

## 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 Master's 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**.

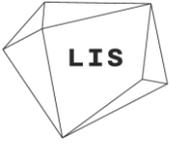
### Policies

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**

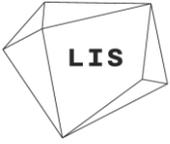
In line with the School's [Equality, Diversity and Inclusion Policy](#), staff involved in the recruitment and admission of applicants for the School's programme will seek to ensure that all individuals are treated equitably, regardless of gender, race or ethnicity, socio-economic background, disability, 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 require the student to complete an additional form or invite the student for a



short screening call. The form and/or call will provide further detail as to the student's ability (including financial 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:

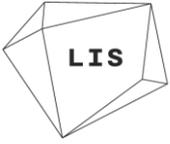
- **Academic attainment**, as evidenced by a minimum of a 2:1 UK Bachelor's degree in any discipline, or an overseas qualification of an equivalent standard;
- **Strong interdisciplinary problem-solving aptitudes**, specifically:
  - Ability to identify and explain multiple lenses on an issue, phenomenon or problem;
  - Ability to explore how multiple perspectives can be integrated;
  - Ability to select appropriate sources and, where relevant, supporting media;
  - 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." (Minimum of 500 words, maximum of 750 words, excluding footnotes). Applicants may supplement their written answer with any form of media that will help them in their argumentation – for example, photographs, diagrams, tables showing numbers, charts showing data, calculations, and code script.

All Critical Reflections should be uploaded in a single PDF document, and a word count should be included at the end of the PDF. Critical Reflections will be processed through [Turnitin](#) by LIS admissions staff post-application.

Where necessary, the School will validate applications through an interview; a random sample of applicants will also be interviewed to validate applications.

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 7.0 overall, with a minimum of 6.5 in each component)
- LanguageCert International ESOL SELT (provider: LanguageCert; minimum of 33 in each component)
- PTE Academic (provider: Pearson; minimum of 66 overall, with a minimum of 60 in each component)
- Integrated Skills in English (provider: Trinity College London; pass in each component)

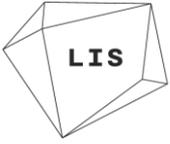
If a student is outside the UK, they must take a SELT with one of the following providers:

- IELTS for UKVI (provider: IELTS SELT Consortium; minimum of 7.0 overall, with a minimum of 6.5 in each component)
- LanguageCert International ESOL SELT (provider: LanguageCert; minimum of 33 in each component)
- PTE Academic (provider: Pearson; minimum of 66 overall, with a minimum of 60 in each component)
- Skills for English UKVI (provider: PSI Services (UK) Ltd; pass in each component)

The UK Government states that students can prove their knowledge of English by EITHER a SELT, or having a GCSE, A Level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English, gained through study at a UK school that a student began when they were under 18.

The following minimum grades for each of the listed qualifications (all grades being equal to a 'pass') are accepted:

- GCSE = 4 or C
- A Level = C
- Scottish National Qualification Level 4 = Pass
- Scottish National Qualification Level 5 = C
- Scottish Higher = A
- Scottish Advanced Higher = D



Applicants who are a national from, or have successfully completed an undergraduate degree from one of the following countries within the last five years do not need to prove their knowledge of English:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- Malta
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom
- United States of America

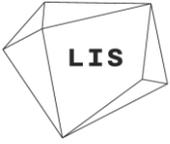
Applicants also do not need to prove their knowledge of English if one of the following applies:

- The applicant is a national of Canada.
- The applicant has proved their level of English in a previous visa application.

### *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.

The decision as to whether or not a student who falls just below our English Language requirements will be required to take another SELT is at the discretion of the Chair of the Admissions Decision Committee.

The decision as to whether or not a home student whose native language is not English has demonstrated their English Language proficiency via an alternative route is at the discretion of the Chair of the Admissions Decision Committee.

## 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.

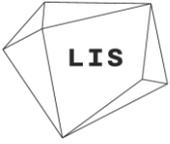
Deadlines for applications will be published on the School's [website](#).

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)

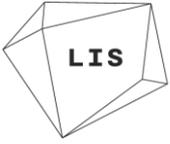
The School does not offer an RPL exemption from admissions criteria.

### 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, 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

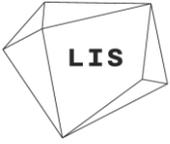
In selecting students, equitable consideration must be given to all applicants. On being made an offer, a student who has disclosed a disability, specific learning differences or medical conditions shall be invited to discuss the support required to complete the programme with a trained and specially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

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

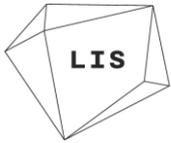
The School will advertise any vacancies that are available after the close of its admissions cycle on the School [website](#).

### 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.



## Version Control

<b>Name of policy/procedure:</b>	<b>Admissions Regulations and Procedures for Postgraduate Students (MASc)</b>
<b>Document owner:</b>	Mollie Charge, Admissions Manager
<b>Date Originally Created:</b>	11/2021
<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

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Strategy and People)	18/11/2021	Original draft
2	Hannah Kohler (Director of Strategy and People)	09/12/2021	Included reference to Turnitin and random sample/validation interviewing as recommended by Regulatory Working Group.
3	Michael Englard (Registrar)	22/03/2022	(Approved by RWG chairs action 22/03/2022). Clarification on requirement for non-Home students to show ability and intention to study at LIS.
4	A Redford		Removal of criminal convictions policy to separate document following recommendation of rolling internal audit
5	A Redford (Head of Quality)	Approved PRC Chair action 03/11/2022	Amendment of English language requirements for IELTS and Pearson, inclusion of minimum grades for other qualifications accepted for English, inclusion of list of countries where demonstration of English is not necessary, inclusion of decision where students do not meet English language requirement is that of Chair of ADC