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POSTGRADUATE TAUGHT ADMISSIONS POLICY – 2019/20

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1. SCOPE

- 1.1 The aim of this policy is to support the admission of students through procedures that are fair, transparent and applied consistently. LSHTM is committed to providing a professional and efficient admissions service which is consistent with good practices as defined by the Quality Assurance Agency's Code of Practice on Recruitment, Selection and Admission into Higher Education:

https://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b2_-_recruitment_-_selection-and-admission-to-higher-education.pdf?sfvrsn=6900f781_8

2. PURPOSE & OVERVIEW

- 2.1 LSHTM aims to admit 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. LSHTM 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.
- 2.2 Applicants will be considered based on their merits, abilities and potential. LSHTM welcomes applications from students with disabilities and aims to offer as much assistance as possible to accommodate their needs.
- 2.3 LSHTM takes all reasonable steps to ensure that the application procedure, programmes and examinations are organised and delivered to give the best opportunity for full participation by all students.
https://www.lshtm.ac.uk/sites/default/files/Equality_and_Diversity_Policy.pdf
- 2.4 LSHTM is also committed to providing an inclusive education, research and working environment free from bullying and harassment, ensuring all staff and students are treated and treat others with respect, consideration, courtesy and dignity at all times.
<https://www.lshtm.ac.uk/sites/default/files/Anti-Bullying-Harassment-Policy.pdf>
- 2.5 This policy refers to LSHTM postgraduate taught programmes only. It does not include:
- applications for LSHTM's Distance Learning programmes, which are managed by the University of London International Programmes office;
 - applications for the MSc in Global Mental Health, which are managed by King's College London;
 - applications for the MSc in Veterinary Epidemiology or MSc in One Health, which are managed by the Royal Veterinary College (RVC).
- 2.6 Applications to these programmes are subject to the admissions policy of the institution applied to.
- 2.7 Where substantive amendments are made to this policy, they will be reviewed by LSHTM's Senate Postgraduate Taught Committee annually.

3. APPLICATION PROCESS

- 3.1 All applications for admission to one of LSHTM's postgraduate taught programmes should be submitted online via: <https://apply.lshtm.ac.uk>.
- 3.2 Information on the process of how to apply is available at: <http://www.lshtm.ac.uk/study/applications/>
- 3.3 Once an application is submitted, an initial assessment will be made by the Admissions team in the Registry. Complete applications are then forwarded to the relevant Programme Directors, or another nominated member of the programme staff (henceforth 'Admissions Tutors').
- 3.4 Applications to postgraduate taught programmes open in early November for the subsequent academic year.
- 3.5 The final closing date for submission of applications is available on our website: <https://www.lshtm.ac.uk/study/applications/applications-deadlines>

3.6 LSHTM reserves the right to close over-subscribed programmes ahead of the specified final closing dates.

4. MINIMUM ENTRANCE REQUIREMENTS

4.1 In order to be admitted to an LSHTM postgraduate taught degree programme, an applicant must:

- a) hold a first degree at Second Class Honours standard in a relevant discipline, a degree in medicine recognised by the UK General Medical Council (GMC) for the purposes of practising medicine in the UK, or another degree of equivalent standard awarded by an overseas institution recognised by [UK NARIC](#) or [Barron's Profiles of American Colleges](#).

OR

- b) hold a professional qualification appropriate to the programme of study to be followed obtained by written examinations and judged by LSHTM to be equivalent to a Second Class Honours degree or above.

OR

- c) have relevant professional experience or training which is judged by LSHTM to be equivalent to a Second Class Honours degree or above.

AND

- d) satisfy any additional requirements where prescribed for admission to a specific programme – see 4.2 below.

4.2 Some degree programmes may have a higher entry requirement than specified above. Full details of all entry requirements are specified on individual programme pages on LSHTM's website: <http://www.lshtm.ac.uk/study/masters/>.

4.3 Application for admission to a programme and registration shall be undertaken in accordance with procedures specified by LSHTM: <http://www.lshtm.ac.uk/study/faq/admission.html>.

4.4 Satisfaction of the criteria in section 4.1 above does not guarantee admission to LSHTM.

4.5 LSHTM welcomes applications from students holding a broad range of qualifications. The Registry will use independently published guides recognised within the UK higher education sector, such as UK NARIC (<https://www.naric.org.uk/naric/>), when considering the equivalency of qualifications.

4.6 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. Please see section 9.7 below for further guidance on 'Special Case' applications.

5. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

5.1 Applicants must be fully competent in the English Language. All applicants whose first language is not English will normally be required to achieve one of a number of English Language qualifications intended for academic purposes approved by LSHTM.

5.2 Full details of our English Language Requirements Policy can be found here: <https://www.lshtm.ac.uk/study/applications/applying-masters-degree-london/general-entry-requirements>

5.3 LSHTM may request a discretionary English test, even if the applicant has met the minimum English language requirements.

6. FEE STATUS

6.1 As part of the application assessment process, an applicant's fee status will be determined by the [Admissions Team](#) in accordance with LSHTM's Fee Assessment Policy and regulations defined by the UK Government: <http://www.legislation.gov.uk/uksi/2007/779/contents/made>

6.2 LSHTM's Fee Assessment Policy & Procedure can be found here:
https://www.lshtm.ac.uk/files/fee_assessment_policy.pdf

6.3 Further independent advice regarding fee status requirements and classification is available from UKCISA's website, or by contacting their advice line: <http://www.ukcisa.org.uk>

7. PROGRAMME CHOICE

7.1 Applicants may select up to two taught Master's degree programmes, in order of preference, for which they wish to be considered for admission.

7.2 Where more than one taught Master's degree programme is indicated on the application form, admission will be considered sequentially according to the order of preference selected on the application.

8. RECOGNITION OF PRIOR LEARNING

8.1 Applicants wishing to transfer to LSHTM from another institution should refer to LSHTM's Recognition of Prior Learning Policy:
<https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures>

9. DECISION MAKING

9.1 Entry to a postgraduate taught degree programme is competitive. Each application is considered on its merits and in competition with others. Purely meeting the minimum entry requirement does not guarantee an Offer of Admission.

9.2 Decisions on postgraduate taught degree programme applications are made by Admissions Tutors. The selection process will take into account the following:

- a) The applicant's potential to succeed in their chosen programme of study;
- b) Actual or expected academic or professional qualifications and grades;
- c) Relevant work experience;
- d) The applicant's personal statement of interest in their chosen programme of study; and
- e) The applicant's references

9.3 Admissions Tutors must complete a checklist when making decisions on applicants. This checklist is used to record comments on the applicant's academic record, references, experience, personal statement and any other general comments the Admissions Tutor(s) may have.

9.4 Local procedures for handling applications may vary between degree programmes. In general, LSHTM does not require applicants to be interviewed. However, Admissions Tutors for the taught Master's in Medical Statistics will interview all suitable applicants, and some other programmes may choose to interview an applicant, subject to explaining how and why the interview will be used in assessing an applicant's suitability to meet the demands of their intended programme. Admissions Tutors must normally ensure that there are a minimum of two interviewers on the interview panel. However due to staff resources and timetabling constraints this may not always be possible, therefore a detailed account of the interview should be recorded to justify interview outcomes.

9.5 Where applicants are required to attend an interview, performance at an interview will be used in conjunction with the submitted application when making a decision. Where travel to LSHTM is impractical, for instance where an applicant lives overseas, wherever possible, alternate arrangements, such as an online (video) or phone interview will be offered.

9.6 If an applicant declares a disability within their application (as opposed to within the separate, confidential *Equal Opportunities* section), LSHTM will seek advice on what suitable provisions are required in order to make reasonable adjustments to best accommodate the applicant in the event of an Offer of Admission being made.

- 9.7 Applications classified as a 'Special Case' (see 4.6 above), which are recommended an Offer of Admission will be passed to the Faculty Taught Programme Director for further consideration. The Faculty Taught Programme Director can either approve the application for an Offer of Admission or reject it. If they wish to reject an application they should liaise with the Programme Director prior to confirming this decision.
- 9.8 LSHTM aims to ensure that decisions will be made within six weeks of receipt of a complete taught Master's degree application. An application is considered complete when all of the criteria outlined in the Admissions FAQs are met: <http://www.lshtm.ac.uk/study/faq/admission.html>.

10. OFFER OF ADMISSION

- 10.1 An Offer of Admission is normally based on the information provided on the application form and relevant supporting documentation. An Offer of Admission will be sent to all successful applicants by e-mail (hard copies will only be posted at the applicant's request).
- 10.2 An Offer of Admission includes:
- a) Programme start and end dates
 - b) Mode of study
 - c) Fee status
 - d) Tuition fee
 - e) Conditions of offer
- 10.3 All Offers of Admission will be conditional until the outlined conditions are met.
- 10.4 Conditions of an Offer of Admission are as follows:

Original evidence of qualifications

Offer holders must provide original evidence of the qualification(s) they are using to gain entrance to the programme of study. Offer holders who are studying when they apply to LSHTM will need to provide evidence that they have completed their programme of study and met LSHTM's minimum entry requirements, as outlined in section 4 above, prior to registration. This condition is mandatory and will not be waived under any circumstances.

Evidence of English language requirements

Offer holders must provide evidence of their English language test results. Offer holders who do not meet LSHTM's minimum English language requirements, or who have not taken an approved English language test by the time the Offer of Admission is sent, will be made a conditional offer in accordance with the guidance in section 5 above. This condition is mandatory.

Original evidence of financial support (Tier 4 Student Visa and sponsored applicants only)

Offer holders must provide satisfactory evidence of financial support. This condition is mandatory and will not be waived under any circumstances.

- 10.5 Applicants are required to provide a formal response to an Offer of Admission within 28 days of issuance, either firmly accepting or declining their offer (see Section 8 below). LSHTM reserves the right to rescind an Offer of Admission if no response is provided by an applicant within 28 days of issuance.
- 10.6 The Admissions Team will confirm an applicant's provisional place on a programme, once all conditions of an offer have been met and a firm acceptance to the Offer of Admission has been received.
- 10.7 Failure to meet all conditions of an Offer of Admission will result in the offer being rescinded.

11. TUITION FEE DEPOSIT

- 11.1 Applicants holding an offer of admission for a taught Master's programme at LSHTM will be required to pay a deposit of £500 against their first year's tuition fee in order to secure their place.
- 11.2 The deposit is deductible from the applicant's tuition fees upon full registration with LSHTM.

- 11.3 The deposit is payable in order to confirm acceptance of an Offer of Admission, regardless of whether the offer is conditional or unconditional.
- 11.4 The deadline for payment will vary depending on the point at which an Offer of Admission is made – confirmation will be provided in the applicant's Offer of Admission.
- 11.5 Failure to pay the tuition fee deposit by the appropriate deadline may result in an Offer of Admission being rescinded.
- 11.6 The full amount of the tuition fee deposit can only be refunded in the following circumstances:
- If the request for a refund of the deposit falls within 14 days of payment being received by LSHTM.
 - LSHTM is unable to provide the academic programme originally applied for, offered and accepted, and the applicant does not want to take up a place on an alternative programme that is offered.
 - The applicant fails to meet the conditions of the Offer of Admission, including any English language qualifications required and appropriate validating evidence not being provided.
 - If an applicant's UK Visa application is refused or rejected, except where refusal is a result of:
 - A fraudulent visa application
 - Insufficient funds
 - Supply of incorrect documents
 - In such cases, no refund will be made
- 11.7 Refund requests must be made in writing to, and will be considered by, the [Head of Admissions](#). If a refund of the tuition fee deposit is requested, the associated Offer of Admission will be automatically rescinded.
- 11.8 Refund requests as a result of exceptional circumstances, such as serious illness or bereavement, will be considered on a case-by-case basis by the [Head of Admissions](#).
- 11.9 Exemption from paying the tuition fee deposit is permissible when:
- The offer holder is sponsored by an LSHTM-recognised sponsor, or they have a full scholarship covering all tuition fees
 - Appropriate evidence must be provided no later than the deadline by which the deposit would have been due
 - LSHTM-recognised sponsors include national governments, corporations or employers, national and international charities and universities, but do not include family members or friends
- 11.10 Applicants who wish to defer their Offer of Admission in accordance with Section 13 below are required to pay the tuition fee deposit in order to secure their place:
- If a request to defer an Offer of Admission is agreed after payment of the tuition fee deposit has been made, LSHTM will retain the deposit into the subsequent admissions cycle
 - If a request to defer an Offer of Admission is refused after payment of the tuition fee deposit has been made, the deposit will not be refunded

12. REJECTIONS

- 12.1 Admissions Tutors must indicate the reason(s) for rejecting an application. These reasons can include, insufficient academic grades, insufficient experience, or the programme of study deemed being unsuitable.
- 12.2 The applicant will be notified of the decision and reason(s) for rejection via email.
- 12.3 Where applicable, upon notification of rejection the Admissions team will forward the application to the next degree programme choice for consideration. The rejection letter to the applicant will inform them that their application has been sent to their next programme choice for consideration.
- 12.4 Applicants who apply to the taught Master's in Tropical Medicine and International Health who do not hold a degree in medicine or are not registered as a medical practitioner will automatically be rejected for this programme.

- 12.5 If an applicant is rejected for all of their original programme choices, they are not permitted to re-submit an application for another taught postgraduate degree programme in the same admissions cycle. If an applicant submits a new application in the same admissions cycle this will be rejected automatically.

13. DEFERRAL OF ADMISSION

- 13.1 LSHTM permits taught Master's applicants to defer an Offer of Admission for one academic year only.
- 13.2 Applicants wishing to defer an Offer of Admission should submit a brief written statement to the [Admissions team](#) in the Registry confirming their wish to defer and a brief explanation to support their deferral request.
- 13.3 Applicants who do not hold an Offer of Admission are not entitled to defer their admission and should reapply for a subsequent academic year in the normal fashion at the appropriate time.

14. LATE REGISTRATION

- 14.1 Late registration is only permitted in exceptional circumstances. Applicants are advised that the first week of the programme is crucial and all students are expected to attend.
- 14.2 The last permitted date of registration is the first Friday of the academic year (the last day of the Registration week).
- 14.3 If for any reason an applicant anticipates that their arrival in London will be unavoidably delayed, they must contact the [Admissions team](#) in the Registry as soon as possible. The Admissions team will notify the Admissions Tutor to inform them of the expected arrival date. If this date is later than what is specified in 14.2 above, the Pro-Director for Learning & Teaching will decide if the applicant will be permitted to register.
- 14.4 Applicants who arrive late will likely miss planned orientation activities and events. It is the applicant's responsibility to catch up on any time missed.
- 14.5 Applicants requiring a Tier 4 Student visa will be notified of the last permitted registration date. If their expected arrival is after this date, they will be advised not to travel by LSHTM's Immigration Advisory Service, as entry to the UK will likely be refused by the UKVI Border Agency.
- 14.6 The final date for issuance of a CAS to support a Tier 4 Student visa application will be 30 days before the start of the programme.

15. PROGRAMME AMENDMENTS

- 15.1 If there is a significant amendment to a programme of study or withdrawal of a programme between the publication of LSHTM's prospectus and the start of the programme to which an applicant has applied, LSHTM will notify all affected applicants as soon as possible by email, indicating any available options.

16. TUITION FEES

- 16.1 Tuition fees are due for each academic year for which a student registers at LSHTM.
- 16.2 Please see LSHTM's Tuition Fees Policy for full guidance:
http://www.lshtm.ac.uk/study/tuitionfees/student_tuition_fees_policy.pdf

17. APPEALS & COMPLAINTS

- 17.1 Applicants wishing to submit an appeal against any decision regarding their application to LSHTM, or a complaint about the handling of an application should submit a written request to the [Head of Admissions](#), following the procedures outlined below:

17.2 Fee Status

Appeals against an applicant's fee status assessment will be reviewed by the Head of Admissions or their nominee in accordance with LSHTM's Fee Assessment Policy (https://www.lshtm.ac.uk/files/fee_assessment_policy.pdf). Scenarios where an applicant's fee status could change are if their visa status has changed during the application cycle, or if they are able to provide additional, relevant, supporting documentation to support their appeal.

17.3 English Language

If an applicant believes that they should not be required to take an English language test (and do not require a sufficient English language qualification to support an application for a Tier 4 Student visa), they must provide a written statement outlining their reasons for this within their appeal. This statement will be reviewed by the Admissions team and passed to the Admissions Tutor for further consideration.

If the appeal is accepted, this condition will be met. If the appeal is rejected, the English language requirement will remain as a condition of the Offer of Admission.

17.4 Offer of Admission Decision

Appeals against a decision to reject an application will be reviewed by the Head of Admissions. Applicants should submit a written statement explaining why they feel the decision should be reviewed, stating the grounds to be considered. Appeals will be referred to the Faculty Taught Programme Director, who will seek further information from the relevant Admissions Tutor(s), if required. A final decision and any relevant feedback will be provided to the applicant via the Head of Admissions.

17.5 Late Arrival

Appeals regarding arrival after the last permitted arrival date will not be considered. See section 14 above for full guidance.

17.6 Complaints

Applicants wishing to submit a formal complaint about the handling of their application should provide a written statement, containing full details and supporting evidence regarding how the administration of their application has been below expected service standards. This should be submitted to the Head of Admissions, for initial review, but may be passed to the Head of Registry for full investigation. Upon review, a final decision and any relevant feedback will be sent to the applicant via the Head of Admissions.

17.7 Appeals and complaints in relation to any of the categories listed above must be submitted within 20 days of receipt of a final decision on an application. Appeals and complaints received after this date will not be considered.

17.8 For each appeal and complaint category, the Head of Admissions' decision will be final. This decision may be made in consultation with the Head of Registry and/or other relevant LSHTM staff.

18. CRIMINAL CONVICTIONS

18.1 LSHTM is committed to assessing all applications on their academic merit. However, it does have to balance this with its duty to ensure the safety and wellbeing of its staff and student community. Having a criminal record does not necessarily prevent an individual from studying at LSHTM. The final decision is very much dependent on the background and nature of the offence(s).

18.2 As part of the application process students are required to declare any relevant '[unspent](#)' criminal conviction(s).

18.3 Convictions that are "spent" are not considered to be relevant and applicants are not required to disclose these. The Rehabilitation of Offenders Act 1974 (<http://www.legislation.gov.uk/ukpga/1974/53>) enables some convictions to become "spent" after a "rehabilitation period". The rehabilitation period varies depending on the sentence imposed by the court. Custodial sentences of more than two and half years can never become spent.

18.4 The information provided by applicants will be kept in the strictest confidence and will be considered separately from academic achievements. Submitted information will be reviewed by a Criminal Convictions Panel consisting of the Academic Registrar, Head of Registry and the relevant Faculty Taught Programme Director who will consider the potential impact of the offence on staff and students.

- 18.5 When considering a criminal conviction, the Criminal Convictions Panel will take into account the following factors:
- The nature of the offence(s)
 - The time that has passed since the offence was committed
 - Any additional information provided by other sources, such as the Probation Service, Social Services or senior prison officers, in the form of independent references or reports
 - If more than one offence was committed, whether each was a separate offence or part of a series of similar offences
 - The potential impact on fellow students, staff and others with whom the applicant will have contact.
- 18.6 One of the following decisions will be made by the Criminal Convictions Panel:
- To require further information from the applicant or a third party
 - To permit an offer to be made with no further conditions
 - To permit a conditional offer to be made, for example with a condition relating to pastoral issues such as support for the applicant; in such cases the Head of Admissions will contact the applicant to outline the conditions set by the Criminal Convictions Panel
 - To reject the application; in this case the Head of Admissions will contact the applicant to inform them of the decision.
- 18.7 Applicants wishing to discuss anything related to criminal convictions should contact the [Head of Admissions](#) in the first instance. All conversations will be treated as strictly confidential.

19. FRAUD & MISREPRESENTATION

- 19.1 It is the applicant's responsibility to ensure that the information included in their application and supporting documentation is accurate and complete.
- 19.2 LSHTM will investigate any application suspected of including misleading, false or fraudulent information and/or documentation.
- 19.3 LSHTM reserves the right to reject or withdraw any applications found to contain misleading, false or fraudulent information and/or documentation.
- 19.4 LSHTM reserves the right to withdraw any Offer of Admission made if an application is subsequently found to contain misleading, false or fraudulent information and/or documentation.
- 19.5 LSHTM reserves the right to terminate the registration of any student if an application is subsequently found to contain misleading, false or fraudulent information and/or documentation.

20. DATA PROTECTION

- 20.1 LSHTM complies with the General Data Protection Regulation (GDPR) 2018 in its use of applicant data. Further details on LSHTM's policy can be found at: http://www.lshtm.ac.uk/its/informationsecurity/policy/lshtm_data_protection_policy.pdf
- 20.2 LSHTM uses anonymized data for statistical and reporting purpose in order to fulfil its functions as an education provider

21. CONTACT DETAILS

- 21.1 For further advice or clarification regarding admissions processes, practices or the content of this Admissions Policy, please contact admissions@lshtm.ac.uk.