraduates are housed. These are older properties which the University has converted for student use.

COST: Estimated rent (exclusive of the cost of heating) for the 39 week contract period for 1990-91, for a single room, £813 - £1,092. Students should budget for energy costs of £100 - £150 for that period.

UNIVERSITY MARRIED QUARTERS The University has only a very limited stock of furnished married quarters and only a few of them are suitable for couples with children.

COST: The anticipated rent for the 1990 - 91 session for University furnished married quarters is £760 - £1,500 for a 39 week period and to which must be added the cost of energy used for cooking and heating etc.

OTHER HOSTELS (not administered by the University).

The Mary Morris International Residence

This Residence is situated about two miles from the University and run by an independent Housing Association. 194 single rooms are available. Students cook their own meals. The Residence is experienced in housing students from all over the world, as well as approximately 40 from the United Kingdom. Postgraduate students are particularly welcome. A few married quarters are available.