

# GENERAL ACADEMIC REGULATIONS

These regulations are approved by the Academic Board. Last updated: July 2016

## General

1. These Regulations apply to all persons having registered for a course or programme of study at the School. They are made subject to the Articles of Association of the School and to the School bye-laws, where appropriate. Any disputes arising from the application of the Regulations shall be governed by the Laws of England currently in force.
2. In these regulations the following terms shall have the meanings given:
 

Assessment	An assessed element of a course such as an examination, essay, dissertation, field project, presentation etc.
Course	A distinct part of a programme comprising lectures, classes, seminars, workshops and / or other learning activities
Degree regulations	The Regulations for the Certificate, First Degrees, Diplomas, Master's Degrees, Research Degrees and their associated classification schemes, as appropriate
Qualification	An academic award such as a Certificate, First Degree, Diploma, Master's Degree or Research Degree
Programme	A whole programme of study, comprising courses, whether or not it is intended that it should lead to an award of the School
Repeat	In the context of assessment, an attempt at an assessment other than the first attempt, such as an examination re-sit or resubmission of a piece of written coursework
School	The London School of Economics and Political Science
Student	A person registered as a student of the School under these Regulations
3. Communications sent by the School to an individual student shall be regarded as applying only to that student.

## Admission

4. An applicant for admission shall be required to:
  - 4.1 satisfy, or to be formally exempted by the School from, the entry requirements prescribed for the programme concerned, and
  - 4.2 apply through the prescribed procedure and to comply with subsequent administrative requirements.
5. The School may offer a place to an applicant on the programme applied for or on any other programme, or reject the application. An offer of a place may be conditional on the applicant obtaining a particular set of qualifications, either at pass level or at particular levels of pass, before a date determined by the School.
6. Competence in the English language is required of all applicants. The School will determine the level of competence required of each applicant and may make its achievement a condition of admission.
7. The School may from time to time determine the age or ages below which it will not admit students or will not admit them without special consideration.

## Registration

8. A person who is not registered as a student shall not be entitled to take part in any activity in the School as a student.
9. The Academic Registrar may require any relevant documentation to be produced for inspection to establish the personal details and educational attainment of a person seeking registration.
10. A student is required to register annually during the programme of study, according to procedures determined by the Academic Registrar from time to time. The requirements for registration beyond initial registration are as follows:
  - 10.1 to have satisfied the academic requirements for progression from the previous year of study or to have been granted repeat teaching, and
  - 10.2 to have completed all forms and / or provided all information required by the School as part of the re-registration process, and
  - 10.3 to have paid all fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School, and
  - 10.4 not to have been barred from further registration at the time concerned by application of these or other Regulations.
11. Students are required to register in person at the School unless the Academic Registrar prescribes an alternative procedure.

12. Registration may be full or provisional. Full registration shall be valid until the end of the then academic year or until the end of the programme or until withdrawal or exclusion from the School, whichever shall be the nearer. Provisional registration shall last until such time as the School shall prescribe in each case.
13. Students are entitled to take part in all prescribed learning activities and to use all the relevant services of the School as set out from time to time, for the period of their registration.
14. On full registration the Academic Registrar shall provide the student with a registration card. Any member of staff of the School may require production of this card at any time to establish entitlement to enter the School or to take part in its activities. A replacement may be obtained for a lost or damaged card, on payment of a fee to be determined by the Academic Registrar from time to time.
15. Registration may be withdrawn at any time under these and other Regulations. After withdrawal a student is no longer entitled without special permission to use any facilities or services of the School or to receive any teaching or to be assessed.
16. A student may not register or remain registered, without the special permission of the School, if simultaneously registered for another programme of higher education.

### **Programme Interruptions**

The School may at its discretion permit an undergraduate or taught graduate student to interrupt his / her studies on grounds of illness or other relevant cause for a period of up to one year. In very exceptional circumstances, the School may permit a further interruption of up to one year. Requests to interrupt are usually only authorised on submission of evidence of exceptional circumstances. Guidance on requesting interruptions and responsibility for approval is published on the Student Services Centre website <http://www.lse.ac.uk/intranet/students/supportServices/studentServicesCentre/Home.aspx>.

### **Programme Transfers and Variations**

17. The School may allow a student on a taught programme to transfer from one programme to another within the School. Such permission will be given only on the recommendation of the directors for the student's current programme and for the programme into which s/he wishes to transfer.
18. In exceptional circumstances, the School may allow a student to vary his / her taught programme by substituting a course or courses up to the value of one full unit from another programme. Such permission will be given only on the recommendation of the programme director.
19. A student may only change the courses for which they have initially registered within the published timeframe in each of the Michaelmas and Lent Terms. The School will not permit a student who has attended teaching during MT to drop MT half unit course(s) or full unit courses for which they have received teaching in the MT during a LT course change period.

### **Boards of Examiners**

20. The School will establish a School Board of Examiners for undergraduate programmes and a Graduate School Board of Examiners for taught graduate programmes. Each programme and course will be the responsibility of a departmental Sub-Board of Examiners which will report to the relevant School Board. The Law Board of Examiners uniquely serves as both a sub-board and school board for students studying on LLB and related degrees.
21. Each Sub-Board of Examiners shall include examiners who are not members of staff of the School, who shall have regard to the totality of each programme.
22. Assessment procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
23. Each board of examiners shall ensure inter alia that the application of approved classification schemes shall have regard to the totality of the programme and to the requirements for progression within it, and to the requirement for each student to achieve a satisfactory overall standard.

### **Assessment**

24. By registering with the School a student agrees to be entered for assessment on the courses s/he is taking, at the time and place set by the School and by the methods prescribed in the degree and programme regulations and in the School Calendar Course Guides.
25. A student is required to attend to his / her studies by attending classes, seminars, workshops, supervision sessions or other prescribed learning activities and producing promptly the written work required. Dereliction will result first in a warning, and if continued will result in exclusion from assessment or from the School as appropriate.
26. Students are bound by the regulations in force at the time of their first entry to the examination or other assessment, including the individual programme regulations.

27. The method(s) of assessment for each taught course and the weighting of each method of assessment will be specified in the Course Guides. In addition to the methods of assessment as stated in the Course Guides, examiners / markers, at their discretion, may exceptionally test any student by means of an oral examination.
28. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all students.
29. No fee is payable for the first attempt at an assessment.
30. Examinations take place in the week preceding the Lent Term and throughout the Summer Term. Students are required to be in attendance at the School for the duration of the periods in which their examinations take place and to be available until the end of the Summer Term. Students on 12 month Master's programmes are also expected to be in attendance throughout the dissertation period.
31. Where a course is assessed wholly or partially by examination, the examination will take place once per academic year. If a student is required to re-sit an examination or defers an attempt at examination, the next opportunity will normally be in the next academic year during the equivalent examination period as the original failed or deferred attempt.<sup>1</sup>
32. Where a course is assessed wholly or partially by a method other than a formal examination, the work submitted must be certified to be his / her own, is in accordance with the School's Statement on Editorial Help for Students' Written Work and does not contravene the Regulations on Assessment Offences: Plagiarism.
33. A student will be assessed in each course, unless s/he has deferred or withdrawn under these Regulations. A student will not be re-assessed in any course which s/he has already passed<sup>2</sup>. A student will not normally be re-assessed in any course s/he has failed if an award has been made.
34. Students who make no serious attempt<sup>3</sup> at a summative assessment, such as being absent from an examination or failing to submit another form of assessment, will normally have that assessment counted as an attempt.
35. All students are governed by the Regulations on Assessment Offences: Plagiarism and Regulations on Assessment Offences: Offences Other Than Plagiarism.

#### **Adjustments to Assessment, Deferrals and Exceptional Circumstances**

36. The School shall establish a procedure for determining reasonable adjustments to assessment for students with a disability, long-term medical condition or who experience an acute illness or injury during an assessment period.
37. Unless they receive written instructions from the Student Services Centre to do so, e.g. in the case of a specific learning difficulty, examiners / markers shall assess work without referring to medical and / or exceptional circumstances.
38. All students are required to sit examinations in London in accordance with the examination timetables which are published annually. By attending an examination, the School considers the student to be declaring themselves fit to sit.
39. The School has established a set of procedures which students may access if they face exceptional circumstances which affect examinations or other forms of assessment:
  - 39.1 A student may request to defer one or all of their assessments. Requests must be made to the chair of the relevant Sub-Board of Examiners prior to the examination(s) or the submission deadline(s). The School will not normally allow a student to defer more than one assessment, unless the student defers all assessments which were due in that assessment period.
  - 39.2 A student requesting a second deferral in one or more assessments must obtain approval from both the Chair of the Sub-Board of Examiners and the Chair of the relevant School Board of Examiners. Students who have deferred their assessments once may only be given permission to defer for a second (or additional) time all originally deferred assessments - they will not be allowed to split their assessment load across different years. This ban on splitting the assessment load through deferral also applies to students required to repeat more than one assessment.
  - 39.3 A student may be permitted to sit an examination overseas. The criteria permitting students to sit their examinations overseas shall be limited to serious, sudden and unforeseen injuries / medical conditions, the death of a close relative or other person where there is clear evidence that the event would have a similarly devastating effect or other circumstances which, in the School's view, would make it inadvisable for the student to return to the UK. The School will not agree to a request which is based solely on the student's personal convenience or the cost of travelling to London.
  - 39.4 A student may inform a board of examiners about exceptional circumstances that may have affected their assessment(s). Such circumstances would normally be sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question.
  - 39.5 In very exceptional circumstances, a student may request a special examination provision. Such provision will only be considered for students who are left unable to graduate or progress as a result of a very serious injury / medical condition or death of a close relative which prevented them from attempting an examination.

Full details and guidance on the procedures are published on the Student Services Centre website:

<http://www.lse.ac.uk/intranet/students/supportServices/studentServicesCentre/Home.aspx>.

### Re-assessment

40. A student being re-assessed must take assessments for the same courses as s/he attempted previously, unless s/he obtains permission from their department and the Repeat Teaching Panel and satisfactorily completes courses for different assessments.
41. A student proposing to repeat an assessment or attempt a deferred assessment when not registered for the course concerned shall enter for that assessment by the means set from time to time by the Academic Registrar or his / her designated deputy.
42. A student who repeats an assessment when not registered at the School will be required to pay a fee determined by the School from time to time. A student who for medical or other reasons approved by the School does not attempt an assessment while in attendance at the School may be permitted to attempt such an assessment at the next time it is normally offered, without payment of a fee, whether or not in attendance at the School.
43. Results obtained following a repeated attempt at assessment always supersede any previous attempt. Academic transcripts will show the course results of all attempts at assessment, unless discounted on the basis of exceptional circumstances, as described in paragraph 38.4.

### Eligibility for Award

44. To be eligible for the award of a qualification a student must:
  - 44.1 have completed to the satisfaction of the School the programme prescribed by the School for the qualification concerned, and
  - 44.2 have shown a competent knowledge across the programme of study taken as a whole; and
  - 44.3 have met all requirements set out in the General Academic Regulations, Degree Regulations and Programme Regulations.
45. A student will be awarded a qualification under the relevant classification scheme at the first point at which s/he becomes eligible. Students eligible for award with unredeemed failed assessments will not be given the opportunity to repeat the failed assessments.
46. A student upon whom a qualification has been conferred ceases to be eligible for consideration for any further award arising from that programme.
47. No student will be recommended for the award of any qualification who has not settled any outstanding academic debt with the School or who has not made acceptable arrangements to settle any such account, and neither will any information on such a person's academic performance be communicated to that person or to any third party save as required by law.

### Late Submission of Summative Coursework

48. Where a course includes or is assessed by coursework, all students must be given clear written instructions on what is required and the deadline for its submission. Deadlines must not be set for a working day preceding a non-working day.
49. If a student believes that s/he has good cause not to meet the deadline (e.g. illness) s/he should first discuss the matter with the course teacher and, if necessary, seek a formal extension from the chair of the Sub-Board of Examiners.
50. If a student misses the deadline for submission but believes s/he has had good cause which prevented him/her notifying the department in advance, s/he should first discuss the matter with the course teacher and, if necessary, seek a formal extension from the chair of the Sub-Board of Examiners.
51. Extensions will normally only be granted where there is a good reason backed by supporting evidence (e.g. medical certificate). Any extension must be confirmed in writing to the student.
52. Some departments operate a special local process for considering requests for extensions to submission deadlines, or for considering whether to apply a penalty for work submitted late in light of good cause. Where these processes are in place, they will be set out in the relevant departmental student handbook. For the avoidance of doubt, it is only the process for considering whether to grant an extension or to waive a penalty that may vary; the standard penalty for late submission of coursework set out at paragraph 52 will apply uniformly across all programmes.
53. If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalty will apply:  
Five marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. Different regulations apply to coursework submission for course LSE100.

### Information about Assessment Results

54. A list of students who have successfully completed their programme and have received an award will be published by the School each year.

55. Following each diet of assessments of taught courses, students may request an intermediate transcript of his / her marks or grades obtained at those assessments.
56. A certificate of award will be despatched to each student who is awarded a qualification. The certificate will state the title of the qualification and the date of conferment.
57. The School will provide a final transcript of marks or grades awarded for taught courses to every student on completion of the programme.

## Copyright

58. Copyright in lectures is vested in the lecturers. Notes taken at lectures may be used only for the purpose of private study. Lectures may not be recorded without the lecturer's permission. Any recording permitted is subject to the conditions (if any) imposed by the lecturer and may not be used for anything except the student's private study.

## Grievances and appeals

59. A student dissatisfied with any aspect of teaching provided by the School may pursue his / her case through the Principles and Procedures for the Consideration of Student Complaints, unless the substantive subject of the grievance is covered by a separate procedure such as that on sexual harassment.
60. An undergraduate or taught graduate student may appeal against the decision of the examiners concerned, as set out in the Appeals Regulations. A research student may appeal against a decision to terminate registration, a decision not to upgrade to PhD or the result of an MPhil or PhD examination, as set out in the Appeals Regulations for Research Students. Appeals against the academic judgment of the examiners are not permitted.
61. There is a right of appeal to the School against a decision under paragraph 25 to exclude a student from assessment.

## Notes

<sup>1</sup>The exceptions are Law students on the first or second year of the LLB programme, where Autumn repeats are required in order to comply with Law Society requirements for progression.

<sup>2</sup>The exceptions are research students who may be permitted to repeat a course required for progression which does not contribute to an award. Such students are entitled to one further attempt only.

<sup>3</sup>Decisions on what counts as a serious attempt will be determined by the Sub-Board of Examiners in consultation with the relevant internal and external examiners. Such decisions must be ratified by the School Board of Examiners or Graduate School Board of Examiners, as appropriate.

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See the [Calendar](#) for further information about Programme Regulations, Course Guides, School and academic Regulations.