

LONDON
SCHOOL *of*
&
MEDICINE

London School of Hygiene & Tropical Medicine
Keppel Street, London WC1E 7HT

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 UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access](#).

2. Purpose & Overview

- 2.1 LSHTM aims to admit students from different cultures and with different levels of experience who can benefit from our postgraduate teaching programmes 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

remain as a victim of domestic violence or abuse; or if they are living in a conflict zone or are affected by displacement. Students who wish to apply for a waiver should contact the Admissions team (admissions@lshtm.ac.uk) who will then forward the Application Fee Waiver request form.

- 3.3 Information on the process of how to apply is available at <http://www.lshtm.ac.uk/study/applications>.
- 3.4 Only one application, with up to two programme choices, may be submitted by an applicant during each annual admissions cycle.
- 3.5 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').
- 3.6 It is the responsibility of the applicant to ensure that their application is complete and that all required supporting documentation, such as official transcripts and references, are provided. Incomplete applications will not be processed. Where required information or documentation is missing, applicants will be informed and provided with a deadline by which to submit the required material. Where an applicant fails to complete their application within the deadline, the Admissions Team may withdraw it from consideration.
- 3.7 Applications to postgraduate taught programmes open in November for the subsequent academic year.
- 3.8 The final closing date for submission of applications is available at <https://www.lshtm.ac.uk/study/how-apply/applying-masters-degree-london/you-apply-msc>.
- 3.9 LSHTM will operate a waiting list where a programme becomes over-subscribed. Applicants will be advised if they are placed on a waiting list. Applicants without outstanding conditions on the waiting list will be made offers, on a first-come-first-served basis, in the event that places on the programme become available.
- 3.10 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 ENIC](#)

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

9. Decision Making

9.1 Entry to a postgraduate taught degree programme is competitive. E

tuition fee deposit by the deadline set out in the applicant's Offer of Admission will result in the offer being rescinded (see 10.5).

11.3 If an applicant has been awarded a full-fee scholarship or has an outstanding scholarship

- 12.2 The applicant will be notified of the decision and reason(s) for rejection via email.
- 12.3 General guidance on rejection reasons can be found at <https://www.lshtm.ac.uk/files/feedback-information-sheet.pdf>.
- 12.4 Where applicable, u

- 14.5 Offer holders requiring a 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 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. Please see LSHTM's [Tuition Fees Policy](#) for full guidance.

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:

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](#). 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.

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 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.

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.

Late Arrival

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

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.

- 17.2 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.
- 17.3 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\(s\)](#) in their online application form.
- 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 enables some convictions to become "spent" after a "rehabilitation period". The rehabilitation period varies depending on the sentence imposed by the court.
- 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 Head of Admissions, Head of Registry and the relevant Faculty Taught Programme Director who will consider the potential impact of the offence on staff and students. Please see Privacy Policy to see data is stored, managed and retained.
- 18.5 When considering ['unspent' criminal conviction\(s\)](#), 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

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