

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) & SHORT COURSES ADMISSIONS POLICY

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Related Policies & Procedures	Equality & Diversity Policy English Language Requirements Policy Tuition Fees Policy Fee Assessment Policy Data Protection Policy

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1. SCOPE

1.1 The aim of this policy is

4. ENTRY REQUIREMENTS

- 4.1 Entry requirements apply to LSHTM's Short Courses only. These include the:
Professional Diploma in Tropical Nursing
Professional Diploma in Tropical Medicine & International Health (London)
Professional Certificate in Pharmacoepidemiology & Pharmacovigilance
- 4.2 Applicants to the above courses should refer to the **How to Apply -** section of the course web page for detailed information on academic eligibility:
<https://www.lshtm.ac.uk/study/courses/short-courses/a-z>.
- 4.3 Applicants to Short Courses 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 that are approved by LSHTM. Full details of our English Language requirements can be found [here](#).
- 4.4 LSHTM may request a discretionary English test, even if the applicant has met the minimum English language requirements.

5. OFFER OF ADMISSION

13.2 Immigration and visa guidance and information can be obtained from LSHTM's Immigration Advisory Service by emailing visa-enquiries@lshtm.ac.uk.

13.3 Further information and guidance on visa requirements for Short Courses can be found [here](#).

14. APPEALS & COMPLAINTS

14.1 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:

14.2 English Language

If an applicant believes that they should not be required to take an English language test, they must provide a written statement outlining their reasons for this within their appeal. This statement will be reviewed by the Short Courses team and passed to the Head of Admissions and/or 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.

14.3 Offer of Admission Decision

Appeals against a decision to reject an application will be reviewed by the Short Courses Manager. 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 Head of Admissions

- 15.2 As part of the application process students are required to declare any relevant ['unspent' criminal conviction\(s\)](#) in their application form
- 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 enables some convictions to become "spent" after a "rehabilitation period". The rehabilitation period varies depending on the sentence imposed by the court.
- 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 Programme Director who will consider the potential impact of the offence on staff and students.
- 15.5 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 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 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.
- 15.7 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.

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 LSHTM will investigate any application suspected of including misleading, false or fraudulent information and/or documentation.
- 16.3 LSHTM reserves the right to reject or withdraw any applications found to contain misleading, false or fraudulent information and/or documentation.
- 16.4 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.
- 16.5 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.

17. DATA PROTECTION

