



Postgraduate Admissions Policy

2017/8

1. Introduction

The London School of Economics Admissions Policy applies to all taught and research postgraduate admissions for entry in the academic year 2018/9. LSE's admissions policy is set by the Academic Board, with the agreement of the Council, which is the governing body, where necessary. The Board receives guidance in this role from Admissions Tutors, Admissions Managers and the Pro Directors for Education and Planning and Resourcing.

This policy provides information on the principles and procedures of admission, and outlines the responsibilities of those involved in the admissions process.

2. LSE Context

2.1. Aims

LSE's admissions policy supports the mission and the vision of the School:

Our mission is to advance knowledge in social science and a range of related fields so as to inform public policy, economic decision-making, and social welfare both nationally and globally. This means nurturing creative thought and intellectual exploration and educating students from all backgrounds and around the world to be critical thinkers and skilled professionals who work for the betterment of society.

The principal aims of the School's admissions policy are:

- to admit students of the highest calibre, with the merit, motivation and potential to benefit from, contribute to and succeed in the LSE community
- to make selection decisions transparently, fairly, consistently and clearly

2.2. Equity, Diversity and Inclusion

Equity, diversity and inclusion are key priorities in LSE Strategy 2020:

Our mission for the next five years is to build on the dynamic mix of diverse people, ideas and ways of seeing the world. We will use this resource in becoming a truly world-leading diversity champion. Fostering diversity will be recognised as being at the core of LSE's institutional viability and vitality, a core value of the academic mission, and as a priority of the

institution.

Furthermore, LSE is committed to fulfilling its legal obligations under the Equality Act, which is, in specific regard to the application process, to avoid discriminating against applicants on the grounds of age, disability, gender, gender-reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

It is in accordance with this legal requirement, and with LSE's strong commitment to advancement of equal opportunities, that admission decisions are made holistically based on academic merit, motivation and potential.

2.3. Related regulations and policies

The postgraduate admissions policy and procedures comply with relevant legislation and are in accordance with the following:

- [London School of Economics Strategy 2020](#)
- [LSE Graduate Admissions vision](#)
- [London School of Economics policy on supporting disability](#)
- [London School of Economics Equality and Diversity Policy](#)
- London School of Economics policy on applicants with criminal convictions (under construction)
- [QAA 'UK Quality Code for higher Education – Chapter B2: Recruitment, selection and admissions for higher education'](#)

3. Admissions Principles

3.1. Fair Admissions

LSE's policies and procedures for admissions aim to be fair, transparent and consistent. The admissions policy and procedures are in accordance with relevant legislation affecting the admission of students and meet the expectations of the QAA UK Quality Code for Higher Education, Chapter B2: Recruitment, Selection and Admission to Higher Education (2013) (www.qaa.ac.uk).

The School seeks to admit a diverse cohort of students, achieving a varied and balanced group of perspectives in the classroom, which is believed to enrich the learning experience. The plurality of intellectual voices at play makes for robust discussions and encourages students to consider different perspectives and argue persuasively for their own.

We look for candidates with the merit, potential and motivation to benefit from, contribute to and succeed in the LSE community, regardless of age, disability, race, nationality, gender, religion, sexual orientation, marital status, parental status or other personal circumstances.

Each applicant is considered on his/her merit and in competition with the rest of the applicant cohort in a given admissions cycle. Each application is viewed holistically; assessing the merit, potential, motivation, skills and qualities of applicants by considering all information presented on and with the application and, for research applicants, through interview:

- academic achievements and qualifications (achieved/predicted), including individual module grades and subject mix
- personal statement
- CV
- Academic/professional references
- GRE/GMAT (where applicable)

- Research proposal (ESRC, MRes/PhD, MPhil/PhD only)
- Writing sample (MRes/PhD, MPhil/PhD only)
- Interview (shortlisted MRes/PhD, MPhil/PhD only)
- lse.ac.uk/study-at-lse/graduate/prospective-students/supporting-documents

Applicants may be asked to provide additional information about themselves (for example, an additional reference or new personal statement) or about the qualifications they have taken, such as details about the curriculum of their degree.

3.2. Rolling Admissions

LSE operates a rolling admissions process. We do not operate a gathered field approach as operated in Undergraduate Admissions. In 2001 the APRC introduced a ten working day turnaround target for Graduate Selectors of taught programmes. This allows time for the processing and checking of decisions within our eight week decision timeframe. To ensure that applications are given fair and equal consideration, programme Selectors can postpone making their final decision where they need clarification of existing information, or if they are uncertain of the quality of the applicant pool. Selectors may request additional information from the applicant or wait-list an application, the latter delays a final decision by up to six weeks. All complete applications received while the programme is open to new applications are guaranteed a decision.

All Selectors are required to complete an application decision sheet. They are required, by categorising their decision, to indicate the main reasons for an application being rejected and for those that receive an offer the quality (exceptional, strong or good) of the application.

3.3. Selectors' Handbook

The School monitors procedures and regularly reviews and updates admissions policies and procedures. These updated documents form the basis of the Selectors' Handbook which is updated and re-printed annually.

The Selectors' Handbook is an operational guide for all staff involved in postgraduate admissions and selection. It provides additional guidance on the equivalence of international qualifications and detailed information on various administrative processes, both those organised centrally and those in departments.

3.4. Training

Departmental Academic Selectors, Central Academic Selectors and other relevant administrative staff are offered guidance and training appropriate to their roles. This guidance and training covers the relevant legislation and internal policies and procedures.

4. Roles and Responsibilities

4.1. Overview

Students are admitted to the School on the authority of the Director, based on the academic judgments of suitably qualified individuals within the terms of this policy.

Decisions on fee status are taken by the Graduate Admissions team, following UKCISA guidelines.

The Head of Admissions controls the numbers admitted according to the target number of places set by the School. Alongside the Head of Planning, s/he makes an annual report to the

Academic Board on the conduct and outcome of the year's admissions activity, highlighting any issues that may need resolution.

The Pro-Director for Education approves the standard entry requirements for all degree programmes and any change to them is signed off by the Academic Board.

Academic Selectors within departments are responsible for setting the selection criteria for each graduate programme in their department. They are required to produce a written document for each of their programmes. The written document must comply with all relevant legislation and all relevant School policies – further guidance and a template are also made available by the Graduate Admissions Office.

Changes to the exact nature of how these responsibilities are carried out are expected with the future development of electronic application files and decision making. This policy will be updated in line with developments as they occur.

4.2. Graduate Admissions Office (GAO)

The Graduate Admissions Office (GAO) is responsible for:

- providing clear and concise information about qualifications, entry requirements, application procedures and the admissions process
- upholding the principles of fairness, transparency and consistency that underpin the admissions process.

In order to fulfil these responsibilities, GAO:

- advises on admissions procedures, offer numbers and academic qualifications;
- assigns Home UK/EU or Overseas fee status;
- checks that admissions decisions are lawful, fair, equitable, procedurally sound and in accordance with the permitted numbers;
- reviews applications and supporting documentation to ensure they fulfil the programme requirements;
- passes all complete applications to the programme Selectors for consideration;
- corresponds with applicants and advises on registration;
- administers key processes such as verification of qualifications and visa/CAS processes;
- keeps a record of all transactions.

4.3. Departmental Administrators

Departmental administrators are responsible for:

- logging in files as they arrive/are sent back to GAO (using the File Tracker)
- keeping track of decisions
- making sure that the decision sheet is completed, including GSS points, deferral category and research supervisors, where necessary, and
- liaising directly with GAO.

4.4. Academic Selectors

It is the Academic Selector's task (whether departmental or central) to consider the applications forwarded by the graduate admissions team and to decide whether an applicant should be made an offer of admission and what conditions, if any, should be attached to that offer.

LSE operates a part-centralised admissions selection process with central Academic Selectors based in GAO. These central Academic Selectors act by delegation from departmental Academic Selectors. Their role is to:

- advise on the creation of, and changes to, standard entry requirements including the equivalence of overseas qualifications and selection criteria;
- make admissions decisions (offer, reject, waitlist, reserve list) on all applications passed to them by the Graduate Admissions Administrators against agreed selection criteria;
- liaise, as necessary, with departmental Academic Selectors to agree admissions decisions.

5. Admissions and registration targets

The number of student places at the School is determined through the School's capacity to teach them. The School meets this requirement by setting caps on the number of UK/EU and non-UK/EU students on each programme of study. This system therefore involves two selection processes for each programme (i.e. one for UK/EU students, and another for non-UK/EU students) although it is important to note that the entry requirements are the same for both groups of applicants.

The number of graduate places available each year at LSE for students from the European Union (including the UK) is approximately 1650. The number of graduate places available each year to overseas (non-EU) students is approximately 2850. LSE receives many more applications from highly qualified applicants than there are places available. In 2017 over 40,000 programme applications were received with approximately 25% from EU applicants and 75% from non-EU applicants. The level of competition for places is intense and limitations on places mean that not all applicants that meet or exceed the minimum entry criteria are guaranteed an offer of admission.

6. Enquiries

The School is committed to providing clear and concise information about qualifications, entry requirements, application procedures and the admissions process. This includes ensuring detailed and up to date information is provided in the prospectus and on the LSE website.

The printed prospectus is produced approximately 14 months before the point of registration for the group of students concerned and is correct at the time of going to print. Information contained in the printed prospectus regarding the admissions process remains relevant throughout the admissions cycle to which it relates. In the event that information changes (due to circumstances beyond our control) the School communicates these changes through the website and, where necessary, by direct communication to the applicants affected.

6.1. Enquiries to the school

The office responds in a timely manner to enquiries from applicants and prospective applicants made by phone, email or post.

Prospective applicants with enquiries relating to graduate study should contact Student Recruitment and Marketing in the first instance.

Website: lse.ac.uk/study/meetLSE/home.aspx

Email: Stu.Rec@lse.ac.uk

Phone: +44 (0)20 7955 6613

In Person: Prospective applicants, applicants and their families are welcome to visit the campus, either at a formal open day or by taking a self-guided tour. Further details can be found [here](#).

During busy periods there may be a delay in response times; however we endeavour to respond to all email enquiries within 5 working days.

Applicant enquiries, once an application has been started, can be made directly to GAO.

Website: lse.ac.uk/graduate

Email: Via lse.ac.uk/admissionsenquiries

Phone: +44 (0) 20 7955 7160

We endeavour to respond to all email enquiries within five working days. During busy periods there may be a delay to our responses; however we publish our turnaround times online to manage the expectations of enquirers: lse.ac.uk/study/graduate/news/currentProcessing.aspx

Our core mission is to provide a straightforward, personalised and fair service to all enquirers, applicants and staff.

Enquiries regarding support for students with disabilities and specific learning needs can be made to the Disability and Wellbeing Service.

Website: [Disability and Wellbeing Service](#)

Email: disability-dyslexia@lse.ac.uk

7. Applications

This section should be read in conjunction with all other relevant sections in this Policy.

LSE is committed to:

- processing applications efficiently;
- maintaining clear and regular communication with applicants throughout the application process;
- assessing applications equally, consistently and fairly based on the information in the application form and supporting documents and, in the case of shortlisted PhD applicants, an interview conducted in person, online or by telephone.

7.1. The application process

All applications to LSE's graduate programmes must be made via our dedicated [online application form](#).

- Once an application has been received, it is assigned to a Graduate Admissions Administrator who assesses the application for completeness and assigns a fee classification (HUK, HEU or overseas) to the applicant. Following the initial assessment, complete applications are passed on to the programme Selector(s) for further consideration; and applicants that are incomplete are sent an email setting out what is missing and the required next steps.
- The programme Selectors consider the complete applications. Central Academic Selectors may additionally consult with departmental Academic Selectors where necessary, and then make the final admissions decisions.
- Once made, decisions are communicated quickly to applicants via the LSE Application Tracker and via email. Offers are also sent by post.

- Should any information on the completed application form be unclear, the applicant will be contacted directly.
- Throughout the application process applicants receive appropriate email updates regarding the status of their application.

7.2. Multiple programme applications

- The online application allows applicants to select up to two programme choices, which are considered in series in the order of preference. If an applicant receives an offer for their first choice they will not be considered for their second choice unless this is specifically requested. Applicants can only hold one offer from the School at any time. Additional choices can be made on payment of an additional fee, up to two choices at a time, once the initial decisions have been made.
- Applicants who make repeat applications across different cycles will be considered independently of any previous decision and in competition with the applicants from the year in which they apply.

7.3. Entry requirements

LSE's website (lse.ac.uk/graduate) provides detailed information on entry requirements and admissions procedures, including:

- academic entry requirements
- English language requirements
- additional test scores

7.3.1. Academic entry requirements

The minimum academic entry requirement for admission to a taught graduate programme is an upper second class honours degree (or international equivalent), and for research programmes is a taught master's degree (or international equivalent), usually with merit or equivalent.

7.3.2. Special case procedure

For applicants who do not meet our minimum entry requirements a 'special case' must be made.

This applies to:

- applicants who graduated with marks below our standard requirement and are not currently pursuing further qualifications.
- applicants who are in their final year but will not meet our requirements. In this case we set an achievable condition.
- applicants who have been set minimum entry conditions but have failed to meet them.

Where the special case procedure is used the Academic Selector must provide a written explanation for their decision which is countersigned by the Head of Department (or the Pro-Director for Education for MPhil/PhD applicants). This explanation must identify the alternative evidence of an applicant's ability to succeed at postgraduate degree level, such as work experience, extenuating circumstances, 'exit velocity' or strong performance in relevant subjects.

7.3.3. Applicant extenuating circumstances

Details of any extenuating circumstances affecting an applicant's module marks or overall

degree grade should be included in the applicant's personal statement and, where possible, corroborated by referees or another independent source. LSE may request further information and evidence to confirm the extenuating circumstances. Extenuating circumstances may also be submitted via the relevant form at:

lse.ac.uk/study-at-lse/graduate/applicants/how-do-i/secure

7.3.4. English Language Proficiency

Applicants for whom English is not their first language need to provide evidence of their English language proficiency as a condition of their offer. The Graduate Admissions Office follows UK Home Office guidance when determining whether an English language qualification is required.

Further details and acceptable English language qualifications can be found here:

lse.ac.uk/study-at-lse/graduate/prospective-students/entry-requirements/english-language-requirements

It is not necessary for candidates to have the required grade in an acceptable English language qualification prior to application, however if an English language qualification is a condition of an offer the applicant will have to have achieved the required qualification prior to registration.

7.3.5. GRE and GMAT Tests

Several quantitative and management programmes require that some or all applicants submit a GRE or GMAT test score with their application. Details of which programmes require an additional test score and from whom are listed online:

lse.ac.uk/study-at-lse/graduate/prospective-students/entry-requirements/gre-and-gmat

7.4. Deferred entry

The School accepts deferral requests from offer holders who have met the academic requirements of their programme up to the end of the registration period. Offers can only be deferred once and for one year. To secure a deferred offer, an applicant must pay a non-refundable deferral deposit of £1,000 by 31 January of the year they intend to register at LSE. The deferral deposit is offset against tuition fees once they register, or is donated to a student hardship fund if they do not take up their place.

Deferral decisions are made at the discretion of departments and some departments or programmes do not grant deferrals. Where deferrals are not granted or where the applicant is unwilling/unable to pay the deferral deposit, applicants are advised to reinstate their application for consideration alongside the new applicant cohort the following year. This allows us to retain their application materials for the next cycle. Applicants who reinstate may choose to submit a new personal statement and/or additional information in support of their application.

lse.ac.uk/study-at-lse/graduate/applicants/how-do-i/secure

7.5. PhD Interviews

The relationship between a research student and supervisor is central to the successful completion of a PhD. Whilst the application form and associated documents are helpful for selecting students for taught programmes, they are less useful as a single mechanism in determining research applicants' suitability, both in terms of assessing academic ability of the applicant and compatibility with their academic supervisor.

The Academic Board has agreed that all shortlisted applicants for research programmes should

be interviewed before an offer is made. There is likely to be variation in the purpose of interviewing potential research students across departments. The primary aim is to give further information to selectors/potential supervisors of an applicant's merit, motivation, commitment and potential for study at doctoral level.

The interview, when conducted by the potential supervisor, can also provide an indication of how well-matched a potential student is to the supervisor.

Departments are not expected to interview all those applying to their research programme(s). LSE does not interview applicants for taught programmes.

7.6. Feedback

Applicants who are unsuccessful in securing an offer of a place at LSE are provided with general feedback on the typical reason(s) that applicants are unsuccessful in their decision email. Individual feedback may be available in some cases on request, although we emphasise that decisions are made in the context of the applicant cohort and with reference to the applicant's entire application. It is usually the case that there are simply too many applicants who are well qualified for all of them to be successful. The School is unable to respond to feedback requests from third parties.

8. Age on entry

The School assesses applicants on their individual merits against the programme entry criteria and in accordance with this Policy, regardless of their age on entry.

GAO will send details of successful candidates who are under 18 at the time of registration to the Senior Adviser to Students or other appropriate nominee such as the Head of Student Services and the relevant academic departments. This action enables the School to consider putting in place reasonable adjustments or conditions of study to protect the interests of one or more parties, including those of the applicant. Notification of the School's policy for under 18s is included as part of the standard offer letter to under 18s.

The School welcomes applications from individuals who are returning to study. Applicants are assessed on their individual merits against the entry criteria for the chosen programme. Applicants are normally expected to have had direct experience of study or relevant work experience in the three years leading up to their desired programme of study.

9. International applicants

LSE accepts a range of international qualifications, which are deemed comparable and meet the equivalent level for entry to the degree programme applied for. Guidance as to the range of international qualifications accepted for entry can be found on the [Country Pages](#) of the LSE website. Additional information regarding the comparability of international qualifications can be found on the [National Recognition Information Centre for the United Kingdom](#) (UK NARIC) or the British [Council](#) websites.

Some applicants may be required to submit an additional GRE or GMAT test score. Details of whether this is required can be found [here](#).

9.1. Tuition Fee status

On receipt of an application the School carries out an assessment of fee status. The decision

is based on the guidelines provided by the Department for Education: Education (Fees and Awards) Regulations 2007.

There are three categories of fee status; Home UK, Home EU and Overseas. Assessments are based on the information provided at the time of application. In addition to information supplied in the application form, applicants may be asked to provide additional information about themselves and their family to help us assess fee status. If this is necessary applicants will be asked to complete a [Fee Classification Questionnaire](#) and to provide relevant documents to support the information provided.

The [UK Council for International Student Affairs](#) (UKCISA) provides advice and information regarding fees, funding and student support.

9.2. Points-based Visa System

LSE is committed to compliance with the requirements of the UKVI points-based visa system. Our policies and procedures are set up to allow us to record details of academic progression, English language proficiency and student identity accurately. We issue Confirmation of Acceptance for Study (CAS) numbers to applicants based on their acceptance of an unconditional offer of a place at the School.

International students requiring further information on visas and immigration can contact the [International Student Visa Advice Team](#).

10. Applicants with disabilities or specific learning needs

The School welcomes applications from students with disabilities or specific learning needs. Applicants who declare a disability are given equal consideration and are assessed according to the same principles as other applicants. For the purposes of selection any disability information entered on the monitoring section of the application form is held separately and not shared with the programme Selector(s). Should an applicant want to share information about their disability or specific learning needs with the programme Selector(s) they should include this information in their personal statement.

Assessment of the application is sensitive to the different experiences of students with a disability or specific learning need, and takes into account their response to the opportunities and challenges they have encountered.

While the application process is sensitive to the experiences of students with a disability or specific learning need, it will not involve the lowering of academic standards as a reasonable adjustment. The process of putting in place reasonable adjustments is separate to that used to assess applications.

The School encourages applicants to declare a disability or specific learning need on their application form in order to identify support needs should they be made an offer. We also suggest to applicants that they include information about any disability or specific learning need in their personal statement if they wish the selector to be aware of it. GAO may ask offer holders to discuss their likely requirements with advisors in the School's Disability and Well-Being Service at an early stage.

Further information can be found at the [Disability and Well-Being Service \(DWS\) website](#).

11. Applicants declaring criminal convictions

Selectors disregard criminal convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974, unless the programme of study is subject to an exemption under that Act, as that may be the case, for example, if a student is likely to come into contact with children or vulnerable adults.

An applicant declaring a criminal conviction will first be considered on the basis of the criteria for assessment set out in the sections above. If the selector wishes to make an offer to an applicant with an unspent (or, in relevant cases, spent) conviction, the School will first gather additional information from the applicant and, where appropriate, from the appropriate bodies (for example, the probation service, the youth offending team or relevant academic institution).

The final decision of whether to offer a place to an applicant with an unspent criminal conviction or (where relevant) a spent conviction is made by relevant senior members of staff. For such an applicant, if admitted, the School reserves the right not to make the applicant an offer of a place in its halls. Anonymised information regarding the conviction will be shared with:

- The relevant Head of Department
- A Pro Director, usually the Pro Director for Education (Paul Kelly)
- Additional senior staff if deemed appropriate by the HoD and Pro Director

If, after considering the additional information about an applicant's criminal conviction/s the School considers it appropriate to offer a place of study, it will consider wider issues, including the safety and interests of all members of the School's community, to ascertain whether any additional measures need to be in place.

More detailed information regarding applicants with criminal convictions is held in the separate LSE Graduate Admissions Criminal Convictions Policy document.

12. Decisions and offers

Application data is used in the selection process for the purpose of comparison and as part of the holistic assessment of applications. LSE reserves the right to assess prior attainment within the context of academic judgement and discretion, but remains committed to fair and consistent consideration of all applicants

GAO communicates decisions to applicants quickly and clearly. The School endeavours to reach and communicate decisions within eight weeks of receipt of the complete application.

12.1. Standard offers

Offers are communicated to applicants via the [application tracker](#), email and post. The conditions of the offer are normally in line with our minimum entry requirements although Academic Selectors reserve the right to use their judgement and discretion to make specific offers above or, occasionally, below the requirement (refer to section 7.3.2 above on Special Cases). The selector may additionally require the student to attend and pass a summer School short course or to attain a higher English test score. GAO checks all offers to ensure that they are in accordance with this Policy and other relevant procedures.

The offer of admission and acceptance of a place applies to the specific degree programme that is named in the offer letter. The School will not allow a successful applicant to transfer from one programme to another after registration, unless it considers that exceptional circumstances apply.

12.2. Offer holders

Applicants receiving an offer will be sent an Offer Pack, containing information about next steps, life at LSE and links to LSE's regulations, conditions of registration, student policies and codes of good practice.

By accepting an offer of admission, the applicant agrees to abide by the rules and regulations of the School, and accepts that his/her relationship with the School is governed by English law and that the English courts have sole jurisdiction. Copies of the regulations can be found on the School's website [here](#).

13. Confirmation

Applicants who have accepted and met all the conditions of an offer can find information about the procedures and requirements for registering as student of LSE in their Offer Pack. Additional specific detailed information about registration and Welcome week at LSE is published online in the summer and can be found [here](#).

13.1. Confirmation

Applicants who narrowly miss the degree conditions of their offer should contact GAO with their final results. Their application will automatically be referred back to the Academic Selector(s) for reconsideration. The selector may choose to make a special case if the applicant has not reached the School's minimum requirement. Confirmation of an offer if a condition has not been met is not guaranteed.

13.2. Re-marks

If an offer holder meets the conditions of their offer following a re-mark, the offer made to them will be honoured and their place reinstated. This decision is subject to grade changes due to a re-mark being communicated to the School before the latest registration date for the programme.

13.3. Document verification and fraud

Offer holders are required to provide official proof of qualifications, either to meet the conditions of an offer or to verify previous study. Applicants must provide original or certified copies of documents, or arrange for them to be supplied directly from the awarding institution, and references must be supplied from official email addresses or be signed originals on institution headed notepaper. Offer letters state which documents are required. All documents must be provided before registration; we encourage applicants to send them to GAO in advance so that they can be verified before they arrive. Information on how to certify copies of qualifications correctly can be found here:

lse.ac.uk/study-at-lse/graduate/offer-holders/what-next/confirming-your-offer-of-admission

The School reserves the right to reasonably refuse an application; lay down such conditions as it sees fit for admission; and terminate, with immediate effect and without appeal, the registration of an individual who is subsequently discovered to have omitted or falsified relevant facts or information concerned with his/her application. The School also reserves the right to pass information to interested parties such as UKVI where an application is deemed fraudulent.

14. Changes to and discontinuation of Programmes

In compliance with the Competition and Markets Authority (CMA) [guidance](#) the School

publishes information on all changes to and discontinuation of modules and programmes on its website. Departments also send details of any material changes to programmes to offer holders as soon as they are agreed. We publish a guide to students' rights as consumers covering all relevant updates: lse.ac.uk/study/CMA/home.aspx

15. Appeals and complaints procedures

The School is committed to the fair and professional handling of complaints. The School will consider appeals if it has reason to think that the decision in question:

- is based on a flawed procedure; or
- is in some way unlawful; or
- did not take account of exceptional circumstances, which had not previously been brought to the School's attention for a good reason at the time of application.

An applicant cannot challenge the academic judgement of an Academic Selector, or other suitably qualified person who, under this Policy, assesses an application.

The responsibility for providing accurate information regarding qualifications (grades and/or levels) and other details in relation to their application lies with the applicant and their previous place of education. The School cannot accept responsibility or compensate for incorrect information submitted through the online application by the applicant, unless it is advised of such errors before it has made its decision.

An appeal must be made in writing to the Office within 10 working days of an applicant receiving an admissions decision. It must set out the grounds for the appeal. The Head of Admissions, or suitably qualified nominee of the Head of Admissions will consider these grounds and inform the appellant of his/her decision in writing.

16. Data Protection

All applications made are subject to the 1998 [Data Protection Act](#) (DPA).

The information provided in the application will only be used for admissions purposes and will form part of the student's record if they accept a place. The information will be confidential between the applicant, LSE and any other parties the applicant has consented to as part of the application process LSE may have to release information to authorised outside agencies, such as the police or the Home Office, to prevent or detect fraud.

Communications between the applicant and LSE graduate admissions are conducted by staff who have received relevant training.

In accordance with the Data Protection Act (DPA) an applicant may request to see any personal data held by us. To do so an applicant must submit a formal request, a fee and proof of ID. The School will release the data within 40 days of the request.

lse.ac.uk/intranet/LSEServices/Legal%20Team/dataProtection/Home.aspx

Review schedule

Review interval	Next review due by	Next review start

Version history

Version	Date	Approved by	Notes

Links

Reference	Link

Contacts

Position	Name	Email	Notes

Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	