Code of Practice on Admissions

Code of Practice number:	LT COP 01
Version:	2.2
Superseded Version:	2.1
Date approved by Learning and Teaching Committee:	V 1.0 approved 29.01.15 V 2.2 approved 14.11.22
Originator:	Academic Registrar
Date for Review:	14.11.2023

Target Audience	
People who need a detailed knowledge of the Code of Practice	Dean of Education; Academic Registrar; Admissions and Recruitment Manager, Admissions Officers; PGR Administrators; Programme Directors; Student Experience Officer
People who need a broad understanding of the Code of Practice	Learning and Teaching Committee; Students
People who need to know that the Code of Practice exists	All Academic Staff

Contents

Version: 2.2
Code of Practice on Admissions
Date issued: 14.11.22   Page 2 of 10

1   Introduction and Context

1.1   As an international centre of excellence for postgraduate education, the Liverpool School of Tropical Medicine (LSTM) is committed to implementing processes for the recruitment, selection and admission of students that are fair, explicit and consistent. 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 aims to admit students of the highest calibre, who have both the academic potential and motivation to succeed.

1.2   This Code of Practice complies with all current statutory and legislative requirements governing the admission of students, including the Equality Act 2010 and the Data Protection Act 1998. It is set within the context of the UK Quality Code for Higher Education Chapter B2 (Recruitment, selection and admission to higher education, October 2013) and Chapter B6 (Assessment of students and the recognition of prior learning, October 2013).

1.3   Related documents:
- Code of Practice on Student Support and Welfare
- Code of Practice on Payment and Refund of Tuition Fees
- Code of Practice on Postgraduate Research Degrees
- Procedure for Recognition of Prior Learning
- Procedure for Dealing with Student Complaints
- Procedure for Awarding Scholarships for Taught Programmes
- Privacy Statement

2   Scope

2.1   This Code of Practice applies to all applications to study at LSTM.

3   Roles and Responsibilities

3.1   The Management Committee will:

    3.1.1   Approve the portfolio of programmes and short courses to be offered upon the recommendation of the Learning and Teaching Committee

    3.1.2   Approve programme fees

3.2   The Learning and Teaching Committee will:

    3.2.1   Approve the entry criteria for each programme and short course, including the required level of English language competence, upon the recommendation of the Director of Studies

Version: 2.2
Code of Practice on Admissions
Date issued: 14.11.22   Page 3 of 10

3.2.2   Monitor complaints about the admissions process and be responsible for implementing changes in procedure as appropriate

3.3   The Admissions and Recruitment Manager will:

3.3.1   Respond to complaints from applicants

3.3.2   Approve refunds of tuition fees

3.3.3   Manage the review process for applications involving recognition of prior learning

3.4   The Admissions Office will have operational responsibility for applications to all programmes.

3.5   Admissions Officers will:

3.5.1   Provide pre-entry advice and guidance to applicants and prospective applicants

3.5.2   Process applications, including issuing applicants with a Confirmation of Acceptance for Studies if applicable.

3.6   Directors of Studies will review applications against the entry criteria and make decisions on offers to be made.

3.7   The Student Experience Officer will liaise with applicants with specific learning support needs to ensure that reasonable adjustments are put in place.

4   Making an Application

4.1   Applications should be made via the on-line admissions link on the LSTM website but can be made in hard copy on request. The on-line application process includes guidance notes to assist applicants and applicants will also be given a designated contact at LSTM from whom they can seek individual advice if required.

4.2   Deadline dates for applications will be published on the LSTM website. Where a programme or course does not have a strict deadline date, applicants, particularly those coming from overseas, should be realistic about the time it will take to finalise arrangements such as gaining a visa. Some programmes and short courses are over-subscribed and are more likely to be full the later the application is submitted.

4.3   Hard copies of application forms (including those in alternative formats) may be requested from the Admissions Team by emailing mylstm@lstmed.ac.uk.

4.4   Applicants will be required to supply various supporting documents with their application. On arrival, students must bring with them the original certificates and transcripts of any academic and/or professional qualifications that have been used to prove eligibility for the programme.

5 Entry Requirements

5.1 Details of programme-specific entry criteria will be published on the individual programme pages of the LSTM website. Applicants who have non-standard qualifications will be considered on an individual basis. International qualifications will be evaluated on the basis of guidelines from the UK National Recognition Information Centre.

5.2 Details of the required level of English language competence will be published on the LSTM website.

5.3 LSTM recognises prior learning, either certified or experiential, as a valid route into study on certain programmes. The steps to be followed by applicants are detailed in the *Procedure for Recognition of Prior Learning.*

5.4 Intercalation into certain MSc programmes is possible for medical or veterinary students. Details of the programmes that allow intercalation and the procedure to be followed will be published on the LSTM website.

5.5 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 with the aim of accruing credit for an award, they must satisfy the entry requirements of the programme at application stage. If a module is attended without completing the assessment, a Certificate of Attendance only will be issued.

5.6 Compliance with the general and programme entrance requirements does not in itself entitle any student to admission.

5.7 Registration with LSTM implies acceptance and observance of LSTM's regulatory framework.

6 Changes to Programmes

6.1 LSTM will use all reasonable endeavours to deliver programmes and other services in accordance with the descriptions set out. However, LSTM reserves the right to make variations to the contents, entrance requirements and methods of delivery, to discontinue programmes and to combine and merge programmes, if such action is reasonable or considered to be necessary by LSTM. If LSTM discontinues any programme, it will use reasonable endeavours to provide a suitable alternative.

6.2 In the unlikely event that LSTM discontinues or makes significant changes to a programme before it begins:

6.2.1 Prospective students will be informed at the earliest opportunity;

6.2.2   Prospective students will be entitled to withdraw from the application process provided LSTM is informed in writing, and an appropriate refund of any tuition fees or deposits paid will be made.

6.3   Programmes may occasionally be modified after they have started. Optional modules will not normally run if fewer than five students have registered, provided a suitable alternative can be found and the learning outcomes of the programme are not compromised.

7   Equal Opportunities

7.1   LSTM welcomes applications from all who have the potential to succeed in higher education and provides a supportive and accessible environment for all students as detailed in the *Code of Practice on Student Support and Welfare.* No applicant will be subjected to less favourable treatment on the grounds of their sex, age, disability, religion, marital or parental status, social background, sexual orientation, or ethnic or national origin. Admissions practices are designed to ensure that applicants are treated wholly on the basis of their aptitudes, skills and abilities in relation to their chosen programme of study.

7.2   Applicants are encouraged to indicate at the application stage if they have specific needs so that these can be discussed with the Student Experience Officer. Any disability or health issue will not disadvantage the application.

7.3   Applicants must disclose all unspent criminal convictions. Having a conviction will not necessarily prevent an applicant from being offered a place at LSTM but the Admissions Officer may request further information about the nature of the conviction or any sentence served or caution received. In reaching a decision, LSTM will consider its responsibilities to staff, students and others with whom the applicant may come into contact during the period of study.

8   The Application Process (Taught programmes)

8.1   Applicants will receive an automatic acknowledgement upon submission of their application. Applicants who submit complete applications will normally receive a decision within fifteen working days.

8.2   Offers will be made to successful applicants subject to meeting conditions with respect to payment of advance fee (or full fee if appropriate), proof of funding, achievement of required degree classification and the required level of English language. Applicants whose fee status cannot be determined from their application will be asked to complete a Fee Status Questionnaire.

Version: 2.2
Code of Practice on Admissions
Date issued: 14.11.22   Page 6 of 10

8.3 Details of scholarships available to students offered a conditional place will be advertised on the LSTM web site and will be considered according to the *Procedure for Awarding Scholarships for Taught Programmes.*

8.4 Once all conditions have been met, applicants will be issued with a Confirmation of Place letter and a CAS where applicable.

8.5 Prior to arrival, prospective students will be sent additional information regarding induction and registration.

9 The Application Process (Research Programmes)

9.1 Further information about the application processes for research degrees can be found in the *Code of Practice on Postgraduate Research Degrees.*

9.2 Applications to undertake a research degree (PhD, MPhil or MD) may be made speculatively or in response to an advertised call. Applicants will receive an automatic acknowledgement upon submission of their application.

9.3 For advertised studentships, short-listed applicants will be invited for interview and places awarded based on student quality. Speculative applications will be circulated to potential supervisors and applicants will normally be given a decision within 20 working days.

9.4 Applicants may register to study either 'on-site' or 'off-site' (where the entire research project is conducted off-campus).

9.5 Prior to arrival, prospective students will be sent additional information regarding induction and registration.

9.6 Research students will be registered from the 1st day of the month in which they commence their studies.

10 Deferred Entry

10.1 Applicants may be granted deferred entry on one occasion, which must be within a year of their original application.

10.2 Any fees paid in advance will be dealt with in accordance with the *Code of Practice on Payment and Refund of Tuition Fees.*

11 Unsuccessful Applications

11.1 Unsuccessful applicants will be given feedback on their application.

11.2 LSTM will not provide feedback to anyone other than the applicant unless granted written permission to do so by the applicant.

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

11.4 Applicants who have 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 they meet the entry requirements. In both cases it will be necessary to submit a new application. It is unlikely that an application for a research programme will be reconsidered unless the research proposal has changed significantly or funding has been obtained that was not previously available.

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

12 Complaints

12.1 LSTM will ensure that all complaints from applicants are treated seriously and constructively and are dealt with promptly, with fairness and consistency. The steps to be followed are detailed in the *Procedure for Dealing with Student complaints*.

12.2 Applicants may complain about a selection decision only if it appears that there have been procedural irregularities in relation to this Code of Practice. Complaints that dispute the academic judgement of a Director of Studies will not be considered.

12.3 Complaints will be dealt with confidentially but it may be necessary for information to be disclosed to other members of LSTM staff in order to deal with the complaint effectively. Applicants will be informed if this is the case.

12.4 If a complaint is found to be justified, LSTM will take prompt action or provide such remedy as may be appropriate. If a complaint is not upheld, the reasons for the decision will be communicated to the applicant.

12.5 Applicants will not be disadvantaged as a result of making a complaint.

13 Fraudulent Statements and Documents

13.1 An application will automatically be rejected if the applicant supplies any information or documentation that is found to be false or fraudulent.

13.2 LSTM reserves the right to terminate the registration of any student who is subsequently found to have supplied fraudulent information in their application. Any fees already paid will not be refunded.

13.3 Overseas students who have been admitted on the basis of fraudulent information will be reported to the relevant government agency.

14 Data Protection

14.1 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.

14.2 LSTM complies with the provisions of the Data Protection Act 2018. All applicant information will be treated in the strictest confidence and will not be disclosed to family, friends or any third party without the applicant's explicit consent, unless disclosure is permitted under the provisions of the Act. The LSTM Privacy Statement sets out the practices of personal data management in relation to data from students and is published on the website.

Version: 2.2
Code of Practice on Admissions
Date issued: 14.11.22   Page 9 of 10

Annex of Modifications		
Version	**Date of issue**	**Details of modification from previous version**
1.1	30.01.15	Minor edits following review by Management Committee 29.01.14
1.2	13.04.15	Following university accreditation visit 02.03.15, additional paragraph regarding changes to programmes inserted. Reference added to CoP on Postgraduate Research Degrees
2.0		Removal of reference to Professional Courses Unit Change of reference to Code of Practice on Supporting Students with Disabilities to Code of Practice on Student Support and Welfare Reference to LSTM Privacy Statement added
2.1		Amendment to 3.3 to replace Academic Registrar with Admissions Manager, 3.4 to replace Academic Registry with Admissions Office. 4.3 New contact details given for Admissions Office. 14.2 Replaced Data Protection Act 1998 with Data Protection Act 2018. Reference to *Procedure for Making a Complaint about the Admissions Process* changed to *Procedure for Dealing with Student Complaints* reflecting the amalgamation of the two procedures.
2.2	14.11.22	Minor edits to reflect changes to Target Audience. Updated reapproval date.