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POSTGRADUATE TAUGHT ADMISSIONS POLICY – 2017-18

INTRODUCTION

The aim of this policy is to support the admission of students through procedures which are fair, transparent and applied consistently. The School 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](#).

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

http://www.lshtm.ac.uk/humanresources/equalityanddiversity/equality_and_diversity_statement_of_policy.pdf

This policy refers to School run postgraduate taught programmes only. It does not include:

- applications for the School's Distance Learning programmes, which are handled by the University of London External System,
- applications for the MSc One Health (Infectious Diseases) or MSc Veterinary Epidemiology, which are handled by Royal Veterinary College; or
- applications for the MSc in Global Mental Health, which are managed by King's College London.

Applications to these programmes are subject to the admissions policy of the institution applied to.

This Postgraduate Taught Admissions Policy is reviewed annually by the School's Senate Learning & Teaching Committee.

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1. APPLICATION PROCESS

- 1.1 All applications for admission to the London School of Hygiene & Tropical Medicine's postgraduate taught programmes should be submitted online via the School's website - <https://apply.lshtm.ac.uk>.
- 1.2 If it is not possible to submit an online application, paper-based versions of the School's online application form can be requested from the [Registry](#). Please note, there is a £50.00 administration charge for processing paper-based application forms.
- 1.3 Information on the process of how to apply is available at: <http://www.lshtm.ac.uk/study/applications/>
- 1.4 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 Course Directors, or another nominated member of the programme staff (henceforth 'Admissions Tutors').
- 1.5 Applications to postgraduate taught courses open at the beginning of November each academic year.
- 1.6 The final closing date for submission of postgraduate taught programme applications for 2017 entry is as follows:
 - 1st August 2017: by midnight British Summer Time (BST) for international applicants **requiring** a Tier 4 Student Visa; and
 - 22nd August 2017: by midnight British Summer Time (BST) for applicants **not requiring** a Tier 4 Student Visa
- 1.7 The School reserves the right to close over-subscribed programmes ahead of the final closing dates specified in 1.6 above.

2. MINIMUM ENTRANCE REQUIREMENTS

- 2.1 In order to be admitted to a postgraduate taught degree programme of the London School of Hygiene & Tropical Medicine, an applicant must:

- a) hold a first degree at Second Class Honours standard in a relevant discipline, a degree in medicine at the same standard, or another degree of equivalent standard (*Please note - an international equivalencies table will be provided in the near future*) awarded by an overseas institution recognised by [UK Naric](#) or [Barrons](#).

OR

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

OR

- c) have relevant professional experience or training which is judged by the School 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 2.2 below.

- 2.2 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 the School's website:
<http://www.lshtm.ac.uk/study/masters/>.
- 2.3 Application for admission to a programme and registration shall be undertaken in accordance with [procedures](#) specified by the School.
- 2.4 Satisfaction of the criteria in section 2.1 above does not guarantee admission to the School.
- 2.5 The School 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](#), when considering the equivalency of qualifications.
- 2.6 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 6.7 below for further guidance on 'Special Case' applications.

3. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

- 3.1 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 the School. Full detail of our English Language requirements can be found here:
http://www.lshtm.ac.uk/study/newstudents/internationalstudents/english_language_requirements.pdf
- 3.2 The Admissions Tutor(s) may request a discretionary English test, even if the applicant has met the School's [English Language requirements](#).

4. FEE STATUS

- 4.1 As part of the application assessment process, an applicant's fee status will be determined by the School's [Admissions Team](#) in accordance with regulations defined by the UK Government:
<http://www.legislation.gov.uk/ukxi/2007/779/contents/made>
- 4.2 Further independent advice regarding fee status requirements and classification is available from UKCISA's website, <http://www.ukcisa.org.uk>, or via contacting their advice line.

5. PROGRAMME CHOICE

- 5.1 Applicants may select up to two taught Master's degree programmes, in order of preference, for which they wish to be considered for admission.
- 5.2 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.

6. DECISION MAKING

- 6.1 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.
- 6.2 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 his/her chosen course 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 his/her chosen programme of study; and
 - e) The applicant's references
- 6.3 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.
- 6.4 Local procedures for handling applications may vary between degree programmes. In general, the School does not require applicants to be interviewed. However, the taught Master's in Medical Statistics Admissions Tutors 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.
- 6.5 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 the School is impractical, for instance where an applicant lives overseas, wherever possible, alternate arrangements, such as an online (video) or phone interview will be offered.
- 6.6 If an applicant declares a disability within their application form (as opposed to within the separate, confidential *Equal Opportunities* section of their form), the Admissions Tutor must refer to the Student Adviser for advice before making a decision on the application.
- 6.7 Applications classified as a 'Special Case' (see 2.6 above), which are recommended an Offer of Admission will be passed to the Faculty Taught Course Director for further consideration. The Faculty Taught Course 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 Course Director prior to confirming this decision.
- 6.8 The School 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.

7. OFFER OF ADMISSION

- 7.1 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).
- 7.2 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
- 7.3 All Offers of Admission will be conditional until the outlined conditions are met.
- 7.4 Conditions of an Offer of Admission are as follows:

Original Evidence of Financial Support

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

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 the School will need to provide evidence that they have completed their programme of study and met the School's minimum entry requirements, as outlined in section 2 above, prior to registration. This condition is mandatory and will not be waived under any circumstances.

Original Evidence of English Language Requirements

Offer holders must provide original evidence of their English language test results. Offer holders who do not meet the School'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 3 above. This condition is mandatory.

- 7.5 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. The School reserves the right to rescind an Offer of Admission if no response is provided by an applicant within 28 days of issuance.
- 7.6 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.
- 7.7 Failure to meet all conditions of an Offer of Admission will result in this being rescinded.

8. REJECTION

- 8.1 Admissions Tutors must indicate the reason(s) for rejecting an application. These reasons can include, academic grades being too low, insufficient experience, or the programme of study not being deemed suitable.
- 8.2 The applicant will be notified of the decision and reason(s) for rejection via email.
- 8.3 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.
- 8.4 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.
- 8.5 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.

9. DEFERRAL OF ADMISSION

- 9.1 The School permits taught Master's applicants to defer an Offer of Admission for one academic year only.
- 9.2 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.
- 9.3 Applicants who do not hold an Offer of Admission are not entitled to defer their admission and should reapply for the subsequent academic year at the appropriate time.

10. LATE REGISTRATION

- 10.1 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.
- 10.2 The last permitted date of registration is normally the second Monday of the academic term.

- 10.3 If for any reason an applicant anticipates that their arrival in London will be unavoidably delayed, he/she 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 10.2 above, the Pro-Director for Learning & Teaching will decide if the applicant will be permitted to register.
- 10.4 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.
- 10.5 Applicants requiring a Tier 4 Student visa will be notified of the last permitted registration date. If their expected arrival date is after this date they will be advised not to travel by the Admissions team, as entry to the UK will likely be refused by the UKVI Border Agency.
- 10.6 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.

11. PROGRAMME AMENDMENTS

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

12. ACCREDITATION OF PRIOR LEARNING (APL)

- 12.1 Details of the Schools APL procedure can be found at:
http://www.lshtm.ac.uk/study/currentstudents/studentregulations/taughtcourse regulations/pgt_apl_procedure.pdf
- 12.2 The School does not currently consider a transfer of credits from other Higher Education Institutions.

13. TUITION FEES

- 13.1 Tuition fees are due for each academic year for which a student is registered at the School.
- 13.2 Please see the School's [Tuition Fees Policy](#) for full guidance.

14. APPEALS & COMPLAINTS

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

14.2 Fee Status

Appeals against fee status assessment will be reviewed by the Deputy Head of Registry – Admissions, or his/her nominee. 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.

14.3 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.

In exceptional circumstances, the Admissions Tutor may waive this condition, if they are satisfied with the applicant's level of English. Any decision to waive an English language condition is subject to approval by the Faculty Taught Course Director.

Alternatively, if the appeal is rejected, the English language requirement will remain as a condition of the Offer of Acceptance.

14.4 Offer Decision

Appeals against a decision to reject an application will be initially reviewed by the Deputy Head of Registry – 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 Course Director who will seek further information from the relevant Admissions Tutor(s), if required. A final decision and any relevant feedback will then be passed to the applicant via the Deputy Head of Registry - Admissions.

14.5 Late Arrival

Appeals regarding arrival after the last permitted arrival date will not be considered. See section 10 above for full guidance.

14.6 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 Deputy Head of Registry - 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 Deputy Head of Registry - Admissions.

14.7 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 be dismissed.

14.8 For each appeal and complaint category, the Deputy Head of Registry's decision will be final. This decision may be made in consultation with the Head of Registry.

15. CRIMINAL CONVICTIONS

15.1 The School 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 the School. The final decision is very much dependent on the background and nature of the offence(s).

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

15.3 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.

15.4 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 Course Director who will consider the potential impact of the offence on staff and students.

15.5 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.

15.6 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 Deputy Head of Registry – Admissions will contact the applicant to outline the conditions set by the Criminal Convictions Panel
- To reject the application; in this case the Deputy Head of Registry – Admissions will contact the applicant to inform them of the decision.

- 15.7 Applicants wishing to discuss anything related to criminal convictions should contact the [Deputy Head of Registry – Admissions](#) in the first instance. All conversations will be treated as strictly confidential.

16. FRAUD & MISREPRESENTATION

- 16.1 It is the applicant's responsibility to ensure that the information included on their application form and supporting documentation is accurate and complete.
- 16.2 The School will investigate any application suspected of including misleading, false or fraudulent information and/or documentation.
- 16.3 The School reserves the right to reject or withdraw any applications found to contain misleading, false or fraudulent information and/or documentation.
- 16.4 The School 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.
- 16.5 The School 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.

17. DATA PROTECTION

- 17.1 The School complies with the Data Protection Act 1998 in its use of applicant data. Further details on the School's policy can be found at:
http://www.lshtm.ac.uk/its/informationsecurity/policy/lshtm_data_protection_policy.pdf
- 17.2 The School uses anonymized data for statistical and reporting purpose in order to fulfil its functions as an education provider

18. CONTACT DETAILS

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

Last updated – September 2016
Head of Registry