

# Postgraduate Taught Admissions Policy

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

## 2. Purpose & Overview

- 2.1** LSHTM aims to admit students from diverse cultures and with various 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 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.

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. Information on Equity, Diversity and Inclusion at LSHTM can be found [on our website](#).

- 2.4** Nothing in this Policy shall be construed as limiting academic freedom or lawful freedom of speech, as protected under the Higher Education (Freedom of Speech) Act 2023. Where concerns relate to speech or academic expression, decision-makers must ensure that these rights are fully considered. Please see LSHTM's [Code of Practice on Free Speech](#) for further details.

This policy refers to LSHTM's postgraduate taught MSc, PG Diploma and PG Certificate (face-to-face, online and distance learning) programmes. It does not include:

- 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).
- LSHTM's research degree programmes.

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

- 2.5** Where substantive amendments are made to this policy, they will be reviewed by LSHTM's Senate Postgraduate Taught Committee.

## 3. Application Process

- 3.1** All applications for admission to LSHTM's postgraduate taught programmes should be submitted online via <https://apply.lshtm.ac.uk>. A standard application fee of £50 applies to all applications and is payable upon submission. The application fee is non-refundable and will not be deducted from

tuition fees should an offer be made. The application fee is per application, not per programme choice.

- 3.2** In exceptional circumstances, applicants may request that their application fee is waived. Waiver requests must be made in writing to the Admissions Team outlining the applicant's eligibility for the course and their financial circumstances. If approved, the applicant will be permitted to submit their application without the standard application fee.

**Eligible reasons for an application fee waiver**

- Applicant is ordinarily resident in a sanctioned country (and so is unable to make international payments)
- Applicant is seeking asylum or is a refugee
- Applicant is care experienced
- Applicant has a disability substantially affecting their ability to work
- Applicant has humanitarian protection, discretionary leave to remain or indefinite leave to remain as a victim of domestic violence or abuse
- Applicant is living in a conflict zone or is affected by displacement

**Ineligible reasons for an application fee waiver**

- Financial need
- Applicant is from a low- or middle-income country
- Applicant is sole earner in their household
- Applicant has a strong academic background
- Applicant is applying for a scholarship – they can instead check if the scholarship provider can help to meet the cost
- Applicant is having Flywire-related technical issues
- Applicant is unemployed
- Applicant is funding their studies through a sponsor

- 3.3** Information on the process of how to apply is available at <http://www.lshtm.ac.uk/study/applications>.
- 3.4** 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.
- 3.6** It is the responsibility of the applicant to ensure that their application is complete and that all required supporting documentation, such as passport, 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 documents. If 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.

The final closing date for submission of applications is available at [Before You Apply \(MSc, PG Diploma, PG Certificate\)](#).

- 3.8** LSHTM will operate a waiting list where a programme becomes over-subscribed. Applicants will be advised if they are placed on a waiting list. If places on the programme become available, applicants on the waiting list will be made offers, on a first-come-first-served basis.
- 3.9** LSHTM reserves the right to close over-subscribed programmes ahead of the specified final closing dates.

## **4. Minimum Entrance Requirements**

- 4.1** To be admitted to an LSHTM postgraduate taught programme, an applicant must:
- 4.2** 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**
- 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**
- have relevant professional experience or training which is judged by LSHTM to be equivalent to a Second-Class Honours degree or above.
- And**
- satisfy any additional requirements to a specific programme – see 4.3 below.
- 4.3** 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: [Master's degrees | Courses | LSHTM](#)
- 4.4** Application for admission to a programme and registration shall be undertaken in accordance with procedures specified by LSHTM: [Intensive Master's Admissions FAQs | Frequently asked questions | LSHTM](#)
- 4.5** Satisfaction of the criteria in section 4.2 above does not guarantee admission to LSHTM.
- 4.6** LSHTM welcomes applications from students holding a broad range of qualifications. The Registry will use independently published guidance recognised within the UK higher education sector, such as UK [ENIC](#) when considering the equivalency of qualifications.
- 4.7** Applicants who do not meet the minimum entry requirement, but who have relevant professional experience may still be eligible for admission.

## 5. English Language Proficiency Requirement

- 5.1 Applicants must be fully competent in the English Language. Applicants who do not meet the UKVI's exemption criteria [Student visa : Knowledge of English - GOV.UK](#) will be required to meet LSHTM's minimum English Language test scores.
- 5.2 Full details of our English Language Requirements Policy can be found [English Language Requirements Policy](#)

## 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.
- 6.2 Further independent advice regarding fee status requirements and classification is available from [UKCISA's website](#),

## 7. Programme Choice

- 7.1 Applicants may select up to two programme choices on their application, in order of preference, for which they wish to be considered for admission.
- 7.2 Where more than one taught programme is indicated on the application form, admission will be considered sequentially according to the order of preference selected on the application. Applicants will only be considered for their second-choice course if they are not successful in gaining an offer of admission for their first-choice course.

## 8. Recognition Of Prior Learning

- 8.1 Applicants wishing to transfer credits or learning should refer to LSHTM's [Recognition of Prior Learning Policy](#).

## 9. Disability

- 9.1 If an applicant declares a disability within the *Equal Opportunities* section of the application) and they are subsequently recommended for an offer, they will be invited to discuss their support needs with a member of the Student Advice team. LSHTM will seek advice on what suitable provisions are required in order to make reasonable adjustments to best accommodate the applicant.
- 9.2 Students are welcome to declare a disability at any time during their studies. If before enrolment, please email [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk) with a brief summary of your disability details and learning support needs so that they can be fully considered and reasonable adjustments can be put in place in a timely manner. This declaration will be reviewed by the Student Advice team who will respond to discuss your requirements further.

## 10. Decision Making

- 10.1 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.

- 10.2** Decisions on postgraduate taught degree programme applications are made by Programme Directors. The selection process will consider 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.
- 10.3** Programme Directors must score the personal statement to aid decision making.
- 10.4** Local procedures for handling applications may vary between degree programmes. In general, LSHTM does not require applicants to be interviewed. However, Programme Directors for the taught Master's in Medical Statistics may interview suitable applicants.
- 10.5** Where applicants are required to attend an interview, this will be online (video) or via telephone.
- 10.6** Master's in Health Data Science and Master's in Medical Statistics may require applicants to complete an online admissions test as part of the decision-making process.
- 10.7** LSHTM aims to ensure that decisions will be made within four weeks of receipt of a complete taught application. Programmes that require interview or admissions test may take up to six weeks. An application is considered complete when all mandatory information and documents have been provided and suitable reference(s) received. Please see our [Frequently Asked Question webpages](#) for further information.

## **11. Offer Of Admission**

- 11.1** 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 email.
- 11.2** An Offer of Admission includes:
- programme start date
  - Programme end date or maximum period of registration for Distance Learning
  - mode of study
  - fee status
  - tuition fee
  - conditions of offer
- 11.3** All Offers of Admission will be conditional until the conditions are met.
- 11.4** Conditions of an Offer of Admission are as follows:
- **Verification of qualifications**  
LSHTM require Offer holders to verify evidence of the qualification(s) they are using to gain entrance to the programme of study. LSHTM will verify the authenticity of the qualification award. 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 (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.

- **Employer letter**

Offer holders who are in active employment and who will be studying part time must provide written confirmation from their employer (line manager), confirming that they are happy to release the offer holder for 2-3 days per week for the duration of their studies. This condition is mandatory and will not be waived under any circumstances.

**11.5** Applicants are required to provide a formal response to an Offer of Admission within 28 days of issuance, either firmly accepting by paying the deposit or providing proof of sponsorship/full scholarship, or declining their offer (see Section 11 below). LSHTM reserves the right to rescind an Offer of Admission if no response is provided by an applicant within 28 days of issuance.

**11.6** The Admissions Team will confirm an applicant's unconditional offer of admission once all offer conditions have been met.

**11.7** Failure to meet all conditions of an Offer of Admission will result in the offer being rescinded.

## **12. Tuition Fee Deposit**

**12.1** Applicants with Overseas fee status holding an offer of admission for in-person study at LSHTM will be required to pay a deposit of £2000. The deposit is deductible from the applicant's tuition fees upon full registration with LSHTM.

**12.2** Applicants with Home fee status and those holding an offer of admission for an online or distance learning taught programme will be required to pay a deposit of £500 against their first year's tuition fee to confirm the acceptance of their place. The deposit is deductible from the applicant's tuition fees upon full registration with LSHTM.

**12.3** The deposit is payable to confirm acceptance of an Offer of Admission. Failure to pay the tuition fee deposit by the deadline set out in the applicant's Offer of Admission will result in the offer being rescinded.

**12.4** If an applicant has applied for full-fee scholarship or has an outstanding scholarship application, the deadline for their tuition fee deposit can be extended to the scholarship decision date on request. Written statements and supporting evidence for such requests should be sent to [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk) as soon as possible and within 28 days of an offer being made.

**12.5** The deposit is not payable for applicants holding a full scholarship, funding evidence should be sent to [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk)

- 12.6** The tuition fee deposit can only be refunded in the following circumstances:
- 12.7** if the request for a refund of the deposit offer falls within 14 days of payment being received by LSHTM;
- Or**
- 12.8** 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
- Or**
- c) if an applicant's UK Visa application is refused or rejected, **except** where refusal is a result of:
- I. a fraudulent visa application
  - II. insufficient funds
  - III. supply of incorrect documents
- 12.9** Refund requests due to exceptional circumstances, such as serious illness or bereavement, will be considered on a case-by-case basis by the [Head of Admissions](#).
- 12.10** Refund requests must be made in writing to, and will be considered by, the Admissions Managers. If a refund of the tuition fee deposit is requested and approved, the associated Offer of Admission will be automatically rescinded.
- 12.11** 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 may hold open an offer where an applicant is awaiting the outcome of a scholarship application, but the offer cannot be firmly accepted and the place secured until such time as the deposit is paid or evidence of sponsorship is received. LSHTM-recognised sponsors include national governments, corporations or employers, national and international charities, and universities, but do not include family members or friends.

### 13. Rejections

- 13.1** Programme Directors 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.
- 13.2** The rejection reason will be included in the decision email.
- 13.3** General guidance on rejection reasons can be found at <https://www.lshtm.ac.uk/files/feedback-information-sheet.pdf>.
- 13.4** Where applicable, upon notification of rejection the Admissions team will forward the application to the next degree programme choice for consideration. The rejection email to the applicant will inform them that their application has been sent to their next programme choice for consideration.
- 13.5** 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.



- 13.6** 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.

## **14. Deferral Of Admission**

- 14.1** LSHTM permits taught Master's offer holders to defer an Offer of Admission only in exceptional circumstances, such as serious illness, accident, or bereavement, and for one academic year only.
- 14.2** Offer holders wishing to defer an Offer of Admission will be required to provide the Admissions Managers with a written statement and evidence of an unexpected and compelling reason for being unable to join LSHTM in the year referenced in the offer letter. Acceptable reasons will include, but are not limited to, a serious accident or illness requiring a significant period of treatment and/or recovery, pregnancy, death of a spouse, partner, child, or parent. Lack of funding, work commitments or difficulties relocating to London are not considered compelling reasons to grant a deferral.
- 14.3** Where a deferral is permitted, the deposit paid will be carried forward to the next year.
- 14.4** Applicants who do not hold an accepted 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.

## **15. Late Registration**

- 15.1** Late registration is only permitted in exceptional circumstances and requires approval from the Programme Director and Head of Admissions. Offer holders are advised that the first week of the programme is crucial and all students are expected to attend.
- 15.2** If for any reason an offer holder anticipates that their arrival in London will be unavoidably delayed, they must contact the [Admissions team](#) as soon as possible. The Admissions team will notify the Programme Director to inform them of the expected arrival date. If this date is after the start of teaching, the Head of Admissions will decide if the applicant will be permitted to register.
- 15.3** Offer holders who arrive late will miss planned orientation activities and events. It is the applicant's responsibility to catch up on any information missed.
- 15.4** 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.
- 15.5** The final date for issuance of a CAS to support a student visa application will usually be 30 days before the start of the programme.

## **16. Programme Amendments**

- 16.1** 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, detailing all relevant amendments and indicating any alternative options available. A deposit refund will be offered with a deadline for response.

## 17. Tuition Fees

- 17.1** 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.

## 18. Appeals & Complaints

- 18.1** 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

- 18.2** 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 include 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 does not require 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 Programme Director and Head of Admissions 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 Associate Dean for Education, who will seek further information from the relevant Programme Director, 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.

### 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.

- 18.3** Appeals and complaints in relation to any of the categories listed above must be submitted within 28 days of receipt of a final decision on an application. Appeals and complaints received after this date will not be considered.
- 18.4** 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.

## 19. Criminal Convictions

- 19.1** 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).
- 19.2** As part of the application process students are required to declare any relevant [Unspent convictions](#) in their online application form.
- 19.3** Convictions that are [Spent convictions](#) 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.
- 19.4** 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 Associate Dean for Education 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.
- 19.5** When considering [Unspent convictions](#) the Criminal Convictions Panel will consider the following factors:
- the nature of the offence(s);
  - the time that has passed since the offence was committed;
- 19.6** 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;
- 19.7** the potential impact on fellow students, staff, and others with whom the applicant will have contact.
- 19.8** 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.
- 19.9** 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.

## 20. Fraud & Misrepresentation

- 20.1** It is the applicant's responsibility to ensure that the information included in their application and supporting documentation is accurate, genuine, and complete.

- 20.2** LSHTM will investigate any application suspected of including misleading, false, or fraudulent information and/or documentation.
- 20.3** LSHTM reserves the right to reject or withdraw any applications found to contain misleading, false, or fraudulent information and/or documentation.
- 20.4** 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.
- 20.5** 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.

## **21. Data Protection**

- 21.1** LSHTM complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in its use of applicants' personal data. Please see the [LSHTM Data Protection Policy](#) for further details.
- 21.2** LSHTM uses anonymised personal data for statistical and reporting purpose to fulfil its functions as an education provider.

## **22. Contact Details**

- 22.1** For further advice or clarification regarding admissions processes, practices, or the content of this Admissions Policy, please contact [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk).