THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Student

Undergraduate Admissions Policy

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1. Introduction

The London School of Economics Admissions Policy applies to all undergraduate admissions for entry in the academic year 2025/6. LSE's admissions policy is set by the Education Committee, where necessary with the agreement of the Council, which is the governing body. The Board receives guidance in this role from Admissions Tutors, Admissions Managers and the Pro Director for Education.
This policy provides information on 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 principle aims of the School's admissions policy are:

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

2.2. Widening Participation

LSE has long been committed to widening access to higher education and seeks to attract the highest calibre students from a wide range of backgrounds. LSE Strategy 2030 maintains the commitment to diversifying the School's intake from underrepresented groups by enhancing Widening Participation programmes. LSE's OfS Access and Participation Plan (APP) underlines the schools commitment to widening participation for 2025 entry.

2.3. Equality and Diversity

Equity, diversity and inclusions is a key priority in LSE Strategy 2030:
LSE's outstanding strength is the international diversity of its staff and students, drawing on talents and perspectives from all places and all backgrounds. All that we do will reflect the importance we place on equity, diversity and inclusion, ensuring that LSE is a stimulating and supportive environment for work and study, and recognised as a place for serious debate where diverse viewpoints are respectfully but rigorously contested.

Furthermore, LSE is committed to fulfilling its legal obligations under the Equality Act, which, in specific regard to the application process is 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 and potential.

2.4. Related regulations and policies

The admission policy and procedures comply with relevant legislation and is in accordance with the following:

- London School of Economics Strategy 2030
- London School of Economics Access and Participation Plan
- London School of Economics policy on supporting disability
- London School of Economics Equality and Diversity Policy

3. Admissions Principles

3.1. Fair Admissions

LSE's policies and procedures for admissions aim to be fair, transparent and consistent. The admission policies and procedures are in accordance with relevant legislation affecting the admission of students and meets 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) and the UUK Fair Admissions Code of Practice, to which LSE is a signatory.

The School seeks to admit 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 the UCAS application:

- academic achievements and qualifications (achieved/predicted), including GCSE grades (or equivalent), A level grades (or equivalent), and/or other accepted qualifications
- personal statement
- academic reference

Applicants may be asked to provide additional information about themselves (for example, an academic reference) or the qualifications they have taken, such as an Access or Foundation course. Applicants for certain programmes may also be asked to sit additional tests (e.g. LNAT for LLB Laws).

3.2. Gathered Field

Applications received by the 15th January deadline will considered equally. In order to give fair and equal consideration applications may be held as part of a gathered field alongside all 'on-time' applications. All decisions will be made by the 15th May at the latest. UCAS publishes a full list of application and reply deadlines.

3.3. Review

The School monitors procedures and regularly reviews and updates admissions policies and procedures.

3.4. Training

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

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 Undergraduate Admissions team, following UKCISA guidelines.

The Director of Planning controls the numbers admitted, producing offer targets based on the target number of places set by the School. The Planning Division produce an annual report on the year's admissions activity, highlighting any issues that may need resolution.

The Pro-Director for Education approves the standard entry criteria for all degree programmes.

4.2. Undergraduate Admissions Office

The Undergraduate Admissions Office ('the Office') 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 the Office:

- advises on admissions procedures, offer numbers and academic qualifications;
- assigns Home or Overseas fee status;
- checks that admissions decisions are lawful, fair, equitable, procedurally sound and in accordance with the permitted numbers;
- corresponds with applicants within UCAS rules and advises on registration;
- administers key processes such as verification of qualifications and visa/CAS processes;
- keeps a record of all transactions.

4.3. Admissions Specialists

LSE operates a centralised admissions process with Admissions Specialists acting as Academic Selectors by delegation from departmental Admissions Tutors. Their role is to:

- advise on the creation of, and changes to, standard entry requirements and selection criteria;
- make admissions decisions (offer, reject) on all candidates passed to them by the Admissions Administrators against agreed selection criteria;

- liaise with Academic Selectors on complex cases.

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 Home and Overseas students on each programme of study. This system therefore involves two selection processes for each programme (i.e. one for Home students, and another for Overseas students) although it is important to note that the entry requirements are the same for both groups of applicants.

The number of undergraduate places available each year at LSE for Home students is usually approximately 950. The number of undergraduate places available each year to Overseas students is usually approximately 950.

LSE receives many more applications from highly qualified candidates than there are places available. In 2024 approximately 28,000 applications were received. The level of competition for places is intense, and therefore, the School is unable to make offers to many of these highly qualified candidates.

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 prospectus is produced approximately 21 months before the point of registration for the group of students concerned and is correct at the time of publishing. Information contained in the 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 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 undergraduate study should contact Student Recruitment and Marketing in the first instance.

Website: Meet, visit and discover LSE
Live Chat: https://lseportal.force.com/support/s/prospective-students-live-chat
Phone: (0044) 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.

Applicant enquires, once an application has been made, can be made directly to Undergraduate Admissions.

Website: UG Admissions
Knowledge Base:
https://lseportal.force.com/admissions/s/topic/0TO8d000000oWtSGAU/undergraduate-admissions
Phone: +44 (0) 20 7955 7125

During busy periods there may be a delay in responses, however we endeavour to respond to all enquiries within 5 working days wherever possible.

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-wellbeing@lse.ac.uk
Phone: +44 (0) 20 7955 7767

7. Applications

Note that 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 as part of a gathered field.

7.1. The application process

All applications to LSE's undergraduate programmes must be made via the Universities and Colleges Admissions Service (UCAS).

- Once an application has been received, the applicant is assigned to an *Admission Assessor* who acts as the main point of contact throughout the application process.
- The *Assessor Team* make a preliminary assessment of applications to identify and respond quickly to applicants with no prospect of success (i.e. those that do not meet the minimum programme entry requirements).
- Following the preliminary assessment, the remaining applications are passed on to the *Admissions Specialists* for further consideration.
- The *Admission Specialists* consider the remaining applications, consult with departmental *Academic Selectors* where necessary, and make the final admissions decisions.
- Once made, decisions are communicated quickly to applicants via UCAS Hub and email.
- Should any information on the completed application form be unclear, the applicant will be contacted directly.

- Throughout the application process applicants receive regular email updates regarding the status of the application.

7.2. Entry requirements

As a minimum requirement applicants are expected:

- to have achieved a minimum grade B or grade 6 in both English and Mathematics GCSE (or equivalent), with the exception of Psychological and Behavioural Science, which requires a minimum grade A or grade 7 in Mathematics;
- to fulfil the standard entry requirements for specific courses, including any pre-requisite subject areas.

LSE's Undergraduate Guide and website provide detailed information on entry requirements and admissions procedures, including:

- the entry requirements for each individual degree programme
- the suitability of A level subjects, individually and in combination
- the suitability of overseas, vocational and non-traditional qualifications
- the acceptability of English language qualifications (for non-English language speakers)

The School does not use the UCAS tariff in terms of admissions criteria and procedures. It continues to require specific grades in particular subjects in acceptable academic qualifications.

7.3. English Language Proficiency

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

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

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 and before the end of August in the year of admission.

7.4. Retakes

The School prefers applicants who have achieved high grades in their AS and A level studies (or equivalent) on their first attempt. Examination resits are normally considered as less competitive although extenuating circumstances are taken into consideration.

7.5. Multiple applications

Applicants who make applications to more than one programme at the School within the same cycle will be considered for all programmes applied to. However an applicant would receive only one offer from the School.
Applicants who make repeat applications across different cycles will be considered

independently without influence of previous admission decisions.

7.6. Deferred entry – applications

The School accepts applications for deferred entry limited to a single year. Equal consideration is given to deferred entry applicants. Two year requests for deferred entry will not be considered.

7.7. Second year entry

Direct entry to the second year of an undergraduate programme at LSE is highly unusual due to the specialised, and progressive structure, of the School's programmes of study. Several departments do not accept any students into the second year of undergraduate degree programmes, whilst other departments may consider applicants requesting direct entry to the second year on an individual basis. Further information about second year entry criteria can be found here.

Applications for direct entry to the second year should be made through UCAS by the 15th January. In addition to meeting the entry criteria for second year entry a place can only be offered if there is space on the programme in question.
The School does not permit direct entry into the third year of any LSE programme.

7.8. Contextual information

Please note that this section applies to UK students only.
The School uses contextual information to allow for fair and equal consideration of applications. In addition to qualifications, personal statement and reference contextual information is used to assess academic merit and potential. This information allows selectors to assess academic performance within a wider educational and social context, to identify and compare similar applicant cohorts, and to identify applicants with Widening Participation (WP) indicators.

The following educational and social contextual information is flagged for Home UK applicants and is considered holistically alongside all other application data:

The following nine pieces of contextual information will be flagged for the attention of the admissions selector:

1. Care experienced (This means you will have spent time living with foster carers under local authority care, in residential care (e.g. a children's home), looked after at home under a supervision order, or in kinship care with relatives or friends, either officially (e.g. a special guardianship order) or informally without local authority support). This information is self-declared on the UCAS form and verified at a later stage.

2. The performance of the school/college where the applicant took their GCSEs (or equivalent qualification). Specifically, where the school's or college's performance is below the national average.

3. The performance of the school/college where the applicant took their A-levels (or equivalent qualification). Specifically, where the school's or college's performance is below

the national average.

4. The home postcode of the applicant is compared against the TUNDRA dataset. The Office for Students (OfS) assess how likely young people from different postcodes are to progress to Higher Education. We will flag applicants with postcodes in quintiles 1 and 2 (the 40 per cent least likely to progress to Higher Education). The Office for Students has a TUNDRA postcode checker on their website: https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/search-by-postcode/

5. The home postcode of the applicant is compared against the IMD (Indices of Multiple Deprivation) dataset. We will flag applicants with postcodes in quintiles 1 and 2 (the 40 per cent most deprived areas). The UK Government has this postcode checker for English postcodes on their website. For the IMD classification of Northern Irish postcodes see this postcode checker; for the IMD classification of Scottish postcodes see this postcode checker; and for the IMD classification of Welsh postcodes see this postcode checker.

6. Participation in an intensive LSE Widening Participation (WP) programme. We will flag applicants who have completed LSE Springboard, LSE Thrive, LSE Pathways to Law or LSE Pathways to Banking and Finance.

7. Participation in any Sutton Trust Pathways programme at any UK university. This includes Pathways to Engineering, Pathways to Medicine, Pathways to Law (in-person or online), Pathways to Banking and Finance (in-person or online), and Pathways to Consulting online.

8. Where a student is known to have been eligible for Free School Meals (FSM) in the previous six years.

9. Other individual circumstances that may have disrupted or adversely affected an applicant's education and achievement, as outlined in an Extenuating Circumstances Form.

How is contextual information used?

Applicants who have been flagged for the attention of the admissions selector will receive additional consideration. The selector may use this information in the following ways:

- to make an applicant a standard offer where the applicant's academic record (e.g., GCSEs/AS levels or equivalent) or personal statement may be marginally less competitive than the cohort overall

- to make an applicant a standard offer where the applicant is predicted marginally below the usual entry requirements

- when making confirmation decisions for offer holders that have marginally failed to meet the entry criteria (usually this means one grade below the standard entry requirements).

Eligibility for Contextual offers

Eligible students (Home UK students flagged with a home postcode that is classified as TUNDRA Quintile 1, as care experienced, as eligible for Free School Meals, or a participant in a specified LSE WP programme or a Sutton Trust Pathways programme), *may* be considered for

a **contextual offer.**

The contextual offer will be one grade lower than the standard offer for the programme (with the exception of LLB Laws, BA/BSc Anthropology, BA Geography, BSc Geography with Economics, BSc Environment and Development, BSc Environmental Policy with Economics, and BSc International Social and Public Policy, where the contextual offer will be 2 grades lower than the standard offer). Any mathematics requirement must still be met.

All academic departments are participating in the contextual offer scheme.

The contextual offer grades are listed alongside the standard offer A-level and IB entry requirements on the relevant programme pages.

Contextual information is used as part of the holistic admissions assessment and applicants are assessed alongside all other similar applicants, therefore having a contextual flag does not guarantee that an offer will be made.

7.9. Applicant extenuating circumstances

Extenuating circumstances affecting applicants should be declared by the referee in the reference or sent separately by email. LSE may request further information and evidence to confirm the extenuating circumstances. Extenuating circumstances should detail how the circumstances have affected previous academic achievements or exam performance. Unsuccessful applicants are welcome to send in extenuating circumstances following a decision; however we cannot guarantee that the original decision will be overturned. Please see the appeals section for further information.

7.10. Admissions Tests and interviews

The School does not usually require applicants to undertake additional assessment or to attend an interview for most programmes. The exception to this is the Law National Aptitude Test (LNAT) which is a requirement for the LLB Laws programme.

In some cases we will ask applicants offering some international qualification and some non-traditional qualifications, to take the LSE's Undergraduate Admissions Assessment.

The Undergraduate Admissions Assessment is used to assess applicants from non-traditional backgrounds. The UG Admissions Assessment gives the Admissions Selector the opportunity to see a sample of the applicant's original work, produced under examination conditions, and seeks to assess applicants from a variety of backgrounds in a fair and equitable manner.

The UG Admissions Assessment is usually held online at the end of March. The assessment is designed to test literacy and numeracy and consists of two sections, an essay, and tests of mathematical understanding. No special preparation is required. Past papers and further guidance can be found here.

To be considered further applicants should meet the minimum pass mark in each of the two sections. Selection is based on holistic assessment and therefore the full range of information presented by the applicant is considered in the decision making process. This means that applicants who perform well on the entrance examination are in competition not only with other similar applicants but also with the entire applicant pool.

7.11. Feedback

Applicants who are unsuccessful in securing an offer of a place at LSE are provided with basic feedback on the reason(s) for their rejection. Feedback is provided to the applicant directly and the School is unable to respond to feedback requests from third parties (the exception being anyone listed as the nominated contact on the UCAS application). Additional feedback is not given as standard under normal circumstances.

8. Offers

8.1 You must note and abide by the following conditions of our offer to you:

8.2 Our offer to you is based solely on the information that you supplied on your UCAS application, unless we have specifically stated otherwise in our offer to you. We will not consider any qualifications that you have not included or referenced in your UCAS application.

8.3 You must achieve, or have achieved, any qualifications which are, or were, finalised after your UCAS application, in a first sitting of the relevant assessment/s. For the avoidance of doubt, a "first sitting" means your first attempt at the relevant assessment/s.

8.3 You must not achieve, or you must not have achieved, any of your qualifications by studying, or having studied, a subject concurrently under two or more separate examination boards, and in doing, or having done, so you have relied on the highest of your marks.

8.4 You must confirm to us all your qualifications which had not been finalised at the time of your UCAS application by no later than **Wednesday 15th January 2025.**

8.5 If we require evidence of any of your previous academic qualifications, we will present our request in your offer letter to you. You must send any evidence which we request in your offer letter to you by no later than **Thursday 31st July 2025.**

8.6. If we stipulate in your offer letter to you that you must achieve an English language qualification, you must send evidence of a verifiable and acceptable English language qualification to us by no later than **Thursday 31st July 2025**. You must send this information to us in accordance with the format and procedures which are set out in our Offer Guide and on our Undergraduate Admissions webpages. Failure to do so may lead to LSE withdrawing your offer.

8.7 We reserve the right to rescind an offer at any stage of the process where you have failed to abide by any conditions of your offer to study with us, including but not limited to you failing to declare or evidence of any relevant qualifications:

- by a stipulated deadline; or
- in accordance with a required procedure; or
- in a format different to that which we have requested.

For the avoidance of doubt, "relevant qualifications" means any qualification that forms part of your UCAS application and/or fulfils part of your offer conditions.

8.8 You are responsible for complying with any conditions of our offer to you, including but not limited to you complying with any applicable procedures by which to submit information to us. We will not consider any information which you have submitted in your UCAS application to be certified, verified or finalised either for the purpose of our assessment of your application or to finalise our offer to you, until you have submitted it to us in accordance with the applicable procedures which are presented in your Offer Guide and on our Undergraduate Offer holder webpages.

9. Age on entry

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

The Office will send a list of successful candidates who are under 18 at the time of registration to 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.
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 in the three years leading up to their desired programme of study. Relevant study could consist of two subjects from the generally preferred list of A levels, technical or vocational qualifications, Open University credits, Access or Return to Study courses.

Further information for mature applicants can be found here.

10. 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 offering some international qualifications may be asked to sit the UG Admissions Assessment (UGAA). Details of whether this is required can be found in the relevant country pages.

10.1. 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 two categories of fee status, Home and Overseas and assessments are based on the information and affects 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 up 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.

Students that feel they have been incorrectly classified should submit a Fee Classification Questionnaire to the Undergraduate Admissions office no later than 31st October 2024.

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

10.2. Points-based Visa System

International students requiring further information on visas and immigration can contact the International Student Visa Advice Team.

11. 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.

Assessment of the application is sensitive to the different experiences of disabled students and takes into account their response to the opportunities and challenges they have encountered.

While the application process is sensitive to the experiences of disabled students, 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 specific learning needs or disability on the UCAS form in order to identify support needs should the applicant be made an offer. The Office may ask them 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) page.

12. Applicants declaring criminal convictions

Applicants over the age of 21 may be contacted by email and instructed to declare any relevant previous criminal conviction at the point of application. Instructions regarding how we define what is relevant are included in the email and published at http://www.lse.ac.uk/study-at-lse/Undergraduate/Prospective-Students/How-to-Apply/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).

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.

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 a group of relevant senior members of staff, normally convened by a Pro-Director of the School. For such an applicant, if admitted, the School reserves the right not to make the applicant an offer of a place in its halls

13. Refugees, Asylum Seekers and Forced Migrants

LSE welcomes applications from refugees, asylum seekers and forced migrants, and provides advice and guidance here. The School makes financial support available for refugees and asylum seekers who are made offers of a place at the School. Further information can be found here.

14. Care leavers

Care leaver status is used for contextual admission purposes in order to provide more information to better assess previous qualifications and achievements. Care leaver status is self-declared by the applicant in the UCAS form, however confirmation may be requested by the Admission Selector.

15. Decisions and offers

Application data will be 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

The undergraduate admissions office communicates decisions to applicants quickly and clearly. All decisions are made and communicated no later than 15th May, although the School endeavours to reach and communicate decisions by 31st March wherever possible.

15.1. Standard, non-standard and contextual offers

Offers are communicated to applicants via UCAS. The conditions of the offer are normally in line with published information although Admissions Selectors reserve the right to use their academic judgement and discretion to make 'non-standard' offers, for example in cases

where candidates are taking exams in two separate sittings over two years the offer may stipulate specific grades in specific subjects or contextual offers where an applicant has been flagged with one or more WP indicators (as described in section 7.8). The Office 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 a specific degree programme that is named in an offer. The School will not allow a successful applicant to transfer from one programme to another, unless it considers that exceptional circumstances apply.

15.2. Offer holders

Applicants receiving an offer will be sent an offer guide and invited to attend LSE's offer holder day. Further details can be found here.
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.

16. Confirmation

Applicants who have accepted and met all the conditions of an offer will be informed of procedures and requirements for registering as student of LSE. Information about registration at LSE can be found here.

16.1. Marginal Fail

Applicants who narrowly miss the conditions of their offer are considered as a marginal fail. Their application is automatically referred back to the Admission Selectors for reconsideration and is assessed in competition with all other marginal fail offer holders. There is no guarantee that a place will be confirmed at the School. The number of marginal fail offer holders to be offered a place will depend on the number of places available in any given year.
Decisions on marginal fail offer holders and the confirmation of places will be carried out during the week prior to the release of A Level results.

16.2. 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 where possible. If no vacancies are available for the current year of entry then the School reserves the right to make an alternative offer for what it considers in its academic judgement to be a suitable, and available, programme of study, or to offer a deferred place as an alternative. This decision is subject to grade changes due to a re-mark being communicated to the School by the stated deadline.

16.3. Offer Holder extenuating circumstances

Offer holders affected by extenuating circumstances must submit details by the stated deadline. These will then be taken into consideration by the Academic Selector during Confirmation.

16.4. Clearing

The level of competition at the School means that LSE does not typically participate in Clearing.

16.5. Offer-holders deferred entry

Offer-holders wishing to defer entry to the next year should contact the undergraduate admissions office outlining the reasons for deferring. Deferral requests must be received by the end of July and approval is not guaranteed.

16.6. Document verification and fraud

Offer holders are required to provide officially verified copies of qualifications, either as part of an offer or to verify previous study. Summer IB, A level, Pre-U and Scottish Higher results are typically verified through UCAS. For other qualifications, applicants are required to provide certified copies. Offer letters will state if certified copies are required and provide a deadline. Information on how to correctly certify copies of your qualifications can be found here.

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 UCAS and UKVI where an application is deemed fraudulent.

Information about UCAS's policy on fraudulent or misleading information can be found here.

17. 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 programmes on its' website here.

18. Appeals and Complaints procedures

The School is committed to the fair and professional and 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 Admissions Selector, or other suitably qualified person who, under this Policy, can assess 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 place(s)

of education. The School cannot accept responsibility or compensate for incorrect information submitted through UCAS 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.

Data protection notice

All applications made are subject to the 1998 Data Protection Act (DPA) up to 24 May 2018 and the General Data Protection Regulation (GDPR) from 25 May 2018.

The information provided in the application will only be used for admissions purposes within the School 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 where the School is legally obliged to provide the data or the applicant has consented to release of the data. As part of the application process LSE will sometimes have to release information to authorised outside agencies, such as the police or the Home Office, to prevent or detect fraud or to bodies like HESA who provide statistics on applications based on data from all UK universities.

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

In accordance with the Data Protection law an applicant may request to see any personal data held by us. Under the Data Protection Act, 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. Under the General Data Protection Regulation, there is no fee and the response will be within one month. Further information is available here:

https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Information-Rights-and-Management/Data-Protection

Review schedule

Review interval	Next review due by	Next review start
Yearly	September 2025	August 2025

Version history

Version	Date	Approved by	Notes
1.0	09/11/2018	Alex Ingold	
1.1	01/11/2019	Alex Ingold	
1.2	15/11/2019	Alex Ingold	
1.3	23/10/2020	Alex Ingold	

1.4	19/01/2021	Alex Ingold	Minor revision (dates)
1.5	20/08/2021	Alex Ingold	Update to Contextual Admissions + hyperlinks updated throughout
1.6	24/09/2021	Alex Ingold	Removed references to UK/EU (replaced with Home or Overseas throughout)
1.7	10/12/2021	Alex Ingold	Clause 15.2 amended
1.8	31/11/2022	Alex Ingold	Updated dates and link. Section 8 added
1.9	11/12/2023	Alex Ingold	Updated dates and added some additional detail to clause 10.1
1.10	16/07/2025	Alex Ingold	Updated dates and clause 7.8 (contextual admissions)

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	