

MSc ADMISSIONS POLICY AND PROCEDURES

ADMISSIONS POLICY and PROCEDURES (London-based Master's courses)

Introduction

The aim of this policy is to support the admission of students through procedures which are fair, explicit and applied consistently. The School aims to offer admission to students from different cultures and with different levels of experience who can benefit from the postgraduate teaching programme and contribute to the learning experience of others. The School is committed to an educational environment which provides equality of opportunity and freedom from discrimination on grounds of religion, race (including colour, citizenship and ethnic origin), political affiliation, disability, sexual orientation, age or gender. Applicants are considered on the basis of their merits, abilities and potential. The School welcomes applications from students with disabilities and aims to offer as much assistance as possible to accommodate their needs. The School takes all reasonable steps to ensure that the application procedure, courses and examinations are organised and delivered to give the best opportunity for full participation by all students.

Procedures

1. Application Requirements

Applicants for Master's courses are asked to submit the following documentation:

- (i) Application Form. A completed, signed application must be submitted using the School's application form (available at <http://www.lshtm.ac.uk/prospectus/howto/> or from: The Registry, London School of Hygiene & Tropical Medicine, Keppel Street, London WC1E 7HT. Telephone: +44 (0) 20 7299 4646 Fax: +44 (0) 20 7299 4656 E-mail: registry@lshtm.ac.uk). Applicants may indicate up to three courses, in order of preference, for which they wish to be considered for admission;
- (ii) A full transcript of academic record or equivalent evidence where not available;
- (iii) A detailed CV, and;
- (iv) References. Two references are required. For applicants who have studied in the past five years, one reference must be from an academic familiar with their work. For applicants who are or have been employed, the second reference should be from the employer. For applicants who have not been employed, the second reference should be from another academic authority. Course Directors can request additional, or replacement, references if the references provided are not adequate enough to make a decision on. They may also request specific information about possession of certain skills, or a more detailed or alternative statement if thought necessary for decision-making. References should be submitted on headed paper with the referee's signature. References should be sent directly to Registry in a sealed envelope with the application, or referees may send them to Registry directly.

Additional requirements for students with disabilities:

- (v) Included in the application pack is an Equal Opportunities form. If this is returned indicating a disability this information will then be passed from the Registry to the Equality and Diversity Officer who will contact the applicant to discuss their needs further. Information about an applicant's disability is kept confidentially in the Registry and will not be passed on with the application to the Course Director unless specified by the applicant.
- (vi) At anytime during the application process applicants with a disability (including long term medical conditions and dyslexia) can contact the Student Adviser who will discuss applicants' needs and any support required. The Student Adviser is also available to provide confidential advice and support and to answer queries at any point in the student's studies.
- (vii) All discussions will be held in a confidential manner. Information regarding an applicant's disability (written or verbal) will not be passed on without consent of the application.

However, if consent is not granted this may limit the adjustments the School can put into place.

2. Closing Date for Applications

There is no formal closing date but it is strongly recommended that applications are made by 1 March to ensure availability of a place and a timely decision for sponsorship applications. All applicants are encouraged to apply as early as possible.

3. Entrance Requirements

The normal minimum entry requirement is either a Second-class Honours degree of a UK university in a relevant discipline or a degree in medicine, or an overseas qualification of an equivalent standard. Some MSc courses require specific skills, qualifications or professional experience; these are listed in the entrance requirements for each course.

The Registry will check non-UK qualifications for the UK equivalent qualification using UKNARIC. Applicants who do not meet the minimum entry requirement but who have relevant professional experience may still be eligible for admission and are classified as 'Special Case' applicants.

Candidates requiring advice on their eligibility should contact Registry enclosing details of all courses they have taken, including the official name of the qualification and institution attended, course entry requirements, the length and contents of the course, and examination structure, as well as the examination results obtained.

4. Fee Status

For Master's courses, the School charges separate tuition fees for 'Home/EU' (sometimes shortened to 'Home') and 'Overseas' students. The criteria used to decide whether a student should be classified as Home or Overseas is prescribed by the UK Government using rules which are followed by the Admissions Officer when assessing an application for study. The School has no powers to waive or amend these rules. An outline of these rules can be found on the [UKCISA website](#). The Overseas fee for each course has been calculated by assessing the full cost to the School of providing teaching, taking into account building costs, materials, staff salaries etc. The Home fee is recommended by the UK Government each year. The School receives an additional sum of money from the UK Government for each Home student to make up the difference between the Home and Overseas fee. Thus, although different fees are charged by the School for Home and Overseas students, the net income received by the School for each student is roughly the same irrespective of fee status.

The School follows the guidance and criteria set by UKCISA, the UK Council for International Student Affairs, in applying the fee status rules set by the UK government. To be considered eligible to pay for tuition fees at the Home/EU rate, a student would be required to demonstrate the following:

On the relevant date (1st September of the relevant academic year), a student's immigration status would need to be either:

- a British/EU Citizen
- Have Indefinite Leave to Remain in the UK/EU
- Have a Certificate of Entitlement to the Right of Abode in the UK/EU

AND

In addition to fulfilling one of the above conditions, the student must have been ordinarily resident in the UK/EU for the 3 year period preceding the relevant date.

There are other instances an applicant could be eligible for Home/EU fee status. Registry will assess and advise applicants on all fee status queries.

Further advice regarding fee status requirements is available from UKCISA website: <http://www.ukcisa.org.uk/> or their advice line for applicants and students on tel: +44 (0) 20 7107 9922.

5. Proficiency in English

The Registry will check each applicant's English language ability and will assess if an English language test will be required. If an applicant's first language is not English, or their studies at university have not been conducted wholly in the medium of English they will be required to obtain acceptable scores in an approved English Language Test.

IELTS	Minimum overall score	7.0
	Minimum written component score	7.0
	Minimum listening component score	5.5
	Minimum reading component score	5.5
	Minimum speaking component score	5.5
PEARSON PTE ACADEMIC	Minimum overall score	68
	Minimum written component score	68
	Minimum listening component score	59
	Minimum reading component score	59
	Minimum speaking component score	59
TOEFL Internet Based Test	Minimum overall score	100
	Minimum written component score	24
	Minimum listening component score	21
	Minimum reading component score	22
	Minimum speaking component score	23

The School will only accept test results which are dated two years or less from the proposed start date of the course applied for. Further, the Course Director may request a discretionary English test, even if the above criteria are met. Conversely, the Course Director may waive the condition of satisfactory English language ability if, on available evidence, they are satisfied with the applicant's level of English but the applicant does not meet the above criteria. All English waiver requests must also be approved by the Taught Course Director.

6. Decision Making on Admission

Entry to the Masters program is competitive, each application is considered on its merits and in competition with others. Purely meeting the minimum entry requirement does not automatically guarantee an offer of admission. Decisions on applications are made by Course Directors or another nominated member of course staff (henceforth 'Admissions tutors'). The selection process will take into account the following:

- (i) the applicant's potential to succeed in his/her chosen course of study;
- (ii) actual or expected academic or professional qualifications and grades;
- (iii) relevant work experience;
- (iv) applicant's statement of interest in his/her chosen course of study, and;
- (v) references.

Admissions Tutors must complete a checklist when making decisions on applicants. The checklist records details of academic record, references, experience, personal statement and the Admissions Tutor's general comments.

Procedures for handling applications may vary from course to course. In general, the School does not require applicants to be interviewed. Some courses may however choose to interview an applicant, subject to explaining why and how the interview will be used in assessing the applicant.

If an applicant declares a disability on their application form (as opposed to the separate Equal Opportunities form), the Admissions Tutor must refer to the Student Adviser for advice before issuing a decision on the application.

Any applications classified as 'Special Cases' (see 3 above) which are returned to the Registry with an offer of admission will be passed to the Dean of Studies for consideration. The Dean of Studies will either approve the application for an offer or if he/she has any doubts will contact the Course Director to discuss further.

Where more than one course is indicated on the application, admission will be considered sequentially according to the order of preference indicated.

The School aims to ensure that decisions will be made within six weeks of receipt of a complete Masters application, including references.

7. Rejection

If an application is returned to Registry as unsuccessful the Admissions Tutor must indicate the reason for the decision (e.g. academic grades too low, insufficient experience, course not suitable etc). The applicant will be notified of the decision and reason by post.

If the applicant has listed further course choices the application will be passed to the next course choice for consideration, the rejection letter sent out to the applicant will advise them that this is the case. The application is logged out to the next course choice as per a new application.

If the applicant has applied for MSc Tropical Medicine and International Health and has not got a degree in medicine or is a registered medical practitioner, they will be automatically rejected and notified by Registry and forwarded onto their next choice if applicable.

All rejection letters are currently sent by hard copy only.

8. Offer of Admission

Offers of admission are normally based on the information provided on the application and the relevant supporting documents. A formal offer of admission will be sent to all successful applicants by e-mail (hard copies are posted at the applicant's request). Offer letters include:

- i) Course start and end dates
- ii) Mode of study
- iii) Fee status
- iv) Tuition Fee

Successful applicants are provided with a link to the School Applicant web pages (available at <http://www.lshtm.ac.uk/applicants/offers/>) which contain further information and the relevant forms for completion of an applicant's registration.

All offers will be conditional. Conditions of an offer of admission are as follows:

Original Evidence of Financial Support

All offers of admission are conditional on original and satisfactory evidence of financial support. The offer condition of satisfactory evidence of financial support is an automatic condition which may not be waived under any circumstances.

Original Evidence of Qualifications

All offers of admission are conditional on original evidence of qualifications. Applicants currently studying when they apply will need to provide evidence that they have completed their course and

meet the Schools minimum requirements outlined in their offer. The offer condition of evidence of qualifications is an automatic condition which may not be waived under any circumstances

Original Evidence of English Language Requirements

Applicants who do not meet the School's minimum English language requirements will be offered admission conditional that he/she takes an English test and achieves all of the minimum required scores.

9. Fee Payment

Tuition fees for the year of registration are payable in full before the start of the academic year. The only exception to this is for applicants holding a U.S government loan; such loans are disbursed termly only. Payment by installments is not possible.

10. Late Arrival

Applicants are advised that the first week of the course is very important and all students must attend. Late registration is only permitted in exceptional circumstances.

If for any reason an applicant anticipates that their arrival in London will be unavoidably delayed he/she must contact the Registry as soon as possible. The Registry will contact the Course Director to enquire if late registration will be permitted and if so, the latest date for arrival. If late arrival is approved the Registry will seek final approval from the Departmental Taught Course Director and proceed to inform the applicant of the latest date for registration. Applicants who arrive late may be at a disadvantage as there may not be any orientation time available, it is the applicant's responsibility to catch up on any time missed.

If a request to register late is not approved the applicant will immediately be informed of this and advised not to travel to London. The applicant may then request for their application to be reconsidered for the next academic session. The School does not defer MSc offers of admission, all applications are reconsidered in comparison with other applications for the next academic year.

11. Deferral of admission

The School does not defer Masters' admission; however, the School will reconsider an application for one academic year only. Applicants wishing to be reconsidered for the following session must submit an updated CV to the Registry before end of October. All applications are reconsidered in comparison with other applications for the next academic year.

12. Distance Learning MScs

This policy refers only to London based MScs and **not** Distance Learning courses. Admissions for the Distance Learning MScs are handled by the University of London External System.

13. Appeals

If an applicant wishes to appeal any decision during their application the following procedures should be followed for each area.

13.1 Fee Status

If an applicant wishes to appeal against their fee status he/she is advised to contact the Registry to request the reasons for the decision. If an applicant's visa status has changed or he/she has further relevant information the Head of Registry Services will review the application.

13.2 English Language

If an applicant appeals against an English language offer condition, and does not feel he/she should take a test, the Registry will advise the applicant to send a written statement outlining the reasons for the appeal. This is then passed to the Course Director for consideration. If the Course Director is satisfied with the applicant's level of English he/she can agree to waive the condition subject to approval by the Taught Course Director. If the Course Director does not agree to waive the

condition, the appeal can be referred to the Dean of Studies for further consideration at the request of the applicant.

13.3 Offer Decision

If an applicant appeals against his/her rejection to a course they must provide Registry with a written statement of why they should not be rejected on the grounds stated. Registry will refer the application to the Faculty Taught Course Director who will then, if required, seek further information from the Admissions Tutor. A final decision and feedback will then be passed to the applicant.

13.4 Fee Payment

Applicants wishing to appeal against this decision are advised to contact the Head of Registry Services in writing with full details of their short term cash-flow problems and if they are expecting a guaranteed income, e.g. the sale of property later in the academic year.

13.5 Late Arrival

Permission for late arrival is at the discretion of the Course Director and Faculty Taught Course Director. In the event of absence of the Course Director the Taught Course Director may take decisions. In the event of absence of the Taught Course Director, the Dean of Studies may take decisions.

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