

	Policy / Procedure
	Head of Registry
	Senate Research Degrees Committee
	November 2022
	October 2024
	01.1
	October 2023 – updated for clarity.
	Equality & Diversity Policy English Language Requirements Policy Tuition Fees Policy Fee Assessment Policy Data Protection Policy

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The aim of this policy is to support the admission of students through procedures that are fair,

Applicants wishing to defer an Offer of Admission should submit a brief written statement to the [Head of Admissions](#) confirming their wish to defer, a brief explanation to support their deferral and the new start date/term that they wish to begin their research degree at LSHTM – the new date should be within one calendar year of the originally approved start date.

All deferral requests will be passed to the nominated Supervisor and Faculty Research Degrees Director for consideration.

MPhil/PhD applicants who are not given an Offer of Admission in time for their preferred start date will automatically be considered for entry to the next available entry point.

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 LSHTM's induction and orientation activities.

The last permitted date of registration is the first Friday of the academic year/term (the last day of the Registration week).

If for any reason an applicant anticipates that their arrival at LSHTM will be unavoidably delayed, they must contact the [Admissions team](#) in the Registry as soon as possible. The Admissions team will notify

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.

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. Written statements must include evidence of any previous education, professional work and published work which demonstrates their proficiency in reading, writing, speaking and listening in the English Language. This statement will be reviewed by the Admissions team and passed to the nominated Supervisor and Faculty Research Degrees Director for 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.

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. Applicants should submit a

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.

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.

LSHTM uses anonymized personal data for statistical and reporting purpose in order to fulfil its functions as an education provider.

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