

LSTM ADMISSIONS POLICY

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1. Scope of this Policy

This policy applies to all applications for study at the Liverpool School of Tropical Medicine (LSTM), from both Home/EU and overseas applicants and includes research and non-research degree programmes, professional programmes and short courses.

2. Purpose of this document

This Admissions Policy is intended to provide information for applicants, their parents, supporters or advisers, and for staff within LSTM on the principles and procedures which we apply to applications for study. It outlines LSTM's approach relating to the processing of applications, and explains the institutional, national and legal context within which the admissions function operates.

3. National and Legal Context

LSTM's admissions practices are designed to ensure that applicants are treated wholly on the basis of their achievements and potential to complete successfully their chosen programme of study.

LSTM's admissions policies comply with current legislation affecting the admission of students, including the Disability Discrimination Act 1995, the Race Relations Act 1976 as amended, the Sex Discrimination Act 1975, and are consistent with the Quality Assurance Agency's Code of Practice for the Assurance and Academic Quality and Standards in Higher Education Quality Assurance Agency's Code of Practice on Admissions to Higher Education, 2006:

www.qaa.ac.uk/academicinfrastructure/codeOfPractice/section10/default.asp

4. Institutional Context

The Liverpool School of Tropical Medicine is an international postgraduate centre of excellence, devoted to research, education and training and consultancy.

A registered charity affiliated to the University of Liverpool, LSTM was founded in 1898, becoming the World's first institution devoted primarily to tropical health. It has extensive links with UN organisations, health ministries, universities, non-governmental organisations and research institutions worldwide and is involved in numerous programmes to control diseases of poverty and to develop more effective systems for health care. LSTM prides itself on its links with developing countries and is committed to increasing such partnerships.

Applications are processed by LSTM's Admissions Office, which is part of the Student Registry. Admission requirements vary between programmes. Detailed information is available at:

<http://www.lstmliverpool.ac.uk/learning--teaching>

LSTM's mission includes the commitment to provide and promote high quality education and training and this is reflected in its recruitment and admissions procedures. It recognises the importance of implementing policies for the recruitment, selection and admission of students that are fair, clear, explicit and consistent.

5. Roles and Responsibilities

Responsibility for the LSTM policy in relation to student admissions at all levels lies with the **LSTM Director of Education**. The **LSTM Learning and Teaching Committee** determines the portfolio of programmes and courses to be offered following recommendations by the **LSTM Programmes Board**. Responsibility for implementation of the policy rests with the **LSTM Registry** and **Directors of Studies** for the individual programmes and courses.

The **Academic Registrar** is responsible for the integrity of the admissions process in LSTM including:

- the appointment of the admissions staff and for ensuring that admissions processes set out in this document are consistently and fairly applied
- dealing with complaints from applicants which are referred by the programme administrator
- dealing with enquiries regarding deferral, late arrival, refunds, accredited prior learning (APL)
- keeping course information up-to-date and ensuring admissions staff are informed of changes

The **Registry Programme Administrators** are responsible for:

- Promoting awareness of the programmes of study at LSTM to prospective students
- Providing advice on the suitability of different qualifications for entry to LSTM programmes
- Providing pre-entry advice and guidance to prospective students
- Monitoring applications and associated trends, and reporting these to Management Committee
- Ensuring that applications are complete before passing to Directors of Studies for approval
- Checking qualifications meet entry requirements
- Checking students meet funding requirements
- Responding to applications efficiently, courteously and in a timely manner
- Ensuring that students are registered correctly

Directors of Studies are responsible for:

- Reviewing applications and making decisions on offers to be made
- Determining entry criteria for courses
- Ensuring selection and admissions processes are consistently and fairly applied

6. Making an application

Applications for all programmes are made via the appropriate Programme Administrator. Application forms and details of procedures are available on the LSTM website, or may be obtained by writing to: LSTM Admissions Office, Registry, Liverpool School of Tropical Medicine, Pembroke Place, Liverpool L3 5QA, UK. Some programmes, including funded PhD positions, and the MSc in International Public Health, have deadline dates which are published on the LSTM website. Other programmes do not have strict deadline dates but applicants, particularly ones coming from overseas, should be realistic about the time it will take to finalise arrangements such as gaining a

student visa. Some programmes are oversubscribed and are more likely to be full the later the application is submitted.

7. Entry Requirements

For current entry requirements please refer to the relevant web pages:

Research Degrees

<http://www.lstmliverpool.ac.uk/learning--teaching/lstm-courses/research-degrees/>

Masters Programmes

<http://www.lstmliverpool.ac.uk/learning--teaching/lstm-courses/msc,-pgdip,-pgcert/>

Professional Diplomas

<http://www.lstmliverpool.ac.uk/learning--teaching/lstm-courses/professional-diplomas/>

Short Courses

<http://www.lstmliverpool.ac.uk/learning--teaching/lstm-courses/short-courses/>

8. Individual Masters modules

It is possible to enrol on individual modules of an MSc programme without meeting the minimum entry requirements of the full programme. However, if applicants intend taking the assessment(s) for that module, and are aiming to accrue credit that may later be built up into a full PG Cert, PG Dip or MSc programme, it will be necessary to satisfy the formal MSc entry requirements of that programme at application stage. If a module is attended without completing the assessment, a certificate of attendance only will be issued.

9. Accreditation of Prior Learning (APL)

LSTM recognises prior experiential learning as a valid route into study on certain programmes, in line with the University of Liverpool's APL/APEL policy. Details of this can be found on the University of Liverpool website at http://dbweb.liv.ac.uk/cll/cepd_docs/Policy10.2003.pdf

10. Intercalating Medical or Veterinary Students

Intercalation into certain LSTM MSc programmes is available to all University of Liverpool medical students who successfully complete the fourth year of the MBChB, or University of Liverpool veterinary students who successfully complete the third year of the BVSc programme.

These programmes are:

MSc in Biology and Control of Parasites and Disease Vectors

MSc in Molecular Biology of Parasites and Disease Vectors

MSc in Humanitarian Studies

Medical or veterinary students from other UK medical or veterinary schools may also apply provided their qualifications and level of study are equivalent to the requirements for University of Liverpool medical or veterinary students.

11. Policy on deferred entry

An applicant may defer their entry to the next academic year if circumstances dictate. This means that where there is more than one intake in an academic year, it is possible to defer entry twice. If the original application is over two years old, the applicant must reapply by submitting a new application form and references. Fees paid in advance are non-refundable, except in the case of visa refusal (proof required), but may be transferred to the next instance of the course. This may only be done once, after which time the fee becomes non-refundable. In exceptional circumstances, a refund may be given if proof of extenuating circumstances is provided, sufficient notice is given, and an application made in writing to the Programme Administrator.

12. English Language Requirements

All LSTM's programmes are taught in English. Students who are not from *majority English speaking countries as defined by the UK Border Agency must provide proof of competency in English language (minimum of IELTS 6.5, TOEFL paper-based 570/iBT 88. Alternative acceptable methods of assessment which may be accepted can be found by clicking on the following link: <http://www.liv.ac.uk/study/international/countries/english-language.htm>"

*You are classed as being from a majority English speaking country if you are a national of Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Granada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United states of America, United Kingdom

Additional requirements for Masters, MPhil/ PhD programme applicants

All students applying for a Masters or MPhil/PhD programme must have also reached minimum levels in all learning components of the IELTS or TOEFL tests – .i.e, IELTS 6.5 with minimum band scores of 5.5 and TOEFL 88 iBT, with minimum scores of 21 for Listening and Writing, 22 for Reading, and 23 for Speaking. Tests must also be within their validity period of two years. The two year period is calculated from the test date to the date the CAS (Certificate of Acceptance of Studies) is issued.

13. International Qualifications

International qualifications will be evaluated on the basis of guidelines from the National Recognition Information Centre (NARIC).

14. Applicants with disabilities

LSTM encourages a supportive and accessible environment for disabled students. Disabled students, including those with dyslexia or other specific learning difficulties and those with mental health needs are encouraged to indicate on their application form that they have specific needs, and to indicate on the equal opportunities monitoring form the nature of these needs. This form is separated from the main application when it is being considered for approval and any disability or health issue will not disadvantage the candidate's application.

Any additional support needs can be discussed with the Welfare & Accommodation Officer. It is important that any health issues are indicated at application stage so that appropriate support can be put in place prior to the student starting the course.

15. Re-applications

Applicants who apply and are rejected for a specific programme may be offered a place on an alternative programme if appropriate without re-application.

Applicants who have applied to LSTM and been rejected in a previous academic year may apply for the same programme again if their circumstances have changed, or for an alternative programme if the entry requirements differ from the original programme applied for. In both cases it will be necessary to submit a new application. It is unlikely that a PhD application which has been rejected will be reconsidered unless the research proposal has changed or funding has been obtained which was not previously available

Applicants who have been rejected on the grounds that they supplied fraudulent information or documents will not be considered for re-application.

16. Supporting documentation

Candidates are required to supply various supporting documents with their application. Photocopied or scanned documents will be accepted at application stage, but students must bring with them on arrival at LSTM, the original certificates of any academic and/or professional qualifications that have been used to prove eligibility for the programme.

17. The application process (non-research applications)

When a candidate's application is received at LSTM, the Programme Administrator will send an acknowledgement, normally by email, within one week, of the application being received. Complete applications with all supporting documentation, will be passed within one week of receipt to the programme's Director of Studies for review. The review process should take no longer than two weeks and if successful, students are normally issued with a conditional offer letter, sent by email within a week of the Director of Studies' decision being made. This means that candidates who submit complete applications, will normally receive a decision within 4 weeks (20 working days) of their application being received in the School. Conditions can include payment of advance fee (or full fees if appropriate), proof of funding, achievement of required degree classification or the required level of English language. On programmes where a separate fee applies for Home/EU and Overseas students, candidates who have indicated on their application form that they have not spent the last three years as UK residents will be sent a fee status questionnaire which will be sent to the University of Liverpool fees assessment office for review.

Once any advance payment and other conditions have been met, all candidates are issued with an unconditional offer letter and non-EEA candidates will also receive a Certificate of Acceptance of Studies (CAS) statement.

18. The application process (Postgraduate Research)

Applications for admission to undertake a research degree (PhD or MPhil) may be made speculatively or in response to a specific call. All applications are acknowledged by the PhD administrator upon receipt, normally within one week.

LSTM has a PhD studentship scheme for candidates with exceptional research credentials to work within active research groups. These positions are advertised internationally based around project proposals submitted by LSTM staff. Short-listed candidates are invited for interview and places awarded based on student quality.

Speculative applications, including supporting documents, are circulated to Research Groups to identify suitable potential supervisors, based on the research proposal. The review process of applications at LSTM normally takes up to two months, after which time an application is either rejected or an offer letter is issued, either with or without conditions.

Non standard applications, including those for off-site registration (see below), or where it is proposed to waive the entry requirements, are sent to the Graduate School at the University of Liverpool for approval by the Faculty Director of Postgraduate Research for Health and Life Sciences. A decision on applications passed to the University for approval is normally received within two weeks.

It is possible to study 'off-site' for a PhD which means that the whole of the research project is carried out overseas. The tuition fees for off-site research degrees are considerably reduced. Adequate supervisory arrangements need to be put in place at application stage for off-site registration. Further information can be obtained from the PhD administrator.

19. Feedback

Feedback will be given to unsuccessful candidates who request this in writing.

20. Data Protection

By completing the application form, applicants give permission to LSTM to process their personal data for the purposes of managing the selection and admissions procedures and for maintaining student records. The information will also be used to make statutory returns to bodies such as the Higher Education Statistics Agency (HESA). LSTM's Data Protection Policy can be viewed on the LSTM website and further information for students can be found under Registration, Administration and Welfare at <http://www.lstmliverpool.ac.uk/learning--teaching/welfare--accommodation/>

21. Complaints

LSTM recognises that there may be occasions when applicants feel that they have grounds for complaint. Applicants should address all complaints in writing, initially to the Programme Administrator. If appropriate, the complaint will then be passed onto the Academic Registrar for investigation.

22. Fraudulent Statements/documents

If a candidate is found to have supplied any information or documentation which is false or fraudulent, the application will automatically be rejected. The candidate will then be prevented from applying for any further courses. Any student admitted to LSTM who it later transpires made a fraudulent application will have their registration terminated and be required to leave. Any fees already paid will not be refunded. International students who have been admitted on the basis of fraudulent information may be reported to the relevant government agency.

23. Criminal Convictions

Having a prior criminal conviction will not necessarily prevent applicants from being offered a place at LSTM but the Programme Administrator may request further information about the nature of the conviction or any sentence served or caution received.