

RESEARCH DEGREES (MPhil/PhD/DrPH) ADMISSIONS POLICY and PROCEDURES

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 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 of study and examinations are organised and delivered to give the best opportunity for full participation by all students.

Procedures

1. Application Requirements

Applicants for Research Degrees 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);
- (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. Potential Supervisors or other Departmental staff 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.
- (v) Research Proposal of approximately 1,500 words outlining the area in which the student wishes to specialise enabling the application to be directed to appropriate potential supervisors.
- (vi) DrPH applications only are also required to include details of their proposed organisational and policy analysis, of approximately 500 words.

2. Closing Date for Applications

There is no formal closing date for MPhil or PhD degrees as start dates can be arranged with the Department throughout the year. For DrPH applications there is no deadline but it is strongly recommended that applications are made by 1 March to ensure availability. DrPH students must begin their studies in September. All applicants are encouraged to apply as early as possible.

3. Entrance Requirements

Applicants for MPhil/PhD or DrPH study should have at least one of the following:

- (i) An upper class second class Honours degree of a UK university, or an overseas qualification of an equivalent standard, in a subject appropriate to that of the course of study to be followed; or
- (ii) a registerable qualification appropriate to the course of study to be followed, in medicine, dentistry or veterinary studies; or
- (iii) a Masters degree in a subject appropriate to the course of study to be followed; or
- (iv) a professional qualification obtained by written examination and approved by the University of London as an appropriate entrance qualification for the degree in question.
- (v) For DrPH candidates a minimum of two years appropriate experience and, normally, a Master's degree are required.

The Registry will check all 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

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 research training, 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. The Supervisor may request a discretionary English test, even if the above criteria are met. Conversely, the Supervisor may waive the condition of satisfactory English language ability if they are satisfied with the applicant's level of English but the applicant does not meet the English language criteria. In such cases, the waiver of this condition will require the approval of the Faculty Research Degrees Director.

6. Decision Making

Entry to the research degrees programme 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 staff in the relevant academic Faculty and may include potential supervisors, Department Research Degree Co-ordinators, Faculty Research Degrees Director and Head of Department. 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) the research proposal
- (v) for DrPH applicants, the organisational and policy analysis proposal
- (vi) applicant's statement of interest in his/her chosen course of study, and;
- (vii) references
- (viii) supervisory availability in the research area

Decisions on applications for research degree studentships may be subject to additional selection criteria.

The School aims to ensure that decisions will be made within three months of a complete Research application. In the first instance, applications will be considered with two references and research proposal; DrPH applicants must also include a organisational and policy analysis proposal. However, the Department can request a transcript or additional documents and this may delay the decision of an application.

A circulation form (providing details of the decision making) must be completed when making decisions on applications, each Department has their own form tailored to their specific decision making procedure.

Any Special Case applications 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 Department to discuss further.

7. Rejection

If an application is returned to Registry as unsuccessful the Department must indicate the reason for the decision. The applicant will be notified of the decision and reason by post.

All rejection letters are currently sent by hard copy only.

If the Department advises that the applicant is suitable for another Department the application will be passed to the next Department 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 Department as per a new application.

8. Offer of Admission

Offers of admission are 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
- (v) Supervisor
- (vi) Research Unit

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 before registration 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 each term only. Otherwise, payment by instalments is not possible.

10. Deferral of admission

Requests from applicants to defer their start date will be passed to the Supervisor and Department Research Degrees Co-ordinator for consideration.

11. Appeals

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

11.1 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.

11.2 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 Supervisor for consideration. If the Supervisor is satisfied with the applicant's level of English and agrees to waive the condition the Registry will request the approval of the waiver by the Faculty Research Degrees Director. If the Supervisor 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.

11.3 Offer decision

If an applicant appeals against his/her rejection from admission, 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 Research Degrees Director who will then, if required, seek further information from the potential supervisor and/or Department Research Degrees Co-ordinator. A final decision and feedback will then be passed to the applicant.

11.4 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.