



## Admissions Regulations and Procedures for Postgraduate Students

### Introduction

This policy sets out our approach to admissions, including policies, procedure, criteria for admission to the School's taught masters, and provisions for applicant complaints and appeals.

We've designed our admissions process in line with [UK Quality Code for Higher Education](#) and associated [Advice and Guidance](#) and the five key principles of Fair Admissions in the [Schwartz Report](#). As a student sponsor license holder, we have also developed our admissions regulations and procedures in line with the [UK Visas and Immigration \(UKVI\) guidance](#) on sponsoring students.

### Scope

This Policy applies to all applicants to LIS for its taught Masters programme (MAsc).

### Definitions

**Home students** are those living in the UK or Republic of Ireland, and EU nationals with settled status in the UK.

In order to be classed as a home student, a student normally needs to meet all of the following criteria on the first day of the first academic year of the course:

- They are settled in the UK (this means there is no immigration restriction on the length of their stay).
- They are ordinarily resident in the UK, and have been for the full three years before the first day of the academic year. (Ordinarily resident means that their main home is in the UK, and they are choosing to live in the UK.)
- The main reason for them being in the UK was not to receive full-time education.

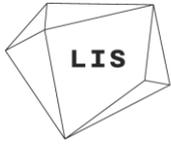
Students who do not fit into the above category are classified as **Non-Home**.

### Policies

Our Admissions policies and procedures must be clear, accessible, fair, lawful and have due regard to the legitimate interests of prospective students.

We will provide timely, accurate and appropriate pre-entry information to prospective students.

Admissions shall be founded on the principles of selection according to merit and equality of opportunity.



In making decisions on acceptance of an applicant, staff will only take into consideration the applicant's achievement of the criteria set out in these Regulations and Procedures and approved by the Academic Council. These criteria will be set to ensure that students selected for offer are capable of meeting the required standards of the programme.

In assessing prospective students for admission, we are committed to using methods that are fair, reliable, and consistently applied.

We encourage applicants with disabilities, specific learning differences and/or medical conditions to disclose these at the point of application, so that we can make reasonable adjustments to accommodate their needs. Our [Disability Policy](#) gives more information on this. Applicants who choose not to declare their disabilities, specific learning differences and/or medical conditions at the point of application may inform us of their circumstances and special needs at any point during the application process.

The final decision as to whether an applicant shall be offered a place and admitted to the LIS programme, and the conditions of any offer, rests with the Programme Academic Lead. The Programme Academic Lead also retains the right to determine the maximum or minimum intake for the programme.

When dealing with prospective applicants' or applicants' personal data, we will follow the stipulations of our [Privacy Notice](#) and our [Data Protection Policy](#).

Individual verification of academic qualifications (including, where required, English language qualifications), will be required before registration as a student. As part of this verification, applicants may be required to provide certification to verify their academic qualifications. In some cases, and at the discretion of the Programme Academic Lead, this verification may be required prior to the offer of a place.

Where an applicant is found to have falsified information on their application, any offer of a place will be revoked.

### **Equality, Diversity and Inclusion**

In line with the School's [Equality, Diversity and Inclusion Policy](#), staff involved in the recruitment and admission of applicants for the School's programme will seek to ensure that all individuals are treated equitably, regardless of gender, race or ethnicity, socio-economic background, disability, religion or belief, sexual orientation, gender reassignment, marital status, pregnancy or maternity, age, or any other inappropriate distinction. Staff will promote diversity of student recruitment and eliminate bias of any kind, through outreach and access activities, through a fair, contextual admissions process, and through monitoring the School's progress against its access targets and making changes to activities and processes where appropriate.

The School's [Equality, Diversity and Inclusion Policy](#) is applicable to all applicants, students and staff.



## Non-Home students

The School has a licence to sponsor non-Home students. In line with UKVI guidance, before the School makes any offer of a place, it will invite the student for a short screening call in relation to their ability and intention to study at LIS.

## Criteria for admission

The categories of entry criteria for admission to the School's programme are as follows:

- Programme-specific requirements;
- English language requirements;
- Requirements specific to non-Home students.

### Programme-specific requirements

The programme-specific requirements are:

- **Academic attainment**, as evidenced by a minimum of a 2:1 UK Bachelor's degree in any discipline, or an overseas qualification of an equivalent standard;
- **Strong interdisciplinary problem-solving aptitudes**, specifically:
  - Ability to identify and explain multiple lenses on an issue, phenomenon or problem;
  - Ability to explore how multiple perspectives can be integrated;
  - Ability to select appropriate sources;
  - Ability to communicate clearly in writing.
  - These are evaluated in the critical reflection component of the application, on the topic of "Select a problem, issue or phenomenon you are interested in, and describe how an interdisciplinary approach could be used to address or explore it." (500- 750 words).

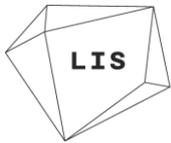
Applicants who meet these requirements will be offered a place on the programme.

Given the interdisciplinary nature of our programme, the School is open to applicants from all subject backgrounds.

These programme-specific requirements are derived from the abilities required to achieve the programme's learning outcomes and succeed on the programme, and are confirmed by the Academic Council, which is the School's academic authority.

### English Language Requirement

The LIS MASc is taught in English. To derive full benefit from and succeed in passing our programme, you must be able to understand and express yourself in English (reading and listening, speaking and writing).



### *Non-Home students*

Non-Home students seeking LIS sponsorship to study in the UK will need to pass a Secure English Language Test (SELT) as specified below. These tests must have been passed within two years of application to the programme:

If a student is in the UK, they must one of the following SELTs, to the stated standard:

- IELTS for UKVI (provider: IELTS SELT Consortium; minimum of 7 in each component)
- LanguageCert International ESOL SELT (provider: LanguageCert; minimum of 33 in each component)
- PTE Academic (provider: Pearson; minimum of 85 in each component)
- Integrated Skills in English (provider: Trinity College London; pass in each component)

If a student is outside the UK, they must take a SELT with one of the following providers:

- IELTS for UKVI (provider: IELTS SELT Consortium; minimum of 7 in each component)
- LanguageCert International ESOL SELT (provider: LanguageCert; minimum of 33 in each component)
- PTE Academic (provider: Pearson; minimum of 85 in each component)
- Skills for English UKVI (provider: PSI Services (UK) Ltd; pass in each component)

### *Home students*

Home students whose first language is not English will be asked, at the point of application, whether they have attended an English medium university where all classes, coursework and assessment were conducted in English for the past two years or longer, or whether they have been working in the English language for the past two years or longer. If they have, they will be assumed to have sufficient English language ability to succeed on the course. If not, they will be asked if they have undertaken any of the SELTs listed above, and to the required standard, within two years of application to the programme. Verification of any English language qualifications must be submitted prior to any offer being made. Where the applicant in question has either:

- a. no English language qualifications; or
- b. English language qualifications, but not to the standards specified above; or
- c. English language qualifications that were awarded more than two years before their application to the programme.

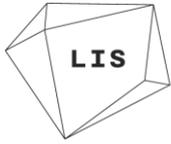
they will be required to undergo (and verify that they have undergone) an English language assessment (specifically, any of the assessments listed above or equivalent) at their own cost to ensure that they meet the required standard in English reading, writing, speaking and listening before they are offered a place.

### **Programme-specific requirements**

#### **Admissions procedure**

#### **Apply**

**Applicants apply directly to LIS via the School's website.**



Applicants apply directly to LIS via the School's [website](#). They are asked to fill in an online form that includes the following information (compulsory information is asterisked):

- Personal details (name, date of birth, residential category)\*
- Contact details\*
- Disability/ special needs, to support any reasonable adjustments
- Whether the applicant has a relevant criminal conviction that is unspent\*
- Relevant educational background and qualifications\*
- Critical reflection, uploaded as a PDF\*
- Where required, applicants will be asked to submit verification of their English language qualifications at the point of application.

Non-home students will be asked additional questions in relation to their funding and visa status. They will also be invited to a short screening interview on their ability and intention to study at LIS before any offer is confirmed.

Deadlines for applications will be published on the School's [website](#).

Applications made before the closing date will be considered equally against the stated selection criteria and in the context of the number of available places. Late applications will be considered at the discretion of the Programme Academic Lead.

## **(2) Offer**

In making an offer, the School will take into account

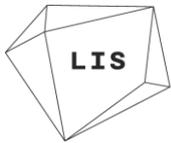
- Programme-specific requirements;
- English language requirements;
- Requirements specific to non-Home students;

Offers may be conditional upon the successful completion of a Bachelors honours degree (or equivalent). Additional conditions in the form of completion of learning activities may be set to ensure readiness for the programme, at the discretion of the Programme Academic Lead.

All applicants who are offered a place to study at the School will receive an offer letter detailing the Terms and Conditions of the offer. This will include details of individual requirements that need to be fulfilled before the applicant can be admitted to the School. The School's [Terms and Conditions](#) can also be found on the School [website](#).

Offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include for example, certificates and degree transcripts once these become available.

Deadlines to acceptances of offers will be published on the School [website](#). Where offer-holders do confirm that they will take up the conditional place, this will signify their agreement that upon registration, they will abide by the rules and regulations of the School, available [here](#).



Offers will be made based on information supplied on the application form. If, at the stage of verification (see [Registration Policy](#)), this information is found to be inaccurate, the School reserves the right to retract the offer or provide new conditions for the offer.

### Conditions of offer for non-Home students

Any offer to a non-Home student will be conditional upon that student meeting the visa sponsorship criteria set out in the School's [CAS Issuance Policy](#). LIS will only sponsor a student where it believes the visa application will be successful and will not fall for refusal. Where LIS believes that there are reasonable grounds to suspect that a student's visa application will be refused, it reserves the right to withdraw that student's offer.

### Recognition of Prior Learning (RPL)

The School does not offer an RPL exemption from admissions criteria.

### Data Protection and Retention

Applicant and prospective applicant data will be captured digitally and securely, and will be handled in line with Data Protection Regulation and the School's [Privacy Notice](#) and [Data Protection Policy](#).

Data will be held in line with the School's [Data Retention Schedule](#):

- Records documenting the handling of unsuccessful applications, including an applicant's application form, supplementary information, and scoring of Selection Day assessments, will be held for 1 year after the completion of the admissions cycle, in line with GDPR and JISC recommendations.
- Records documenting the admission of successful candidates will be held for 6 years following the admissions decision, as suggested by GDPR, the Limitation Act 1980, and JISC recommendations.

### Misrepresentation or Fraudulent Information within an Application

In cases where an application is discovered during the admissions process to contain misrepresentation or fraudulent information, the Programme Academic Lead will have the authority to reject an application or revoke an offer of admission. If such evidence of fraudulent information in the application of an applicant is discovered after the registration of that applicant, the case shall be considered by the Chief Executive, who will have the authority to terminate the student's registration.

### Documentation Requirements



The Registrar will maintain prospectuses for the School listing all approved programmes and their modules of study. The prospectus will also provide general information on costs, fees, the availability of financial assistance, and guides on the study sites.

### **Applicants with Disabilities and/or Specific Learning Differences**

In selecting students, equitable consideration must be given to all applicants. On being called to a Selection Day, or on being made an offer, a student who has disclosed a disability, specific learning differences or medical conditions shall be invited to discuss the support required to complete the programme with a trained and specially designated member of staff to:

- Ensure that the student is fully aware of the demands of the programme;
- Identify any resources or arrangements that the student requires;
- Determine whether the School can reasonably provide these.

Where adjustments are reasonable, the School shall deal with the student efficiently and fairly, in line with the School's [Disability Policy](#).

Where reasonable adjustments have been agreed with an applicant who has accepted an offer of a place on the programme, the School will provide the student with a clear record of the adjustments to be made in the form of an accessible learning contract. The learning contract shall set out as a minimum:

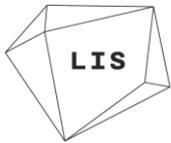
- A clear, precise and accurate listing of adjustments to be provided by the School;
- An agreed clear contact point for the student during their studies;
- A clear statement as to the expectations of the School that the student will keep the School reasonably and expeditiously informed as to any alterations in their disability and resulting effects on their study.

Further details on the School's approach to reasonable adjustments can be found in the School's [Disability Policy](#).

### **Applicants Convicted of a Criminal Offence**

The School acknowledges the role of education in rehabilitation, and also acknowledges that a criminal record may not debar an applicant from admission unless the nature and seriousness of the offence in question is incompatible with:

- The programme applied for; or
- Participation in an academic and social setting; or
- The School's responsibility for a safe and neutral environment for students and staff.



Any applicant to the School must declare on their application form if they have a relevant and unspent criminal conviction.

*What is a relevant offence?*

A relevant offence includes one or more of the following:

- a. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm, or offences which resulted in actual bodily harm;
- b. Sexual offences, including those listed in the [Sexual Offences Act 2003](#);
- c. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences);
- d. Offences involving firearms;
- e. Offences involving arson;
- f. Offences involving terrorism.

If an applicant was convicted outside the UK for an offence listed above, this is also considered a relevant offence. Cautions, reprimands and final warnings are categorised as convictions. Public notices for disorder (PNDs) and Anti-Social Behaviour Orders (ASBOs) are not convictions, unless an applicant has contested a PND or breached the terms of an ASBO/other order and this has led to a criminal conviction.

*What is meant by “unspent”?*

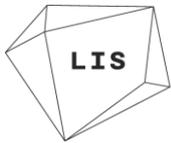
Convictions that are 'spent' or will be spent at the point of starting the course of study do not need to be declared. A criminal conviction is “spent” after a certain period of time. This period is defined by the [Rehabilitation of Offenders Act 1974](#), and depends on the court’s sentence following conviction. Sentences of over 4 years in prison cannot become spent; most cautions, reprimands and final warnings are spent immediately. More information on offences and rehabilitation periods can be found [here](#).

If an applicant is uncertain as to whether their conviction is spent, they should seek independent advice.

*What if an applicant has a relevant, unspent conviction?*

An applicant with a relevant, unspent conviction is not automatically excluded from the application process. In line with best practice as defined by Supporting Professionalism in Admissions (SPA), LIS will consider an applicant’s criminal conviction separately from the rest of their application.

Where an applicant has declared a criminal conviction on their application form, the Admissions Lead will contact the applicant to seek further information on the conviction and to explain the School’s procedure in relation to applicants with criminal convictions. It may be necessary for the School to approach third parties in order to request additional information (e.g., a police check on the applicant’s criminal record; additional information from the



applicant's referees or probation officer). The applicant's permission will always be obtained before approaching such third parties. A refusal of permission to the School may prevent further consideration of the application.

Details of any relevant, unspent offence will be considered by a Criminal Conviction Panel, comprising the Director of Teaching and Learning, Chief Executive, Director of Student Experience, Careers and Partnerships and the Registrar. Where the Registrar deems it necessary, they will engage legal expertise to provide advice to the Panel.

The Panel will assess, in light of the documentation gathered by the Admissions Lead, whether the declared conviction(s) is/are such that the applicant ought not to be admitted to the School, or whether special measures should be put in place to facilitate effective support for the applicant and/or to protect other students and staff from risk. Where the Panel is in disagreement, the Chief Executive will have the final say.

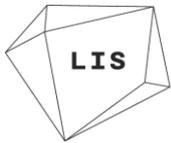
The Panel will determine whether the nature and seriousness of the applicant's offence is compatible with the programme, with participation in an academic and social setting, and with the School's responsibility for a safe and neutral environment for students and staff. In coming to a decision, the Panel will take into account the following factors:

- The nature of the offence;
- The time that has passed since the offense was committed;
- Any additional information provided by third parties (e.g., Social Services, the Probation Service, senior prison officers);
- Where more than one offence was committed, the number of offences, and whether each was a separate offence or part of a series of similar offences.

Where the Panel is satisfied that the nature and seriousness of the applicant's offence is compatible with the programme, with participation in an academic and social setting, and compatible with the School's responsibility for a safe and neutral environment for students and staff, the applicant's application may proceed as normal, and information about the applicant's criminal conviction will not be taken into account in any decisions about an offer. An offer may however come with specified conditions (e.g., support for the application, restrictions to services or activities not related to the programme), agreed by the Panel.

Where the Panel is not satisfied that the nature and seriousness of the applicant's offence is compatible with the programme, with participation in an academic and social setting, and compatible with the School's responsibility for a safe and neutral environment for students and staff, the applicant's application will be denied.

The Admissions Lead will inform the applicant of the Panel's decision. The reasons for the decision will be recorded by the Registrar, who will keep a record of all cases dealt with in accordance with the School's Data Protection Policy. This record will ensure that any decision can be verified, to show that procedures have been correctly followed and to allow any feedback to the applicant if required. All records and correspondence relating to an applicant



declaring a relevant criminal conviction will be securely stored in accordance with the School's Data Protection Policy.

If a criminal conviction is declared and the offer-holder becomes a registered student, all records and correspondence relating to the application and supporting materials will form part of the student's personal record and will be kept in the way that all student records are kept. However, any information and correspondence relating to the applicant's conviction will be stored separately and securely.

If a criminal conviction is declared and the offer-holder does not become a registered student, all paper documents will be securely destroyed. The Registrar will keep a copy of the information relating to the conviction and this will be securely stored for a period of one year after the admissions cycle has ended, at which point all electronic and paper files will be deleted. This is consistent with the School's Data Retention Schedule.

In the event that the offer-holder becomes a registered student, the Panel will determine who, if anyone, within the School should be provided with details of the conviction in order to facilitate effective support for the applicant and/or to protect other students and staff from perceived risk.

Information on the criminal conviction will be gathered and a decision reached by the Panel as promptly as possible, to ensure that delays to the standard admissions process are minimised.

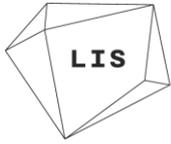
An applicant who receives a relevant unspent conviction after applying to the School, whether before or after registration, must declare it immediately. The School reserves the right to withdraw or amend any offer of admission, or to prevent the enrolment and registration of, or to terminate the registration of any applicant that it discovers has withheld information about a relevant unspent conviction.

### **Applicants Wishing to Reapply**

Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application. We may draw upon all information from previous applications when assessing suitability for the programme.

### **Deferrals**

The School will accept applications for deferred entry where the deferral is for a single academic year. The School is unable to defer conditional offers; all conditions must be met before a place can be deferred.



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In the situation where the programme changes in name or content from year to year, the School will contact applicants with a deferred offer as soon as possible to make them aware of changes and discuss options. Where a student is dissatisfied with the changes to the programme, they may withdraw their acceptance of an offer.

### Late Applications

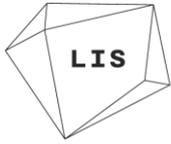
The School will advertise any vacancies that are available after the close of its admissions cycle on the School [website](#).

### Complaints and Appeals

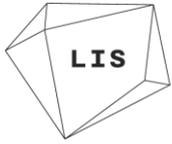
Details on how applicants may challenge the School's admissions processes and decisions are set out in the [Applicant Complaints and Appeals Procedure](#).

### Monitoring and Review

The School's Admissions Regulations and Procedures for Students will be reviewed annually by the Admissions Decision Committee and any changes authorised by the Academic Council. The Academic Council may also authorise changes to the Admissions Regulations and Procedures for Students at their discretion.



<b>Name of policy/procedure:</b>	<b>Admissions Regulations and Procedures for Students (MASc)</b>
<b>Document owner:</b>	Hannah Kohler, Director of Admissions and Student Support
<b>Date Originally Created:</b>	11/2021
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<b>Reviewed by:</b>	
<b>Audited by:</b>	
<b>Date of Audit:</b>	
<b>Date of next review:</b> (annually unless otherwise agreed)	
<b>Related documents:</b> (eg associated forms, underpinning processes, related policies or overarching policies)	Criminal Convictions Panel: Membership and Terms of Reference Applicant Complaints and Appeals Procedure Equality, Diversity and Inclusion Policy Disability Policy Data Protection Policy Data Retention Policy Detailed Data Retention Schedule Terms and Conditions CAS Issuance Policy



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Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Strategy and People)	18/11/2021	Original draft