

# The London School of Economics and Political Science



## School Regulations 2013-2014

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# The London School of Economics and Political Science

## 2013-2014: School Regulations

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# CONDITIONS OF REGISTRATION - 2013/14 ENTRY

*Last updated: July 2013*

The School and University regulations relating to your programme are set out in your “LSE for You” account and the School Calendar ([www.lse.ac.uk/calendar](http://www.lse.ac.uk/calendar)), together with the Rules of the Library, Conditions of Use of IT Facilities, and all other School and University regulations ([www.lse.ac.uk/resources/schoolRegulations](http://www.lse.ac.uk/resources/schoolRegulations)).

Please note that the School may make minor changes to its regulations, rules, codes and conditions after you have accepted your offer of a place. We will notify you of these changes via email by the end of the second week of Michaelmas Term. Your acceptance of the terms and conditions on the Student Verification Form binds you to abide by all of these and to the following Conditions of Registration:

1. You agree to your relationship with the School being governed by English Law and to the English Courts having exclusive jurisdiction over any legal matter.
2. You agree to stay in London or within reasonable distance of the School during term time (for term dates, please see the School Calendar). If for any reason you need to be absent from the School during term time, you will first consult your academic adviser/supervisor. If you are to be away for more than a fortnight, you agree to inform the Student Services Centre in writing before you go. Email notification is acceptable to both your academic adviser/supervisor and the Student Services Centre.
3. If you are a non-EEA national studying in the UK with student immigration permission, you must abide by the terms of your visa, as defined by the UK Border Agency.
4. You agree that if you are away from the School through illness, you will inform your academic adviser/supervisor. If you are away for more than a fortnight, you will send a medical certificate to the Student Services Centre.
5. You agree that if you change your place of residence you will inform the Student Services Centre via your “LSE for You” account of your new address details as soon as the change occurs.
6. You agree that you are liable for fees while you are in registration at the School, including any fees which a sponsor has agreed to pay on your behalf. You agree that if you decide to withdraw from or interrupt your studies, no refund of fees can be made until you have notified the Student Services Centre of your decision in writing. If you withdraw from your programme, you will be charged fees up to the Friday after the last day of attendance. If you have been granted permission to interrupt your studies from the Lent Term or the Summer Term, you will be charged fees for the term(s) you have already completed.
7. You agree that if you change your registration status (e.g. move from full-time to part-time study, or withdraw from your programme), fees will be charged on a pro rata basis as appropriate according to the date on which official permission for the change was given.
8. You agree to pay tuition fees in full or in instalments as arranged with the Fees Office ([lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Home.aspx](http://lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Home.aspx)). You accept that if you fail to pay tuition fees by the due date, this will invalidate your registration. You accept also that if you are in debt to the School for tuition fees the School may end your registration and/or withhold official certification about your progress at the School, information about your results and any academic award made to you.
9. You accept that LSE collects and processes certain information on its students for essential administrative, academic and health and safety reasons. This information is treated in strict confidence, and is covered by the Data Protection Act. In particular, the School will use your personal information for its approved purposes only, and will not pass it to unauthorised third parties without your explicit consent. It will form the basis of records of registered students supplied to the Higher Education Statistical Agency (HESA), which is owned and managed by the universities to provide statistics for the Higher Education Funding Councils and the universities. Further details are set out at [lse.ac.uk/aboutLSE/dataProtection/collectionNotices.aspx](http://lse.ac.uk/aboutLSE/dataProtection/collectionNotices.aspx)
10. Your LSE email account will be used for a variety of essential communications, including information on payment of your tuition fees. The School will assume that you open, read and act upon these emails.
11. On all matters connected with School and University regulations, you should contact the Student Services Centre for guidance. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing. In particular, you should always ask for written confirmation of any information relating to your tuition fees.
12. You should not expect academic advisers/supervisors to be familiar with all regulations, about which you should seek clarification from the Student Services Centre.
13. You should not expect academic advisers/supervisors to pass on to the Student Services Centre information about your plans or, where applicable, about exceptional (mitigating) circumstances relating to your exam performance. It is your own responsibility to do so within the published deadlines.
14. As a member of LSE's Students' Union, you are also a member of the University of London Union (ULU), which is the union that represents all students studying at a college within the University of London. You agree that the School can pass on your name and LSE email address to ULU for the purpose of registering you to vote in the ULU elections.
15. The School considers academic integrity to be of the utmost importance. You agree that all your assessed coursework (essays, projects, field reports, literature reviews, etc) may be analysed by plagiarism detection software<sup>1</sup>.
16. You accept that while any assessment offence allegation made against you remains outstanding, the School may withhold official certification about your progress at the School, information about your results and any academic award made to you.
17. Neither the School nor you will be liable for failure to perform any obligations to each other if it arises from force majeure, including acts of God, war, terrorism, industrial disputes (including disputes involving the School's employees), pandemic, fire, flood, tempest and national emergencies. If either the School or you seeks to rely on this clause, they shall ensure that disruptions are kept to a minimum.

## Notes

<sup>1</sup> Copies of all papers submitted to the software will be retained as source documents in the iParadigms reference database solely for the purpose of detecting plagiarism. Use of the Turnitin UK service shall be subject to such Terms and Conditions of Use as may be agreed between iParadigms and LSE from time to time and posted on the Turnitin UK website.

# GENERAL ACADEMIC REGULATIONS

*These regulations are approved by the Academic Board.*

*Last updated: July 2013*

## 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:
 

<i>Course</i>	A distinct part of a programme comprising lectures, seminars and/or other learning activities
<i>Degree regulations</i>	The Regulations for First Degrees, Master's Degrees, the MPA degree, Diplomas or Research Degrees, as appropriate
<i>Programme</i>	A whole programme of study, comprising courses, whether or not it is intended that it should lead to an award of the School or of the University
<i>School</i>	The London School of Economics and Political Science
<i>Student</i>	A person registered as a student of the School under these Regulations
<i>University</i>	The University of London
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
  - 4.1 to satisfy, or to be formally exempted by the School from, the entry requirements prescribed for the programme concerned, and
  - 4.2 to 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, and
  - 10.2 to have completed all forms 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 the University 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. Registration shall be effected 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.
17. A student is required to attend to his or her studies by attending classes 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.

## Assessment

18. By registering the student agrees to be assessed on the courses being taken, at the time and place set by the School and by the methods prescribed in the degree, programme and course regulations.
19. Registration shall constitute entry for the examinations and/or other assessment in question, subject to Regulations 15 and 17.
20. The School shall from time to time determine the conditions on which a student, on production of appropriate evidence, may be allowed additional time for an examination or assistance of a personal or technical nature or examination separate from other examinees.
21. A student wishing to place before the examiners any evidence of special factors adversely affecting performance in assessment must do so on or before the due date published for the submission of such evidence.
22. All students shall be governed by the Regulations on Assessment Offences: Plagiarism and Regulations on Assessment Offences: Offences Other Than Plagiarism.
23. To be eligible for the award of a degree, diploma or other qualification a student must
  - 23.1 have completed to the satisfaction of the School the programme prescribed by the School for the qualification concerned, and
  - 23.2 have satisfied the examiners in all elements of assessment prescribed for the qualification concerned and have shown a

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competent knowledge across the programme of study taken as a whole.

24. No person will be recommended for the award of any qualification who has not settled any account outstanding with the School or the University or who has not made acceptable arrangements to settle any such account, and neither will any information on such a person's examination performance be communicated to that person or to any third party save as required by law.

#### Grievances and appeals

25. A student dissatisfied with any aspect of teaching provided by the School may pursue his or 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.
26. A student dissatisfied with the result of any assessment may appeal against the decision of the examiners concerned, as set out in the Appeals Regulations. Appeals are not permitted against the academic judgment of the examiners.
27. There is a right of appeal to the Director against a decision under Regulation 17 to exclude a student from assessment.

#### Termination of registration

28. A student shall cease to be a student of the School if any of the following conditions apply:
- 28.1 completion of the programme of study for which he/she was registered
  - 28.2 voluntary withdrawal from the programme for which he/she was registered
  - 28.3 failure to satisfy the academic requirements for the successful completion of a year or other stage of a programme, unless permitted to re-register by the School which may attach conditions to such re-registration
  - 28.4 failure to satisfy the requirements for registration or re-registration
  - 28.5 expulsion under the disciplinary procedure for students.
29. The Director shall have the power to terminate the registration of any student as from the beginning of any term on any of the following grounds:
- 29.1 the student's lack of ability or of industry, or failure in an element of assessment relating to the programme on which he or she is registered;
  - 29.2 failure, without adequate reason, to enter for an element of assessment after completing the normal course;
  - 29.3 any assessment offence admitted by the student or established under the Regulations on assessment offences: Plagiarism or the Regulations on assessment offences: Offences other than plagiarism;
  - 29.4 any other good academic cause;
  - 29.5 failure to have paid all fees and charges due to the School or to the University or to have provided guarantees of such payment satisfactory to the School.
30. The point at which registration shall cease under Regulation 28 shall be:
- 30.1 under Regulations 28.1 or 28.3, at the end of the final term of permitted study
  - 30.2 under Regulation 28.2, at the end of the week in which formal notification of withdrawal is made
  - 30.3 under Regulation 28.4, at a date determined from time to time by the Academic Registrar
  - 30.4 under Regulation 28.5, at a date determined by the Director.

## YOUR PROGRAMME OF STUDY - UNDERGRADUATE

*Approved by the Academic and Student Affairs Committee.*

*Last updated: July 2013*

*Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website.*

### Registration

Registration means that you are a member of the School and entitled to use the School facilities. It is your responsibility to ensure that you register fully for your programme of study.

Each undergraduate student is registered on a programme either leading to a degree (e.g. BSc in Accounting and Finance), or involving study at the School for a set period (e.g. the one year General Course). You must attend the School for the period set out in your programme regulations (see the on-line School Calendar) or offer of admission.

### New Students

Registration takes place in a designated location throughout the week preceding the start of the Michaelmas Term. If for unavoidable reasons you are unable to register prior to the start of Term, late registration takes place in the Student Services Centre. Students will not normally be allowed to register after the last working day of October, largely because they will have missed a significant part of their programme of study. The records of any student who has not registered by this deadline will be closed.

### Continuing Students

Re-registration in the next year of study is dependent upon satisfying the progression rules (as outlined in your degree regulations) in the preceding year. If you have been given permission to interrupt your registration, you will normally be required to return within a year and be expected to sit examinations at the next possible opportunity.

### LSE Card and Email Account

All registered students will be issued with an LSE Card. This card serves as your student identity card and your library card and should be kept in a safe place. A fee is charged to replace a lost or stolen card.

Please note that your LSE email will be used for a variety of essential communications, including information on payment of your tuition fees. You should access and manage your LSE email account on a regular basis, as it will be assumed that you have opened and acted upon these communications.

### Conditions of Study

Your signature on the form by which you accept a place at the School binds you to abide by all applicable School regulations, procedures, codes and policies as set out in the on-line School Calendar. Please read carefully the various regulations and, in particular, the Code of Good Practice for Undergraduate Programmes: Teaching, Learning and Assessment which sets out the responsibilities of students.

You are strongly advised to consult a member of the Student Services Centre staff on matters connected with School regulations. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing (particularly if relating to your tuition fees). It is your sole responsibility to pass on information about your personal circumstances directly to the Student Services Centre.

### Interruption of Studies

Interruption allows students to take an authorised break in their studies, normally from the end of one term, for one calendar year. If you interrupt your registration it means that you intend to continue with the same programme once you return to study. Requests to interrupt are usually only authorised on submission of exceptional personal circumstances, and you should discuss alternative options with your academic adviser before making the decision to interrupt your studies.

### Withdrawal from the School

In very exceptional circumstances you may decide that you want to withdraw from your studies completely. Before you make a final decision to withdraw, you should discuss your position with your academic adviser or the Dean of Undergraduate Studies. If you decide not to continue with your programme and wish to leave in mid-session, you must inform the Student Services Centre in writing. Although you do not have a right to a refund of any fees paid, the School will consider requests for tuition refunds on the basis of a 30-week year in respect of periods after the official termination of registration. Please note that you will be liable for fees up to and including the week the Student Services Centre receives written notification of your withdrawal.

### Duration of Contract and Discipline

The contract between you and the School ends on the date of the main examination board for your degree programme, unless you formally withdraw from the School before taking your final examinations. You remain subject to the School's regulations until the end of the contract, but you are not expected to remain in attendance after term ends. If you have disciplinary proceedings pending after the end of the contract, the School reserves the right to withhold any award until the conclusion of the proceedings.

### Studying Abroad

If you need to study abroad as part of your programme of study, you should take out appropriate personal insurance. The School's insurance does not cover you while you are studying abroad.

### Copyright

Copyright in lectures is vested in the lecturers. Notes taken at lectures may be used only for the purposes 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.

### Financial Matters

You must complete a Financial Undertaking Form before registration, and pay fees either in full before the beginning of the session concerned or, by agreement of the School, in instalments as per published instructions.

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### Fees

The fees for each academic session appear on the School's website at: <http://www2.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/>. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered. Your status as a Home/EU or Overseas student for fee purposes is determined by the Undergraduate Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.

Undergraduate students are not allowed to register on a part-time basis unless you have been given permission to partially repeat a year of study.

If you owe money to the School, including charges for accommodation, the School may apply penalties or sanctions at its discretion.

### Financial Support

The Financial Support Office administers a variety of scholarships and award schemes for incoming students. It also administers student hardship funds for currently registered students. The eligibility requirements and value of financial support differ according to each scholarship, award and/or fund. If you do not secure sufficient funds to register, you are strongly advised to consider the possibility of deferring entry to a subsequent academic session. Unfortunately, the School will not be able to offer hardship assistance to students who knowingly register under-funded.

For information on sources of financial support you should visit the websites of both the Financial Support Office and Students' Union.

### Guidance Statement to Students about Working Part-time

The School is aware that many students face varying degrees of financial pressures which make it necessary for them to undertake part-time work while studying full-time. The School is also of the view that students must devote enough time to the academic demands of their programme. Students are expected to produce regular coursework and prepare for classes/seminars, as well as studying for examinations. Each student is responsible for setting her/his own balance between part-time employment and academic coursework. Recent research suggests that an excessive amount of part-time work can have a detrimental effect on academic performance. Therefore, the School recommends that full-time students work no more than 20 hours per week during term time, and, if at all possible, fewer than 15 hours. The School's examination boards will not normally consider as exceptional (mitigating) circumstances the negative impact that part-time work may have had on a student's performance in examinations or assessed coursework.

Additional notes:

If you are studying at the LSE on a student visa, you will normally be permitted to work up to 20 hours a week during term time and full time during vacation periods (please note that for one year Masters students, 'vacation time' is after the end date of your programme, not during the Summer). You should check the terms and conditions of your visa and if you have any questions check the working page on the ISIS website ([lse.ac.uk/isis](http://lse.ac.uk/isis)) or check with a member of staff in ISIS.

Further information about financial support and working in the UK can be found on the Financial Support Office website.

General advice on visas, employment rights and taxation issues can be found on the Students' Union Advice and Support Service website.

### Examinations

Examinations take place in the Summer Term and registered students are required to be in attendance at the School throughout the exam period to take their exams, and be available until the end of Term to deal with any issues about their assessed work. Candidates must sit all their examinations at the School, except those relating to an intercollegiate course which would normally be sat at the institution delivering the teaching.

The School requires all students to sit their examinations in London. This is for two reasons. The first is to ensure that the integrity of the examinations is maintained to the highest standards. The second is to provide students with the best conditions in which to prepare for and sit their examinations, so giving them the best chance of success.

There may, however, be occasions where there is good cause to arrange an examination sitting overseas. Such cases will be considered by a Panel which shall include a Dean and the Head of Student Services or her/his nominee. The purpose of the Panel is to ensure consistent decision making. Each case will be considered against agreed guidelines.

The criteria permitting students to sit their examinations overseas shall be limited to:

- serious injuries or serious medical conditions affecting the student or a close family member that prevent the student from being in the UK.
- the death of a close relative - i.e. a member of the immediate family (parent, sibling, spouse, child) or other person where there is clear evidence that the event would have a similarly devastating effect.
- other exceptional circumstances which in the Panel's view might have a profound effect on the student to the point of making it inadvisable for the School to require that he/she should return to the UK to sit examinations.

The Panel will not agree to a request which is based solely on the student's personal convenience or the cost of travelling to London.

The School does not have an autumn re-sit period [except in first and second year LLB Law<sup>1</sup>]. If you are required to re-sit an examination, the next opportunity for you to do so will normally be in May/June of the following year.

### Individual Examination Adjustments

Candidates with documented evidence of a long-term physical, medical and/or psychological condition may apply for individual examination adjustments. Candidates should contact the Disability and Well-being Office as early as possible and no later than the end of Lent Term.

Late applications for individual adjustments will only be considered if you experience sudden injury or illness. Such applications should be made at the Student Services Centre.

### Deferring Examinations

In exceptional circumstances, if you wish to defer one or all of your examinations, you must complete a deferral form obtainable from the Student Services Centre and obtain the written permission of those people listed on the form. You must do this by no later than the Friday

of the first week of the Summer term. Late applications will only be accepted in the case of unforeseen circumstances. You should note that the School will not normally allow you to defer more than one examination, unless you are deferring them all.

**Special Examinations Provision (timing)**

If you are a BA/BSc student and you miss an exam for any reason the next opportunity for you to take it will be in May/June of the following year.

However, very occasionally circumstances arise which prevent a student from being able to sit an exam. A special examination provision exists whereby a special exam paper can be set for a student who requests to sit such an exam. A request will only be considered where a student has been unable to attempt or complete an exam(s) due to “very exceptional” medical or other exceptional (mitigating) circumstances that arose up to five calendar days prior to or during the affected examination(s).

Further details are available on the Student Services Centre website.

**Notes**

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



# CODE OF GOOD PRACTICE FOR UNDERGRADUATE PROGRAMMES: TEACHING, LEARNING AND ASSESSMENT

*This Code of Practice is approved by the Academic and Student Affairs Committee.*

*Last updated: July 2013*

### Introduction

This Code sets out general School practices for all undergraduate programmes. It sets out basic reciprocal obligations and responsibilities of staff and students. It should be read in conjunction with all other School policies, regulations, codes of practice and procedures as set out in the School's on-line Calendar. The expectation is that all programmes will meet the standards set out in the paragraphs below. This Code informs students of what they may reasonably expect and informs departments of what they are expected, at a minimum, to provide. Each department will publish a detailed statement of its provision under this Code in its handbook and on its departmental website. These statements will provide a basis for monitoring the academic activity of departments through the Academic and Student Affairs Committee and its internal reviews of teaching.

### Academic Advice

- 1.1 On joining the School each student is allocated a member of the academic staff in his or her department as an academic adviser.
- 1.2 Each department sets out in the relevant handbook its own detailed guidelines regarding the role of the academic adviser. Among those responsibilities that an academic adviser is normally expected to carry out are:
  - To provide academic guidance and feedback on the students' progress and performance and to discuss any academic problems they might experience.
  - To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
  - To implement the provisions outlined in Individual Student Support Agreements (ISSAs) for students with long-term medical conditions, specific learning difficulties and/or disabilities in liaison with the School's Disability and Well-Being Office.
  - To maintain regular contact with students on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook.
  - To comment on and provide a general assessment of students' progress on their termly class reports via LSEforYou.
  - To agree students' course choices via LSEforYou.
  - To inform the Departmental Tutor and School of any students whose attendance and progress is not satisfactory.
- 1.3 Each adviser must have a good working knowledge of the structure and regulations of degree programmes in the department.
- 1.4 Each adviser must have a good working knowledge of the various academic and pastoral support services within the School.
- 1.5 Each adviser must publicise regular periods of time when they are available to meet with their students.
- 1.6 If the relationship between an adviser and student is unsatisfactory, the department must have in place an appropriate process for arranging a change of adviser.
- 1.7 Each department has a Departmental Tutor. The responsibilities of the Departmental Tutor include:
  - Providing departmental orientation programmes for new and continuing students.
  - Monitoring the academic and pastoral care provided by members of his or her department, including the provision of reasonable adjustments for students with disabilities.
  - Arranging regular termly meetings of a Staff-Student Liaison Committee and the nomination of a representative to the School's Undergraduate Students' Consultative Forum.
  - Providing a direct channel of communication between the School and any student who is encountering academic or pastoral difficulties.
  - Authorising, where appropriate, a student's request for course choice outside the degree regulations.
  - Authorising, where appropriate, a student's request for a degree transfer.

### Teaching

- 2.1 The detailed requirements of each programme and course are provided in the on-line Calendar, in the relevant handbook and on departmental web pages. Students are obliged to complete all course requirements as specified in their degree regulations.
- 2.2 Teaching at the undergraduate level will be a combination of lectures and classes. The teaching method used will largely be determined by the size of the programme and the nature of the subject covered in a particular course.
- 2.3 Lectures are an important part of the teaching and learning experience. The structure and content of each course are set out in the on-line Course Guide. Lecturers must ensure that their teaching is consistent with this information.
- 2.4 Lecturers are responsible for organising the class programmes for their courses, for liaising with class teachers to ensure that the classes are properly coordinated with their lectures, and for submitting course reading lists to the Library in good time for required books to be purchased.
- 2.5 Classes are a compulsory part of the teaching and learning experience. Class sizes should not normally exceed 15 students.
- 2.6 Classes will normally give students the opportunity to participate in a discussion of material relevant to the course. The nature and format of these discussions will vary according to the subject matter of the course.
- 2.7 Lectures and classes start at five minutes past the hour and end at five minutes to the hour. Staff and students should make every effort to start and finish on time.
- 2.8 Formative coursework is an essential part of the teaching and learning experience at the School. It should be introduced at an early stage of a course and normally before the submission of assessed coursework. Students will normally be given the opportunity to produce essays, problem sets or other forms of written work. The number of these pieces of work for each course will be detailed in the on-line Course Guide.
- 2.9 Feedback on coursework is an essential part of the teaching and learning experience at the School. Class teachers must mark formative coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Class teachers must record the marks, or the failure to submit coursework, regularly via LSEforYou. Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.
- 2.10 Some programmes require students to submit dissertations. Students will receive preliminary feedback on a draft chapter, section

or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.

- 2.11 Class teachers must record student attendance on a weekly basis via LSEforYou.
- 2.12 Class reports are an integral part of the School's monitoring system on the academic progress of its students. Class teachers must complete, via LSEforYou, full and accurate reports, including a general assessment of each student's progress, at the end of the Michaelmas and Lent Terms.
- 2.13 All full-time members of staff and part-time and occasional teachers must have regular weekly office hours during term time when they are available to students to discuss issues relating to the courses they are teaching. These hours should be displayed outside their offices.

### Responsibilities of the student

- 3.1 Students are required to attend the School for the full duration of each term. Students who wish to be away for good reason in term time must first obtain the consent of their adviser. Students away through illness must inform their adviser and their class teachers and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which might impact on their studies should contact an Adviser in the Disability and Well-Being Office in good time to negotiate reasonable adjustments. These will be set out in an Individual Student Support Agreement. Students must also agree to the extent to which this information will be shared within the School. If the School is not informed about a disability in good time, it may not be able to make the appropriate reasonable adjustments.
- 3.3 Students must maintain regular contact with their academic adviser to discuss relevant academic and pastoral care issues affecting their course of study. These should include:
  - Guidance regarding course choice
  - Discussion of academic progress based on termly class reports
- 3.4 These discussions should take place through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook. Students should be able to meet their adviser within the first week of term time, i.e. either during regular office hours or at a mutually convenient time.
- 3.5 Attendance at classes is compulsory and is recorded on LSEforYou. Any student who is absent on two consecutive occasions or is regularly absent without good reason will be automatically reported to their academic adviser.
- 3.6 Students must submit all required coursework on time, whether it is summative coursework (i.e. work that counts towards the final mark) or formative work (that does not count towards the final mark). In submitting coursework, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 3.7 Permission to sit an examination may be withdrawn from students who regularly miss classes and/or do not provide required course work.
- 3.8 Students should ensure the accuracy of the information regarding their programme of study, including their class schedule, class attendance and submission of coursework, contained in their personal LSEforYou account.
- 3.9 Students must communicate changes of term time and home addresses to the Student Services Centre via LSEforYou as soon as they occur.
- 3.10 Students must pay School fees when due. Failure to pay fees could result in the withdrawal of Library rights, termination of registration, and/or the withholding of transcripts and/or degree award certificate.
- 3.11 Students who decide to interrupt their studies or withdraw from the School must inform their academic adviser and the Student Services Centre in writing. Failure to inform the School could result in a demand for fee payment for the full session.

### Examination and Assessment

- 4.1 All Departments must publish assessment criteria. 'Statements of assessment criteria' are verbal descriptors of what a department expects from students, which distinguish between different grades. Where expectations are similar across different forms of assessment (e.g. course essays, dissertations, exams) it may be sufficient to have a single set of criteria; where expectations are very different for different pieces of work, then different sets of criteria may be necessary. Within each programme, the Chair of the Sub-Board of Examiners is responsible for ensuring the publication of assessment criteria in-line with this requirement.
- 4.2 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are set out in the on-line Course Guide. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offence Regulations: Plagiarism and the Statement on Editorial Help.
- 4.3 Students must be given clear advance warning of any new or approved changes to examination format. When the content of a course changes to the extent that previous examination papers may not be a reliable guide to future papers, lecturers should warn students and should produce sample questions for the new parts of the course. When the course is new and, there are no previous papers, a full sample paper should be produced.
- 4.4 Students who regularly miss classes and/or do not provide required coursework may be denied permission to sit an examination.
- 4.5 Any student who requires individual examination adjustments must contact an adviser in the Disability and Well-Being Office so that reasonable adjustments can be recommended. Applications for individual examination adjustments should normally be made no later than seven weeks before the date of the student's first examination.
- 4.6 Any exceptional (mitigating) circumstances in the period preceding or during the examinations that might affect a student's attendance at, or performance in, examinations must be communicated in writing to the Student Services Centre with all relevant supporting documentation, such as medical certificates, not later than seven days after her/his last exam.

### Notes

For the purposes of this Code, the term 'department' comprises both departments and institutes.

# REGULATIONS FOR CERTIFICATES

*These regulations are approved by the Academic Board/the School Board of Examiners for BA/BSc Degrees.*

*Last updated: July 2013*

### General

1. These Regulations apply to all persons who have registered for a programme of study leading to the award of a Certificate, and to those who have registered for any part of such a programme. These Regulations are subject to the General Academic Regulations.

### Entrance Qualifications

2. The normal minimum entrance qualification for registration for a certificate is a degree or qualifications and/or experience deemed acceptable by the School. An applicant for admission will also be required to meet any additional entrance requirements specified in the relevant programme regulations.
3. The School may prescribe English language and/or other tests as conditions of admission.
4. Application for admission to a programme and registration for that programme shall be undertaken in accordance with procedures specified by the School.
5. The School may exceptionally exempt a student from part of a programme on the basis of previous study at another institution and may exempt such a student additionally from part of the examinations prescribed for the degree.
6. When considering an application under Regulation 7 the School shall consider, among other things,
  - 6.1 the standard and content of courses and examinations taken elsewhere, certified by the appropriate officer or officers of the relevant institution, and their relevance to the intended programme at the School;
  - 6.2 the compatibility of the study previously undertaken with the proposed programme, to allow a smooth transition into the latter.

### Programmes of study

7. Programmes and the examinations associated with them shall be organised to fall into one or both of the following categories:
  - 7.1 a period of full-time study, the length of which shall be set out in the individual programme regulations but which shall normally be not less than one calendar year. Students will sit examinations at the end of that period, or at a time specified in the programme regulations;
  - 7.2 a period of part-time study of between two and four years, during which candidates will be examined in accordance with the individual programme regulations.
8. The minimum length of the period of study is set out in the individual programme regulations. The normal maximum period of registration will be as follows: two years for 12-month programmes; three years for 21-month programmes; and four years for part-time study of any programme. The School shall determine, subject to the provisions of the individual programme regulations, the method by which the student is examined.
9. If a student is taking a full-time programme of 12-months' duration or longer, he/she may be allowed to spend a maximum period of six months on project work under appropriate supervision at an organisation or institution approved by the School. The criterion for approval shall be that the external organisation or institution shall have a function relevant and suitable to the field of study. Such external project work will be at the discretion of the School, provided that it is allowed under the individual programme regulations. Part-time students may be allowed to undertake such external project work for an equivalent period. If a student is taking a full-time programme of less than 12-months' duration, s/he will not be allowed to undertake project work outside the School unless permitted by the individual programme regulations.
10. A full-time student will normally register for courses up to the value of two full units in each year. A part-time student will normally register for courses to a value of one full unit. Courses must be chosen to comply with the programme regulations concerned.
11. The School may allow a student 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 degree programme and for the programme into which he/she wishes to transfer.
12. In exceptional circumstances, the School may allow a student to vary his/ her programme by substituting up to the value of one full unit course of equivalent value from another programme. Such permission will be given only on the recommendation of the programme director.

### Entry to Examinations

13. A candidate for the certificate will be entered in the examinations for the courses for which he/she is registered.
14. In spite of Regulation 13, no candidate shall be eligible to sit an examination unless he/she has satisfactorily attended the course concerned in the year of study concerned and has completed the work required.
15. A candidate wishing to defer sitting one or more examinations must obtain permission from the Chair of the Sub-Board of Examiners for his/her programme. If he/she also wishes to defer those examinations again the following year, he/she will require the permission of both the Chair of the Sub-Board of Examiners for his/her programme and the Chair of the Graduate Studies Sub-Committee. Any further requests to defer will also require this dual authorisation. Students who have deferred their examinations once may only be given permission to defer for a second (or additional) time all originally deferred examinations - they will not be allowed to split their examination load across different years. Permission for deferral must be sought by no later than Friday of the first week of the Summer term except in the case of unforeseen and exceptional circumstances.
16. Candidates who are absent without formal permission from an examination will have that examination counted as the first attempt.
17. Candidates are bound by the regulations in force at the time of their entry to the examination, including the individual programme regulations.
18. A candidate will be examined in each course, unless he/she has deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed. A candidate will not normally be re-examined in any course he/she has failed if an award has been made.
19. No fee is payable for the first attempt at an examination.

### Examinations and Assessment

20. The School shall set up a Sub-Board of Examiners for each programme. Each Sub-Board shall include examiners who are not members of the staff of the School. These external examiners shall have regard to the totality of each certificate programme and shall be involved and particularly influential in the decisions relating to the award of every certificate. They shall report to the Director each year, and

shall comment specifically on the validity and integrity of the assessment process and the standard of student attainment.

21. Examination procedures shall ensure that assessment is and can be shown to be fair and impartial.
22. Each Sub-Board of Examiners shall ensure, among other things, that the application of the 'Scheme for the Award of a Certificate' (see Regulation 49) has 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.
23. Unless indicated otherwise in the individual programme regulations, each programme shall include submission of a significant piece of individual work in the form of an essay, report or dissertation (to all of which the word 'dissertation' applies in these Regulations) which may be based on a project or fieldwork.
24. The examination for each written paper shall take place on one occasion only each year, except as provided in Regulation 28.
25. A dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year. The date for submission will be set out in the programme regulations. The only exception will be where a student fails his/her programme because of a failed dissertation and has failed no other courses. In such cases, the student may re-submit the dissertation early (subject to Regulation 37). The early re-submission date for such students will be set by the relevant Department.
26. Where the regulations allow a candidate to offer work written outside the examination room, the work submitted must be certified to be his or her own. Any quotation from the published or unpublished works of other persons must be acknowledged.
27. Students who miss their examination(s) due to very exceptional circumstances may apply to sit special examination(s) outside of the normal examination period. The Graduate School Board of Examiners will be the sole authority in determining whether individual students be granted special examination(s).
28. The School may in exceptional circumstances allow variation of the method(s) of assessment for a course, in respect of some or all candidates.
29. The conduct of candidates in assessment is governed by the Regulations on Assessment Offences: Plagiarism, the Statement on Editorial Help and the Regulations on Assessment Offences: Offences Other Than Plagiarism.

### **Late Submission of Assessed Coursework and Dissertations**

30. All students must be given clear written instructions on what is required for assessed coursework and dissertations, and the deadline for their submission.
31. If a student believes that he/she has good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she should first discuss the matter with the course teacher and seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
32. If a student misses the deadline for submission he/she should first discuss the matter with the course teacher. If the student feels he/she had good cause for missing the submission deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she may seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
33. Extensions will be granted only where there is good cause backed by official supporting evidence (e.g. medical certificate), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English. Any extension granted must be confirmed in writing to the student.
34. 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. Where Departments do not operate a special local process, requests for formal extensions will be decided by the Chair of the appropriate Sub-Board of Examiners. 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 regulation 35 will apply uniformly across all programmes.
35. 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. After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

### **Re-examination**

36. If a candidate who has been examined in all elements of an examination or of part of an examination for which he/she has entered fails to satisfy the examiners, they may decide that he/she be exempted from re-examination in one or more of the following:
  - (i) one or more of the written papers;
  - (ii) dissertation;
  - (iii) assessed coursework;
  - (iv) practical examinations.
37. A candidate who does not at his/her first attempt successfully pass the examination or part of the examination for which he/she has entered and who has not been given an overall pass in his or her certificate may re-sit that examination on one occasion only. The right to re-sit will be subject to the agreement of the School if it requires repeat tuition. Re-sits will take place during the next examination period except where the candidate has been granted permission to defer the examination(s) to a later year and except as provided in Regulation 25. The deferral rule at Regulation 15, including the ban on splitting examination loads, shall apply to candidates required to re-sit more than one examination.
38. A candidate proposing to re-sit an examination when not registered for the course concerned shall enter for that examination by the means set from time to time by the Academic Registrar or his/her designated deputy.
39. A candidate proposing to re-sit an examination shall be bound by all the regulations which were in force at the time of the first sitting of the examination.
40. Candidates being re-examined have to sit examinations for the same courses as they sat previously, unless they obtain their supervisor's permission and satisfactorily complete courses for different examinations.
41. A candidate who re-sits an examination when not registered at the School will be required to pay a fee set by the School from time to time.

### **Illness and Other Exceptional Circumstances**

42. Where a candidate is absent from an examination because of illness/injury, bereavement or other serious personal circumstances, he/she may submit an exceptional circumstances form to the Student Services Centre within seven days after the date of the missed examination.

## 12 School Regulations

43. Where a candidate feels that his/her performance in an examination or dissertation has been significantly and negatively affected by illness/injury, bereavement or other personal circumstances, he/she may submit an exceptional circumstances form to the Student Services Centre within seven days after his/her last written examination or within seven days after the submission deadline of the dissertation, as the case may be.
44. The information in the exceptional circumstances form will be considered by the Sub-Board of Examiners for the candidate's programme only if corroborated by official evidence. All evidence must be in English.
45. In only the most exceptional cases where the exceptional circumstances are unforeseen and out of the candidate's own control Sub-Boards may recommend to the Graduate School Board of Examiners that:
  - (i) the candidate's result(s) in the affected examination(s) be discounted, and that he/she be allowed to re-sit it (them);
  - (ii) the candidate's result(s) in the affected examination(s) not be discounted, but that he/she be allowed an exceptional additional attempt at it (them)<sup>1</sup>;
  - (iii) the candidate be awarded a certificate. Sub-Boards may not make this recommendation for a candidate who was absent from an examination.
46. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

### The award of a Certificate

47. The examiners shall have the discretion to award a mark of 0 - 100 for assessed work submitted by students to satisfy the requirements for the award of a certificate.
48. To be eligible for the award of a certificate a candidate must have satisfied the examiners in the examinations prescribed for the programme on completion of each course.
49. Certificates are awarded by the School in accordance with relevant regulations.

### Notification of Results

50. After the examiners have reached a decision, every candidate will be notified by the School of the result of his/her examination.
51. A certificate will be sent to each candidate who is successful in obtaining one. The certificate will state the title of the programme.
52. A list of candidates who have completed their certificate successfully will be published by the School.

### Appeals Against Decisions of Sub-Boards and Boards of Examiners

53. Appeals against decisions of Sub-Boards and Boards of Examiners must be made under the Appeals Regulations within the format and timeframe as prescribed by the School.

### Schedule to the Regulations for Certificates

The powers of the School set out in these Regulations shall be exercisable as follows:

Regulation	All students
2, 29	Head of Department
3, 5, 7, 8, 9	The appropriate Programme Director
6, 38, 41, 50, 52	Academic Registrar
11, 12, 15	Chair of the Graduate Studies Sub-Committee
20	Academic Board on recommendation of Chair of the Graduate Studies Subcommittee
32-35	Chair of the appropriate Sub-Board of Examiners
36	The appropriate Sub-Board of Examiners
37	Student Progress Panel on recommendation of the appropriate Sub-Board of Examiners
27, 29, 46, 49	Graduate School Board of Examiners on recommendation of the appropriate Sub-Board of Examiners

### Footnotes:

- <sup>1</sup> Sub-Boards of Examiners may also recommend under Regulation 45 (i) and (ii) that the candidate may, where relevant and appropriate, progress into the next year of study

## REGULATIONS FOR FIRST DEGREES

*These regulations are approved by the Academic Board/the School Board of Examiners for BA/BSc Degrees.*

*Last updated: July 2013*

### General

1. These Regulations are made subject to the General Academic Regulations of the School. They apply to every student taking a programme leading to a first degree in the School or any course constituting part of such a degree.
2. The first degrees in the School are the Bachelor of Arts (BA), the Bachelor of Science (BSc) and the Bachelor of Laws (LLB), comprising a number of programmes each leading either to the award of the degree with a particular title or to completion of the General Course.

### Programme

3. A programme leading to a degree normally extends over three or four consecutive academic years, as set out in the programme regulations. The normal maximum period for completing a first degree is six years from the initial date of registration.
4. A student will normally enrol for courses up to the value of four course units in each year. Courses must be chosen to comply with the programme regulations concerned. All undergraduate students are enrolled on LSE100 in addition to the courses specified by his/her programme regulations.
5. The School may permit a student to transfer from one programme to another within the School. Such permission will be given only on the recommendation of the departmental tutors of the department responsible for the student's current degree and for the degree into which he/she wishes to transfer.
6. In exceptional circumstances, the School may permit a student to vary his or her programme by substituting for courses, normally to the maximum value of one full unit, listed in the programme regulations, other undergraduate courses of equivalent value. Such permission will only be given on the recommendation of the departmental tutor for the department responsible for the programme concerned.
7. The School may at its discretion permit a student to interrupt his or her studies on grounds of illness or other relevant cause for a period normally not exceeding two years.

### Recognition of previous study

8. The School may exempt a student from part of a programme and may exempt such a student additionally from part of the examinations prescribed for the degree. A person who has obtained one of the following qualifications may be admitted direct to the second year and complete the programme in not less than two academic years:
  - 8.1 a degree of a university in the United Kingdom, of the Council for National Academic Awards or of a university outside the United Kingdom recognised by the School for the purpose;
  - 8.2 the Diploma in Economics of the University, obtained by external study;
  - 8.3 any other qualification obtained by written examination, which is recognised by the School for the purpose;
  - 8.4 qualifications other than those above and/or experience relevant to the programme. Such a person may be required to sit a qualifying examination.
9. The School may consider for admission direct to the second year or to an earlier point of a programme any person who will have taken part of a first degree programme or has appropriate qualifications and/or experience. Such a person may be required to sit a qualifying examination.
10. A student admitted under Regulation 8 or 9 may be granted exemption from courses and examinations, or may be subjected to additional requirements, in accordance with the relevant programme regulations.
11. When considering an application under Regulations 8, 9 or 10 the School shall consider the following:
  - 11.1 the standard and content of courses and examinations taken elsewhere, certified by the appropriate officer or officers of the relevant institution, and their relevance to the intended programme at the School;
  - 11.2 the compatibility of the study previously undertaken with the proposed programme, to allow a smooth transition into that programme;
  - 11.3 the reasons given for transfer and observations made on them by the institution most recently attended. The applicant must have been eligible, on academic grounds, to continue study at that institution.

### Students undertaking study elsewhere

12. Programme regulations may require the student to spend a period of study in a university designated by the School or in an alternative approved activity in another country.
13. The School may exceptionally permit a student to spend not more than one year of his/her degree programme, other than the first year, in another institution of university status and may exempt him/her from the courses that would have been taken in that year or part thereof, provided
  - 13.1 that the institution has been approved for this purpose by the School, and
  - 13.2 that the study carried out in that institution coheres with the remainder of the programme, and
  - 13.3 that any arrangements for the assessment of the student's performance in examinations in respect of the courses followed at that institution to be accepted in lieu of the examinations prescribed by course regulations have been approved for this purpose by the School, and
  - 13.4 that the standard of the course or courses attended by the student is equivalent to that of the course or courses the student would normally have followed at the School.
14. A student receiving permission under Regulation 13
  - 14.1 shall be exempted from the requirements of the programme by no more than a value of four course-units, from those elements of the examination which the student would have taken in the year or part thereof that he/she spent at another institution, and
  - 14.2 shall be credited with such marks or grades (if any) as the School shall think fit in respect of the assessment made in lieu of the prescribed examinations.

### Examinations

15. A candidate will be deemed to have entered the examinations for the courses for which he/she is registered.
16. Candidates shall be bound by the regulations in force at the time of their entry to the examination including the individual programme regulations.

## 14 School Regulations

17. The School will establish a board of examiners for the BA/BSc degrees, with appropriate subboards, and a board or boards of examiners for the LLB degrees. Each board shall include examiners who are not members of the staff of the School, who shall have regard to the totality of each degree programme and who shall be involved and particularly influential in the decisions relating to the award of every degree and shall annually report to the Director, being asked specifically to comment and give judgement on the validity and integrity of the assessment process and the standard of student attainment.
18. Examination procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
19. 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 candidate to achieve a satisfactory overall standard.
20. A candidate will normally be examined in courses up to the value of four course units at the end of each year. A candidate will not be re-examined in any course which he or she has already passed other than under Regulation 25.
21. The School may at its discretion exclude from an examination a candidate who has not satisfactorily attended the course in that year of study or who has not completed the work required in that course. Examinations from which candidates are barred count as an attempt at the course in question, as set out in Regulation 24.
22. No fee is payable for the first attempt at an examination.
23. A candidate who for medical or other reasons approved by the School does not sit an examination while in attendance at the School may be permitted to sit such an examination at the next time it is normally offered, without payment of a fee, whether or not in attendance at the School. A candidate who resits an examination when not registered at the School will be required to pay a fee determined by the School from time to time and must ensure that any examination fee payable must be received by the date specified by the School.
24. A candidate who has failed an examination and who has not been awarded a degree will normally be required to resit the failed paper at the first possible opportunity, but no LLB paper or first year BA/BSc paper shall be sat more than three times and no second or third year BA/BSc paper shall be sat more than twice. For this purpose a candidate absent from an examination which she/he has entered shall be regarded as having sat it unless the board of examiners, having considered the facts of the case, shall decide otherwise.
25. A candidate registered on an LLB programme who has failed
  - 25.1 in papers to the value of two or more course units in one year shall normally resit all papers taken in the year.
  - 25.2 in any paper may be required to resit any or all of the papers taken in that year.
26. A candidate registered on an LLB programme who is resitting examinations where the assessment includes an essay and who has passed in that course shall not resit that paper and his/her existing mark in it shall remain unchanged. A candidate who has failed in that course may resubmit the essay, and at their discretion the examiners may conduct an additional oral examination of the candidate which may concern not only the content of the essay but also its wider background.
27. Notwithstanding the provisions of Regulations 20 to 26, a candidate registered on the General Course is only entitled to resit a failed examination at the first possible opportunity. If such a candidate was absent without reasons approved by the School or withdrew, a resit is not normally permitted.

### Progression from one year to another

28. A student registered on a BA or BSc programme who has completed the first year of the programme and who has passed examinations in courses to the value of at least three course units will be eligible to progress to the second year. The School may consider an application to progress to the second year of the degree from a student who has not met this requirement and at its discretion the School may allow such a student to progress or to repeat the first year of the programme as appropriate. All undergraduates are awarded a mark for the compulsory additional course, LSE100, which is represented on their transcript but does not count towards progression requirements or their final degree classification. The regulations regarding examinations for LSE100 are published separately to students as course-specific guidance.
29. A student registered on an LLB programme will be eligible to progress to the second year of study in that programme if he/she has completed the first year of the programme and has passed the examinations for all courses either at the first sitting or at resit. The School may consider an application to progress to the second year of the degree from a student who has not met this requirement and at its discretion the School may allow such a student to repeat the first year of the programme.
30. A student registered on a BA or BSc programme who has completed the second year of the programme and who has passed examinations in courses to the value of at least seven course units will be eligible to progress to the final year. The School may consider an application to progress to the final year from a student who has not met this requirement and at its discretion the School may allow such a student to progress or to repeat the second year of the programme as appropriate.
31. A student registered on an LLB programme will be eligible to progress to the third year of the programme if he/she has completed the second year of the programme and
  - 31.1 has passed or had failure condoned in all examinations required to complete the year successfully, either at first sitting or at resit; or
  - 31.2 at the discretion of the School has been permitted to resit any failed paper concurrently with the papers of the third year.
32. A student registered on a programme normally completed in four years will be eligible to proceed to the fourth year of the programme if he/she has completed the second year of the programme and has passed all examinations required in that year and has passed any assessment required by the programme regulations in the third year. Nevertheless where a student has failed the assessment for the third year in circumstances certified by the examining university and regarded by the School as equivalent to those which would have entitled him/her to the offer of an Aegrotat degree of the University of London he/she may be permitted to enter the final year of the programme.

### Methods of assessment

33. The method(s) of assessment for each course and the weighting of each method of assessment will be specified in the on-line Undergraduate Course Guides.
34. Where the regulations permit essays and reports on practical work or other material to count as part of the assessment for a course, work submitted must be certified to be that of the candidate concerned and any quotation from the published or unpublished works of other persons must be acknowledged.
35. In addition to the methods of assessment as stated in the on-line Undergraduate Course Guides, examiners, at their discretion, may exceptionally test any candidate by means of an oral examination.
36. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all candidates.

37. Examinations will be held once in each year, except that there will also be examination resits for LLB programme candidates (but not those in their final year of study) during the Summer vacation.
38. The conduct of candidates in assessment is governed by the Regulations on assessment offences: plagiarism, the Statement on Editorial Help and Regulations on assessment offences: offences other than plagiarism.

#### **Late submission of coursework**

39. Where a course includes coursework as part of its assessment, all students must be given clear written instructions on what is required and the deadline for its submission.
40. If a student believes that he or she has good cause not to meet the deadline (e.g. illness) he or she should first discuss the matter with the course teacher and seek a formal extension from the chair of the sub-board of examiners.
41. If a student misses the deadline for submission but believes he or she has had good cause which could not have been alerted in advance he or she should first discuss the matter with the course teacher and seek a formal extension.
42. 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.
43. 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.

#### **The award of a degree**

44. Degrees are awarded by the University or the School in accordance with the relevant regulations.
45. To be eligible for an award a candidate must have satisfied the requirements of all applicable regulations and must have completed and attempted every element of the assessment for courses to the value of twelve course units or, for second year direct entry students, courses to the value of eight course units except where and to the extent that the special provisions under Regulation 52 apply. Course LSE100 does not count for the purpose of classification. A candidate must have completed the requisite number of courses from his/her programme regulations.
46. The classification of results will accord with the scheme of classification approved by the School for that programme. In the case of second year direct entry students, the classification of results will not take into account the candidate's performance during previous studies at another institution.
47. A candidate awarded a degree will be awarded First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division), Third Class Honours or, in the case of a candidate who does not qualify for Honours, a Pass Degree.

#### **Information about examination results**

48. A list of candidates who have successfully completed their degree will be published by the School.
49. Following each diet of examinations students may request an intermediate transcript of his/her marks or grades obtained at those examinations.
50. A degree certificate will be despatched to each candidate who is awarded the degree. The certificate will state the title of the degree awarded.
51. The School will provide a final transcript of marks or grades awarded to every student on completion of the programme.

#### **Special provisions**

52. A candidate who has completed the programme and who, through illness or other cause judged sufficient by the School, has been absent from the whole or part of the examinations at the end of his or her final year, or though present at the whole of the examinations at the end of his or her final year considers that his or her performance has been adversely affected by any of the above causes will receive special consideration on the basis of a medical certificate or other statement of the exceptional circumstances normally supported by records of the candidate's performance during the course and by assessments provided by the candidate's teachers, as follows:
  - 52.1 the candidate may be offered the award of either an Honours or Pass degree if absent from examinations to the value of no more than two full units but otherwise satisfying the School under Regulation 45. The candidate has the right to accept or decline the offer within a reasonable time specified by the School from time to time. In the event that the candidate has re-entered for examinations the offer will lapse.
  - 52.2 the candidate may be offered an Aegrotat degree if satisfying the School under Regulation 45 but not recommended for an Honours or Pass degree. The candidate has the right to accept or decline the offer within a reasonable time specified by the School from time to time. In the event that the candidate has re-entered for examinations, the offer will lapse. An Aegrotat degree will be unclassified.
53. A candidate upon whom a degree has been conferred ceases to be eligible for consideration for any further award arising from that programme.

#### **Appeals against decisions of boards of examiners**

54. Appeals against decisions of boards of examiners must be made in writing to the Assessment Regulations Team in the prescribed format and timeframe as set out in the Appeals Regulations.



## 16 School Regulations

### SCHEDULE TO THE REGULATIONS FOR FIRST DEGREES

The powers of the School set out in these Regulations shall be exercisable as follows:

Regulation	All students
5 - 6, 13, 36	Chair of Undergraduate Studies Subcommittee
8 - 10	Head of Department
14, 23 (resit permission) 31, 32, 52	School Board of Examiners for BA and BSc degrees School Board of Examiners for LLB degrees
17, 46	Academic Board on the recommendation of Teaching Learning Assessment Committee
21	Dean of Undergraduate Studies
28 - 30	Student Progress Panel
23 (fee date), 48, 49, 51	Academic Registrar

## CLASSIFICATION SCHEME FOR THE BA/BSC DEGREES FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2007/08

*This Classification Scheme is approved by the School Board of Examiners for BA/BSc Degrees.*

*Last updated: July 2013*

This classification scheme should be read in conjunction with the Regulations for First Degrees, the relevant BA/BSc programme regulations, the relevant online undergraduate course guides and the Code of Good Practice for Undergraduate Programmes: Teaching, Learning and Assessment.

### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 7 below. All Sub-Board decisions about classification require final approval by the School Board of Examiners.
- 1.2 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners may act as final moderators of assessed work with the power to adjust marks (up or down) against the classification thresholds he/she is responsible for validating.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

### 3. Award of Marks

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

First Class Honours	70 - 100
Upper Second Class Honours	60 - 69
Lower Second Class Honours	50 - 59
Third Class Honours	40 - 49
Fail	0 - 39
- 3.2 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment for each course as listed in the corresponding programme regulations. A second-year direct entry candidate must have completed all elements of assessment for each course listed in the second and third years of the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will be eligible for the award of a degree if s/he has no more than three unredeemed fails in papers<sup>1</sup> listed in the corresponding programme regulations. A second-year direct entry candidate will be eligible for the award of a degree if s/he has no more than one unredeemed fail in papers listed in the second and third years of the corresponding programme regulations. The award of a degree with honours is subject to the penalty rules as set out in section 7.2 below.
- 4.4 All LSE undergraduate students are enrolled on course LSE100. However, LSE100 is not counted for the purposes of classification.

## 5. Classification Marks and the Aggregate

- 5.1 The classification of each candidate shall be based on nine 'classification marks', comprising:
- 5.1.1 the marks achieved in all eight second and third year papers<sup>1</sup>;
  - 5.1.2 a ninth mark being the average<sup>2</sup> of the best three marks in first year papers. For second-year direct entry candidates, the ninth mark will be the average<sup>2</sup> of all eight second and third year papers.
- 5.2 The aggregate for each candidate is the sum of the nine 'classification marks'. In all cases, the 'classification marks' shall be based on the marks obtained by the candidate in her/his latest attempt at each element of assessment for each course.

## 6. Treatment of Half Units

This Classification Scheme, including its penalty rules, is based on the marks achieved by candidates in all papers<sup>1</sup> taken in fulfilment of the programme regulations. For the purposes of determining 'classification marks' and, if necessary, applying the penalty rules, the marks obtained for half-unit courses shall be paired and averaged<sup>2</sup> using the following criteria in the order set out below:

- 6.1 according to the appropriate degree regulations;
- 6.2 according to the stage of the degree: half-units taken in the same year of study as set out in the programme regulations shall be paired;
- 6.3 according to the department in which the half-units are taken:
  - half-units with the same departmental prefix (e.g. MA) shall be paired;
  - all remaining single half-units from different departments shall be paired.
- 6.4 according to the marks awarded for each half-unit:
  - the two half-units with the highest marks, then those with the next highest marks, and so on, shall be paired.

## 7. Degree Classification, including Penalty Rules

- 7.1 Subject to the application of the penalty rules for failed papers in section 7.2 below, the classification of an award shall be calculated as follows:
- 7.1.1 **For first class honours:** Five first class marks; or four first class marks and an aggregate of at least 590
  - 7.1.2 **For upper second class honours:** Five upper second class marks (or above); or four upper second class marks (or above) and an aggregate of at least 515
  - 7.1.3 **For lower second class honours:** Five lower second class marks (or above); or four lower second class marks (or above) and an aggregate of at least 440
  - 7.1.4 **For third class honours:** Eight third class marks (or above)
  - 7.1.5 **For a pass degree:** A pass degree will only be awarded as a result of the application of the penalty rules set out in section 7.2 below
- 7.2 The classification of an award for a candidate with an unredeemed fail in any paper<sup>1</sup> taken in fulfilment of the programme regulations shall be calculated as follows (n.b. paragraphs 7.2.1(b) and 7.2.2 do not apply for a second-year direct entry candidate):
- 7.2.1 A drop of one class in the award classification shall result where a candidate has:
    - (a) made no serious attempt<sup>3</sup> at an element of the assessment for a course, and/or
    - (b) unredeemed fails in two papers.
  - 7.2.2 The degree shall be capped at 'pass' where a candidate has unredeemed fails in three papers.

## 8. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

## 9. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the School Board of Examiners for BA/BSc Degrees any departure from this Scheme if, in their judgement, this would be equitable for any individual candidate or group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 9.1 that the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate); and
- 9.2 that the student has marks in the higher classification range; and
- 9.3 that the student has demonstrated that the examination or set of examinations in question were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control; and
- 9.4 that the student's performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examinations.

## Notes

<sup>1</sup> Under the programme regulations for all of the School's BA/BSc degrees, candidates have to complete four 'papers' in each of their three years of study. Second year direct entry candidates have to complete four 'papers' in each of their second and third years of study. Each 'paper' represents a full-unit course or two half-unit courses.

<sup>2</sup> Where marks are averaged, the resulting average will be rounded to the nearest whole mark.

<sup>3</sup> Decisions on what counts as a serious attempt will vary from discipline to discipline. The Sub-Board of Examiners responsible for the candidate's degree programme will take these decisions in consultation with the relevant internal and external examiners. The School Board of Examiners for BA/BSc Degrees must ratify all such decisions.

## BACHELOR OF LAWS

*This degree is subject to the Regulations for First Degrees.*

The LLB programmes includes three parts, Intermediate (taken at the end of the first year), Part I and Part II. Each part is examined in the Summer Term; if the examiners require candidates to be re-examined for the Intermediate or Part I examinations, these take place in the LLB re-sit period.

At the discretion of the School, and with the permission of the other college concerned, arrangements may be made for students to take courses at other colleges of the University in legal subjects not taught at LSE.

## CLASSIFICATION SCHEME FOR THE BACHELOR OF LAWS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2007/08

*This Classification Scheme is approved by the School Board of Examiners for BA/BSc Degrees.*

*Last updated: July 2013*

This classification scheme must be read in conjunction with the Regulations for First Degrees, the LLB degree regulations, the relevant online undergraduate course guides and the Code of Good Practice for Undergraduate Programmes: Teaching, Learning and Assessment.

### 1. Award of Marks

The examiners for each course will determine a numerical mark for each candidate based on the following scale:

First Class Honours	70 - 100
Upper Second Class Honours	60 - 69
Lower Second Class Honours	50 - 59
Third Class Honours	45 - 49
Pass	40 - 44
Fail	30 - 39
Bad Fail	0 - 29

### 2. Eligibility for Award of Degree

- 2.1 In order to be considered for a degree, a candidate must have attempted and completed every element of the assessment for Part I of the Degree and thereafter Part II of the Degree.
- 2.2 In order to be eligible for the award of a degree, a candidate must have satisfied the examiners by passing Part I of the Degree and thereafter have satisfied the examiners by passing Part II of the Degree.
- 2.3 All LSE undergraduate students are enrolled on course LSE100. However, LSE100 is not counted for the purposes of classification.

### 3. Treatment of half units

For the purpose of determining classification marks only, the marks obtained for each pair of half-unit courses should be combined and averaged (with the resulting average mark being rounded to the nearest whole mark). Half-unit courses should be paired using the following criteria in the order set out below:

- 3.1 according to the stage of the degree: half-units taken in the same year should be paired;
- 3.2 according to the marks awarded for each half-unit: the two half-units with the highest marks, then those with the next highest marks should be paired.

### 4. Classification Marks

The classification of each candidate shall be based on all eight marks of the full subjects taken for Parts I and II of the Degree. In all cases, the marks shall be based on the mark obtained by the candidate at the latest attempt of the examination for each course.

### 5. Classification Guidelines

A candidate who is eligible for the award of a degree and who has achieved the minimum requirement for the award of an honours degree of a particular class or division, or a pass degree as set out in sub-paragraphs 5.1 to 5.5 below shall be classified in that class, division or pass grade, subject to (a) and (b) below:

- (a) a candidate whose marks include fail marks, but who has otherwise achieved the minimum requirement for the award of an honours degree, should normally be classified in that class, division or pass grade next below that determined in accordance with sub-paragraphs 5.1 to 5.4.
  - (b) a candidate who has marks of a higher class than that for which he is being considered shall have those higher marks regarded as some compensation in determining whether the aggregate mark is near enough to the 'normal aggregate'.
- 5.1 **For first class honours:**
    - 5.1.1 Four first class marks; or
    - 5.1.2 Three first class marks and an aggregate mark which is near the 'normal aggregate' of 540.
  - 5.2 **For upper second class honours:**
    - 5.2.1 Four upper second marks (or above); or
    - 5.2.2 Three upper second marks (or above) and an aggregate mark which is near the 'normal aggregate' of 480.
  - 5.3 **For lower second class honours:**
    - 5.3.1 Four lower second marks (or above); or
    - 5.3.2 Three lower second marks (or above) and an aggregate mark which is near the 'normal aggregate' of 400.
  - 5.4 **For third class honours:**
    - 5.4.1 Four third marks (or above); or
    - 5.4.2 Three third marks (or above) and an aggregate mark which is near the 'normal aggregate' of 360.

**5.5 For a pass degree:**

5.5.1 Eight pass marks (or above); or

5.5.2 Six pass marks (or above), of which at least two are third class (or above) and the 'normal aggregate' of 320.

**5.6 For candidates registered from 2011/12 onwards:**

A candidate whose marks include a mark gained in a non-Law course and who would normally be classified in a particular class, division or pass grade under rule 5.1.2., 5.2.2, 5.3.2, 5.4.2, or 5.52 [the "normal aggregate" rules] will not be so classified where the examiners consider that it would be inequitable to do so.

**6. Appeals and Offences**

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All Regulations are published in the School Calendar.

**7. General Proviso**

While the examiners shall have regard to the rules and guidelines, they reserve the right to depart from them if, in their judgement, this would be equitable for any individual candidate or any group of candidates.

## **SCHEME OF PASS AND REFERENCE RULES FOR PARTS I AND II OF THE LLB DEGREES**

**PART I****A. A Pass**

- (1) A candidate shall pass if she/he passed in three subjects and in the fourth attained a mark of at least 35, provided she/he has 1 mark over an aggregate of 160 for every mark by which her/his mark in the fourth subject falls short of 40;
- (2) A candidate shall pass, though she/he failed in two subjects, provided she/he attained not less than 38 in each of these subjects, and provided also that she/he has 3 marks over an aggregate of 160 for every mark by which each fail mark falls short of 40.
- (3) Any candidate with one or two condoned fail marks will be given one opportunity in the LLB re-sit period, if they wish, to re-sit the relevant examination(s). If the candidate fails the re-sit(s), the original condoned fail mark(s) will be reinstated. If they pass the re-sit(s) the mark(s) achieved will be entered on their official transcript, however, for the purposes of classification of the law degree after the completion of the Part II examinations the mark(s) of 40 will be considered to be the mark(s) that they attained.

**B. A Reference**

- (4) A candidate who fails to pass in one subject may be referred in that subject provided that she/he has at least 30 marks in that subject and at least the pass mark in the other subjects, and provided that her/his total marks exceed an aggregate of 160 by at least the amount of her/his deficiency in the subject in which she/he has failed;
- (5) A candidate who fails to pass in two subjects may be referred in both of them provided that she/he has at least 30 marks in one failed subject, at least 38 in the other failed subject, and that her/his total marks exceed an aggregate of 160 by at least twice the amount of her/his deficiency in the subjects in which she/he has failed.
- (6) Any candidate who is referred in one or two subjects and passes the re-sit(s) will have the mark(s) achieved entered on their official transcript, however, for the purposes of classification of the law degree after the completion of the Part II examinations the mark(s) of 40 will be considered to be the mark(s) that they attained.

**C. A Fail**

- (7) A candidate who fails in one subject and despite achieving at least 30 marks in that subject does not satisfy the conditions set out in paragraph B(4) above, fails the Part I examination and must re-sit all subjects at the next available opportunity
- (8) A candidate who fails in two subjects, but does not satisfy the conditions set out in paragraph B(5) above, fails the Part I examination and must re-sit all subjects at the next available opportunity.

**D. A Bad Fail in One Subject**

- (9) A candidate who fails to achieve at least 30 marks in any one whole subject, or its equivalent in two half subjects, fails the Part I examination and must re-sit all subjects at the next available opportunity.

**E. The LLB (re-sit period) Part I Examination**

- (10.1) Candidates who are referred are entitled to re-sit all failed subjects in the LLB (re-sit period) Part I Examination.
- (10.2) Candidates who fail are entitled to re-sit the entire Part I Examination in the LLB (re-sit period) Part I Examination.

**F. The number of attempts at the Part I Examination**

- (11) Candidates who are eligible to sit the Part I Examination are entitled, if they have been referred or failed the Part I Examination, to a total of 3 attempts at the Part I Examination or that part of it in which they have been referred.

**PART II****A. A Pass**

- (1) A candidate shall pass if she/he passed in three subjects and in the fourth attained a mark of at least 30, provided she/he has 1 mark over an aggregate of 160 for every mark by which her/his mark in the fourth subject falls short of 40;
- (2) A candidate shall pass, though she/he failed in two subjects, provided she/he attained not less than 38 in each of these subjects, and provided also that she/he has 3 marks over an aggregate of 160 for every mark by which each fail mark falls short of 40.

**B. A Fail**

- (3) A candidate who fails in one subject and despite achieving at least 30 marks in that subject does not satisfy the conditions set

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out in paragraph A(1) above, fails the Part II examination (see paragraphs D and E below)

- (4) A candidate who fails in two subjects, but does not satisfy the conditions set out in paragraph A(2) above, fails the Part II examination (see paragraphs D and E below)

### C. A Bad Fail in One Subject

- (5) (i) A candidate who fails to achieve at least 30 marks in any one whole subject, or its equivalent in two half subjects, fails the Part II examination. (see paragraphs D and E below)  
(ii) If a student starting in or after the 2010/11 session fails the Part II examination she/he must re-sit all subjects at the next available opportunity.

### D. The Part II Examination

- (6) The Part II examination is only held once a year. There is no LLB (re-sit period) for the Part II examination.  
(7) If a student starting in or after the 2010/11 session, is referred in one or two subjects and passes the re-sit(s) they will have the mark(s) achieved entered on their official transcript. However, for the purposes of classification of the law degree the mark(s) of 40 will be considered to be the mark(s) that they attained.

### E. The number of attempts at the Part II Examination

- (8) Candidates who are eligible to sit the Part II Examination are entitled, if they have failed the Part II Examination, to a total of 3 attempts at the Part II Examination.

## SCHEME OF PASS AND REFERENCE RULES FOR THE LLB INTERMEDIATE EXAMINATION

### 1. Award of Marks

The examiners for each course will determine a numerical mark for each candidate based on the following scale:

First Class	70 - 100
Upper Second Class	60 - 69
Lower Second Class	50 - 59
Pass	40 - 49
Fail	30 - 39
Bad Fail	0 - 29

### 2. Eligibility for Passing the First Year

- 2.1 In order to be considered for the Intermediate Examination, a candidate must have attempted and completed every element of the first year of the LLB degree.  
2.2 In order to pass the Intermediate Examination, a candidate must have satisfied the examiners by passing all 5 examinations that make up the Intermediate Examination.

### 3. A Reference

A candidate who fails in fewer than two subjects may be referred in those failed subjects only provided that she/he has at least 30 marks in each of them. (NB: Property 1 and Introduction to the Legal System count as half subjects for this purpose).

### 4. A Fail

A candidate who fails in two or more subjects fails the Intermediate Examination and must re-sit all subjects at the next available opportunity.

### 5. A Bad Fail in One Subject

A candidate who fails to achieve at least 30 marks in one subject fails the Intermediate Examination and must re-sit all subjects at the next available opportunity.

### 6. The LLB (re-sit period) Intermediate Examination

- 6.1 Candidates who are referred are entitled to re-sit all failed subjects in the LLB (re-sit period) Intermediate Examination.  
6.2 Candidates who fail are entitled to re-sit the entire Intermediate Examination in the LLB (re-sit period) Intermediate Examination.

### 7. The number of attempts at the Intermediate Examination

Candidates who are eligible to sit the Intermediate Examination (see 2.1 above) are entitled, if they have been referred or failed the Intermediate Examination, to a total of 3 attempts at the Intermediate Examination or that part of it in which they have been referred.

### 8. General Proviso

While the examiners shall have regard to the rules and guidelines, they reserve the right to depart from them if, in their judgement, this would be equitable for any individual candidate or any group of candidates.

## YOUR PROGRAMME OF STUDY - DIPLOMA

*Approved by the Academic and Student Affairs Committee.*

*Last updated: July 2013*

*Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website.*

### Registration

Registration means that you are a member of the School and entitled to use the School facilities. It is your responsibility to ensure that you register fully for your programme of study.

Each student is registered on a taught programme leading to a qualification (e.g. Diploma in Accounting and Finance). You must normally complete all programme requirements within, and attend the School for, the timeframe set out in your programme regulations (see the on-line School Calendar) or offer of admission.

### New Students

Registration takes place in a designated location throughout the week preceding the start of the Michaelmas term, except for students taking pre-sessional courses in September. If for unavoidable reasons you are unable to register prior to the start of Term, late registration takes place in the Student Services Centre. Students will not normally be allowed to register after the last working day of October, largely because they will have missed a significant part of their programme of study. The records of any student who has not registered by this deadline will be closed.

### Continuing Students

All students wishing to continue their studies from a previous academic session must re-register. Re-registration in the next year of study is dependent upon satisfying the progression rules (as outlined in your degree regulations) in the preceding year. If you have been given permission to interrupt your registration, you will normally be required to return within a year and be expected to sit examinations at the next possible opportunity.

### LSE Card and Email Account

All registered students will be issued with an LSE Card. This card serves as your student identity card and your library card and should be kept in a safe place. A fee is charged to replace a lost or stolen card.

Please note that your LSE email will be used for a variety of essential communications, including information on payment of your tuition fees. You should access and manage your LSE email account on a regular basis, as it will be assumed that you have opened and acted upon these communications.

### Conditions of study

Your signature on the form by which you accept a place at the School binds you to abide by all applicable School regulations, procedures, codes and policies as set out in the on-line School Calendar. Please read carefully the various regulations and, in particular, the Code of Good Practice for Taught Diploma Programmes: Teaching, Learning and Assessment which sets out the responsibilities of students.

You are strongly advised to consult a member of the Student Services Centre staff on matters connected with School regulations. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing (particularly if relating to your tuition fees). It is your sole responsibility to pass on information about your personal circumstances directly to the Student Services Centre.

### Interruption of Studies

Interruption allows students to take an authorised break in their studies, normally from the end of one term, for one calendar year. If you interrupt your registration it means that you intend to continue with the same programme once you return to study. Requests to interrupt are usually only authorised on submission of exceptional circumstances, and you should discuss alternative options with your academic adviser before making the decision to interrupt your studies.

### Withdrawal from the School

In very exceptional circumstances you may decide that you want to withdraw from your studies completely. Before you make a final decision to withdraw you should discuss your position with your academic adviser or the Dean of Graduate Studies. If you decide not to continue with your programme and wish to leave in mid-session, you need to inform the Student Services Centre in writing. Although you do not have a right to a refund of any fees paid, the School will consider requests for tuition refunds on the basis of a 30-week year in respect of periods after the official termination of registration. Please note that you will be liable for fees up to and including the week the Student Services Centre receives written notification of your withdrawal.

### Duration of Contract and Discipline

The contract between you and the School ends on the date of the main examination board for your degree programme, unless you formally withdraw from the School before taking your final examinations. You remain subject to the School's regulations until the end of the contract, but you are not expected to remain in attendance after term ends. If you have disciplinary proceedings pending after the end of the contract, the School reserves the right to withhold any award until the conclusion of the proceedings.

### Studying Abroad

If you need to study abroad as part of your programme of study, you should take out appropriate personal insurance. The School's insurance does not cover you while you are studying abroad.

### Copyright

Copyright in lectures is vested in the lecturers. Notes taken at lectures may be used only for the purposes 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.

### Financial matters

You must complete a Financial Undertaking Form before registration, and pay fees either in full before the beginning of the session concerned or, by agreement of the School, in instalments as per published instructions.

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### Fees

The fees for each academic session appear on the School's website at: <http://www2.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/>. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered. Your status as a Home/EU or Overseas student for fee purposes is determined by the Graduate Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered. If you owe money to the School or University, including charges for accommodation, the School may apply penalties or sanctions at its discretion.

### Financial Support

The Financial Support Office administers a variety of scholarships and award schemes for incoming students. It also administers student hardship funds for currently registered students. The eligibility requirements and value of financial support differ according to each scholarship, award and/or fund. If you do not secure sufficient funds to register, you are strongly advised to consider the possibility of deferring entry to a subsequent academic session. Unfortunately, the School will not be able to offer hardship assistance to students who knowingly register under-funded.

For information on sources of financial support you should visit the websites of both the Financial Support Office and Students' Union.

### Guidance Statement to Students about Working Part-time:

The School is aware that many students face varying degrees of financial pressures which make it necessary for them to undertake part-time work while studying full-time. The School is also of the view that students must devote enough time to the academic demands of their programme. Students are expected to produce regular coursework and prepare for classes/seminars, as well as studying for examinations. Each student is responsible for setting her/his own balance between part-time employment and academic coursework. Recent research suggests that an excessive amount of part-time work can have a detrimental effect on academic performance. Therefore, the School recommends that full-time students work no more than 20 hours per week during term time, and, if at all possible, fewer than 15 hours. The School's examination boards will not normally consider as exceptional circumstances the negative impact that part-time work may have had on a student's performance in examinations or assessed coursework.

### Additional notes:

If you are studying at the LSE on a student visa, you will normally be permitted to work up to 20 hours a week during term time and full time during vacation periods (please note that for one year Masters students, 'vacation time' is after the end date of your programme, not during the Summer). You should check the terms and conditions of your visa and if you have any questions check the working page on the ISIS website ([lse.ac.uk/isis](http://lse.ac.uk/isis)) or check with a member of staff in ISIS.

Further information about financial support and working in the UK can be found on the Financial Support Office website.

General advice on visas, employment rights and taxation issues can be found on the Students' Union Advice and Support Service website.

### Examinations

Examinations take place in the Summer Term and registered students are required to be in attendance at the School throughout the exam period to take their exams, and be available until the end of Term to deal with any issues about their assessed work. Candidates must sit all their examinations at the School, except those relating to an intercollegiate course which would normally be sat at the institution delivering the teaching.

The School requires all students to sit their examinations in London. This is for two reasons. The first is to ensure that the integrity of the examinations is maintained to the highest standards. The second is to provide students with the best conditions in which to prepare for and sit their examinations, so giving them the best chance of success.

There may, however, be occasions where there is good cause to arrange an examination sitting overseas. Such cases will be considered by a Panel which shall include a Dean and the Head of Student Services or her/his nominee. The purpose of the Panel is to ensure consistent decision making. Each case will be considered against agreed guidelines.

The criteria permitting students to sit their examinations overseas shall be limited to:

- serious injuries or serious medical conditions affecting the student or a close family member that prevent the student from being in the UK.
- the death of a close relative - i.e. a member of the immediate family (parent, sibling, spouse, child) or other person where there is clear evidence that the event would have a similarly devastating effect.
- other exceptional circumstances which in the Panel's view might have a profound effect on the student to the point of making it inadvisable for the School to require that he/she should return to the UK to sit examinations.

The Panel will not agree to a request which is based solely on the student's personal convenience or the cost of travelling to London.

The School does not have an autumn re-sit period. If you are required to re-sit an examination, the next opportunity for you to do so will normally be in May/June of the following year.

### Individual Examination Adjustments

Candidates with documented evidence of a long-term physical, medical and/or psychological condition may apply for individual examination adjustments. Candidates should contact the Disability and Wellbeing Office as early as possible and no later than the end of Lent Term.

Late applications for individual adjustments will only be considered if you experience sudden injury or illness. Such applications should be made at the Student Services Centre.

### Deferring Examinations

In exceptional circumstances, if you wish to defer any of your examinations, you must complete a deferral form obtainable from the Student Services Centre and obtain the written permission of those people listed on the form. You must do this by no later than the Friday of the first week of the Summer Term. Late applications will only be accepted in the case of unforeseen circumstances.

**Special Examinations Provision**

If you are a taught Masters student and you miss an exam for any reason, the next opportunity for you to sit the examination will be in May/June of the following year.

However, very occasionally circumstances arise which prevent a student from being able to sit an examination(s). A special examinations provision exists whereby a special exam paper(s) can be set for a student who wishes to sit such an exam, having been unable to attempt or complete it due to "very exceptional" medical or other mitigating circumstances that arose up to five calendar days prior to or during the affected examination(s).

Further details are available on the Student Services Centre website.



## CODE OF GOOD PRACTICE FOR TAUGHT DIPLOMA PROGRAMMES: TEACHING, LEARNING AND ASSESSMENT

*This Code of Practice is approved by the Academic and Student Affairs Committee.*

*Last updated: July 2013*

### Introduction

This Code sets out general School practices for all taught diploma programmes. It sets out basic reciprocal obligations and responsibilities of staff and students. It should be read in conjunction with all other School policies, regulations, codes of practice and procedures as set out in the School's on-line Calendar. The expectation is that all programmes will meet the standards set out in the paragraphs below. This Code informs students of what they may reasonably expect and informs departments of what they are expected, at a minimum, to provide. Each department will publish a detailed statement of its provision under this Code, in its departmental handbook and on its website. These statements will provide a basis for monitoring the academic activity of departments through the Academic and Student Affairs Committee and its internal reviews of teaching.

### Supervisory Arrangements

- 1.1 On joining the School each student is allocated a member of the academic staff in his or her department as an academic adviser.
- 1.2 Each department sets out in the relevant handbook its own detailed guidelines regarding the arrangements for supervision and the role of the academic adviser. Among the adviser's responsibilities are:
  - To provide academic guidance and feedback on students' progress and performance and to discuss any academic problems they might experience
  - To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School
  - To implement the provisions outlined in Individual Student Support Agreements (ISSAs) for students with disabilities, in liaison with the School's Disability and Well-Being Office.
  - To maintain regular contact with students on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook.
  - To comment on and provide a general assessment of students' progress on their termly class reports via LSEforYou.
  - To agree students' course choices via LSEforYou
  - To inform the Programme Director and School of any students whose progress is not satisfactory
- 1.3 Each adviser must have a good working knowledge of the structure and regulations of degree programmes in the department.
- 1.4 Each adviser must have a good working knowledge of the various academic and pastoral support services within the School.
- 1.5 Each adviser must publicise regular periods of time when they are available to meet with their students.
- 1.6 If the relationship between an adviser and student is unsatisfactory, the department must have in place an appropriate process for arranging a change of adviser.
- 1.7 Programme Directors' responsibilities include:
  - Authorising, where appropriate, a student's request for course choice outside the degree regulations;
  - Authorising, where appropriate, a student's request for a degree transfer.

### Teaching

- 2.1 The detailed requirements of each programme and course are provided in the on-line Calendar, in the relevant handbook and on departmental web pages. Students are obliged to complete all course requirements as specified in their degree regulations.
- 2.2 Teaching at the diploma level will be a combination of lectures and classes or seminars. The teaching method used will largely be determined by the size of the programme and the nature of the subject covered in a particular course.
- 2.3 Lectures are an important part of the teaching and learning experience. The structure and content of each course are set out in the on-line Course Guide. Lecturers must ensure that their teaching is consistent with this information.
- 2.4 Lecturers are responsible for organising the class programmes for their courses, for liaising with class teachers to ensure that classes are properly coordinated with their lectures, and for submitting course reading lists to the Library in good time for required books to be purchased.
- 2.5 Classes or seminars are the core of teaching and learning experience at the diploma level. The nature and format of classes or seminars may vary depending on the subject material of the course and will be detailed in the course syllabus.
- 2.6 Classes or seminars will normally give students the opportunity to participate in a discussion of material relevant to the course. The nature and format of these discussions will vary according to the subject matter of the course.
- 2.7 Lectures and classes start at five minutes past the hour and end at five minutes to the hour. Staff and students should make every effort to start and finish on time.
- 2.8 Formative coursework is an essential part of the teaching and learning experience at the School. It should be introduced at an early stage of a course and normally before the submission of assessed coursework. Students will normally be given the opportunity to produce essays, problem sets or other forms of written work. The number of these pieces of work for each course will be detailed in the on-line Course Guide.
- 2.9 Feedback on coursework is an essential part of the teaching and learning experience at the School. Class teachers must mark formative coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Class teachers must record the marks, or the failure to submit coursework, regularly via LSEforYou. Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.
- 2.10 Some programmes require students to submit dissertations. Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.
- 2.11 Class teachers must record student attendance on a weekly basis via LSEforYou.
- 2.12 Class reports are an integral part of the School's monitoring system on the academic progress of its students. Class teachers must

complete, via LSEforYou, full and accurate reports, including a general assessment of each student's progress, at the end of the Michaelmas and Lent Terms.

- 2.13 All full-time members of staff and part-time and occasional teachers must have regular weekly office hours during term time when they are available to students to discuss issues relating to the courses they are teaching. These hours should be displayed outside their offices.

### Responsibilities of the Student

- 3.1 Students are required to attend the School for the full duration of each term. Students who wish to be away for good reason in term time must first obtain the consent of their adviser. Students away through illness must inform their adviser and seminar chairs and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which might impact on their studies should contact an Adviser in the Disability and Well-Being Office in good time to negotiate reasonable adjustments. These will be set out in an Individual Student Support Agreement. Students must also agree to the extent to which this information will be shared within the School. If the School is not informed about a disability in good time, it may not be able to make the appropriate reasonable adjustments.
- 3.3 Students must maintain regular contact with their academic adviser to discuss relevant academic and pastoral care issues affecting their course of study. These should include:
  - Guidance at the start of the session regarding course choice
  - Discussion of academic progress
- 3.4 These discussions should take place through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook. Students should be able to meet their adviser within the first week of term time, i.e. either during regular office hours or at a mutually convenient time.
- 3.5 Attendance at classes is compulsory and is recorded on LSEforYou. Any student who is absent on two consecutive occasions or is regularly absent without good reason will be automatically reported to their academic adviser.
- 3.6 Students must submit all required coursework on time, whether it is summative coursework (i.e. work that counts towards the final mark) or formative work (that does not count towards the final mark). In submitting coursework, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 3.7 Students should ensure the accuracy of the information regarding their programme of study, including their optional papers. All changes in course choices must be communicated to the Student Services Centre. Failure to report changes will result in a student being required to take the examination in the course for which he or she was originally registered.
- 3.8 Students must communicate changes of term time and home addresses to the Student Services Centre via LSEforYou as soon as they occur.
- 3.9 Students must pay School fees when due. Failure to pay fees could result in the withdrawal of Library rights, termination of registration, and/or the withholding of transcripts and/or degree award certificate.
- 3.10 Students who decide to interrupt their studies or withdraw from the School must inform their academic adviser, the Programme Tutor and the Student Services Centre in writing. Failure to inform the School could result in a demand for fee payments for the full session.

### Examination and Assessment

- 4.1 All Departments must publish assessment criteria. 'Statements of assessment criteria' are verbal descriptors of what a department expects from students, which distinguish between different grades. Where expectations are similar across different forms of assessment (e.g. course essays, dissertations, exams) it may be sufficient to have a single set of criteria; where expectations are very different for different pieces of work, then different sets of criteria may be necessary. Within each programme, the Chair of the Sub-Board of Examiners is responsible for ensuring the publication of assessment criteria in-line with this requirement.
- 4.2 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are set out in the on-line Course Guide. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 4.3 Students must be given clear advance warning of any new or approved changes to examination format. When the content of a course changes to the extent that previous examination papers may not be a reliable guide to future papers, lecturers should warn students and should produce sample questions for the new parts of the course. When the course is new and, there are no previous papers, a full sample paper should be produced.
- 4.4 Any student who requires individual examination adjustments must contact an Adviser in the Disability and Well-Being Office so that reasonable adjustments can be recommended. Applications for individual examination adjustments should normally be made no later than 7 weeks before the date of the student's first examination.
- 4.5 Any exceptional (mitigating) circumstances in the period preceding or during the examinations that may affect a student's attendance at, or performance in, examinations must be communicated in writing to the Student Services Centre with all relevant supporting documentation, such as medical certificates, not later than 7 days after her/his last exam.

### Notes:

For the purposes of this Code, the term 'department' comprises both departments and institutes.

## REGULATIONS FOR DIPLOMAS

*These regulations are approved by the Academic Board/the School Board of Examiners for BA/BSc Degrees.*

*Last updated: July 2013*

### General

1. These Regulations apply to all persons having registered for a programme of study leading to a diploma other than a diploma of the University and to those having registered for any part of such a programme. They are made subject to the General Academic Regulations of the School.

### Entrance qualifications

2. The normal minimum entrance qualification for registration for a diploma is a degree or qualifications and/or experience deemed acceptable by the School. An applicant for admission will also be required to meet any additional entrance requirements specified in the relevant programme regulations.
3. The School may prescribe English language and/or other tests as conditions of admission.
4. Application for admission to a programme and registration for that programme shall be undertaken in accordance with procedures specified by the School.
5. The School may exceptionally exempt a student from part of a programme on the basis of previous study at another institution and may exempt such a student additionally from part of the examinations prescribed for the degree.

### Programmes of study

6. Programmes shall be so organised as to fall into one or both of the following categories:
  - 6.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall be not less than one academic year, the examinations being completed by the end of that period;
  - 6.2 a period of part-time study of between two and four years, during which candidates will be examined in accordance with the individual programme regulations.
7. A student may be allowed, at the discretion of the School and provided that the individual programme regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time programme, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the School as having a function relevant and suitable to the field of study. The student will not normally be permitted to undertake the project work outside the School.
8. A full-time student will normally register for courses up to the value of four courses in each year, and a part-time student for courses to a value of three courses or fewer. Courses must be chosen to comply with the programme regulations concerned.
9. The School may permit a student to transfer from one programme to another within the School. Such permission will be given only on the recommendation of the respective director for the student's current diploma programme and for the programme into which he/she wishes to transfer.
10. In exceptional circumstances, the School may permit a student to vary his or her programme by substituting for courses to the maximum value of one full unit, listed in the programme regulations, other courses of equivalent value. Such permission will be given only on the recommendation of the programme director.

### Entry to examinations

11. A candidate for the diploma will be deemed to have entered the examinations for the courses for which he/she is registered.
12. Notwithstanding an examination entry under Regulation 11, no candidate shall be eligible to sit the examination in a course unless having satisfactorily attended that course in that year of study and having completed the work required in that course.
13. A candidate wishing to defer sitting one or more examinations must first obtain the support of his or her academic adviser. Where the adviser is not willing to support the request the candidate may appeal to the Programme Director or Head of Department as appropriate. The candidate must then seek the approval of the Chair of the appropriate board of examiners. If the Chair supports the request, the Chair shall put the case to the School for approval. Permission must be sought no later than Friday of the first week of the Summer term except in the case of unforeseen and exceptional circumstances.
14. Candidates who are absent without formal permission from an examination entered will have that examination counted as the first attempt.
15. Candidates are bound by the regulations in force at the time of their entry to the examination including the individual programme regulations.
16. A candidate will be examined in each course at the end of the year, unless having deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed.
17. No fee is payable for the first attempt at an examination.

### Examinations and assessment

18. The School will establish a board of examiners for each programme. Each board shall include examiners who are not members of the staff of the School, who shall have regard to the totality of each diploma programme and who shall be involved and particularly influential in the decisions relating to the award of every diploma and shall annually report to the Director, being asked specifically to comment and give judgement on the validity and integrity of the assessment process and the standard of student attainment.
19. Examination procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
20. Each board of examiners shall ensure *inter alia* that award 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.
21. Schemes of examination shall be prescribed in the individual programme regulations.
22. The examination for each written paper shall take place on one occasion only each year.
23. An essay/report/dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year.
24. If an essay, report or dissertation is adequate except that it requires minor amendment the examiners may require the candidate to make within one month the amendments specified by them or one of their number nominated by them.
25. In exceptional circumstances examiners shall have discretion to require a student to be examined orally in one or more components of his or her examination.
26. Where the regulations permit a candidate to offer work written outside the examination room, the work submitted must be certified to be his or her own and any quotation from the published or unpublished works of other persons must be acknowledged.
27. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all candidates.

28. The conduct of candidates in assessment is governed by the Regulations on Assessment Offences: Plagiarism and the Regulations on Assessment Offences: Offences Other Than Plagiarism.

#### **Late submission of coursework**

29. Where a course includes coursework as part of its assessment, all students must be given clear written instructions on what is required and the deadline for its submission.
30. If a student believes that he or she has good cause not to meet the deadline (eg illness) he or she should first discuss the matter with the course teacher and seek a formal extension from the chair of the board of examiners.
31. If a student misses the deadline for submission but believes he or she has had good reason which could not have been alerted in advance he or she should first discuss the matter with the course teacher and seek a formal extension.
32. Extensions will normally only be granted where there is a good reason backed by supporting evidence (eg medical certificate). Any extension must be confirmed in writing to the student.
33. If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalties 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.

#### **Re-examination**

34. A candidate who does not at his/her first attempt successfully complete the examination or part of the examination for which he/she has entered and who has not been given an overall pass at any level in his or her diploma may, subject to the agreement of the School when such re-entry would involve further attendance at the School, re-sit that examination on one occasion only.
35. Re-examination will be at the next following examination except where the School has granted permission for a candidate to defer the examination until a subsequent year.
36. A candidate proposing to re-sit an examination when not registered for the course concerned shall enter for that examination by the means prescribed from time to time by the Academic Registrar.
37. A candidate proposing to resit an examination shall be bound by all the Regulations applicable to the first sitting of the examination.
38. Candidates being re-examined are required to sit the same examinations as they sat previously, unless they have satisfactorily completed courses for different examinations.
39. A candidate who resits an examination when not registered at the School will be required to pay a fee determined by the School from time to time.

#### **Illness**

40. A candidate who, owing to illness, the death of a near relative or other cause judged sufficient by the School is prevented from completing at the normal time the examination or part of the examination for which he/she has entered may, with the permission of the School, enter the examination in those elements in which he/she was not able to be examined on the next occasion when the examination is held in order to complete the examination.
41. A candidate who for medical or other reasons approved by the School does not sit an examination while in attendance at the School may be permitted to sit such an examination on one subsequent occasion without payment of a fee, whether or not in attendance at the School.
42. Where a candidate has failed to complete the examination for one of the reasons specified in Regulation 40 the candidate shall submit the application with medical certification or other supporting evidence to the Student Services Centre within seven days of the last day of the written examinations or for the submission of the essay/report/dissertation.

#### **The award of a degree**

43. Diplomas are awarded by the University or the School in accordance with relevant regulations.
44. To be eligible for the award of a diploma a candidate must satisfy the examiners in the examinations prescribed for the programme within a period of two years from the satisfactory completion of the prescribed period of study. In special cases this period of two years may be extended by the School.
45. The examiners shall have the discretion to award a mark of merit or distinction to a candidate.

#### **Notification of results**

46. A list of candidates who have successfully completed their degree will be published by the School.
47. After the examiners have reached a decision, every candidate will be notified by the School of the result of his/her examination. Certification of the award of a diploma shall be subsequently despatched to each candidate who has been awarded a diploma.

#### **Appeals against decisions of boards of examiners**

48. Appeals against decisions of boards of examiners must be made in writing to the Assessment Regulations Team in the format and within the timeframe prescribed in the Appeals Regulations.

#### **Schedule to the Regulations for Diplomas**

The powers of the School set out in these Regulations shall be exercisable as follows:

<b>Regulation</b>	<b>Powers exercisable by</b>
2	Conveners of Department
3, 5, 7, 29, 44	The appropriate Programme Director
4, 39, 46, 47	Academic Registrar
9, 10, 13	Chair of the Graduate Studies Subcommittee
18	Academic Board on recommendation of Chair of the Graduate Studies Subcommittee
33, 40, 44	The appropriate board of examiners

## SCHEME FOR THE AWARD OF A DIPLOMA

*This Classification Scheme is approved by the Graduate School Board of Examiners/the Graduate Studies Sub-Committee.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Diplomas, the regulations for the Diploma programme on which the candidate is registered, the relevant online undergraduate course guides, and the Code of Good Practice for Diploma Programmes: Teaching, Learning and Assessment.

### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 Each diploma programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 6 below. All Sub-Board decisions about classification require final approval by the School Board of Examiners.
- 1.2 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

### 3. Mark and Grade for a Course

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - 39%	Fail
40 - 59%	Pass
60 - 69%	Merit
70% and over	Distinction

- 3.2 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of diplomas is considered.

### 4. Eligibility for Award of Diploma

- 4.1 In order to be considered for a diploma, a candidate must have completed all elements of assessment for each course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it was authorised by the Chair of the Sub-Board of Examiners for the programme.

### 5. Treatment of Half Units

This Classification Scheme is based on the marks achieved by candidates in all papers<sup>1</sup> taken in fulfilment of the programme regulations. For the purposes of determining classification only, the marks obtained for half-unit courses shall be paired and averaged<sup>2</sup> according to the appropriate diploma programme regulations.

### 6. Calculation of the Award of Diploma

- 6.1 The overall classification of an award shall be calculated as follows:

#### Pass

- 6.2 A Pass diploma shall be awarded for the following combination of minimum marks:

6.2.1	3-unit programmes	40	40	40	
6.2.2	or	50	40	20	
6.2.3	4-unit programmes	40	40	40	40
6.2.4	or	50	40	40	20

#### Merit

- 6.3 A diploma with Merit shall be awarded for the following combination of minimum marks:

6.3.1	3-unit programmes	60	60	60	
6.3.2	or	70	60	50	
6.3.3	4-unit programmes	60	60	50	50
6.3.4	or	70	60	50	40

#### Distinction

- 6.4 A diploma with Distinction shall be awarded for the following combination of minimum marks:

6.4.1	3-unit programmes	70	70	50	
6.4.2	4-unit programmes	70	70	60	60
6.4.3	or	70	70	70	50

### 7. Failure to Achieve an Award of Diploma

- 7.1 If a candidate has not been awarded a diploma, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall bear their normal value.

- 7.2 If a candidate has passed courses on a re-sit attempt and has met the requirements for the award of a diploma, s/he can only be recommended for the award of a Pass diploma unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

## 8. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

## 9. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme if, in their judgement, this would be equitable for any individual candidate or group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 9.1 the student must be very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 9.2 the student must have marks in that higher classification range;
- 9.3 the student must be able to demonstrate that the examination or set of examinations in question were significantly affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 9.4 the student must also be able to demonstrate that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examinations.

## Notes

- <sup>1</sup> Under the programme regulations for all of the School's diplomas, candidates have to complete a set number of 'papers'. Each 'paper' represents a full-unit course or two half-unit courses.
- <sup>2</sup> Where marks are averaged, the resulting average will be rounded to the nearest whole mark.

## YOUR PROGRAMME OF STUDY - TAUGHT MASTERS

*Approved by the Academic and Student Affairs Committee.*

*Last updated: July 2013*

*Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website*

### Registration

Registration means that you are a member of the School and entitled to use the School facilities. It is your responsibility to ensure that you register fully for your programme of study.

### Taught Master's Students

Each student is registered on a taught programme leading to a qualification (e.g. MSc in Economics). You must normally complete all programme requirements within, and attend the School for, the timeframe set out in your programme regulations (see the on-line School Calendar) or offer of admission.

### New Students

Registration takes place in a designated location throughout the week preceding the start of the Michaelmas term, except for students taking pre-sessional courses in September. If for unavoidable reasons you are unable to register prior to the start of Term, late registration takes place in the Student Services Centre. Students will not normally be allowed to register after the last working day of October, largely because they will have missed a significant part of their programme of study. The record of any student who has not registered by this deadline will be closed.

### Continuing Students

All students wishing to continue their studies from a previous academic session must re-register. Re-registration in the next year of study is dependent upon satisfying the progression rules (as outlined in your degree regulations) in the preceding year. If you have been given permission to interrupt your registration, you will normally be required to return within a year and be expected to sit examinations at the next possible opportunity.

### LSE Card and Email Account

All registered students will be issued with an LSE Card. This card serves as your student identity card and your library card and should be kept in a safe place. A fee is charged to replace a lost or stolen card.

Please note that your LSE email will be used for a variety of essential communications, including information on payment of your tuition fees. You should access and manage your LSE email account on a regular basis, as it will be assumed that you have opened and acted upon these communications.

### Conditions of Study

Your signature on the form by which you accept a place at the School binds you to abide by all applicable School regulations, procedures, codes and policies as set out in the on-line School Calendar. Please read carefully the various regulations and, in particular, the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment which sets out the responsibilities of students.

You are strongly advised to consult a member of the Student Services Centre staff on matters connected with School regulations. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing (particularly if relating to your tuition fees). It remains your sole responsibility to pass on information about your personal circumstances directly to the Student Services Centre.

### Interruption of Studies

Interruption allows students to take an authorised break in their studies, normally from the end of one term, for one calendar year. If you interrupt your registration it means that you intend to continue with the same programme once you return to study. Requests to interrupt are usually only authorised on submission of exceptional (mitigating) circumstances, and you should discuss alternative options with your academic adviser before making the decision to interrupt your studies.

### Withdrawal from the School

In very exceptional circumstances you may decide that you want to withdraw from your studies completely. Before you make a final decision to withdraw you should discuss your position with your academic adviser or the Dean of Graduate Studies. If you decide not to continue with your programme and wish to leave in mid-session, you need to inform the Student Services Centre in writing. Although you do not have a right to a refund of any fees paid, the School will consider requests for tuition refunds on the basis of a 30-week year in respect of periods after the official termination of registration. Please note that you will be liable for fees up to and including the week the Student Services Centre receives written notification of your withdrawal.

### Duration of Contract and Discipline

The contract between you and the School ends on the date of the main examination board for your degree programme, unless you formally withdraw from the School before taking your final examinations. You remain subject to the School's regulations until the end of the contract, but you are not expected to remain in attendance after term ends. If you have disciplinary proceedings pending after the end of the contract, the School reserves the right to withhold any award until the conclusion of the proceedings.

### Studying Abroad

If you need to study abroad as part of your programme of study, you should take out appropriate personal insurance. The School's insurance does not cover you while you are studying abroad.

### Copyright

Copyright in lectures is vested in the lecturers. Notes taken at lectures may be used only for the purposes 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.

## Financial Matters

You must complete a Financial Undertaking Form before registration, and pay fees either in full before the beginning of the session concerned or, by agreement of the School, in instalments as per published instructions.

## Fees

The fees for each academic session appear on the School's website at: <http://www2.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/>. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered. Your status as a Home/EU or Overseas student for fee purposes is determined by the Graduate Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered. If you owe money to the School, including charges for accommodation, the School may apply penalties or sanctions at its discretion.

## Financial Support

The Financial Support Office administers a variety of scholarships and award schemes for incoming students. It also administers student hardship funds for currently registered students. The eligibility requirements and value of financial support differ according to each scholarship, award and/or fund. If you do not secure sufficient funds to register, you are strongly advised to consider the possibility of deferring entry to a subsequent academic session. Unfortunately, the School will not be able to offer hardship assistance to students who knowingly register under-funded. For information on sources of financial support you should visit the websites of both the Financial Support Office and Students' Union.

## Guidance Statement to Students about Working Part-time

The School is aware that many students face varying degrees of financial pressures which make it necessary for them to undertake part-time work while studying full-time. The School is also of the view that students must devote enough time to the academic demands of their programme. Students are expected to produce regular coursework and prepare for classes/seminars, as well as studying for examinations. Each student is responsible for setting her/his own balance between part-time employment and academic coursework. Recent research suggests that an excessive amount of part-time work can have a detrimental effect on academic performance. Therefore, the School recommends that full-time students work no more than 20 hours per week during term time, and, if at all possible, fewer than 15 hours. The School's examination boards will not normally consider as mitigating circumstances the negative impact that part-time work may have had on a student's performance in examinations or assessed coursework.

Additional notes:

If you are studying at the LSE on a student visa, you will normally be permitted to work up to 20 hours a week during term time and full time during vacation periods (please note that for one year Masters students, 'vacation time' is after the end date of your programme, not during the Summer). You should check the terms and conditions of your visa and if you have any questions check the working page on the ISIS website ([lse.ac.uk/isis](http://lse.ac.uk/isis)) or check with a member of staff in ISIS.

Further information about financial support and working in the UK can be found on the Financial Support Office website.

General advice on visas, employment rights and taxation issues can be found on the Students' Union Advice and Support Service website.

## Examinations

Examinations take place in the Summer Term and registered students are required to be in attendance at the School throughout the exam period to take their exams, and be available until the end of Term to deal with any issues about their assessed work. Candidates must sit all their examinations at the School, except those relating to an intercollegiate course which would normally be sat at the institution delivering the teaching.

The School requires all students to sit their examinations in London. This is for two reasons. The first is to ensure that the integrity of the examinations is maintained to the highest standards. The second is to provide students with the best conditions in which to prepare for and sit their examinations, so giving them the best chance of success.

There may, however, be occasions where there is good cause to arrange an examination sitting overseas. Such cases will be considered by a Panel which shall include a Dean and the Head of Student Services or her/his nominee. The purpose of the Panel is to ensure consistent decision making. Each case will be considered against agreed guidelines.

The criteria permitting students to sit their examinations overseas shall be limited to:

- serious injuries or serious medical conditions affecting the student or a close family member that prevent the student from being in the UK.
- the death of a close relative - i.e. a member of the immediate family (parent, sibling, spouse, child) or other person where there is clear evidence that the event would have a similarly devastating effect.
- other exceptional circumstances which in the Panel's view might have a profound effect on the student to the point of making it inadvisable for the School to require that he/she should return to the UK to sit examinations.

The Panel will not agree to a request which is based solely on the student's personal convenience or the cost of travelling to London.

The School does not have an autumn re-sit period. If you are required to re-sit an examination, the next opportunity for you to do so will normally be in May/June of the following year.

## Individual Examination Adjustments

Candidates with documented evidence of a long-term physical, medical and/or psychological condition may apply for individual examination adjustments. Candidates should contact the Disability and Well-being Office as early as possible and no later than the end of Lent Term. Late applications for individual adjustments will only be considered if you experience sudden injury or illness. Such applications should be made at the Student Services Centre.

## Deferring Examinations

In exceptional circumstances, if you wish to defer any of your examinations, you must complete a deferral form obtainable from the Student Services Centre and obtain the written permission of those people listed on the form. You must do this by no later than the Friday of the first week of the Summer term. Late applications will only be accepted in the case of unforeseen circumstances.



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### **Special Examinations Provision**

If you are a taught Masters student and you miss an exam for any reason the next opportunity for you to do so will be in May/June of the following year.

However, very occasionally circumstances arise which prevent a student from being able to sit an examination(s). A special examination(s) provision exists whereby a special exam paper can be set for a student who wishes to sit such an exam, having been unable to attempt or complete it due to “very exceptional” medical or other mitigating circumstances that arose up to five calendar days prior to or during the affected examination(s).

Further details are available on the Student Services Centre website.

# CODE OF GOOD PRACTICE FOR TAUGHT MASTERS PROGRAMMES: TEACHING, LEARNING AND ASSESSMENT

*This Code of Practice is approved by the Academic and Student Affairs Committee.*

*Last updated: July 2013*

## Introduction

This Code sets out general School practices for all taught graduate programmes. It sets out basic reciprocal obligations and responsibilities of staff and students. It should be read in conjunction with all other School policies, regulations, codes of practice and procedures as set out in the School's on-line Calendar. The expectation is that all programmes will meet the standards set out in the paragraphs below. This Code informs students of what they may reasonably expect and informs departments of what they are expected, at a minimum, to provide. Each department will publish a detailed statement of its provision under this Code, in its departmental handbook and on its website. These statements will provide a basis for monitoring the academic activity of departments through the Academic and Student Affairs Committee and its internal reviews of teaching.

## Academic Advice

- 1.1 On joining the School each student is allocated a member of the academic staff in his or her department as an academic adviser.
- 1.2 Each department sets out in the relevant handbook its own detailed guidelines regarding the arrangements for supervision and the role of the academic adviser. Among the adviser's responsibilities are:
  - To provide academic guidance and feedback on students' progress and performance and to discuss any academic problems they might experience.
  - To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
  - To implement the provisions outlined in Individual Student Support Agreements (ISSAs) for students with disabilities, in liaison with the School's Disability and Well-Being Office.
  - To maintain regular contact with students on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook.
  - To comment on and provide a general assessment of students' progress on their termly class reports via LSEforYou.
  - To agree students' course choices via LSEforYou.
  - To inform the Programme Director and School of any students whose progress is not satisfactory.
- 1.3 Each adviser must have a good working knowledge of the structure and regulations of degree programmes in the department.
- 1.4 Each adviser must have a good working knowledge of the various academic and pastoral support services within the School.
- 1.5 Each adviser must publicise regular periods of time when they are available to meet with their students.
- 1.6 If the relationship between an adviser and student is unsatisfactory, the department must have in place an appropriate process for arranging a change of adviser.
- 1.7 Programme Directors' responsibilities include:
  - Authorising, where appropriate, a student's request for course choice outside the degree regulations;
  - Authorising, where appropriate, a student's request for a degree transfer.

## Teaching

- 2.1 The detailed requirements of each programme and course are provided in the on-line *Calendar*, in the relevant handbook and on departmental web pages. Students are obliged to complete all course requirements as specified in their degree regulations.
- 2.2 Teaching at the postgraduate level will be a combination of lectures and seminars. The teaching method used will largely be determined by the size of the programme and the nature of the subject covered in a particular paper/course.
- 2.3 Lectures are an important part of the teaching and learning experience. The structure and content of each course are set out in the on-line Course Guide. Lecturers must ensure that their teaching is consistent with this information.
- 2.4 Lecturers are responsible for organising the seminar programmes for their courses, for liaising with seminar teachers to ensure that seminars are properly coordinated with their lectures, and for submitting course reading lists to the Library in good time for required books to be purchased.
- 2.5 Seminars are the core of teaching and learning experience at the graduate level. The nature and format of seminars may vary depending on the subject material of the course and will be detailed in the course syllabus. Seminar sizes should not normally exceed 15 students.
- 2.6 Seminars will normally give students the opportunity to participate in a discussion of material relevant to the course. The nature and format of these discussions will vary according to the subject matter of the course.
- 2.7 Lectures and seminars start at five minutes past the hour and end at five minutes to the hour. Staff and students should make every effort to start and finish on time.
- 2.8 Formative coursework is an essential part of the teaching and learning experience at the School. It should be introduced at an early stage of a course and normally before the submission of assessed coursework. Students will normally be given the opportunity to produce essays, problem sets or other forms of written work. The number of these pieces of work for each course will be detailed in the on-line Course Guide.
- 2.9 Feedback on coursework is an essential part of the teaching and learning experience at the School. Seminar teachers must mark formative coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Seminar teachers must record the marks, or the failure to submit coursework, regularly via LSEforYou. Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.
- 2.10 Some programmes require students to submit dissertations. Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.
- 2.11 Seminar teachers must record student attendance on a weekly basis via LSEforYou.

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- 2.12 Seminar reports are an integral part of the School's monitoring system on the academic progress of its students. Seminar teachers must complete, via LSEforYou, full and accurate reports, including a general assessment of each student's progress, at the end of the Michaelmas and Lent Terms.
- 2.13 All full-time members of staff and part-time and occasional teachers must have regular weekly office hours during term time when they are available to students to discuss issues relating to the courses they are teaching. These hours should be displayed outside their offices.

### Responsibilities of the Student

- 3.1 Students are required to attend the School for the full duration of each term. Students who wish to be away for good reason in term time must first obtain the consent of their academic adviser. Students away through illness must inform their adviser and seminar chairs and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which might impact on their studies should contact an Adviser in the Disability and Well-Being Office in good time to negotiate reasonable adjustments. These will be set out in an Individual Student Support Agreement. Students must also agree to the extent to which this information will be shared within the School. If the School is not informed about a disability in good time, it may not be able to make the appropriate reasonable adjustments.
- 3.3 Students must maintain regular contact with their academic adviser to discuss relevant academic and pastoral care issues affecting their course of study. These should include:
  - Guidance at the start of the session regarding course choice
  - Discussion of academic progress
  - Assistance, advice and guidance on the long essay/project/dissertation
- 3.4 These discussions should take place through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook. Students should be able to meet their adviser within the first week of term time, i.e. either during regular office hours or at a mutually convenient time.
- 3.5 Attendance at seminars is compulsory and is recorded on LSEforYou. Any student who is absent on two consecutive occasions or is regularly absent without good reason will be automatically reported to their academic adviser.
- 3.6 Students must submit all required coursework on time, whether it is summative coursework (i.e. work that counts towards the final mark) or formative work (that does not count towards the final mark). In submitting coursework, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 3.7 Students should ensure the accuracy of the information regarding their programme of study, including their optional papers. All changes in course choices must be communicated to the Student Services Centre. Failure to report changes will result in a student being required to take the examination in the course for which he or she was originally registered.
- 3.8 Students must communicate changes of term time and home addresses to the Student Services Centre via LSEforYou as soon as they occur.
- 3.9 Students must pay School fees when due. Failure to pay fees could result in the withdrawal of Library rights, termination of registration, and/or the withholding of transcripts and/or degree award certificate.
- 3.10 Students who decide to interrupt their studies or withdraw from the School must inform their academic adviser, the Programme Director and the Student Services Centre in writing. Failure to inform the School could result in a demand for fee payments for the full session.

### Examination and Assessment

- 4.1 All Departments must publish assessment criteria. 'Statements of assessment criteria' are verbal descriptors of what a department expects from students, which distinguish between different grades. Where expectations are similar across different forms of assessment (e.g. course essays, dissertations, exams) it may be sufficient to have a single set of criteria; where expectations are very different for different pieces of work, then different sets of criteria may be necessary. Within each programme, the Chair of the Sub-Board of Examiners is responsible for ensuring the publication of assessment criteria in-line with this requirement.
- 4.2 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are set out in the on-line Course Guide. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 4.3 Students must be given clear advance warning of any new or approved changes to examination format. When the content of a course changes to the extent that previous examination papers may not be a reliable guide to future papers, lecturers should warn students and should produce sample questions for the new parts of the course. When the course is new and, there are no previous papers, a full sample paper should be produced.
- 4.4 Any student who requires individual examination adjustments must contact an Adviser in the Disability and Well-Being Office so that reasonable adjustments can be recommended. Applications for individual arrangements should normally be made no later than 7 weeks before the date of the student's first examination.
- 4.5 Any exceptional (mitigating) circumstances in the period preceding or during the examinations that may affect a student's attendance at, or performance in, examinations must be communicated in writing to the Student Services Centre with all relevant supporting documentation, such as medical certificates, not later than 7 days after her/his last exam.

### Notes

For the purposes of this Code, the term 'department' comprises both departments and institutes.

# REGULATIONS FOR TAUGHT MASTERS DEGREES FOR STUDENTS ENTERING BEFORE THE 2009/10 ACADEMIC YEAR

*These regulations are approved by the Academic Board / the Graduate School Board of Examiners*

*Last updated: July 2013*

## General

1. These Regulations apply to all persons having registered for a programme of study leading to a degree of Master of Arts, Master of Laws, Master of Research or Master of Science at the School and to those having registered for any part of such a programme. These regulations are made subject to the *General Academic Regulations*

## Entrance Qualifications

2. The normal minimum entrance qualification for registration for a Masters degree is
  - 2.1 a Second Class Honours degree of a UK university or of the CNAAB, or a qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or an educational institution of university rank), in a subject appropriate to that of the programme to be followed, or a qualification of an equivalent standard appropriate to the programme to be followed; or
  - 2.2 a professional or other qualification obtained by written examination and approved by the School.
3. An applicant for admission possessing a professional or other qualification obtained by written examination may be required by the School to pursue the programme for the period of at least one year longer than the minimum period prescribed in the individual programme regulations and/or the School may prescribe a qualifying examination for such a candidate.
4. An applicant for admission will also be required to meet any additional entrance requirements specified in the relevant programme regulations.
5. The School may prescribe English language and/or other tests as conditions of admission.
6. Application for admission to a programme and registration for that programme shall be undertaken in accordance with procedures specified by the School.
7. The School may exceptionally exempt a student from part of a programme on the basis of previous study at another institution and may exempt such a student additionally from part of the examinations prescribed for the degree.
8. When considering an application under Regulation 7 the School shall consider *inter alia*
  - 8.1 the standard and content of courses and examinations taken elsewhere, certified by the appropriate officer or officers of the relevant institution, and their relevance to the intended programme at the School;
  - 8.2 the compatibility of the study previously undertaken with the proposed programme, to allow a smooth transition into that programme.

## Programmes of Study

9. Programmes and the examinations associated with them shall be so organised as to fall into one or both of the following categories:
  - 9.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall normally be not less than one calendar year, the examinations being completed by the end of that period;
  - 9.2 a period of part-time study of between two and four years, during which candidates will be examined in accordance with the individual programme regulations.
10. The minimum length of the period of study is prescribed in the individual programme regulations, but at the start of the programme or at a later stage the School may require individual students to pursue the programme for a period longer than the minimum period prescribed in the regulations. The School shall determine, subject to the provisions of the individual programme regulations, the method by which the student is examined.
11. Where a student is pursuing a programme extending over not less than one calendar year he/she may be allowed, at the discretion of the School and provided that the individual programme regulations so permit, to spend a maximum period of six months or, in the case of students pursuing a part-time programme, an equivalent period, on project work under appropriate supervision at an organisation or institution approved by the School as having a function relevant and suitable to the field of study. A student pursuing a programme extending over a minimum of one academic year will not be permitted to undertake the project work outside the School unless permitted by the individual programme regulations.
12. A full-time student will normally register for courses up to the value of four courses in each year, and a part-time student for courses to a value of three courses or fewer. Courses must be chosen to comply with the programme regulations concerned.
13. The School may permit a student to transfer from one programme to another within the School. Such permission will be given only on the recommendation of the respective director for the student's current degree programme and for the programme into which he/she wishes to transfer.
14. In exceptional circumstances, the School may permit a student to vary his or her programme by substituting for courses to the maximum value of one full unit, listed in the programme regulations, other graduate courses of equivalent value. Such permission will be given only on the recommendation of the programme director.

## Entry to Examinations

15. A candidate for the degree will be deemed to have entered the examinations for the courses for which he/she is registered.
16. Notwithstanding an examination entry under Regulation 15, no candidate shall be eligible to sit the examination in a course unless having satisfactorily attended that course in that year of study and having completed the work required in that course.
17. A candidate wishing to defer sitting one or more examinations must first obtain the support of his or her academic adviser. Where the adviser is not willing to support the request the candidate may appeal to the programme director or Head of Department as appropriate. The candidate must then seek the approval of the Chair of the appropriate board of examiners. If the Chair supports the request, the Chair shall put the case to the School for approval. Permission must be sought no later than Friday of the first week of the Summer term except in the case of unforeseen and exceptional circumstances.
18. Candidates who are absent without formal permission from an examination entered will have that examination counted as the first attempt.
19. Candidates are bound by the regulations in force at the time of their entry to the examination including the individual programme regulations.
20. A candidate will be examined in each course, unless having deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed.

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21. No fee is payable for the first attempt at an examination.

### Examinations and Assessment

22. The School will establish a board of examiners for each programme. Each board shall include examiners who are not members of the staff of the School, who shall have regard to the totality of each degree programme and who shall be involved and particularly influential in the decisions relating to the award of every degree and shall annually report to the Director, being asked specifically to comment and give judgment on the validity and integrity of the assessment process and the standard of student attainment.
23. Examination procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
24. Each board of examiners shall ensure *inter alia* that award 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.
25. Schemes of examination shall be prescribed in the individual programme regulations and unless indicated otherwise shall include the submission of a significant piece of individual work in the form of an essay, report or dissertation which may be based on a project or fieldwork.
26. The examination for each written paper shall take place on one occasion each year.
27. An essay/report/dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year and the date for submission will be specified in the programme regulations.
28. Where the regulations permit a candidate to offer work written outside the examination room, the work submitted must be certified to be his or her own and any quotation from the published or unpublished works of other persons must be acknowledged.
29. If the essay, report or dissertation is adequate except that it requires minor amendment the examiners may require the candidate to resubmit a revised version within one month.
30. In exceptional circumstances examiners shall have discretion to require a candidate to be examined orally in one or more components of his or her examination.
31. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all candidates.
32. The conduct of candidates in assessment is governed by the Regulations on Assessment Offences: Plagiarism and the Regulations on Assessment Offences: Offences Other Than Plagiarism.

### Late Submission of Coursework

33. Where a course includes coursework as part of its assessment, all students must be given clear written instructions on what is required and the deadline for its submission.
34. If a student believes that he or she has good cause not to meet the deadline (eg illness) he or she should first discuss the matter with the course teacher and seek a formal extension from the chair of the board of examiners.
35. If a student misses the deadline for submission but believes he or she has had good cause which could not have been alerted in advance he or she should first discuss the matter with the course teacher and seek a formal extension.
36. Extensions will normally only be granted where there is a good reason backed by supporting evidence (eg medical certificate). Any extension must be confirmed in writing to the student.
37. 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 the 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.

### Re-examination

38. If a candidate who has been examined in all elements of an examination or of part of an examination for which he/she has entered fails to satisfy the examiners, the examiners may determine that he/she may on re-examination be exempt from one or more of the following:
  - (i) one or more of the written papers;
  - (ii) essay/report/dissertation;
  - (iii) assessment of coursework;
  - (iv) practical examinations;
  - (v) oral examination.
39. A candidate who does not at his/her first attempt successfully complete the examination or part of the examination for which he/she has entered and who has not been given an overall pass at any level in his or her degree may, subject to the agreement of the School when such re-entry would involve further attendance at the School, re-sit that examination on one occasion only. Such re-examination will be at the next following examination except where a School has granted permission for a candidate to defer the examination until a subsequent year.
40. A candidate proposing to re-sit an examination when not registered for the course concerned shall enter for that examination by the means prescribed from time to time by the Academic Registrar.
41. A candidate proposing to re-sit an examination shall be bound by all the current Regulations applicable to the first sitting of the examination.
42. Candidates being re-examined are required to sit the same examinations as they sat previously, unless they have satisfactorily completed courses for different examinations.
43. A candidate who re-sits an examination when not registered at the School will be required to pay a fee determined by the School from time to time.

### Illness

44. A candidate who, owing to illness, the death of a near relative or other cause judged sufficient by the School on the recommendation of the board of examiners, is prevented from completing at the normal time the examination or part of the examination for which he/she has entered may with the permission of the School, enter the examination in those elements in which he/she was not able to be examined on the next occasion when the examination is held in order to complete the examination.
45. A candidate who for medical or other reasons approved by the School does not sit an examination while in attendance at the School may be permitted to sit such an examination on one subsequent occasion without payment of a fee, whether or not in attendance at the School.

46. Where a candidate has failed to complete the examination for one of the reasons specified in Regulation 44 the candidate shall submit the application with medical certification or other supporting evidence to the Student Services Centre within seven days of the last day of the written examinations or for the submission of the essay/report/dissertation.

#### **The Award of a Degree**

47. Degrees are awarded by the University or the School in accordance with relevant regulations.  
 48. To be eligible for the award of a degree a candidate must have satisfied the examiners in the examinations prescribed for the programme on completion of each course. In special cases the School may allow later examination.  
 49. The examiners shall have the discretion to award a mark of merit or distinction to a candidate.

#### **Notification of Results**

50. A list of candidates who have successfully completed their degree will be published by the School.  
 51. After the examiners have reached a decision, every candidate will be notified by the School of the result of his/her examination.  
 52. A degree certificate will be despatched to each candidate who is awarded the degree. The certificate will state the title of the degree awarded.

#### **Appeals Against Decisions of Boards of Examiners**

53. Appeals against decisions of boards of examiners must be made in writing to the Assessment Regulations Team under the Appeals Regulations.

#### **Schedule to the Regulations for Taught Masters Degrees**

The powers of the School set out in these Regulations shall be exercisable as follows:

<b>Regulation</b>	<b>Powers exercisable by</b>
2.2	Convener of Department
3, 5, 7, 10, 11, 32	The appropriate Programme Director
6, 43, 50, 51	Academic Registrar
13, 14, 17	Chair of the Graduate Studies Subcommittee
22	Academic Board on recommendation of Chair of the Graduate Studies Subcommittee
37, 44, 48	The appropriate board of examiners

## REGULATIONS FOR TAUGHT MASTERS DEGREES FOR STUDENTS ENTERING IN OR AFTER THE 2009/10 ACADEMIC YEAR

*These regulations are approved by the Academic Board/the Graduate School Board of Examiners*

*Last updated: July 2013*

### General

1. These Regulations apply to all persons who have registered for a programme of study leading to a degree of Master of Arts, Master of Laws, Master of Public Administration, Master of Research or Master of Science at the School and to those who have registered for any part of such a programme. These regulations are subject to the General Academic Regulations.

### Entrance Qualifications

2. The normal minimum entrance qualification for registration for a Masters degree is
  - 2.1 a Second Class Honours degree of a UK university or of the CNAA, or a qualification of an equivalent standard obtained after a programme of study extending over not less than three years in a university (or an educational institution of university rank), in a subject appropriate to that of the programme to be followed, or a qualification of an equivalent standard appropriate to the programme to be followed; *or*
  - 2.2 a professional or other qualification obtained by written examination and approved by the School.
3. An applicant for admission possessing a professional or other qualification obtained by written examination may be required by the School to pursue the programme for the period of at least one year longer than the minimum period prescribed in the individual programme regulations and/or the School may prescribe a qualifying examination for such a candidate.
4. An applicant for admission will also be required to meet any additional entrance requirements specified in the relevant programme regulations.
5. The School may prescribe English language and/or other tests as conditions of admission.
6. Application for admission to a programme and registration for that programme shall be undertaken in accordance with procedures specified by the School.
7. The School may exceptionally exempt a student from part of a programme on the basis of previous study at another institution and may exempt such a student additionally from part of the examinations prescribed for the degree.
8. When considering an application under Regulation 7 the School shall consider, among other things,
  - 8.1 the standard and content of courses and examinations taken elsewhere, certified by the appropriate officer or officers of the relevant institution, and their relevance to the intended programme at the School;
  - 8.2 the compatibility of the study previously undertaken with the proposed programme, to allow a smooth transition into the latter.

### Programmes of Study

9. Programmes and the examinations associated with them shall be so organised as to fall into one or both of the following categories:
  - 9.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall normally be not less than one calendar year. Students will sit examinations at the end of that period;
  - 9.2 a period of part-time study of between two and four years, during which candidates will be examined in accordance with the individual programme regulations.
10. The minimum length of the period of study is set out in the individual programme regulations. The normal maximum period of registration will be as follows: two years for 9-, 10- and 12-month programmes; three years for 21-month programmes; and four years for part-time study of any programme. The normal maximum period of registration for the following Executive MSc programmes will be six years; MSc Diplomacy and International Strategy, MSc Finance (Part-time), MSc Global Management or "Global MiM", MSc Health Economics, Policy and Management, TRIUM Global Executive MBA, Executive MPA programme and Executive LLM. The School shall determine, subject to the provisions of the individual programme regulations, the method by which the student is examined.
11. If a student is taking a full-time programme of 12-months' duration or longer, he/she may be allowed to spend a maximum period of six months on project work under appropriate supervision at an organisation or institution approved by the School. The criterion for approval shall be that the external organisation or institution shall have a function relevant and suitable to the field of study. Such external project work will be at the discretion of the School, provided that it is allowed under the individual programme regulations. Part-time students may be allowed to undertake such external project work for an equivalent period. If a student is taking a full-time programme of less than 12-months' duration, s/he will not be allowed to undertake project work outside the School unless permitted by the individual programme regulations.
12. A full-time student will normally register for courses up to the value of four full units in each year. A part-time student will normally register for courses to a value of three full units or fewer. Courses must be chosen to comply with the programme regulations concerned.
13. The School may allow a student 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 degree programme and for the programme into which he/she wishes to transfer.
14. In exceptional circumstances, the School may allow a student to vary his/ her programme by substituting up to the value of one full unit graduate courses of equivalent value from another programme. Such permission will be given only on the recommendation of the programme director.

### Entry to Examinations

15. A candidate for the degree will be entered in the examinations for the courses for which he/she is registered.
16. In spite of Regulation 15, no candidate shall be eligible to sit an examination unless he/she has satisfactorily attended the course concerned in the year of study concerned and has completed the work required.
17. A candidate wishing to defer sitting one or more examinations must obtain permission from the Chair of the Sub-Board of Examiners for his/her programme. If he/she also wishes to defer those examinations again the following year, he/she will require the permission of both the Chair of the Sub-Board of Examiners for his/her programme and the Chair of the Graduate Studies Sub-Committee. Any further requests to defer will also require this dual authorisation. Students who have deferred their examinations once may only be given permission to defer for a second (or additional) time all originally deferred examinations - they will not be allowed to split their examination load across different years. Permission for deferral must be sought by no later than Friday of the first week of the Summer term except in the case of unforeseen and exceptional circumstances.
18. Candidates who are absent without formal permission from an examination will have that examination counted as the first attempt.

19. Candidates are bound by the regulations in force at the time of their entry to the examination, including the individual programme regulations.
20. A candidate will be examined in each course, unless he/she has deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed. A candidate will not normally be re-examined in any course he/she has failed if an award has been made.
21. No fee is payable for the first attempt at an examination.

### Examinations and Assessment

22. The School shall set up a Sub-Board of Examiners for each programme. Each Sub-Board shall include examiners who are not members of the staff of the School. These external examiners shall have regard to the totality of each degree programme and shall be involved and particularly influential in the decisions relating to the award of every degree. They shall report to the Director each year, and shall comment specifically on the validity and integrity of the assessment process and the standard of student attainment.
23. Examination procedures shall ensure that assessment is and can be shown to be fair and impartial.
24. Each Sub-Board of Examiners shall ensure, among other things, that the application of the 'Scheme for the Award of a Taught Masters Degree' (see Regulation 51), including local rules where allowed, has 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.
25. Unless indicated otherwise in the individual programme regulations, each programme shall include submission of a significant piece of individual work in the form of an essay, report or dissertation (to all of which the word 'dissertation' applies in these Regulations) which may be based on a project or fieldwork.
26. The examination for each written paper shall take place on one occasion only each year, except as provided in Regulation 29.
27. A dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year. The date for submission will be set out in the programme regulations. The only exception will be where a student fails his/her programme because of a failed dissertation and has failed no other courses. In such cases, the student may re-submit the dissertation early (subject to Regulation 39). The early re-submission date for such students will be set by the relevant Department.
28. Where the regulations allow a candidate to offer work written outside the examination room, the work submitted must be certified to be his or her own. Any quotation from the published or unpublished works of other persons must be acknowledged.
29. Students who miss their examinations for very exceptional circumstances may apply to sit special examinations outside the normal examination period. The Graduate School Board of Examiners will be the sole authority in determining whether individual students be granted special examinations.
30. The School may in exceptional circumstances allow variation of the method(s) of assessment for a course, in respect of some or all candidates.
31. The conduct of candidates in assessment is governed by the Regulations on Assessment Offences: Plagiarism and the Regulations on Assessment Offences: Offences Other Than Plagiarism.

### Late Submission of Coursework

32. All students must be given clear written instructions on what is required for assessed coursework and dissertations, and the deadline for their submission.
33. If a student believes that he/she has good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she should first discuss the matter with the course teacher and seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
34. If a student misses the deadline for submission he/she should first discuss the matter with the course teacher. If the student feels he/she had good cause for missing the submission deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she may seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
35. Extensions will be granted only where there is good cause backed by official supporting evidence (e.g. medical certificate), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English. Any extension granted must be confirmed in writing to the student.
36. 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. Where Departments do not operate a special local process, requests for formal extensions will be decided by the Chair of the appropriate Sub-Board of Examiners. 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 regulation 37 will apply uniformly across all programmes.
37. 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. After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

### Re-examination

38. If a candidate who has been examined in all elements of an examination or of part of an examination for which he/she has entered fails to satisfy the examiners, they may decide that he/she be exempted from re-examination in one or more of the following:
  - (i) one or more of the written papers;
  - (ii) dissertation;
  - (iii) assessed coursework;
  - (iv) practical examinations.
39. A candidate who does not at his/her first attempt successfully pass the examination or part of the examination for which he/she has entered and who has not been given an overall pass in his or her degree may re-sit that examination on one occasion only. The right to re-sit will be subject to the agreement of the School if it requires repeat tuition. Re-sits will take place during the next examination period except where the candidate has been granted permission to defer the examination(s) to a later year and except as provided in Regulation 27. The deferral rule at Regulation 17, including the ban on splitting examination loads, shall apply to candidates required to re-sit more than one examination.
40. A candidate proposing to re-sit an examination when not registered for the course concerned shall enter for that examination by the means set from time to time by the Academic Registrar or his/her designated deputy.



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41. A candidate proposing to re-sit an examination shall be bound by all the regulations which were in force at the time of the first sitting of the examination.
42. Candidates being re-examined have to sit examinations for the same courses as they sat previously, unless they obtain their supervisor's permission and satisfactorily complete courses for different examinations.
43. A candidate who re-sits an examination when not registered at the School will be required to pay a fee set by the School from time to time.

### Illness and Other Exceptional Circumstances

44. Where a candidate is absent from an examination because of illness/injury, bereavement or other serious personal circumstances, he/she may submit an exceptional circumstances form to the Student Services Centre within seven days after the date of the missed examination.
45. Where a candidate feels that his/her performance in an examination or dissertation has been significantly and negatively affected by illness/injury, bereavement or other personal circumstances, he/she may submit an exceptional circumstances form to the Student Services Centre within seven days after his/her last written examination or within seven days after the submission deadline of the dissertation, as the case may be.
46. The information in the exceptional circumstances form will be considered by the Sub-Board of Examiners for the candidate's programme only if corroborated by official evidence. All evidence must be in English.
47. In only the most exceptional cases where the exceptional circumstances are unforeseen and out of the candidate's own control Sub-Boards may recommend to the Graduate School Board of Examiners that:
  - (i) the candidate's result(s) in the affected examination(s) be discounted, and that he/she be allowed to re-sit it (them);
  - (ii) the candidate's result(s) in the affected examination(s) not be discounted, but that he/she be allowed an exceptional additional attempt at it (them)<sup>1</sup>;
  - (iii) the candidate be awarded a degree, or higher class of degree. Sub-Boards may not make this recommendation for a candidate who was absent from an examination.
48. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

### Footnote

- <sup>1</sup> Sub-Boards of Examiners may also recommend under Regulation 47 (i) and (ii) that the candidate may, where relevant and appropriate, progress into the next year of study.

### The Award of a Degree

49. The examiners shall have the discretion to award a mark as set out in the 'Scheme for the Award of a Taught Masters Degree' (version in force at the time the candidate started the programme).
50. To be eligible for the award of a degree a candidate must have satisfied the examiners in the examinations prescribed for the programme on completion of each course.
51. Degrees are awarded by the School in accordance with relevant regulations.

### Notification of Results

52. After the examiners have reached a decision, every candidate will be notified by the School of the result of his/her examination.
53. A degree certificate will be sent to each candidate who is awarded the degree. The certificate will state the title of the degree awarded.
54. A list of candidates who have completed their degree successfully will be published by the School.

### Appeals Against Decisions of Sub-Boards and Boards of Examiners

55. Appeals against decisions of Sub-Boards and Boards of Examiners must be made in the format and within the timeframe prescribed in the Appeals Regulations.

### Schedule to the Regulations for Taught Masters Degrees

The powers of the School set out in these Regulations shall be exercisable as follows:

Regulation	Powers exercisable by
2.2, 31	Head of Department
3, 5, 7, 10, 11	The appropriate Programme Director
6, 40, 43, 52, 54	Academic Registrar
13, 14, 17	Chair of the Graduate Studies Sub-Committee
22	Academic Board on recommendation of Chair of the Graduate Studies Sub-Committee
35-37	Chair of the appropriate Sub-Board of Examiners
38	The appropriate Sub-Board of Examiners
39	Student Progress Panel on recommendation of the appropriate Sub-Board of Examiners
29, 30, 48, 51	Graduate School Board of Examiners on recommendation of the appropriate Sub-Board of Examiners

## TAUGHT MASTERS DEGREES

### SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2008/09

(other than MSc Economic History (Research); MRes Economics (Track 1); MSc Economics and Philosophy; MSc Health Policy, Planning and Financing; MSc International Health Policy; MSc International Health Policy (Health Economics); MSc Management (all streams); MPA Degrees (all streams); and MRes Political Science)

*This Classification Scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Master Degree programme regulations, the relevant on-line Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

#### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this *Scheme*.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

#### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

#### 3. Mark and Grade for a Course:

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50 - 59%	Pass
60 - 69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

#### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.2 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

#### 5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup>
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
  - 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
  - 5.2.2 A Fail (but not a Bad Fail) in a course of 0.5 unit value does not require compensation.
  - 5.2.3 A Fail (but not a Bad Fail) in a course(s) to the value of 1.0 unit will result in an overall Fail unless compensated either:
    - (i) by a mark of at least 60% in: a) one full unit course; or b) each of two half unit courses; or
    - (ii) by a compensation aggregate mark of 165 in the non-failed courses.
 If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit

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- would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
- 5.2.4 A Department or Institute can apply to the Graduate School Board of Examiners to establish a compensation mark of 55% in respect of 5.2.3 (i) and/or an aggregate mark of 160 in respect of 5.2.3 (ii). Where approved, this shall be published in the School Calendar and in programme handbooks.
- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated as follows:
- 5.3.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 3.0 units or more;
  - (b) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of 1.0 unit
- 5.3.2 *Either a Distinction* (if no failed course) *or a Merit* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (c) marks of a Distinction grade in courses to the value of 2.5 units and a mark of a Merit grade in a course of 0.5 unit value;
  - (d) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of at least 1.0 unit and an overall Distinction aggregate mark of at least 260
- 5.3.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 2.0 units;
  - (f) marks of a Merit grade (or higher) in courses to the value of 3.0 units or more;
  - (g) a mark of a Distinction grade in a course of 0.5 unit value and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.4 *Either a Merit* (if no failed course) *or a Pass* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (h) marks of a Merit grade in courses to the value of 2.5 units;
  - (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 units
- 5.3.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 3.5 units;
  - (k) marks of at least a Pass grade in courses to the value of 3.0 units with compensation for the failed course(s).

## 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

## 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

## 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in that higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations in question were significantly affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his her performance in other, unaffected examinations.

### Footnote:

**In respect of paragraphs 5.1, 5.3.2 and 5.3.4,** each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.

In respect of paragraph 3.1, the following table indicates the Bad Fail mark for all courses offered by each Department, Institute or Group:

Department	Bad Fail (2013-14)
Accounting (all courses prefixed with 'AC')	39
Anthropology (all courses prefixed with 'AN')	29
Economic History (all courses prefixed with 'EH')	39
Economics (all courses prefixed with 'EC')	29 (19 for students starting before 2010/11)
Employment Relations and Organisational Behaviour Group (all courses prefixed with 'ID')	29 (39 for students starting before 2012/13)
European Institute (all courses prefixed with 'EU')	39
Finance (all courses prefixed with 'FM', other than FM436 and FM437)	39
Finance (FM436 and FM437 only)	29 (19 for students starting before 2012/13)
Gender Institute (all courses prefixed with 'GI')	39
Geography and Environment (all courses prefixed with 'GY')	39
Government (all courses prefixed with 'GV')	39
International Development (all courses prefixed with 'DV')	39
International History (all courses prefixed with 'HY')	39
Information Systems and Innovation Group (all courses prefixed with 'IS')	29 (39 for students starting before 2012/13)
International Relations (all courses prefixed with 'IR')	39
Law (all courses prefixed with 'LL')	39
Management (all courses prefixed with 'MG', other than MG411, MG412, MG413, MG417 and MG431)	29 (39 for students starting before 2012/13)
Management (MG422 only)	29
Management (MG411, MG412, MG413, MG417 and MG431 only)	29 (19 for students starting before 2012/13)
Management Economics and Strategy Group (all courses prefixed with 'MN')	29
Management Science Group (all courses prefixed with 'OR')	29 (19 for students starting before 2012/13)
Mathematics (all courses prefixed with 'MA')	19
Media and Communication (all courses prefixed with 'MC')	39
Methodology Institute (all courses prefixed with 'MY')	29
Philosophy (all courses prefixed with 'PH')	39
Social Policy (all courses prefixed with 'SA', other than SA481)	39
Social Policy (SA481 only)	29
Social Psychology Institute (all courses prefixed with 'PS')	29
Sociology (all courses prefixed with 'SO')	39
Statistics (all courses prefixed with 'ST')	19

In respect of paragraph 5.2.4, a mark of 55% in any course(s) to the value of 1 unit offered by the following Departments can compensate a fail (but not a bad fail) in any course(s) to the value of 1 unit:

**Department**

Finance (FM436 and FM437 only)

Management (MG411, MG412, MG413 and MG417 only)

## TAUGHT MASTERS DEGREES

### MSC ECONOMIC HISTORY (RESEARCH)

### MRES ECONOMICS (TRACK 1)

### MSC ECONOMICS AND PHILOSOPHY

### MSC HEALTH POLICY, PLANNING AND FINANCING

### MSC INTERNATIONAL HEALTH POLICY

### MSC INTERNATIONAL HEALTH POLICY (HEALTH ECONOMICS)

#### SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF FIVE UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2008/09

*This Classification Scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

#### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this *Scheme*.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

#### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

#### 3. Mark and Grade for a Course:

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

#### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.2 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

#### 5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup>
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
  - 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.

- 5.2.2 A Fail (but not a Bad Fail) in a course of 0.5 unit value does not require compensation.
- 5.2.3 A Fail (but not a Bad Fail) in a course(s) to the value of 1.0 unit will result in an overall Fail unless compensated either:
- (i) by a mark of at least 60% in: a) one full unit course; or b) each of two half unit courses; or
  - (ii) by a compensation aggregate mark of 220 in the non-failed courses.
- If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated as follows:
- 5.3.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 3.5 units or more, but no marks of a Merit grade in any course;
  - (b) marks of a Distinction grade in courses to the value of 3.0 units and marks of a Merit grade in courses to the value of 1.0 unit
- 5.3.2 *Either a Distinction* (if no failed course) or a *Merit* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (c) marks of a Distinction grade in courses to the value of 3.0 units and a mark of a Merit grade in a course of 0.5 unit value;
  - (d) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of at least 1.5 units and an overall Distinction aggregate mark of at least 320
- 5.3.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 2.5 units;
  - (f) marks of a Merit grade (or higher) in courses to the value of 3.5 units or more;
  - (g) a mark of a Distinction grade in a course of 0.5 unit value and marks of a Merit grade in courses to the value of 2.5 units.
- 5.3.4 *Either a Merit* (if no failed course) or a *Pass* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (h) marks of a Merit grade in courses to the value of 3.0 units;
  - (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.5 units
- 5.3.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 4.5 units;
  - (k) marks of at least a Pass grade in courses to the value of 4.0 units with compensation for the failed unit(s).

## 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

## 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

## 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions apply also:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in that higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations in question were significantly affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his her performance in other, unaffected examinations.

### Footnote:

<sup>1</sup> In respect of paragraphs 5.1, 5.3.2 and 5.3.4, each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.

## MSC, DIPLOMA AND CERTIFICATE IN HEALTH ECONOMICS, POLICY AND MANAGEMENT (MODULAR)

*This classification scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

### MSc

This MSc is classified according to the Scheme for the Award of a Taught Masters Degree for Students Entering In or After Academic Year 2008/09 subject to the following provisions:

The MSc is a two year part-time programme. It features two intensive teaching sessions each year. Exams for each of the modules taught in the first three sessions will take place at the beginning of the next teaching session. Exams for modules taught in the final teaching session will occur on a single day in September of the final year. Students must take total courses to the value of 4.5 full units, namely, 4 compulsory half units in Year One, 4 optional half units in Year Two, and a half unit dissertation in Year Two.

### Classification

Eight marks count towards classification: the four compulsory courses in Year One, the dissertation, and the best three marks from the optional courses in Year Two. The lowest mark of the optional courses will automatically be excluded from the degree classification, unless it is a Bad Fail (please see the penalty rule at paragraph 5.2.1 of the Classification Scheme, above). The mark excluded from the classification can be a fail (but not a Bad Fail), but in order to receive an overall degree classification of Merit or Distinction the excluded mark must be at least a Pass.

### Progression

Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Taught Masters Degrees no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students failing one but not more than one of the 4 compulsory half units in Year One will be able to proceed and take the 4 optional half units and half unit dissertation in Year Two although this fail will count toward degree classification according to the Scheme for the Award of a Taught Masters Degree for Students Entering In or After Academic Year 2008/09. Students are permitted to re-sit failed exams in line with the School's Regulations for Taught Masters Degrees.

Paper	Course number and title
<b>Year 1</b>	
1	SA4G1 Financing Health Care (modular) (H)
2	SA4G2 Health Economics (modular) (H)
3	SA4E1 Health Administration and Management (modular) (H)
4	SA4E2 Resource Allocation and Cost-effectiveness Analysis (modular) (H)
<b>Year 2</b>	
5	SA4E3 Dissertation in Health Economics, Policy and Management (H) Students take optional courses to the value of two full units as follows:
6	<b>December of Year 2:</b> Students select one of the following courses: SA4G3 Pharmaceutical Economics and Policy (modular) (H) or SA4K8 Health Care Quality Management (modular) (H) Students select one of the following courses: SA4G6 Measuring Health System Performance (modular) (H) or SA4F2 Principles of Evidence-Based Medicine and Clinical Trials (modular) (H) <b>June of Year 2:</b> Students select one of the following courses: SA4K9 Advanced Health Economics (modular) (H) or SA4K7 Health Care Negotiations (modular) (H) Students select one of the following courses: IS416 eHealth: Policy, Strategy and Systems (modular) (H) or SA4G4 Statistical Methods in Health Care Economic Evaluation (modular) (H) or SA4G5 Valuing Health and Welfare (modular) (H)

### Diploma

This Diploma is classified according to the Scheme for the Award of a Diploma, as a 3 unit programme subject to the following provisions. The Diploma is a one and a half year part-time programme with two intensive teaching sessions in Year One and one intensive teaching session in Year Two. Students wishing to earn a Diploma will either register for a Diploma from the start of their studies or have registered as MSc students and cease their coursework after completing four half units in Year One and two half units in Year Two. Students must take total courses to the value of 3 full units, namely, 4 compulsory half units in Year One and 2 optional half units in Year Two. All courses count towards the degree classification. A Pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the Diploma. Exams for each of the modules will take place at the beginning of the next teaching session. Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Diplomas no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students are permitted to re-sit failed exams in line with the School's Regulations for Diplomas.

Paper	Course number and title
<b>Year 1</b>	
1	SA4G1 Financing Health Care (modular) (H)
2	SA4G2 Health Economics (modular) (H)

- 3 SA4E1 Health Administration and Management (modular) (H)
- 4 SA4E2 Resource Allocation and Cost-effectiveness Analysis (modular) (H)

## Year 2

- 5-6 Optional courses to the value of one full unit:
- SA4F2 Principles of Evidence-Based Medicine and Clinical Trials (modular) (H)
  - SA4G3 Pharmaceutical Economics and Policy (modular) (H)
  - SA4G4 Statistical Methods in Health Care Economic Evaluation (modular) (H)
  - SA4G5 Valuing Health and Welfare (modular) (H)
  - SA4G6 Measuring Health System Performance (modular) (H)
  - SA4K8 Health Care Quality Management (modular) (H)
  - SA4K9 Advanced Health Economics (modular) (H)
  - IS416 eHealth: Policy, Strategy and Systems (modular) (H)

## Certificate

The Certificate is a one year part-time programme with two intensive teaching sessions during the year. Students wishing to earn a Certificate will either register for a Certificate from the start of their studies or have registered as MSc students and cease their coursework after completing Year One. Students must take total courses to the value of 2 full units, namely, 4 compulsory half units in Year One. The certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the certificate. Higher marks in one course cannot compensate a Fail mark in another course. Exams for each of the modules will take place at the beginning of the next teaching session. Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Certificates no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students are permitted to re-sit failed exams in line with the School's Regulations for Certificates.

Paper Course number and title

## Year 1

- 1 SA4G1 Financing Health Care (modular) (H)
- 2 SA4G2 Health Economics (modular) (H)
- 3 SA4E1 Health Administration and Management (modular) (H)
- 4 SA4E2 Resource Allocation and Cost-effectiveness Analysis (modular) (H)

# SCHEME FOR THE AWARD OF MRES POLITICAL SCIENCE

*This Classification Scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters/Research course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

## 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this *Scheme*.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

## 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

## 3. Mark and Grade for a Course:

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners



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shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.

### 5. Calculation of the Award of Degree

- 5.1 A Distinction will be awarded if either (a) a mark of 70 is achieved in a majority of the courses, or (b) the courses are passed with an average mark of 68 or more;
- 5.2 A Merit will be awarded if the courses are passed with an average mark of between 60 and 67;
- 5.3 A Pass will be awarded if the courses are passed with an average mark of between 50 and 59.

### 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

### 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

### 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in the higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examination(s).

## MSC MANAGEMENT MSC MANAGEMENT (CEMS MIM)

### SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2008/09 UP TO AND INCLUDING THE ACADEMIC YEAR 2010/11\*

*This classification scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this Scheme.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners can act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

### 3. Mark and Grade for a Course:

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.2 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

### 5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup> Please refer to Local Rules for details of courses which are critical to assessment.
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
- 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
- 5.2.2 A Fail (but not a Bad Fail) in a course(s) of 1.0 unit value does not require compensation.
- 5.2.3 A Fail (but not a Bad Fail) in courses to the value of 2.0 units will result in an overall Fail unless compensated either:
- by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.
  - by a compensation aggregate mark of 330 in the non-failed courses.  
If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated on the basis of the best marks in courses to the value of 8.0 units as follows:
- 5.3.1 *For a Distinction:*
- marks of a Distinction grade in courses to the value of 6.0 units or more;
  - marks of a Distinction grade in courses to the value of 5.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.2 *Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-Board<sup>1</sup>*
- marks of a Distinction grade in courses to the value of 5.0 units and a mark of a Merit grade in a course of 1.0 unit value;
  - marks of a Distinction grade in courses to the value of 4.0 units and marks of a Merit grade in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520
- 5.3.3 *For a Merit:*
- marks of a Distinction grade in courses to the value of at least 4.0 units;
  - marks of a Merit grade (or higher) in courses to the value of 6.0 units or more;
  - a mark of a Distinction grade in a course of 1.0 unit value and marks of a Merit grade in courses to the value of 4.0 units.
- 5.3.4 *Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board<sup>1</sup>*
- marks of a Merit grade in courses to the value of 5.0 units;
  - marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.5 *For a Pass*
- marks of at least a Pass grade in courses to the value of 7.0 units;
  - marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s).

### 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

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### 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

### 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates on only. The following conditions also apply:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in the higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examination(s).

#### Footnotes:

- <sup>1</sup> **In respect of paragraphs 5.1, 5.3.2 and 5.3.4**, each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.

\*Students starting the programme in the 2010-11 session may elect to take 8.5 units and follow the classification scheme for first year MSc Management students in 2011/12.

#### SUPPLEMENTARY CRITERIA FOR PROGRESSION FROM THE FIRST TO THE SECOND YEAR OF MSC MANAGEMENT

To be eligible to proceed into the second year, candidates must attain at least a Pass grade in the five compulsory courses (MG431, MG433, MG434, MG461 and MG462). If candidates fail any of these compulsory courses they will not be allowed to progress to year two. If candidates fail any of their optional courses taken in year one, they will be allowed to progress to year two provided they have no Bad Fail marks. A student shall normally be entitled to re-sit any failed courses only (on one occasion) and at the next normal opportunity. The School may consider an application for repeat tuition in any failed courses from a student. Results obtained at re-sit shall bear their normal value.

## MSC MANAGEMENT MSC MANAGEMENT (CEMS MIM)

### SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2011/12

*This classification scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

#### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this *Scheme*.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

#### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

#### 3. Mark and Grade for a Course:

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail

50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 29 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

#### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.3 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

#### 5. Calculation of the Award of Degree

- 5.1 The Masters in Management Programme (MIM) regulations include assessed courses to value of 8.5 units. However, for the purposes of classification, the best 8 units worth of marks are used. The best 8 units will always include the marks achieved in the compulsory courses. The lowest mark in an optional course will therefore be discounted for classification purposes. If the lowest mark is a full-unit mark, a half-unit's worth of this value (mark) is included in the classification.
- 5.2 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup> Please refer to Local Rules for details of courses which are critical to assessment.
- 5.3 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
  - 5.3.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
  - 5.3.2 A Fail (but not a Bad Fail) in a course(s) of 1 unit value does not require compensation.
  - 5.3.3 A Fail (but not a Bad Fail) in courses up to the value of 2 units will result in an overall Fail unless compensated either:
    - (i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.
    - (ii) by a compensation aggregate mark of 330 in the non-failed courses.
 If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
- 5.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated on the basis of the best marks in courses to the value of 8 units as follows:
  - 5.4.1 *For a Distinction:*
    - (a) marks of a Distinction grade in courses to the value of 6.0 units or more;
    - (b) marks of a Distinction grade in courses to the value of 5.0 units and marks of a Merit grade in courses to the value of 2.0 units.
  - 5.4.2 *Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-Board<sup>1</sup>*
    - (c) marks of a Distinction grade in courses to the value of 5.0 units and a mark of a Merit grade in a course of 1.0 unit value;
    - (d) marks of a Distinction grade in courses to the value of 4.0 units and marks of a Merit grade in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520
  - 5.4.3 *For a Merit:*
    - (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
    - (f) marks of a Merit grade (or higher) in courses to the value of 6.0 units or more;
    - (g) a mark of a Distinction grade in a course of 1.0 unit value and marks of a Merit grade in courses to the value of 4.0 units.
  - 5.4.4 *Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board<sup>1</sup>*
    - (h) marks of a Merit grade in courses to the value of 5.0 units;
    - (i) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of 2.0 units.
  - 5.4.5 *For a Pass*
    - (j) marks of at least a Pass grade in courses to the value of 7.0 units;
    - (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s).

#### 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

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### 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

### 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates on only. The following conditions also apply:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in the higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examination(s).

#### Footnotes:

- <sup>1</sup> In respect of paragraphs 5.2, 5.4.2 and 5.4.4, each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.

#### SUPPLEMENTARY CRITERIA FOR PROGRESSION FROM THE FIRST TO THE SECOND YEAR OF MSC MANAGEMENT

To be eligible to proceed into the second year, candidates must attain at least a Pass grade in the six compulsory courses (MG431, MG434, MG458, MG459, MG461 and MG462). If a candidate fails one compulsory course up to the value of 0.5 units, they will not be permitted to progress unless the fail can be compensated by a mark of Merit standard in another of the compulsory courses to the same value. If a candidate fails more than one of these compulsory courses they will not be allowed to progress to year two. If candidates fail any of their optional courses taken in year one, they will be allowed to progress to year two provided they have no Bad Fail marks. A student shall normally be entitled to re-sit any failed courses only (on one occasion) and at the next normal opportunity. The School may consider an application for repeat tuition in any failed courses from a student. Results obtained at re-sit shall bear their normal value.

## MPA EUROPEAN PUBLIC AND ECONOMIC POLICY MPA INTERNATIONAL DEVELOPMENT MPA PUBLIC AND ECONOMIC POLICY MPA PUBLIC POLICY AND MANAGEMENT

#### SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2008/09 UP TO AND INCLUDING THE ACADEMIC YEAR 2010/11

*This classification scheme is approved by the Graduate School Board of Examiners.*

*Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this Scheme.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

### 3. Mark and Grade for a Course:

3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.2 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

### 5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup>
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
- 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
- 5.2.2 A Fail (but not a Bad Fail) in a course(s) of 1.0 unit value does not require compensation.
- 5.2.3 A Fail (but not a Bad Fail) in courses to the value of 2.0 units will result in an overall Fail unless compensated either:
- (i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.
  - (ii) by a compensation aggregate mark of 330 in the non-failed courses.  
If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.  
A Fail (but not a Bad Fail) in a course(s) of more than 2.0 units will result in an overall Fail for the degree.
- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated on the basis of the best marks in courses to the value of 4.0 units from each year of the programme<sup>2</sup> as follows:
- 5.3.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 6.0 units or more;
  - (b) marks of a Distinction grade in courses to the value of 5.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.2 Either a *Distinction* (if no failed course) or a *Merit* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (c) marks of a Distinction grade in courses to the value of 5.0 units and a mark of a Merit grade in a course of 1.0 unit value;
  - (d) marks of a Distinction grade in courses to the value of 4.0 units and marks of a Merit grade in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520
- 5.3.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
  - (f) marks of a Merit grade (or higher) in courses to the value of 6.0 units or more;
  - (g) a mark of a Distinction grade in a course of 1.0 unit value and marks of a Merit grade in courses to the value of 4.0 units.
- 5.3.4 *Either a Merit* (if no failed course) or a *Pass* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (h) marks of a Merit grade in courses to the value of 5.0 units;
  - (i) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 7.0 units;
  - (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s).

### 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.

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- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

### 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

### 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in the higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examination(s).

#### Footnotes:

- <sup>1</sup> In respect of paragraphs 5.1, 5.3.2 and 5.3.4, each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.
- <sup>2</sup> The results achieved by students at LSE MPA partner institutions will be converted into LSE grades in accordance with an established formula agreed by both institutions.

## SUPPLEMENTARY CRITERIA FOR PROGRESSION FROM THE FIRST TO THE SECOND YEAR OF THE MPA DEGREE

### LSE only MPA degree

A student registered on the LSE MPA degree who has completed the first year at LSE and who has passed examinations in courses to the value of 4 units will be eligible to progress to the second year of the degree. The School may consider an application to progress to the second year of the degree from a student who has not met this requirement.

A student shall normally be entitled to re-sit any failed courses only (on one occasion) and at the next normal opportunity. The School may consider an application for repeat tuition in any failed courses from a student. Results obtained at re-sit shall bear their normal value.

A student who has completed year one and is unable to complete year two of the programme will not receive an interim award.

### The dual MPA degree

A student registered on the Dual MPA degree who has completed the first year at LSE and who has passed examinations in courses to the value of 4 units will be eligible to progress to the second year of the degree at the partner institution.

A student registered on the Dual MPA degree who has successfully completed the first year at an LSE MPA partner institution must satisfy that institution's normal progression requirements in order to progress to the second year of the degree at the LSE.

A student who has completed year one and is unable to complete year two of the programme will not receive an interim award.

## MPA EUROPEAN PUBLIC AND ECONOMIC POLICY MPA INTERNATIONAL DEVELOPMENT MPA PUBLIC AND ECONOMIC POLICY MPA PUBLIC POLICY AND MANAGEMENT MPA PUBLIC AND SOCIAL POLICY

### SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2011/12

*This classification scheme is approved by the Graduate School Board of Examiners.  
Last updated: July 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

**1. Responsibilities of Sub-Boards of Examiners**

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this *Scheme*.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

**2. External Examiners**

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

**3. Mark and Grade for a Course:**

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

**4. Eligibility for Award of Degree**

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.2 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

**5. Calculation of the Award of Degree**

- 5.1 The following classification rules apply to students completing the MPA through two years of study at the LSE. Students completing a dual MPA programme will be classified on the basis of the courses studied at the LSE only. Classification for students on dual programmes will therefore be calculated using the School's standard classification scheme for four unit taught Masters degrees.
- 5.2 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup>
- 5.3 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
  - 5.3.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
  - 5.3.2 A Fail (but not a Bad Fail) in a course(s) of 1.0 unit value does not require compensation.
  - 5.3.3 A Fail (but not a Bad Fail) in courses to the value of 2.0 units will result in an overall Fail unless compensated either:
    - (i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.
    - (ii) by a compensation aggregate mark of 330 in the non-failed courses.  
If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.  
A Fail (but not a Bad Fail) in a course(s) of more than 2.0 units will result in an overall Fail for the degree.
- 5.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated on the basis of the best marks in courses to the value of 4.0 units from each year of the programme as follows:
  - 5.4.1 *For a Distinction:*
    - (a) marks of a Distinction grade in courses to the value of 6.0 units or more;
    - (b) marks of a Distinction grade in courses to the value of 5.0 units and marks of a Merit grade in courses to the value of 2.0 units.



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- 5.4.2 Either a *Distinction* (if no failed course) or a *Merit* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (c) marks of a Distinction grade in courses to the value of 5.0 units and a mark of a Merit grade in a course of 1.0 unit value;
  - (d) marks of a Distinction grade in courses to the value of 4.0 units and marks of a Merit grade in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520
- 5.4.3 For a *Merit*:
- (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
  - (f) marks of a Merit grade (or higher) in courses to the value of 6.0 units or more;
  - (g) a mark of a Distinction grade in a course of 1.0 unit value and marks of a Merit grade in courses to the value of 4.0 units.
- 5.4.4 Either a *Merit* (if no failed course) or a *Pass* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (h) marks of a Merit grade in courses to the value of 5.0 units;
  - (i) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.4.5 For a *Pass*
- (j) marks of at least a Pass grade in courses to the value of 7.0 units;
  - (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s).

### 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

### 7. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

### 8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 8.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 8.2 that the student has marks in the higher classification range;
- 8.3 that the student has demonstrated that the examination or set of examinations were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 8.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examination(s).

#### Footnotes:

- <sup>1</sup> In respect of paragraphs 5.2, 5.4.2 and 5.4.4, each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.

## SUPPLEMENTARY CRITERIA FOR PROGRESSION FROM THE FIRST TO THE SECOND YEAR OF THE MPA DEGREE

### LSE only MPA degree

A student registered on the LSE MPA degree who has completed the first year and who has passed examinations in courses to the value of 3 units will be eligible to progress to the second year of the degree. The School may consider an application to progress to the second year of the degree from a student who has not met this requirement.

A student shall normally be entitled to re-sit any failed courses only (on one occasion) and at the next normal opportunity. The School may consider an application for repeat tuition in any failed courses from a student. Results obtained at re-sit shall bear their normal value.

A student who has completed year one and is unable to complete year two of the programme will not receive an interim award.

### The dual MPA degree

A student registered on the LSE MPA degree who has completed the first year and who has passed examinations in courses to the value of 3 units will be eligible to progress to the second year of the degree at an LSE MPA partner institution, subject to agreement of the partner institution in cases where the student has not passed examinations in all 4 units undertaken.

See section 5.1 above for regulations regarding the award and classification of the dual MPA degree.

A student who has completed year one and is unable to complete year two of the programme will not receive an interim award.

## EXECUTIVE MASTER OF LAWS (ELLM)

*This classification scheme is approved by the Graduate School Board of Examiners.*

*Last updated: January 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

The masters degree is classified according to the Scheme for the Award of a Taught Masters Degree for Students Entering In or After Academic Year 2008/09.

### Exit Options

#### Diploma

This Diploma is classified according to the Scheme for the Award of a Diploma, as a 3 unit programme subject to the following provisions.

Students wishing to earn a Diploma will have registered as Executive LLM students and then cease their studies after completing six courses (3 full units). All courses count towards the degree classification. A Pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the Diploma. Exams for each of the courses will take place at the beginning of the next teaching session. Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Diplomas no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students are permitted to re-sit failed exams in line with the School's Regulations for Diplomas.

#### Certificate

Students wishing to earn a Certificate will have registered as Executive LLM students and then cease their studies after completing four courses (2 full units). The certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the certificate. Higher marks in one course cannot compensate a Fail mark in another course. Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Certificates no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students are permitted to re-sit failed exams in line with the School's Regulations for Certificates.

## SCHEME FOR THE AWARD OF AN EXECUTIVE MSC POLITICAL ECONOMY OF EUROPE

*New programme starting in 2013-14.*

Further details will be available here soon.

## EXECUTIVE MASTER OF PUBLIC ADMINISTRATION (EMPA) SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT HALF UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2013/14

*This classification scheme is approved by the Graduate School Board of Examiners.*

*Last updated: January 2013*

This scheme should be read in conjunction with the Regulations for Taught Masters Degrees, the relevant Taught Masters degree programme regulations, the relevant online Taught Masters course guides and the Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment.

### 1. Responsibilities of Sub-Boards of Examiners

- 1.1 The Graduate School Board of Examiners, in consultation with the Graduate Studies Sub-Committee as necessary, shall have the authority to approve variations to this *Scheme*.
- 1.2 Each degree programme shall be the responsibility of a Sub-Board of Examiners. Taking into account all information properly presented to it and by exercising its academic judgement, the Sub-Board shall decide if each candidate has satisfactorily completed all elements of assessment as set out in the programme regulations. Where the Sub-Board recommends that an award should be made, it will also determine the classification of the award in accordance with section 5 below.
- 1.3 Each course shall be the responsibility of a Sub-Board of Examiners. The Sub-Board shall confirm a numerical mark for each candidate taking a course falling within its responsibility.

### 2. External Examiners

- 2.1 Each Sub-Board of Examiners shall include at least one external examiner competent to judge the candidates concerned. External examiners may act as final moderators of assessed work, with the power to adjust marks up or down.
- 2.2 All elements of assessment for a course shall be marked by internal examiners and, as appropriate, an external examiner.
- 2.3 No mark or grade shall be assigned for any course or element of assessment for a course without an external examiner having been able to approve it, whether or not s/he attended a meeting of examiners.

## 58 School Regulations

### 3. Mark and Grade for a Course:

- 3.1 The examiners for each course will decide a numerical mark for each candidate using the following scale:

Mark	Grade
0 - x%	Bad Fail
(x+1) - 49%	Fail
50-59%	Pass
60-69%	Merit
70% and over	Distinction

Each Department, Institute and Group shall specify the value of **x** as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks.

- 3.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.
- 3.3 Unless they receive written instructions from the Examinations Office to do so, e.g. in the case of dyslexic candidates, examiners shall assess work without referring to medical and/or exceptional circumstances. Such circumstances will be considered by the Sub-Board of Examiners at the meeting where the award of degrees is considered.

### 4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 5.2 or, in the judgement of the examiners, as a direct result of medical and/or exceptional circumstances.

### 5. Calculation of the Award of Degree

- 5.1 The following classification rules apply to students completing the EMPA through twenty months of study at the LSE.
- 5.2 The Sub-Board of examiners can designate a half-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.<sup>1</sup>
- 5.3 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
- 5.3.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
- 5.3.2 A Fail (but not a Bad Fail) in a course(s) of 0.5 unit value does not require compensation.
- 5.3.3 A Fail (but not a Bad Fail) in courses to the value of 1.0 units will result in an overall Fail unless compensated either:
- (i) by a mark of at least 60% in courses of an equivalent value.
  - (ii) by a compensation aggregate mark of 330 in the non-failed courses.
- If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
- A Fail (but not a Bad Fail) in a course(s) of more than 1.0 unit will result in an overall Fail for the degree.
- 5.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated as follows
- 5.4.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 3.0 units or more;
  - (b) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of 1.0 unit.
- 5.4.2 Either a *Distinction* (if no failed course) or a *Merit* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (c) marks of a Distinction grade in courses to the value of 2.5 units and a mark of a Merit grade in a course of 0.5 unit value;
  - (d) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of at least 1.0 unit and an overall Distinction aggregate mark of at least 520
- 5.4.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 2.0 units;
  - (f) marks of a Merit grade (or higher) in courses to the value of 3.0 units or more;
  - (g) a mark of a Distinction grade in a course of 0.5 unit value and marks of a Merit grade in courses to the value of 2.0 units.
- 5.4.4 *Either a Merit* (if no failed course) or a *Pass* according to the 'local rules' of the Sub-Board<sup>1</sup>
- (h) marks of a Merit grade in courses to the value of 2.5 units;
  - (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 unit.
- 5.4.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 3.5 units;
  - (k) marks of at least a Pass grade in courses to the value of 3.0 units with compensation for the failed unit(s).

### 6. Failure to Achieve an Award of Degree

- 6.1 If a candidate has not been awarded a degree, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall always supersede any previous attempt.
- 6.2 If a candidate has met the requirements for the award of a degree having re-sat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or exceptional circumstances.

**7. Diploma**

Students who cannot complete the EMPA due to unforeseen circumstances can obtain a Diploma. This Diploma is classified according to the Scheme for the Award of a Diploma, as a 3 unit programme subject to the following provisions. The Diploma is a 15 month programme with five half-unit courses in Year 1 and one half-unit course in Year 2. All courses count towards the degree classification. A pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the Diploma. Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Diplomas no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students are permitted to re-sit failed exams in line with the School's Regulations for Diplomas.

**8. Certificate**

Students who cannot complete the EMPA due to unforeseen circumstances can obtain a Certificate. A Certificate is awarded after the student has completed four of the half-units offered in Year 1. The Certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the Certificate. Higher marks in one course cannot compensate a Fail mark in another course. Students wishing to defer sitting one or more examinations must seek permission according to the Regulations for Certificates no later than eight weeks prior to the exam date except in the case of unforeseen and exceptional circumstances. Students are permitted to re-sit failed exams in line with the Schools Regulations for Certificates.

**9. Appeals and Offences**

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. Assessment offences will be handled according to the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.

**10. General Proviso**

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only. The following conditions also apply:

- 10.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate);
- 10.2 that the student has marks in the higher classification range;
- 10.3 that the student has demonstrated that the examination or set of examinations were significantly and negatively affected by exceptional circumstances that were unforeseen and beyond his/her control;
- 10.4 that the student has demonstrated that his/her performance in the affected examination(s) was significantly out of line with his/her performance in other, unaffected examination(s).

**Footnotes:**

- <sup>1</sup> **In respect of paragraphs 5.2, 5.4.2 and 5.4.4**, each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.

## EXAM SUB-BOARD LOCAL RULES FOR 2013/14

Please read the following local rules in conjunction with the relevant scheme paragraph in the Classification Scheme for each programme:

### MSC ACCOUNTING AND FINANCE

#### MSC ACCOUNTING, ORGANISATIONS AND INSTITUTIONS

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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### MSC ANTHROPOLOGY AND DEVELOPMENT

#### MSC ANTHROPOLOGY AND DEVELOPMENT MANAGEMENT

#### MSC CHINA IN COMPARATIVE PERSPECTIVE

#### MSC LAW, ANTHROPOLOGY AND SOCIETY

#### MSC RELIGION IN THE CONTEMPORARY WORLD

#### MSC SOCIAL ANTHROPOLOGY

#### MSC SOCIAL ANTHROPOLOGY (RESEARCH)

#### MSC SOCIAL ANTHROPOLOGY (LEARNING AND COGNITION) (formerly MSC PSYCHOLOGICAL ANTHROPOLOGY AND MSC ANTHROPOLOGY OF LEARNING AND COGNITION)

1. Course critical to assessment: No.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): For a Distinction to be awarded, students must achieve a minimum of 2.0 units at Distinction (marks of 70 or above) and 2.0 units at Merit (marks of 65 or above).
  3. Merit/Pass borderline (scheme paragraph 5.3.4): For a Merit to be awarded, students must achieve a minimum of 1.0 unit at Distinction (a mark of 70 or above), 1.0 at Merit (a mark of 65 or above) and 2.0 units at Pass (marks of 55 or above).
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### MSC APPLICABLE MATHEMATICS

#### MSC FINANCIAL MATHEMATICS

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved either an aggregate score of 280 or marks of 80 or above in one unit's worth of MA courses.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Merit if they have achieved an aggregate score of 240.
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### MSC CITY DESIGN AND SOCIAL SCIENCE

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 280
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 240
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### MSC COMPARATIVE POLITICS (ALL STREAMS)

#### MSC GLOBAL POLITICS

#### MSC GLOBAL POLITICS (GLOBAL CIVIL SOCIETY)

#### MSC INTERNATIONAL MIGRATION AND PUBLIC POLICY

#### MSC POLITICAL THEORY

#### MSC POLITICAL THEORY (RESEARCH)

#### MSC POLITICAL SCIENCE AND POLITICAL ECONOMY

#### LSE-PKU DOUBLE DEGREE IN PUBLIC ADMINISTRATION AND GOVERNMENT

#### MSC PUBLIC POLICY AND ADMINISTRATION

#### MSC PUBLIC POLICY AND ADMINISTRATION (RESEARCH)

1. Course critical to assessment: A degree cannot be awarded unless GV499 Dissertation has been passed.
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **MSC CONTEMPORARY URBANISM**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an average of > 67.5%
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Merit if they have achieved an average of > 57.5%

### **MSC DEVELOPMENT MANAGEMENT**

#### **MSC DEVELOPMENT STUDIES (RESEARCH)**

#### **MSC DEVELOPMENT STUDIES**

#### **MSC INTERNATIONAL DEVELOPMENT AND HUMANITARIAN EMERGENCIES**

1. Course critical to assessment: A mark of  $\geq 70$  must be achieved in DV410 in order to achieve a Distinction overall.
2. Distinction/Merit borderline (scheme paragraph 5.3.2): From the 2013/14 session, classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an aggregate score of 270.
3. Merit/Pass borderline (scheme paragraph 5.3.4): From the 2013/14 session, classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an aggregate score of 250.

### **MSC DIPLOMACY AND INTERNATIONAL STRATEGY**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **MRES ECONOMICS (TRACK 1)**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **MSC ECONOMETRICS AND MATHEMATICAL ECONOMICS**

#### **MSC ECONOMETRICS AND MATHEMATICAL ECONOMICS (TWO-YEAR PROGRAMME)**

#### **MSC ECONOMETRICS AND MATHEMATICAL ECONOMICS (RESEARCH)**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an aggregate score of 280.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For students who undertake the Finance options under Paper 4 of the Programme Regulations (courses starting FM), the final mark for the purpose of classification will be determined by calculating the average of the marks of the exam and the essay of each course taken, producing a single final mark.

### **MSC ECONOMIC HISTORY (RESEARCH)**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an average of > 67.5%
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

## **MSC ECONOMICS**

### **MSC ECONOMICS (TWO YEAR PROGRAMME)**

#### **MSC ECONOMICS (RESEARCH)**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Students with a mark profile of 5.3.2 (d) will require an aggregate of 280 in order to be awarded a Distinction overall.  
A Distinction will not be awarded for students with a mark profile of 5.3.2 (c)
3. Merit/Pass borderline (scheme paragraph 5.3.4): Students with mark profiles falling into this range will always be awarded a Pass degree.

For students who undertake the Finance options under Paper 4 of the Programme Regulations (courses starting FM), the final mark for the purpose of classification will be determined by calculating the average of the marks of the exam and the essay of each course taken, producing a single final mark.

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### **MSC ECONOMICS AND MANAGEMENT (formerly MSC MANAGEMENT AND ECONOMICS)**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Students with a mark profile of 5.3.2 (c) will be awarded a Distinction overall.  
A Distinction will not be awarded for students with a mark profile of 5.3.2 (d)
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Students with mark profiles falling into this range will always be awarded a Merit degree.
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### **MSC ECONOMICS AND PHILOSOPHY**

1. Course critical to assessment: Course PH499 is designated as critical to assessment in determining borderline degree classifications, under 5.3.2 of the Five-unit masters classification scheme.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to another local rule: Distinction if and only if mark in dissertation (PH499)  $\geq 65$
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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### **MSC EMPLOYMENT RELATIONS AND ORGANISATIONAL BEHAVIOUR (RESEARCH) (withdrawn)**

### **MSC INTERNATIONAL EMPLOYMENT RELATIONS AND HUMAN RESOURCE MANAGEMENT**

### **MSC MANAGEMENT AND HUMAN RESOURCES (formerly MSC HUMAN RESOURCE MANAGEMENT)**

#### **MSC ORGANISATIONAL BEHAVIOUR**

1. Course critical to assessment: A degree cannot be awarded unless the designated course (ID499 Dissertation or ID496 Dissertation) had been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction if aggregate  $> 260$
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Merit awarded if aggregate  $> 240$
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### **MSC ENVIRONMENT AND DEVELOPMENT**

### **MSC ENVIRONMENTAL POLICY AND REGULATION**

### **MPA/MSC JOINT ENVIRONMENT MASTER'S PLAN (these rules apply only to the programme students study while at LSE)**

For students entering from 2008-09 and before 2012-13

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: students must gain average of  $>67.5$  across the number of courses taken to be awarded a Distinction.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: students must gain average of  $>57.5$  across the number of courses taken to be awarded a Merit.
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### **MSC ENVIRONMENT AND DEVELOPMENT**

### **MSC ENVIRONMENTAL ECONOMICS AND CLIMATE CHANGE**

### **MSC ENVIRONMENTAL POLICY AND REGULATION**

### **MPA/MSC JOINT ENVIRONMENT MASTER'S PLAN (these rules apply only to the programme students study while at LSE)**

For students entering from 2012-13 and after:

1. Course critical to assessment: None

2. Distinction/Merit borderline (scheme paragraph 5.3.2): A Distinction will be awarded if an overall aggregate mark of 270 or above [an average mark of 67.5% or above] is achieved, if an aggregate mark of below 270 [an average mark of below 67.5%] is achieved then a Merit will be awarded. (NB Half units are weighted).
  3. Merit/Pass borderline (scheme paragraph 5.3.4): A Merit will be awarded upon achieving marks of a Merit grade in courses to the value of 2.5 units and overall aggregate mark of at least 230. Or marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.00 unit and an overall Merit aggregate mark of at least 230.
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## **MSC POLITICAL ECONOMY OF EUROPE (formerly MSC EUROPEAN POLITICAL ECONOMY)**

### **MSC EUROPEAN STUDIES: IDEAS AND IDENTITIES,**

### **MSC EUROPEAN STUDIES (RESEARCH)**

### **MSC POLITICS AND GOVERNMENT IN THE EUROPEAN UNION**

### **LSE-SCIENCES PO DOUBLE DEGREE IN EUROPEAN STUDIES**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MPA EUROPEAN PUBLIC AND ECONOMIC POLICY**

### **MPA INTERNATIONAL DEVELOPMENT**

### **MPA PUBLIC AND ECONOMIC POLICY**

### **MPA PUBLIC POLICY AND MANAGEMENT**

### **MPA PUBLIC AND SOCIAL POLICY**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC EUROPEAN STUDIES (RESEARCH)**

1. Course critical to assessment: Students must pass MY451 but the course does not count towards the degree classification.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC FINANCE (FULL-TIME)**

### **MSC FINANCE (PART-TIME)**

### **MSC FINANCE AND PRIVATE EQUITY**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an aggregate score of 275.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Merit if the student has achieved an aggregate score of 240.
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## **MSC FINANCE AND ECONOMICS**

### **MSC FINANCE AND ECONOMICS (RESEARCH)**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  4. Condoning a Fail Mark (scheme paragraph 5.2.4):  
Students can condone up to full-unit fail mark with a compensation mark of 55% in one of the core courses in respect of 5.2.3 (i), or by an aggregate mark of 160 in respect of 5.2.3 (ii).
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## **MSC GENDER**

### **MSC GENDER, DEVELOPMENT AND GLOBALISATION**

### **MSC GENDER, MEDIA AND CULTURE**

### **MSC GENDER, POLICY AND INEQUALITIES (formerly MSC GENDER AND SOCIAL POLICY)**

### **MSC GENDER (RESEARCH)**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC ECONOMIC HISTORY**

### **MSC GLOBAL HISTORY**

### **MA GLOBAL STUDIES: A EUROPEAN PERSPECTIVE (these rules apply only to the programme students study while at LSE)**

### **LSE-SCIENCES PO DOUBLE DEGREE IN DEVELOPMENT ECONOMICS AND ECONOMIC HISTORY (these rules apply only to the programme students study while at LSE) (withdrawn)**

### **MSC POLITICAL ECONOMY OF LATE DEVELOPMENT**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an average of > 67.5%
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC HEALTH, COMMUNITY AND DEVELOPMENT**

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed. (Pre-2012/13 students had to pass PS498 Dissertation in Health, Community and Development).
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS461 or PS498 to be awarded a Distinction overall.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC HEALTH POLICY, PLANNING AND FINANCING**

1. Course critical to assessment: A degree cannot be awarded unless the designated course (SA4D7 Foundations of Health Policy with long essay) had been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to the result in a specific course: 60% > in SA4D7 = Distinction
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC EMPIRES, COLONIALISM AND GLOBALISATION (formerly MSC HISTORY OF EMPIRES)**

### **MA/MSC HISTORY OF INTERNATIONAL RELATIONS**

### **MSC THEORY AND HISTORY OF INTERNATIONAL RELATIONS**

### **LSE-COLUMBIA UNIVERSITY DOUBLE DEGREE MA INTERNATIONAL AND WORLD HISTORY**

### **LSE-PEKING UNIVERSITY DOUBLE DEGREE MSC INTERNATIONAL AFFAIRS**

1. Course critical to assessment: A degree cannot be awarded unless HY499 Dissertation (or HY458 in the case of LSE-PKU Double Degree in International Affairs) has been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula:  
Discretion in Regulation 5.3.2 d), International History will have its own aggregate rule:  
Distinction+ Distinction+ Merit +Pass = DISTINCTION with an aggregate of 267 or more  
Distinction+ Distinction+ Merit +Pass = MERIT with an aggregate of 266 or less  
[N.B. 5.3.2 c) - to the advantage of the student]
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
-

**MSC HUMAN GEOGRAPHY AND URBAN STUDIES (RESEARCH)****MSC LOCAL ECONOMIC DEVELOPMENT****MSC REGIONAL AND URBAN PLANNING STUDIES****MSC URBANISATION AND DEVELOPMENT**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Distinction awarded if student achieves marks of a Distinction grade in courses to the value of 2.5 units and a mark of a Merit grade in a course of 0.5 unit value. Or marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of at least 1.0 and an overall Distinction aggregate marks of at least 260.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Merit awarded if student achieves marks of a Merit grade in courses to the value of 2.5 units. Or marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.00 unit.
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**MSC HUMAN RIGHTS**

For students entering from 2008-09 and before 2009-10

1. Course critical to assessment: A degree cannot be awarded unless the designated course (SO424 Approaches to Human Rights) had been passed.
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling within this range will be determined on the basis of criteria identified by the Sub-Board at its classification meeting in the autumn. Each borderline case will be considered on a like for like basis by reference to these criteria, ensuring that comparable cases are consistently classified. Examiners will apply consistent standards objectively across cohorts through the criteria applied and procedures they follow as local rules.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling within this range will be determined on the basis of criteria identified by the Sub-Board at its classification meeting in the autumn. Each borderline case will be considered on a like for like basis by reference to these criteria, ensuring that comparable cases are consistently classified. Examiners will apply consistent standards objectively across cohorts through the criteria applied and procedures they follow as local rules.

For students entering in and after the 2009-10 session

1. Course critical to assessment: A degree cannot be awarded unless the designated course (SO424 Approaches to Human Rights) has been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined according to an aggregate formula: to be awarded a Distinction students must gain an aggregate of 260.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: to be awarded a Merit at both 5.3.4 (h) and 5.3.4 (i) students must gain an aggregate of 235 and achieve at least 55% in both SO424 Approaches to Human Rights and SO499 The Dissertation.
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**MSC INTERNATIONAL POLITICAL ECONOMY****MSC INTERNATIONAL POLITICAL ECONOMY (RESEARCH) (suspended in 2013-14)****MSC INTERNATIONAL RELATIONS****MSC INTERNATIONAL RELATIONS (RESEARCH)****MSC INTERNATIONAL RELATIONS THEORY****LSE-SCIENCES-PO DOUBLE DEGREE IN AFFAIRES INTERNATIONALES**

1. Course critical to assessment: Students must obtain a mark in the Merit range or above in course IR499 in order to obtain a Distinction overall in the degree.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
- 

**LLM**

1. Course critical to assessment: Students must achieve at least a Merit in the dissertation LL4F9 Legal Research and Writing Skills (H) in order to be awarded a Distinction overall.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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**MSC LAW AND ACCOUNTING**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
-

## **MSC MANAGEMENT**

### **MSC MANAGEMENT (CEMS MIM)**

1. Course critical to assessment: Course MG410 must be passed by students on MSc Management (CEMS MIM) only.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC MANAGEMENT AND REGULATION OF RISK**

### **MSC RISK AND FINANCE**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined always to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined always to the advantage of the student.
- 

## **MSC MANAGEMENT INFORMATION SYSTEMS AND INNOVATION**

1. Course critical to assessment: The award classification cannot be higher than the result awarded in the designated course IS499 Dissertation: MSc MISI
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **EXECUTIVE GLOBAL MASTERS IN MANAGEMENT (GMIM)**

### **MSC MANAGEMENT, ORGANISATIONS AND GOVERNANCE**

#### **MSC PUBLIC MANAGEMENT AND GOVERNANCE**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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## **MSC MANAGEMENT SCIENCE (DECISION SCIENCES)**

### **MSC MANAGEMENT SCIENCE (OPERATIONAL RESEARCH)**

1. Course critical to assessment: A degree cannot be awarded unless OR440 Applied Management Science or OR499 Management Science Dissertation have been passed and the mark in the course must be Merit or above for an overall classification of Distinction to be awarded.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 270 for 4 units (540 for 8 half units) and subject to the critical course mark being Merit or above for an overall classification of Distinction.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula of 240 for 4 units (480 for 8 half units).
- 

## **MSC INTERNATIONAL MANAGEMENT**

### **MSC MANAGEMENT AND STRATEGY**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
-

**MSC MEDIA AND COMMUNICATIONS (RESEARCH)**

1. Course critical to assessment: A degree cannot be awarded unless the designated courses (MC499 and MC4M2) have been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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**MSC MEDIA, COMMUNICATION AND DEVELOPMENT****MSC MEDIA AND COMMUNICATIONS****MSC MEDIA AND COMMUNICATIONS (MEDIA AND COMMUNICATION GOVERNANCE)****MSC POLITICS AND COMMUNICATION**

1. Course critical to assessment: A degree cannot be awarded unless the designated course (MC499 Dissertation: Media and Communications) had been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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**MSC GLOBAL MEDIA AND COMMUNICATIONS (WITH FUDAN OR USC)**

1. Course critical to assessment:  
A degree cannot be awarded unless the designated course (MC499 Dissertation: Media and Communications) had been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2):  
Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4):  
Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.  
Exceptionally, students are permitted to re-sit failed courses where they cannot achieve an LSE or other degree based on a partner institutions requirements.  
Such additional marks cannot be used to improve an LSE award where this has already been conferred in line with the LSE classification scheme. Such additional marks will not be included on a student's official LSE transcript.
- 

**MSC OPERATIONAL RESEARCH (withdrawn)****MSC DECISION SCIENCES (withdrawn)**

1. Course critical to assessment: A degree cannot be awarded unless OR404 Applied Operational Research and OR418 Applied Decision Sciences have been passed and the mark in the course must be Merit or above for an overall classification of Distinction to be awarded.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 270 for 4 units (540 for 8 half units) and subject to the critical course mark being Merit or above for an overall classification of Distinction.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula of 240 for 4 units (480 for 8 half units).
- 

**MSC ORGANISATIONAL AND SOCIAL PSYCHOLOGY**

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed. (Pre-2012/13 students had to pass PS434).
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS404 or PS434 to be awarded a Distinction overall.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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**MSC PHILOSOPHY OF SCIENCE (formerly MSC PHILOSOPHY AND HISTORY OF SCIENCE)****MSC PHILOSOPHY OF THE SOCIAL SCIENCES****MSC PHILOSOPHY AND PUBLIC POLICY**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to another local rule:  
Distinctions + 1 Pass = Distinction if and only if the mark in dissertation (PH499)  $\geq 58$   
Distinctions + 2 Merits = Distinction if and only if mark in dissertation (PH499)  $\geq 65$
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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### **MRES POLITICAL SCIENCE (TRACK 1), MRES POLITICAL SCIENCE (TRACK 2)**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction - If average  $\geq 68\%$  or  $\geq 70\%$  in majority of courses
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Pass - If average between 50-59% or Merit - If average between 60-67%
- 

### **MSC RACE, ETHNICITY AND POST COLONIAL STUDIES (suspended in 2013-14)**

1. Course critical to assessment: None.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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### **MSC REAL ESTATE ECONOMICS AND FINANCE**

1. Course critical to assessment: No
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): A Distinction will be awarded if an overall aggregate mark of 270 or above [an average mark of 67.5% or above] is achieved, if an aggregate mark of below 270 [an average mark of below 67.5%] is achieved then a Merit will be awarded. (NB Half units are weighted).
  3. Merit/Pass borderline (scheme paragraph 5.3.4): A Merit will be awarded upon achieving marks of a Merit grade in courses to the value of 2.5 units. Or marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 unit.
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### **MSC REGULATION**

#### **MSC REGULATION (RESEARCH)**

1. Course critical to assessment: A degree cannot be awarded unless LL499 Dissertation has been passed.
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
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### **MSC RISK AND STOCHASTICS**

#### **MSC STATISTICS**

#### **MSC STATISTICS (RESEARCH)**

#### **MSC STATISTICS (FINANCIAL STATISTICS)**

#### **MSC STATISTICS (FINANCIAL STATISTICS) (RESEARCH)**

1. Course critical to assessment: None
  2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: for a Distinction the aggregate must be 270.
  3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: for a Merit the aggregate must be 240.
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### **MSC CRIMINAL JUSTICE POLICY**

### **MSC HEALTH ECONOMICS, POLICY AND MANAGEMENT (MODULAR)**

### **MSC HEALTH, POPULATION AND SOCIETY**

### **MSC INTERNATIONAL HEALTH POLICY**

### **MSC INTERNATIONAL HEALTH POLICY (HEALTH ECONOMICS)**

### **MSC POPULATION AND DEVELOPMENT**

### **MSC SOCIAL POLICY AND DEVELOPMENT**

### **MSC SOCIAL POLICY AND DEVELOPMENT: NON-GOVERNMENTAL ORGANISATIONS (formerly MSC NON-GOVERNMENTAL ORGANISATIONS AND DEVELOPMENT)**

### **MSC SOCIAL POLICY (EUROPEAN AND COMPARATIVE SOCIAL POLICY) (formerly MSC EUROPEAN SOCIAL POLICY)**

### **MSC SOCIAL POLICY (RESEARCH)**

### **MSC SOCIAL POLICY (SOCIAL POLICY AND PLANNING) (formerly MSC SOCIAL POLICY AND PLANNING)**

1. Course critical to assessment: No
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always

be determined to the advantage of the student.

3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **MSC SOCIAL AND CULTURAL PSYCHOLOGY**

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed. (Pre-2012/13 students had to pass PS433).
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS400 or PS433 to be awarded a Distinction overall.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **MSC SOCIAL AND PUBLIC COMMUNICATION**

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed. (Pre-2012/13 students had to pass PS408).
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS429 or PS408 to be awarded a Distinction overall.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **MSC SOCIAL RESEARCH METHODS**

1. Course critical to assessment: Students entering from 2011/12 must pass courses MY452 and MY421 in order to obtain the award.
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction if aggregate is 270 or higher.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Merit if aggregate is 240 or higher.

### **MSC SOCIOLOGY OF CRIME, CONTROL AND GLOBALISATION (withdrawn from 2011-12)**

1. Course critical to assessment: A degree cannot be awarded unless the designated course (SO499 Dissertation) had been passed.
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 5.2.4(j) Student must gain > 58% of each of 2 pass courses to be awarded Merit

### **MSC BIOMEDICINE, BIOSCIENCE AND SOCIETY (withdrawn from 2013-14)**

#### **MSC CULTURE AND SOCIETY**

#### **MSC POLITICAL SOCIOLOGY**

#### **MSC SOCIOLOGY**

#### **MSC SOCIOLOGY (CONTEMPORARY SOCIAL THOUGHT)**

#### **MSC SOCIOLOGY (ECONOMIC SOCIOLOGY) (withdrawn from 2013-14)**

#### **MSC SOCIOLOGY (RESEARCH)**

1. Course critical to assessment: A degree cannot be awarded unless the designated course (SO499 Dissertation) had been passed.
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

### **LSE AND SCIENCES PO DOUBLE DEGREE IN URBAN POLICY**

1. Course critical to assessment: No
2. Distinction/Merit borderline (scheme paragraph 5.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 5.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

## REGULATIONS FOR RESEARCH DEGREES

*These Regulations are approved by the Academic Board.*

*Last updated: July 2013*

Where these regulations require a member of the School's staff or a body of the School to act, this authority may be delegated where appropriate.

Where these regulations require communication to be 'in writing' this will include communication by letter and/or email.

### General

1. These regulations are made subject to the General Academic Regulations of the School and the Conditions of Registration. They apply to every student taking a programme of study leading to the degree of Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) in the School.
2. For students registered on an MRes/PhD programme, the Regulations for Taught Masters Degrees will apply for the MRes stage of the programme. Local regulations will also apply for each programme of study leading to a research degree in respect of arrangements for student progression, monitoring, upgrade to PhD and termination of registration. If a conflict occurs between local and School regulations, the latter will normally take precedence.

### Registration

3. Except where the School has given permission for initial registration for the PhD degree alone, each student will register initially for an MPhil or MRes programme. Such a programme will not result in examination for a PhD unless the student has been upgraded in accordance with regulations 22-25 or, for MRes programmes, in accordance with local regulations.
4. At the discretion of the teaching department and the Research Degrees Subcommittee Chair, students may be exempted for part of the MPhil or PhD programme if they have already begun a programme for that (or an equivalent) degree at another university. This can include exemption from taught course(s) requirement(s), but will not normally include exemption from the School's upgrade requirements.

### Part-time registration

5. Switching to part-time registration is available to students who need to spread their studies over a longer period if they are in one or more of the following categories and can provide documentary evidence:  
employed or self-employed where the employment is in excess of 20 hours per week;  
on the basis of a protected characteristic recognised in the Equalities Act 2010.

### Programme length

6. Except by special permission of the Research Degrees Subcommittee the minimum length of the programme will be two calendar years of full-time study or the equivalent in part-time study. A student exempted from part of a programme under regulation 4 must follow the programme at the School for not less than one calendar year or its equivalent in part-time study.
7. Unless the regulations for a programme state otherwise, the maximum length of registration will be four years<sup>1</sup> for full-time and eight years for part-time students. Where a student follows periods of both full- and part-time study the maximum length will be adjusted according to the length of registration spent in each mode.
8. Exceptionally, the Research Degrees Subcommittee Chair may permit a student to continue in registration beyond the maximum length. A student should normally submit a request for extension of registration by the end of the penultimate year of his/her registration. If granted, no further extensions will usually be permitted.

### Absence and interrupting registration

9. If a student is absent from the School for longer than 2 weeks other than permitted absences under regulations 10 and 17, he or she should first notify their supervisor/department and then the Research Degrees Unit.
10. A programme must be followed continuously except by permission of the Research Degrees Subcommittee Chair. Students who want to interrupt their studies must apply in advance for permission to do so and provide the appropriate documentary evidence. Retrospective interruptions will not normally be approved. Where the School has permitted a student to interrupt his or her studies, no fee will be payable for the period of interruption; and the period will not count towards the period of study required by regulation 6 or allowed by regulation 7. Interruption will not normally be allowed for more than a total of two years overall and will not normally be permitted within the first year of study.

### Registration following a final MPhil/PhD examination

11. Where a student receives an outcome from a final examination that requires a period of revision (under regulations 52 and 54) and wishes to be registered for this period, he/she will need to request re-registration from the Research Degrees Unit.

### Supervision arrangements

12. Every student is entitled to a lead supervisor who:
  - 12.1 has knowledge of a student's subject area and theoretical approach;
  - 12.2 is a permanent member of the academic staff of the School<sup>2</sup>;
  - 12.3 has passed major review;
  - 12.4 is usually assigned for the duration of a student's programme;
  - 12.5 has no more than eight primary supervisees.
13. Every student will normally have additional supervision that may take the form of:
  - 13.1 co- or joint supervision that can include supervision across departments in the School;
  - 13.2 an adviser; or
  - 13.2 team supervision.
14. Secondary supervision may be allocated either after registration (and by the end of a student's first term of registration) or before depending on departmental procedures. In exceptional circumstances, external (to the School) secondary supervision may be permitted: should the Doctoral Programme Director determine such arrangements, seeking permission from the Research Degrees Subcommittee Chair.

15. Full-time students have the right to see their supervisor at least three times a term in the first year and twice a term thereafter. Part-time students have the right to see their supervisor at least twice a term in the first year and once a term thereafter.
16. If the initial allocation of supervisor turns out to be inappropriate, the Doctoral Programme Director or Head of Department may agree a change on the initiative of the student or supervisor. However, a change of supervisor cannot be guaranteed, nor is it possible to guarantee a change to a particular academic.

### Studying away from the School

17. All students are required to be in regular attendance at the School for the purpose of attending courses, supervisions and other seminars required by their programme. The Research Degrees Subcommittee Chair may allow students to be absent from the School for fieldwork or study elsewhere and will set the conditions which will apply. These will include regular contact with their supervisor(s). Absence from the School will not normally be allowed in the first year of registration. A fee will be payable for the period of absence, and the period will count towards the minimum and maximum number of years of study required by regulations 6-7. Students undertaking fieldwork or study elsewhere must carry out a risk assessment in collaboration with their supervisor before starting the period of absence.
18. In exceptional circumstances, the Research Degrees Subcommittee Chair may permit a student to reside outside the UK during their period of registration. Non-resident registration status will not normally be permitted in the first year or in any subsequent years where a student is required to attend classes at the School.

### Progress Review

19. The department will formally review the progress of each student within twelve months of registration and also by the end of the penultimate year of study. Additionally, departments may choose to hold annual progress reviews. Published departmental review procedures must:
  - 19.1 include at least one member of the academic staff other than the supervisor;
  - 19.2 be based on an appropriate area of the student's research;
  - 19.3 provide an appropriate amount of time for reviewers to read submitted work;
  - 19.4 include an opportunity for the student to defend his/her work/progress orally to the review panel.
20. By the end of the penultimate year of study an agreed timetable for completion should be produced that includes ensuring the examination entry is made.
21. Progress reviews may result in continued registration, with or without conditions, or termination of registration. The Research Degrees Manager will, if applicable, inform the student in writing of the outcome with the reasons for imposing conditions or terminating registration. A student has the right of appeal against a decision to terminate his or her registration. Appeals will be conducted in accordance with the Appeals Regulations for Research Students.

### Upgrade to PhD

22. The department will make a decision whether to upgrade a student from the MPhil to the PhD programme at the first formal review or within one year (or two years for part-time students) of it.
23. Upgrade procedures are agreed by each department but should:
  - 23.1 specify the amount and type of written materials a student is required to produce and indicate the deadlines for submission;
  - 23.2 require the student's written materials to include a clear framework for the research and a timetable for completion;
  - 23.3 provide for an upgrade panel that can include the student's supervisor(s) and include at least one member of the department who is not directly involved in the student's supervision. Where a student's supervisor is not included on the upgrade panel, his/her view should be sought before the Panel reaches a decision;
  - 23.4 include an opportunity for the student to defend his/her written materials orally.
24. If a student is not upgraded he/she is entitled to resubmit work and be re-examined under the same principles governing the first attempt within a further six months for a final decision.
25. Where a final upgrade attempt is unsuccessful the student will normally be permitted to continue in registration and submit for the degree of MPhil if he/she so wishes. The Research Degrees Manager will inform the student in writing of a final decision, and the reasons for it, not to upgrade to PhD status. Every student has the right of appeal against decisions not to upgrade to PhD status in accordance with the Appeals Regulations for Research Students.

### Plagiarism

26. Students must make themselves familiar with the School's Regulations on Assessment Offences (of which there are separate versions on plagiarism and other offences) and the School's Statement on Editorial Help.
27. The School reserves the right to submit any part of a thesis to any software designed to identify plagiarism or to take any other steps it considers appropriate to identify possible plagiarism.

### Research Ethics

28. All students must ensure their research complies with the School's Research Ethics Policy.

### Requirements for all theses submitted for the degrees of MPhil and PhD

29. Most of the work submitted in a thesis must have been done after the initial registration for a research degree at the School, except that in the case of a student accepted under regulation 4 there will be allowance for the fact that his or her registration began at another institution.
30. Except where the School has agreed to a collaborative arrangement with another institution, a candidate will not be allowed to submit a thesis which has been submitted for a degree or comparable award of any institution. He or she may however incorporate in the thesis any work that is the result of previous study, provided that the work which has been incorporated is indicated on the thesis.
31. In addition to the special requirements set out in regulations 33 to 36 for both the PhD and the MPhil, the thesis will:
  - 31.1 consist of the candidate's own account of his or her investigations. Work already published, either by the candidate or jointly with others, may be included only if it forms an integral part of the thesis and so makes a relevant contribution to its main theme and is in the same format as the rest of the thesis. The student must clearly state the part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers;
  - 31.2 be an integrated whole and present a coherent argument
  - 31.3 alternatively, a series of papers, with an introduction, critical discussion and conclusion, may be submitted instead of a



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conventional thesis provided that such a format is permitted by the student's department and that the thesis conforms to the department's guidelines. A thesis that contains only joint papers is not acceptable. It must contain linking materials which must be solely the work of the candidate. The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers must be clearly stated by the student;

- 31.4 be written in English (except where the Research Degrees Subcommittee Chair has given permission for it to be written in another language) and must be presented in line with published School guidance;
  - 31.5 include a full bibliography and references.
32. For the examination, the candidate will be required to provide the Research Degrees Unit with enough copies of his or her thesis, submitted in accordance with the School's instructions.

### Additional requirements for a PhD thesis

33. The scope of the thesis will be what might reasonably be expected after three or at most four years of full-time study.
34. The thesis will:
- 34.1 form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
  - 34.2 give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion on those findings, and indicate in what respects they appear to the candidate to advance the study of the subject; and so demonstrate a deep and synoptic understanding of the field of study;
  - 34.3 demonstrate research skills;
  - 34.4 be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals); and
  - 34.5 not exceed 100,000 words (including footnotes but excluding bibliography and appendices). In appropriate circumstances the Research Degrees Subcommittee Chair may grant permission for a thesis to exceed the normal length.

### Additional requirements for an MPhil thesis

35. The scope of the thesis will be what might reasonably be expected after two or at most three years of full-time study.
36. The thesis will:
- 36.1 be either a record of original work or of an ordered and critical exposition of existing knowledge and will provide evidence that the field has been surveyed thoroughly;
  - 36.2 give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion on those findings;
  - 36.3 not exceed 60,000 words (including footnotes but excluding bibliography and appendices). In appropriate circumstances the Research Degrees Subcommittee Chair may grant permission for a thesis to exceed the normal length.

### Submission of an MPhil or PhD thesis and examination entry

37. Students will be examined or re-examined in accordance with regulations 37 to 60 as in force when they apply to enter the examination. They must apply in the form prescribed in the Guidelines for MPhil and PhD Examinations to the Research Degrees Unit who will then initiate the procedure for the appointment of examiners.
38. Students may submit a thesis for examination only after the minimum registration period has passed. They must be registered students at the time of submission. The decision to submit a thesis rests with the candidate alone. Only candidates who have been successfully upgraded in accordance with the School's regulations can submit a thesis for the PhD award.
39. When entering the examination candidates will be required to sign the following declaration:
- 39.1 I certify that the thesis I have presented for examination for the MPhil/PhD degree of the London School of Economics and Political Science is solely my own work other than where I have clearly indicated that it is the work of others (in which case the extent of any work carried out jointly by me and any other person is clearly identified in it).
  - 39.2 I consider the work submitted to be a complete thesis fit for examination.
  - 39.3 I authorise that, if a degree is awarded, an electronic copy of my thesis will be deposited in LSE Theses Online held by the British Library of Political and Economic Science and that, except as provided for in regulation 41 it will be made available for public reference.
  - 39.4 I authorise the School to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
  - 39.5 I will include the following statement at the beginning of my thesis:
    - (a) The copyright of this thesis rests with the author. Quotation from it is permitted, provided that full acknowledgement is made. This thesis may not be reproduced without my prior written consent.
    - (b) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
40. If the candidate has not submitted his or her thesis for examination within twelve months of submitting the examination entry form, the examination will be cancelled, unless the Research Degrees Manager decides otherwise.
41. A candidate may apply to the Research Degree Subcommittee for restriction of access to his or her thesis and/or the abstract for a period of up to two years. Such a request can be on the grounds, for example, of commercial exploitation or patenting or for the protection of individuals. In all other circumstances, a thesis will be placed in the public domain immediately after the award of the degree.

### MPhil and PhD examinations

42. The Research Degrees Subcommittee will appoint the examiners, having paid particular attention to their independence, expertise and relevant experience. It will appoint two, or exceptionally three, examiners for each candidate. The examiners are required to be experts in the field of the thesis and to be able to make an independent assessment of the student and the thesis. There will be an examiner appointed from one of the colleges of the University of London (including LSE) and a second examiner appointed from outside the University. With the permission of the Chair of the Research Degrees Subcommittee both examiners may be appointed from within the University, or both may be appointed from outside the University. Only one examiner may be appointed from within LSE. The candidate's supervisors or advisers may not be examiners.
43. Assessment will be by submission of a thesis (as defined above) and an oral examination, which will be conducted in English (unless the Research Degrees Subcommittee has given permission for it to be conducted in another language). In highly exceptional circumstances

connected with the candidate and with the permission of the appropriate Pro-Director, the School may suspend the requirement for an oral examination.

44. Candidates must attend for examination at a place and time the School determines. They must bring with them an additional copy of the thesis paginated in the same way as that submitted for examination.
45. Prior to the examination the examiners will prepare and exchange independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held).
46. The oral examination will normally be held in London. The Research Degrees Subcommittee Chair may, however, agree to different arrangements.
47. Unless the candidate indicates otherwise on the entry form, the supervisor(s) will be invited to attend the oral examination as an observer. The supervisor(s) do(es) not have the right to take part in the examination but may contribute if invited to do so by the examiners with the agreement of the candidate. Otherwise the oral examination will be held in private.
48. After any oral examination, the examiners will prepare a joint final report. It will indicate whether the thesis meets the requirements specified in these regulations and will include a statement of the examiners' reasons for their judgment of the candidate's performance against the criteria. The examiners may, at their discretion, consult the supervisor(s) before completing their report.
49. Copies of the reports will be sent to the Research Degrees Unit who will forward a copy of it to the candidate together with the preliminary reports unless the examiners have specified otherwise.
50. Examiners have the right to make comments in confidence to the appropriate Pro-Director in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover other matters that they wish to draw to the attention of the School.
51. If the examiners are unable to agree on the result of the examination, the Research Degrees Manager will advise them and if necessary will refer the matter to the Research Degrees Subcommittee Chair, who will determine the action to be taken.

### Outcome of the PhD examination

52. The options open to examiners in determining the result of the examination are as follows:
  - 52.1 If the thesis meets the criteria set out in these regulations and the candidate satisfies the examiners in the oral examination, they will recommend that the candidate should be awarded the PhD degree. The thesis may contain minor errors deemed by the examiners to have no academic impact.
  - 52.2 If the thesis otherwise meets the criteria but requires minor amendments, and the candidate satisfies the examiners in the oral examination, they may require him/her to make amendments they specify. The examiners shall indicate the length of time permitted to the candidate to make the required amendments, which shall not be longer than three months. The candidate must submit the amended thesis to both examiners or one of their number nominated by the examiners for confirmation that the amendments are satisfactory.
  - 52.3 If the thesis, though inadequate, seems of sufficient merit to justify such action, the examiners may allow the candidate to re-present it in a revised form for re-examination. They will indicate the length of time they consider he/she will need to complete the revisions, which shall be between four and eighteen months. Examiners may not, however, make such a decision without having submitted the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination. On resubmission of a thesis under this regulation, examiners must reach a final decision according to regulations 52.1, 52.2, 52.4, 52.5 or 52.6.
  - 52.4 If the thesis meets the criteria but the candidate fails to satisfy the examiners at the oral examination, they may allow him/her to re-present the same thesis and take a further oral examination within a period specified by them not exceeding 18 months.
  - 52.5 If, after completion of the oral examination or re-examination for the PhD, the examiners decide that a candidate has not reached the standard required under regulations 33-34, they will consider whether the thesis does, or might be able to, satisfy the criteria for the award of the MPhil degree. If they so decide, they will submit a report that shows either how the criteria for the MPhil degree are met or what action the student needs to take to meet them. Examiners will have discretion to waive the thesis length for the MPhil degree if appropriate. Thereafter the following conditions and procedures will apply:
    - (a) The candidate will be told that he/she has been unsuccessful in the examination for the PhD degree, but has reached the standard required for the award of the MPhil, or with amendment to the thesis may be able to satisfy the criteria for the MPhil.
    - (b) A candidate considered for the award of the MPhil degree under this regulation will not be required to submit the thesis, as required under the regulations for the MPhil degree, or to undergo a further oral examination, but will be required to fulfil the requirements for the MPhil in all other respects.
    - (c) A candidate offered an MPhil degree under these regulations must make any amendments the examiners require within a period they specify, but not exceeding twelve months. The candidate must submit the amended thesis to the examiners who will decide whether he/she has completed the amendments to their satisfaction.
  - 52.6 The examiners may determine that the candidate has not satisfied them in the examination for either the MPhil or the PhD. They will not, however, save in very exceptional circumstances, make such a decision without having submitted the candidate to an oral examination.
53. Students have the right of appeal against a decision taken under regulations 52.3, 52.4, 52.5 or 52.6, in accordance with the Appeals Regulations for Research Students.

### Outcome of the MPhil examination

54. The options open to examiners in determining the result of the examination are as follows:
  - 54.1 If the thesis meets the criteria set out in these regulations and the candidate satisfies the examiners in the examination, they will recommend that the candidate should be awarded the degree of MPhil. The thesis may contain minor errors deemed by the examiners to have no academic impact.
  - 54.2 If the thesis otherwise meets the criteria but requires minor amendments and the candidate satisfies the examiners in the examination, they may require him/her to make amendments they specify. The examiners shall indicate the length of time permitted to the candidate to make the required amendments, which shall not be longer than three months. The candidate must submit the amended thesis to both examiners or one of their number nominated by the examiners for confirmation that the amendments are satisfactory.
  - 54.3 If the thesis, though inadequate, seems of sufficient merit to justify such action, the examiners may allow the candidate to re-present it in a revised form. In such circumstances, they will indicate the length of time they consider he/she will need to

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complete the revisions, which shall be between three and twelve months. Examiners may not, however, make such a decision without having submitted the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination. On resubmission of a thesis under this regulation, examiners must reach a final decision according to regulations 54.1, 54.2 or 54.5.

- 54.4 If the thesis meets the criteria but the candidate fails to satisfy the examiners at the oral examination, they may allow him/her to re-present the same thesis, and undergo a further oral examination within a period specified by them not exceeding 12 months
- 54.5 The examiners may determine that the candidate has not satisfied them in the examination for the MPhil degree. They will not, however, save in very exceptional circumstances, make such a decision without having submitted the candidate to an oral examination.
- 55. Students have the right of appeal against a decision taken under regulations 54.3, 54.4 or 54.5, in accordance with the Appeals Regulations for Research Students.

### Notification of award of MPhil and PhD

- 56. After the examiners have confirmed their decision, the Research Degrees Unit will notify the candidate of the result. The degree will not be awarded until the candidate has provided a copy of the successful thesis, in accordance with regulation 39.3.
- 57. The Research Degrees Unit will send a certificate to each candidate who has been awarded a degree. It will bear the names of the candidate in the form in which they appear in the School's records at the date of issue.
- 58. Where the authorities of the School notify the Academic Registrar that the student has not settled or made acceptable arrangements to settle any account outstanding, the Academic Registrar will withhold certification until the same authority certifies that the student has made payment in full.
- 59. The Academic Registrar may withhold the result of the examination for any student who is the subject of investigation under the School's disciplinary or other procedures.

### Revocation of award

- 60. The Council or Director may revoke an award made under these regulations as permitted by the Bye-laws and Regulations of the School.

### Notes

<sup>1</sup> Six years for students registering before 2006-07.

<sup>2</sup> This excludes centennial or visiting professors and retired members of academic staff.

# INFORMED CONSENT

## GUIDANCE FOR RESEARCHERS

These are the type of questions you should ask yourself with respect to obtaining informed consent. N.B. not all questions will be relevant to every study.

1. Have you given the participant an oral explanation of the proposed research project?
  - 1.1 Have you given an information sheet to the participant?
  - 1.2 Have you told the participant that (s)he will be kept informed of all relevant information that becomes available during the course of the study?
2. Did your oral explanation to the participant include:
  - 2.1 That it is a research project?
  - 2.2 That participation is voluntary?
  - 2.3 The aim of the project?
  - 2.4 The likely duration of the participant's involvement?
  - 2.5 The expected benefits to the participant or others?
  - 2.6 The procedures that will be involved in participation?
  - 2.7 What inconvenience, discomfort, or distress may reasonably be expected for the participant: the level and likelihood?
  - 2.8 That refusal to participate may be given without reasons and without affecting any care, rights or access to services (e.g. for LSE students) that may be given to the individual?
  - 2.9 That the participant may withdraw at any time without giving reasons and without affecting any care, rights or access to services (e.g. for LSE students) that may be given to the participant?
  - 2.10 That personal information will be treated as strictly confidential and will not be made publicly available or given to any other person?
  - 2.11 That information generated by the study may be published, but that no details will be divulged from which the participant could be identified?
3. Have you allowed the participant sufficient time to consider the matter on his/her own, to discuss with others if wished, or to ask you questions?
4. In your opinion, has the participant understood and consented to take part in this research?
5. Has the participant signed and dated the consent form?
6. If the participant is not capable of giving consent: where subjects are not competent to give consent has consent by proxy been obtained?
  - 6.1 Has the Research Committee Ethics Group agreed to this research in principle?
  - 6.2 Are you of the opinion that this participant's participation will promote his/her welfare and interest?
  - 6.3 If not, is more than minimal risk involved?
  - 6.4 Has signed, dated consent been obtained from any legal representative of the participant?
7. Is the participant:
  - 7.1 A child over 16 and under 18?
  - 7.2 A child under 16?
8. If under 16, has the parent or guardian's consent been sought?  
 Note that in certain circumstances a police check may be required. From Summer 2002 the Criminal Records Bureau (Disclosure) ([www.crb.gov.uk](http://www.crb.gov.uk)) will handle all checks.

*Last updated: 9 December 2003*

## APPEALS REGULATIONS FOR RESEARCH STUDENTS

*These regulations are approved by the Academic Board*

*Last updated: July 2013*

*Where these regulations require a member of the School's staff or a body of the School to act, this authority may be delegated where appropriate.*

*Where they require communication to be 'in writing' this will include communication by letter and/or email.*

*For the School's Complaints Procedures see:*

*<http://www2.lse.ac.uk/intranet/staff/schoolRegulations/principlesAndProceduresForTheConsiderationOfStudentComplaints.aspx>*

### General

1. These regulations apply to any research student receiving a decision under paragraphs 21 or 25 of the Regulations for Research Degrees in respect of a decision taken to either terminate registration, not to upgrade to PhD or in respect of an examiners' decision taken under paragraphs 52.3, 52.4, 52.5, 52.6, 54.3, 54.4 or 54.5 of the Regulations for Research Degrees.

### Appeals against decisions to terminate registration and not to upgrade to PhD

2. A student may appeal against a department's decision not to allow re-registration or a final decision not to upgrade to PhD status, within four weeks of the date of the notification. The student must give the grounds for appealing, which may only be:
  - 2.1 that there were procedural irregularities in the conduct of the upgrading or review which might cause reasonable doubt as to whether the result would have been the same had they not occurred;  
*and/or*
  - 2.2 that there was prejudice, bias or inadequate assessment on the part of one or more of the members of the upgrading or review panel such that the result should not be allowed to stand;  
*and/or*
  - 2.3 that there is new information about exceptional circumstances affecting performance in examinations connected to progress and/or upgrade decisions that members of the review or upgrade panel were not aware of when they took their decision, and that this produced an unfair result.
3. The student must make a submission under this procedure in writing with supporting evidence, including medical certification where necessary, to the Research Degrees Manager.
4. The appropriate Pro-Director may dismiss an appeal on the basis of the student's submission alone, without a hearing being held and without seeking further information, if the application does not, in his or her opinion, fall within the remit of this procedure or does not put forward appropriate grounds. The Pro-Director will take such a decision within four weeks of an appeal being submitted. The Research Degrees Manager will notify the student in writing if this regulation is invoked and the reasons for it.
5. Unless regulation 4 is applied, the Research Degrees Manager will ask the Head of the Department concerned whether the department's decision should be adjusted in the light of the evidence provided by the student. The Head of Department will inform the Research Degrees Manager within two weeks of receipt of the request whether the decision has been revised. The Research Degrees Manager will inform the student in writing.
6. If the Head of Department decides that the decision against which the student has appealed should stand, the student may, within ten working days of the date of the letter sent under regulation 5, ask the Research Degrees Manager to proceed with the appeal.
7. The Research Degrees Manager will then convene an Appeal Panel comprising:  
Chair or Deputy Chair of the Research Degrees Subcommittee  
Two further members who will be members of that Subcommittee or members of the Teaching, Learning and Assessment Committee Sabbatical officer of the Students' Union  
No one who belongs to the same department as the student may serve on the Panel. No member of the School's staff who has been involved in taking either a de-registration or upgrade decision concerning the student may serve on the Panel.
8. The student has the right to appear before the Appeal Panel and may be accompanied at the hearing or represented by a person of his or her choice. A student who will be accompanied or represented must submit to the Panel Secretary at least five working days before the date of the hearing the name, address and a description of the person and must state whether that person is a member of the School. Where the student indicates that he/she is to be represented, the Research Degrees Subcommittee Chair may recruit a representative to assist the School at the hearing.
9. The Panel Secretary will set a date for the hearing and will inform the student in writing of the date on which the hearing is to take place at least ten working days beforehand. The hearing should take place within four weeks of a Panel being convened.
10. The Panel will be provided with all documentation either the student or the Department has submitted under regulations 2 and 5. The Panel may request additional documentation that relate to the grounds claimed under regulation 2 from either the student and/or the Department. The student and/or the Department may provide additional documentation that relate to the grounds claimed under regulation 2 but may do so no later than 10 days before the hearing.
11. The Panel will normally conduct its proceedings in the presence of all parties until it retires to consider its findings. The student will address the Panel first. The Department will be invited to make any observations. Any questions by the student or the Head of Department will be put through the Chair. The student may make concluding remarks. The members of the Panel may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he or she considers it just to do so.
12. The decision of the Panel will be final. The Research Degrees Manager will inform the student and the department of it in writing within ten working days of the hearing.
13. If an appeal against a decision not to re-register is unsuccessful, the student will not be allowed to re-register at any time for the same or a closely-related MPhil/PhD project. Registration for a new topic will be subject to the normal admissions procedures. If an appeal against a decision not to upgrade is unsuccessful the student may submit his or her thesis only for the MPhil degree.
14. When a student has exhausted the means of appeal allowed by these regulations, the Academic Registrar will issue a completion of procedures letter which will enable him/her to appeal to the Independent Adjudicator for Higher Education, Third Floor, Kings Reach, 38 - 50 Kings Road, Reading, RG1 3AA, [www.oiahe.org.uk](http://www.oiahe.org.uk)

**Appeals against the result of an MPhil or PhD examination**

15. A candidate may appeal against a decision of the examiners within four weeks of notification of the result. A student's decision to submit a thesis for examination is entirely his or her own (see Regulation for Research Degrees, paragraph 38) and this procedure, therefore, applies only to the conduct of the examination itself.
16. The procedure applies to students for the degrees of MPhil and PhD for whom the final result of the examination process was that the degree for which they were being examined was not awarded.
17. Students may appeal on one or more of the following grounds:
  - 17.1 That their performance at the oral examination was affected by circumstances such as illness of which the examiners were not aware when they took their decision, and that this produced an unfair result;
  - 17.2 That there was prejudice, bias or inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand;
  - 17.3 That there were procedural irregularities in the conduct of the examination which might cause reasonable doubt as to whether the result of the examination would have been the same if they had not occurred.
18. The student must make a submission under this procedure in writing with supporting evidence, including medical certificate where appropriate, to the Research Degrees Manager.
19. The appropriate Pro-Director may dismiss an appeal on the basis of the student's submission alone, without a hearing being held and without seeking further information, if the application does not, in his or her opinion, fall within the remit of this procedure or does not put forward appropriate grounds. The Pro-Director will take such a decision within four weeks of an appeal being submitted.
20. The Research Degrees Manager will notify the student in writing if regulation 19 is invoked and the reasons for it.
21. Unless regulation 19 is invoked, the Research Degrees Manager will ask the examiners concerned for a written response to the student's appeal submitted under these regulations. The examiners will provide this to the Research Degrees Manager within two weeks of the request. The Research Degrees Manager will send the examiners' response to the student. The student may, with ten working days of receiving the response, ask the Research Degrees Manager to proceed with the appeal.
22. The Research Degrees Manager will convene an Appeal Panel constituted as follows:
  - A current or former experienced Doctoral Programme Director of the LSE,
  - Two academic staff of the LSE with experience of PhD examining,
  - A member appointed from the senior academic staff of another college of the University of London or another university with experience of PhD examinations.
  - A member of the Academic Registrar's Division will act as Secretary to the Appeal Panel.
  - No member of staff from the same department as the student may serve on the Appeals Committee.
  - The Research Degrees Subcommittee Chair shall appoint a member of the Appeals Committee to act as Chair at the Appeal Hearing.
23. The student has the right to appear before the Appeal Panel and may be accompanied at the hearing by a friend or representative. A student who will be accompanied or represented must submit to the Research Degrees Manager at least five working days before the date of the hearing the name, address and a description of the person accompanying or representing him or her and must state whether that person is a member of the School. Where the student indicates that he/she is to be represented, the Research Degrees Subcommittee Chair may recruit a representative to assist the School at the hearing.
24. The Panel Secretary will invite the examiners to attend the hearing.
25. The Panel Secretary will set a date for the hearing and will inform the student in writing of the date on which the hearing is to take place at least ten working days beforehand. The hearing will usually take place within four weeks of a Panel being convened.
26. The Panel will be provided with all documentation submitted by the student and/or the examiners under regulations 18 and 21. The Panel may request additional documentation that relate to the grounds claimed but may only do so up to ten working days before the hearing.
27. The Panel will normally conduct its proceedings in the presence of the student, their companion or representative, and the examiners until it retires to consider its findings.
28. The student will address the Panel first. The examiners will be invited to make any observations. Any questions by the student or the examiners will be put through the Chair. The student may make any concluding remarks. The members of the Panel may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he or she considers it just to do so.
29. The Appeal Panel will take one of the following decisions:
  - 29.1 To reject the appeal, in which case the result of the original examination will stand;
  - 29.2 To ask the examiners to reconsider their decision. The examiners will normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed;
  - 29.3 To determine that the original examination be cancelled and a new examination held. The new examination will be conducted by examiners who did not take part in the original one and were not involved in the appeal. It will be conducted in accordance with these Regulations and the Guidelines for MPhil and PhD examinations in force at the time the student originally entered the examination. The examiners may make any of the decisions open to the original examiners. They will not be given any information about the previous examination or the appeal process.
30. The decision of the Appeal Panel will be final and will be given to the student in writing by the Panel Secretary within ten working days of the hearing with the reasons for it.
31. When a student has exhausted the means of appeal allowed by these regulations, the Academic Registrar will issue a completion of procedures letter which will enable the student to appeal to the Independent Adjudicator for Higher Education, Third Floor, Kings Reach, 38 - 50 Kings Road, Reading, RG1 3AA, [www.oiahe.org.uk](http://www.oiahe.org.uk)
32. If the appeal is unsuccessful, the student will not be allowed to re-register at any time for the same or a closely related MPhil/PhD project. Registration for a new topic will be subject to the normal admissions procedures.

## STATEMENT ON EDITORIAL HELP FOR STUDENTS' WRITTEN WORK: GUIDANCE FOR STUDENTS, SUPERVISORS AND EXAMINERS

*This statement was approved by the Academic Board, July 2012*

- Any written work a student produces (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely his/her own work<sup>1</sup>. Specifically, a student must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on his/her behalf<sup>2</sup>.
  - This guidance is for use when a student is considering whether to employ a third party such as a professional copy editing or proof reading company when producing work in draft or final version.
  - It also applies when a student seeks editorial help from other, non-professional third parties, such as fellow-students or friends.
  - It is not concerned with the regular and iterative interaction between student and tutor/supervisor(s) on draft versions of his/her work throughout the registration period. The student's tutor/supervisor is not regarded as a "third party" for this purpose.
  - For research students, further guidance is included in the Supervisor's Handbook produced by the Teaching and Learning Centre<sup>3</sup>.
  - If a student contravenes this statement, this will be considered an assessment offence and investigated in accordance with the Regulations on assessment offences: plagiarism.
1. If the student chooses to employ a third party, it is his/her responsibility to give them a copy of this statement. When submitting work the student must acknowledge what form of contribution they have made, by stating for example, 'this thesis/essay/dissertation was copy edited for conventions of language, spelling and grammar by ABC Editing Ltd'.
  2. A third party cannot be used:
    - 2.1 to change the text of the work so as to clarify and/or develop the ideas and arguments;
    - 2.2 to reduce the length of the work so that it falls within the specified word limit;
    - 2.3 to provide help with referencing;
    - 2.4 to correct information within the work;
    - 2.5 to change the ideas and arguments put forward within the work; and/or
    - 2.6 to translate the work into English.
  3. A third party can be used to offer advice on:
    - 3.1 spelling and punctuation;
    - 3.2 formatting and sorting footnotes and endnotes for consistency and order;
    - 3.3 ensuring the work follows the conventions of grammar and syntax in written English;
    - 3.4 shortening long sentences and editing long paragraphs;
    - 3.5 changing passives and impersonal usages into actives;
    - 3.6 improving the position of tables and illustrations and the clarity, grammar, spelling and punctuation of any text in or under tables and illustrations; and
    - 3.7 ensuring consistency of page numbers, headers and footers.
  4. The third party shall give advice by means of tracked changes on an electronic copy or handwritten annotations on a paper copy or other similar devices. The student must take responsibility for choosing what advice to accept, and must him/herself make the changes to the master copy of the work.

### Notes

- <sup>1</sup> Except where the School's regulations might permit it to include the work of others e.g., Regulations for Research Degrees (paragraph 31.1) permit a thesis to include the work of others and individual programme regulations for taught students permit group work.
- <sup>2</sup> This does not preclude the use of a 'scribe' where verbatim dictation might be required for a student with a particular disability.
- <sup>3</sup> The handbook is to be published in September 2012.

# PRINCIPLES AND PROCEDURES FOR THE CONSIDERATION OF STUDENT COMPLAINTS

## Section one

### Principles for complaints management

1. The School is committed to providing a high quality of education and service to its students. These procedures are a part of the School's commitment to responding to students' complaints.
2. A distinction is drawn between Academic and Service Complaints:
  - 2.1 Academic complaints relate to issues that have a direct effect on the provision of teaching, learning, research and supervision to students of the School.
  - 2.2 Service Complaints pertain to issues connected with services, not directly related to the School's core provision of teaching, learning, research and supervision.
3. The following principles will govern the submission and investigation of academic complaints from Students:
  - 3.1 **Departmental resolution:**  
Student complaints should initially be raised at departmental level, which includes the Deans of Undergraduate and Graduate Studies, and the Associate Dean for the General Course.  
If a complaint cannot be resolved at departmental level there are specific procedures that will allow for resolution at a higher level (see Paragraph 18 of Section Two).
  - 3.2 **Confidentiality:**  
Privacy and confidentiality will be assured in the School's handling of student complaints unless disclosure is necessary to progress the complaint or appeal, in which case the complainant will be notified in advance of the disclosure.
  - 3.3 **Protection:**  
The School will take necessary action to avoid the victimisation of all parties involved in a complaint.
  - 3.4 **Frivolous or malicious complaints:**  
If a complaint is considered to be frivolous (unfounded, trivial and persistent) or malicious (with vindictive motivation), the complainant may be liable for disciplinary action.
  - 3.5 **Method:**  
The School will endeavour to pursue all complaints sensitively and expeditiously.
  - 3.6 **Equal Opportunities:**  
All complaints will be considered on their individual merits and in accordance with the School's equal opportunities policy.  
All complainants will be treated equally.
4. The School has a number of procedures and Codes of Practice and will refer complaints made under one procedure for consideration under a different procedure when appropriate. Student complainants will not be able to rely upon a decision made under one set of regulations to appeal against a decision that has been reached under another set of regulations.
5. Informal advice on the complaints regulations and appeals procedures may be obtained from the following sources:
  - 5.1 Student Services Centre
  - 5.2 Departmental Tutor /Departmental Head
  - 5.3 Dean of Graduate/Undergraduate Studies/Associate Dean of the General Course
  - 5.4 Students' Union
  - 5.5 Advisers to Male and Female Students
  - 5.6 Adviser to Students with Disabilities
  - 5.7 Wardens of halls of residence
6. Informal advice on service complaints can also be obtained from the respective Divisions of which a complaint concerns.

## Section two

### Procedure for the consideration of complaints from students on academic matters

Note: The procedure does not apply to matters arising from the results of assessment, which are governed by the Regulations for the consideration of appeals against decisions of boards of examiners for taught courses. Research students wanting to appeal against the result of an assessment should use the appeal process in the School's Research Degree Regulations. When a complaint is received by the School, consideration will also be given to whether it should be referred to more appropriate procedures (e.g. staff disciplinary or anti-harassment procedures).

### General

7. The School will consider complaints from students of the School, if notice is given within 3 months of the incident occurring. Generally, the School will not consider matters raised outside of this period or by individuals no longer pursuing a course of study at the institution, nor matters raised anonymously or via third parties.
8. Complaints will be considered and addressed with appropriate privacy and confidentiality.  
However, in order to properly investigate and consider some complaints, disclosure is necessary.  
In such cases, the complainant will normally be notified in advance of the disclosure.
9. Where a complaint raises issues that may be addressed under other procedures of the School (for example staff performance, discipline or health), the Secretary and Director of Administration (hereafter 'the Secretary') may direct that any factual issues, and in exceptional cases the complaint itself, shall be addressed under those other procedures. Allegations of harassment will normally be referred to the School's procedure for considering allegations of harassment involving students.
10. Any deviation from this procedure shall not invalidate any outcome, unless the fairness of the proceedings is compromised.
11. Where a complaint is made about a post holder whose position is named as being required to carry out actions in this procedure, the Director (or if the Director is the subject of complaint another senior post holder) will identify an alternative to that post holder.
12. The School will permit a complainant to be accompanied through each stage of the procedure where the regulations permit the student to be present. However, it should be noted that unless stated otherwise those accompanying complainants do so as observers and may not be legal advisers.
13. If a case reaches the stage of an internal formal hearing by a Grievance Committee, those accompanying the complainant may then attend as the complainant's representative, upon written notice being given in advance of the hearing as specified below.



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14. If, having been given reasonable notice of the date, time and location of a formal hearing, the complainant is unable to attend, the School reserves the right to hear the matter in the complainant's absence. The complainant may submit written submissions or, where the Regulations allow, appoint a representative to speak on his or her behalf. Where exceptional circumstances delay the meeting of the Grievance Committee, such delay will not exceed three months and at the expiry of that period the Committee will hear the matter in the complainant's absence.
15. This procedure has a mechanism for appealing against decisions as specified below. The final internal level of appeal is reviewed by the Director. If still dissatisfied, the student may then refer an issue to the Office of the Independent Adjudicator for Higher Education.
16. Where any part of a complaint is upheld, the School will ensure that appropriate remedial action is taken. A student whose complaint is upheld has no entitlement to reimbursement of any costs.  
However, the School may decide to reimburse the student's reasonable incidental costs. Only in the most exceptional of circumstances will the School consider meeting a student's legal costs or other costs of representation.
17. Students will be given an explanation for delays that result in the time limits referred to by the regulations being exceeded. Students should note that unjustified delay by them in complying with time limits can be taken into account and may result in their complaint being dismissed in whole or in part.

### Departmental resolution

18. A student who is dissatisfied with an academic matter should first raise the issue at a local level within the department or institute concerned as soon as possible ("departmental resolution").
  - 18.1 If an undergraduate, the student should address the matter with his/her Tutor, Departmental Tutor, Departmental Head or the Dean of Undergraduate Studies as appropriate.
  - 18.2 If a graduate student, the student should address the matter with his/her Supervisor, Tutor, Programme Director, Research Student Tutor, Departmental Head or Dean of Graduate Studies, as appropriate.
19. Where under paragraph 23.1 below it is directed that the student should raise the matter at departmental level, the student may only refuse to do so with good reason and must inform the Secretary of that reason. If the Secretary considers that the reason is not adequate, s/he should inform the student that unless the matter is raised for departmental resolution, the School will not consider the complaint further.
20. The student may appeal against the Secretary's decision to refer the matter to resolution at departmental level in writing to a Pro-Director. Such an appeal should be made within seven working days of the notification of the Secretary's decision under paragraph 23.1. The Pro-Director will review the Secretary's decision and either uphold it (in which case there is no further appeal) or substitute another option as if under paragraph 23.

### Making a formal complaint/starting the procedure

21. A student who wishes to submit a formal complaint shall give written notice to the Secretary within 3 months of the date of the incident. The Secretary will not normally consider notices received after this 3 month period. The notice shall explain the grounds for complaint and refer to any supporting evidence. A notice submitted after the student has ceased registration will not normally be considered.
22. The Secretary or his/her nominee will consider the complaint and decide how it is to be investigated and considered. The Secretary may consult with the Human Resources Director where the complaint involves a member of School staff.
23. Having considered the complaint, the Secretary may exercise the following options:
  - 23.1 Direct the student to raise the complaint at departmental level under paragraph 18.
  - 23.2 Suggest informal means to address the complaint, including but not limited to mediation. If the Secretary proposes this option, s/he must request the student's written agreement within a period not exceeding 14 days. If the student does not respond, the Secretary will consider other options under paragraph 23. The student's refusal to agree to an informal resolution will not be taken into account.
  - 23.3 If there are matters raised by the complaint that ought properly be investigated under another of the School's procedures, the Secretary may refer the matter(s) to those other procedures.
  - 23.4 Appoint a named person to investigate the complaint.
  - 23.5 If the Secretary is satisfied that the complaint raises no issue for investigation, dismiss the complaint. If dismissing the complaint, the Secretary shall write to the student giving reasons for dismissing the complaint. The student may appeal against the decision to dismiss his/her complaint (see paragraph 26 below).
  - 23.6 The Secretary may further refer the student under the Disciplinary Regulations if s/he considers the complaint to be frivolous or malicious.
24. The Secretary will write to the student to inform him/her of the decision normally within 28 days of receiving the complaint.

### Summary process

25. Where the complaint is investigated under paragraph 23.4, the named investigator will submit a written report of his/her findings to the Secretary, who will then consider the following options:
  - 25.1 If the complaint has not previously been raised at departmental level (paragraph 18), the Secretary may direct that the student do so.
  - 25.2 The Secretary may suggest informal means to address the complaint, including, but not limited to mediation.
  - 25.3 If the Secretary is satisfied there are issues that ought properly to be addressed under another of the School's procedures, s/he may refer the matter(s) to those other procedures.
  - 25.4 If the Secretary is satisfied there is no substance to the complaint, s/he will dismiss the complaint and inform the student in writing. The Secretary may refer the student under the Disciplinary Regulations if s/he considers the complaint to be frivolous or malicious.
  - 25.5 If, as a result of the investigation the Secretary is satisfied that there is substance to the complaint s/he may:
    - 25.5.1 Uphold the complaint and specify the remedial action to be taken (if any) or
    - 25.5.2 Refer the complaint for formal consideration by a Grievance Committee.
26. Where the Secretary either dismisses the complaint under paragraphs 23.5 or 25.4, or upholds the complaint and determines a remedy under paragraph 25.5, the student may appeal in writing to a Pro-Director. Such an appeal should be made within 7 working days of the notification of the Secretary's decision. The Pro-Director will reconsider the complaint under paragraph 25 as appropriate. Following reconsideration of the complaint, the Pro-Director will write to the student to convey, and giving reasons for, his/her decision and to inform the student of his/her right to appeal to the Independent Adjudicator for Higher Education (see paragraph 46 below).

**Grievance committee process**

27. If the Secretary or a Pro-Director directs that a Grievance Committee is to consider a complaint, s/he will normally appoint a person from the Secretary's Division who has had no previous dealings with the matter to act as Clerk to the Committee. The Clerk shall carry out such acts as are necessary to establish and to facilitate the operation of the Committee.
28. The Clerk shall notify the student in writing of:
  - 28.1 the identities of the members of the Grievance Committee and the student's right to object to a member under paragraph 37 below.
  - 28.2 the date and venue of the Grievance Committee meeting.
  - 28.3 his/her right to be heard by the Committee and to present evidence to the Committee.
  - 28.4 the identity and/or location in the School of the person responding to the complaint on behalf of the School.
  - 28.5 any dates by which the student and/or the School shall have carried out certain tasks, including the provision of any documents.
  - 28.6 his/her and the School's right to call and question witnesses.
29. If at any hearing before the Committee the student or the person responding on behalf of the School wish to be accompanied or represented by another person, notice should be given to the Clerk and the other party at least 7 working days in advance. The notice should state the identity of the person attending to accompany or represent the complainant and their professional qualifications (if any) and/or relationship with the party.
30. The Committee may adopt such procedure as it deems fit, including adjournments, provided that:
  - 30.1 the student and the School are given the opportunity to address the Committee in writing and/or orally.
  - 30.2 the student and the School are given the opportunity to question any witnesses.
31. The deliberations of the Grievance Committee shall be private. The decision of the Committee shall be by majority. The Chairman has a casting vote in the event of a tie.
32. The Grievance Committee will determine whether the complaint is well founded and, if upholding the complaint, will specify the remedial action to be taken and, whether upholding the complaint or not, may make recommendations for future conduct of the parties involved. Remedies may include but are not limited to financial redress, apologies, and/or a referral to another procedure.
33. The Grievance Committee shall give its decision and brief reasons in writing to the student concerned, the person responding on behalf of the School, and the Secretary.
34. The student may appeal against the Grievance Committee's decision to the Director.

**Panels, boards and other bodies**

35. Where, under this procedure a Grievance Committee is to be established, it will comprise:
  - 35.1 A Lay Governor appointed by the Secretary and Director of Administration, or his/her nominee; and
  - 35.2 A member of the academic staff appointed by the Vice Chair of the Academic Board; and
  - 35.3 One student of the School, who shall normally be a sabbatical officer of the Students' Union appointed by the General Secretary.
36. No person shall be eligible for selection as a member of a Grievance Committee if:
  - 36.1 s/he is a subject of the complaint, or
  - 36.2 s/he is otherwise involved in the complaint in some material way.
37. The student may challenge the appointment of any number of the members of the Committee. Challenges must be made in writing to the Director no later than 3 working days after notification of the members of the Panel has been given, and explain the grounds for objecting to the appointment of the relevant individual. The Director will determine whether the proposed Panel member should be replaced.
38. If a member of the Grievance Committee is absent from any part of the proceedings, s/he shall take no further part in the proceedings and his/her absence shall not invalidate proceedings unless the number of members present throughout proceedings falls below 2 persons.
39. The Committee shall be chaired by the Lay Governor. The Committee shall be quorate provided at least 2 members are present and shall make its decisions by majority. Committee members may not abstain from a vote on a proposed course of action. The Chairman has a casting vote in the event of a tie.

**Appeal process**

40. An appeal against the Grievance Committee's decision should be in writing, explaining the reasons for the appeal (see paragraph 41 below), and received by the Director not later than 6 weeks after the Committee's decision is notified to the student.
41. The grounds for an appeal are:
  - 41.1 Significant procedural defect or material irregularity affecting the fairness of the original determination of the complaint;
  - 41.2 Significant new evidence that was not presented previously for a good reason;
  - 41.3 Significant extenuating factor which was not raised previously for a good reason.
42. The Director may give directions for the consideration of the appeal, which will usually involve the student and the person responding on behalf of the School submitting written representations and supporting evidence and having the opportunity to comment upon the other's submission. Oral submissions will not normally be considered.
43. The Director may:
  - 43.1 reject the appeal.
  - 43.2 reconvene the existing, or appoint a new, Grievance Committee to reconsider the matter.
  - 43.3 substitute his/her own remedy for the complaint.
44. The Director shall inform the student of his/her decision in writing, explaining the reasons for that decision.
45. Where the Director rejects the appeal (paragraph 43.1) or substitutes his or her own remedy (paragraph 43.3), s/he shall send a Completion of Procedures Letter to inform the student of his/her right to appeal to the Independent Adjudicator for Higher Education (paragraph 46 below).

**Office of the independent adjudicator for higher education**

46. Having received a Completion of Procedures Letter under paragraph 26 or 45, the student may complain to the Independent Adjudicator for Higher Education (OIA) in accordance with the OIA's rules.
47. The Director shall receive and consider the Independent Adjudicator's formal decision and recommendations.

## APPEALS REGULATIONS

*These Regulations are approved by the Academic Board.*

*They apply to any new and continuing undergraduate and taught postgraduate student who wants to appeal against a decision made by LSE examination boards in or after the 2013/4 academic year.*

*They set out the procedure for making an appeal, Decisions made by LSE Examination Boards are governed by:*

- Regulations for First Degrees;
- Regulations for Taught Masters;
- Schemes for Awards; and
- the procedure for submitting exceptional (mitigating) circumstances.

*Last updated: July 2013*

### Procedure for making an appeal

1. You can appeal against decisions made by LSE examination boards, including the School Board of Examiners, the Graduate School Board of Examiners, any sub-board of Examiners, and the LLB Board of Examiners.
2. These Regulations govern the procedure for making an appeal. They do not apply to complaints about issues affecting the provision of teaching, learning and supervision. For information on such complaints, see the Procedures for the Consideration of Student Complaints.
3. If you want to make an appeal, you must do so within 10 working days from when the School tells you your examination results. To make an appeal, you should complete the appeal form.
4. This appeal procedure is an internal process and not a legal process. We expect you to represent yourself when using it rather than having a representative. However, you can get advice from the LSE Students' Union Advice Centre.

### Decisions you can appeal against

5. You can appeal against:
  - 5.1 a final degree classification;
  - 5.2 a decision not to award you a degree or to class you as 'Final Fail';
  - 5.3 a mark or grade of Absent, Incomplete or Fail.

### Grounds for an appeal

6. You can make an appeal on either or both of the following grounds (reasons):
  - 6.1 that the examination board did not follow the correct procedure such that there is reasonable doubt that the decision would have been the same if the board had followed the correct procedure;
  - 6.2 that there is new information about exceptional (mitigating) circumstances that affected the examination outcome. If you are appealing against a final degree classification for this reason you must also be able to meet the following conditions:
    - (a) that your mark profile is no more than three marks below the next higher classification in a single course; *and/or*
    - (b) that your mark profile is no more than five marks away from the next higher classification on aggregate.
7. If appealing under paragraph 6.2, you must provide:
  - 7.1 evidence of why you did not report those circumstances at the time, as set out in the procedure for submitting exceptional (mitigating) circumstances; and
  - 7.2 evidence of the exceptional circumstances.
8. You must provide all the necessary evidence at the time you make the appeal. You cannot provide material later without our agreement.
9. All evidence must be in English, and you are responsible for getting any official translations if necessary.
10. There are no other reasons for making an appeal. Specifically, you cannot appeal because you want to question the academic judgement<sup>1</sup> of an examination board or individual examiners.

### Accepting or rejecting an appeal

11. When the Assessment Regulations Team receives your appeal, they will email you to confirm this.
12. The Assessment Regulations Team will consider your appeal and the evidence you provide. They will also consider any relevant information from your academic record. The team will decide, normally within 10 working days of receiving your appeal, either that:
  - 12.1 you do not have a valid reason for appeal and it should be dismissed (see paragraphs 13 and 14 below); *or*
  - 12.2 you do have a valid reason for appeal and it should be considered (see paragraphs 15 to 18 below).

### Procedure when there is no valid reason for an appeal

13. If the Assessment Regulations Team find that you do not have a valid reason, the Academic Registrar (or a member of staff with authority to act for him/her) will be asked whether or not the appeal should be dismissed. The Academic Registrar will then, normally within 10 working days of receiving the recommendation from the Assessment Regulations Team, either:
  - 13.1 accept the recommendation and dismiss the appeal; *or*
  - 13.2 reject the recommendation and ask the Assessment Regulations Team to send your appeal to the relevant School Board Chair<sup>2</sup> (see paragraphs 15 to 18 below).
14. If the Academic Registrar decides to dismiss your appeal, that decision is final. He/she will send you a Completion of Procedures letter to explain the decision and confirm that you cannot appeal further through our internal processes. If you are still dissatisfied, you can take your case to the Office of the Independent Adjudicator for Higher Education.

### Procedure when there is a valid reason for appeal

15. If your appeal is accepted, the Assessment Regulations Team will, normally within 5 working days, send it and all supporting documents to the relevant School Board Chair. The Chair will normally consider the appeal within 15 working days.
16. The School Board Chair will give the Chair of the relevant sub-board of Examiners<sup>3</sup> an opportunity to give his/her opinion on the appeal. It will be open to the Sub-Board Chair to consult other members of the sub-board. The Sub-Board Chair will normally give his/her opinion within 5 working days.

17. When the School Board Chair has considered all the information presented, he/she will either:
  - 17.1 uphold the examination board's original decision; *or*
  - 17.2 make a new decision. This decision could be to:
    - (i) award you a degree; *or*
    - (ii) award you a higher degree classification; *or*
    - (iii) allow you to take another attempt at a course or courses, or parts of a course or courses that you have previously failed.

If the Chair makes a new decision under (i) or (ii), the original marks for individual courses and parts of courses will not be changed.
18. The Chair's decision will be final. The Academic Registrar will send you a Completion of Procedures letter to explain the decision and to confirm that you cannot appeal further through our internal processes. If you are still dissatisfied, you can take your case to the Office of the Independent Adjudicator for Higher Education.

#### Notes

- <sup>1</sup> Academic judgement is the professional and scholarly knowledge and expertise which members of examination boards and individual examiners draw upon in reaching an academic decision about your work (Higher Education Act, 2004).
- <sup>2</sup> A School Board Chair will not consider an appeal submitted by a student from his/her own Department. In such cases, the relevant Deputy School Board Chair will be asked to consider it.
- <sup>3</sup> The Chair of the Bachelor of Laws (LLB) Examination Board will be given this opportunity if the appeal has been made by an LLB student.

## REGULATIONS ON ASSESSMENT OFFENCES: PLAGIARISM

*These regulations are approved by the Academic Board*

*Last updated: July 2013*

*Please note that these regulations will apply to all allegations of plagiarism against scripts and dissertations submitted for assessment from 1 October 2007.*

### Preamble

Assessment is the means by which the standards that students achieve are made known to the School and beyond; it also provides students with detached and impartial feedback on their performance. It also forms a significant part of the process by which the School monitors its own standards of teaching and student support. It therefore follows that all work presented for assessment must be that of the student.

### What is Plagiarism?

1. All work for classes and seminars as well as scripts (which include, for example, essays, dissertations and any other work, including computer programs) must be the student's own work. Quotations must be placed properly within quotation marks or indented and must be cited fully. All paraphrased material must be acknowledged. Infringing this requirement, whether deliberately or not, or passing off the work of others as the work of the student, whether deliberately or not, is plagiarism.
2. The definition of a student's own work includes work produced by collaboration expressly allowed by the department or institute concerned or, at MPhil/PhD level, allowed under the Regulations for Research Degrees. If the student has not been given permission, such work will be considered to be the product of unauthorised collusion and will be considered as plagiarism under these regulations.
3. Students should also take care in the use of their own work. A piece of work may only be submitted for assessment once. Submitting the same piece of work twice will be regarded as an offence of 'self-plagiarism' and will be considered under these regulations. However, earlier essay work may be used as an element of a dissertation, provided that the amount of earlier work used is specified by the department and the work is properly referenced.
4. Each department and institute is responsible for instructing students on the conventions required for the citation and acknowledgement of sources in its discipline. The responsibility for learning the proper forms of citation lies with the individual student.
5. The LSE's Statement on editorial help for students' written work sets out what the School considers is and is not permissible by way of editorial help with their written work. Contravention of the statement, whether deliberately or not, is plagiarism.

### Procedure under these Regulations

6. Introduction  
These regulations apply to allegations of plagiarism against any student. The offence of plagiarism can take place in any work, though these regulations cover only alleged plagiarism in draft MPhil/PhD work and in assessed work submitted in connection with the requirements for an LSE award. Allegations of plagiarism against a student that are outside these regulations, for example in formative work or work submitted in connection with external publications, may be considered under the Disciplinary Regulations for Students.
7. In these regulations the following definitions apply:
  - 7.1 *script* means work of any kind submitted for assessment or opinion by staff of the School, including material submitted for upgrade to PhD status;
  - 7.2 *examination board* means the body of examiners that initially considers the work of the student;
  - 7.3 *award* means the result decided by an examination board in any course or programme, howsoever expressed;
  - 7.4 *source* means the published primary and secondary material from any source whatsoever, and includes information and opinions gained directly from other people, including students and tutors;
  - 7.5 *year* means the academic session in which a proven offence was committed.
8. If a student infringes these regulations he/she will be liable to action under these regulations or under the Disciplinary Regulations for Students.  
All action under these regulations, whether by the student or by the School, should be conducted promptly.  
Alleged plagiarism in draft MPhil/PhD work (i.e. work submitted for the opinion of staff of the School but not submitted in connection with the requirements for an award)

### Making an allegation

9. Where the allegation is of plagiarism in draft MPhil/PhD work, any member of the School may make the allegation to the Head of the department or institute concerned. The Head may depute to a senior member of the department or institute any actions and decisions within this part of the regulations
10. The Head/deputy shall seek such evidence and advice as he/she may think necessary in order to investigate the allegation of plagiarism properly. On the basis of that evidence and advice he/she will determine whether there is sufficient cause for the student to be required to answer an allegation of plagiarism. The Head/deputy will either:
  - 10.1 immediately dismiss the allegation, in which case no record of it shall be kept on the student's file, or
  - 10.2 present the whole allegation in writing to the student concerned and conduct an interview with him/her, where practicable in the presence of an officer of the Students' Union, during which the student shall have the opportunity to respond to the allegation. A formal record will be kept of the interview.
11. Having interviewed the student:
  - 11.1 if the Head/deputy finds the allegation unproved, he/she shall direct that no further action be taken, and no record of the allegation or the proceedings be included on the student's record.
  - 11.2 if the Head/deputy finds the allegation proved, he/she will have the power to impose one or more of the following penalties:
    - 11.2.1 admonition of the student;
    - 11.2.2 requiring the submission of a reasonable amount of further written work;
    - 11.2.3 referring the case to the Secretary of the School for action under the Disciplinary Regulations for Students, for example if the offence relates to external publication;
    - 11.2.4 causing a record of the case to be placed on the student's file held by the Academic Registrar.
12. The Head/deputy will inform the student in writing of his/her decision under Regulations 10 and 11.
13. The student will have the right to appeal against the Head/deputy's decision under 11.2.1 and 11.2.2 on the following grounds:
  - 13.1 that the investigation and/or interview was conducted in such a way as to cast doubt on the Head/deputy's impartiality; or
  - 13.2 that relevant fresh evidence has been received that might have caused a different decision to have been made, provided the

student can show that it was neither reasonable nor practical to have presented the evidence to the Head/deputy before his/her decision.

Appeals must be received in writing by the Academic Registrar within ten working days of the date of the letter sent under Regulation 12.

14. The Chair of the Research Degrees Sub-Committee will have the sole right of determining whether the student has presented sufficient grounds to warrant re-opening the matter. If he/she so decides, it will be open to him/her either:
  - 14.1 to change the penalty decided by the Head/deputy in the light of fresh evidence provided under 13.2 to one which in his/her opinion is less serious; or
  - 14.2 to direct a new interview to be conducted under Regulation 10.2 in light of an appeal under either of Regulations 13.1-13.2. In this case the Head/deputy who conducted the first interview will not be involved in the second.
15. If the appeal is dismissed, a completion of procedures letter will be issued, at which point it will be open to the dissatisfied student to take his or her case to the Office of the Independent Adjudicator for Higher Education.

### **Alleged plagiarism in work submitted in connection with the requirements for making an award**

#### **Making an allegation**

16. Where the allegation is of plagiarism in work submitted in connection with the requirements for an award, any member of the School may make the allegation to the Head of the department or institute concerned. Where an examiner intends to make an allegation, he/she should consult any internal co-examiner(s) of the work concerned before contacting the Head. The Head may depute to a senior member of the department or institute any actions and decisions within this part of the regulations.
17. The Head/deputy will consult an external examiner and will also seek such evidence and advice as he/she may think necessary, which may include interviewing the student(s) concerned. Where practicable, such interviews should be conducted in the presence of an Officer of the Students' Union. A formal record will be kept of the interview.
18. On the basis of the evidence and advice collected under Regulation 17, the Head/deputy shall determine whether there is sufficient cause for the student to be required to answer a formal allegation of plagiarism. The Head/deputy shall either:
  - 18.1 dismiss the allegation, in which case no further reference shall be made to it and no information about it shall be added to the student's file, or
  - 18.2 (subject to the provision set out at Regulation 25) present the allegation formally and in writing to the student, specifying the passages of any script thought to be affected and where practicable including the suspected sources.
19. If, in the opinion of the Head/deputy, the nature of the formal allegation is such that if proved it would result in no, or a very small, amendment to the decision of the examination board and there is no other justification for further time being spent on the allegation, then he/she may invite the student to consent to a disposal under this regulation. If the student consents, a note will be placed on his/her file held by the Academic Registrar identifying that the offence was alleged and considered. The tutor or supervisor may counsel the student as to his/her future behaviour. The examination board shall be informed of the decision: if the student's final result is borderline, it shall be entitled to take any possible advantage gained from the allegation into account. If the student does not so consent, the allegation shall be heard by an Assessment Misconduct Panel set up under these regulations.
20. It will be open to the Head/deputy to assign a zero mark for the script in which the alleged offence occurred if:
  - 20.1 the alleged offence occurs in assessed coursework comprising 25% or less of the final course mark, and
  - 20.2 in the view of the Head/deputy negligence is the cause of the offence, and
  - 20.3 the student agrees in writing to this penalty.

If all these conditions are satisfied, a note shall be placed on his or her file held by the Academic Registrar identifying the allegation made and recording that the matter was resolved under this regulation.

21. Any allegation resolved under Regulation 19 will not be subject to further action under these regulations.
22. Except where Regulations 18-20 apply, the Head/deputy will inform the Academic Registrar who will refer the allegation to an Assessment Misconduct Panel set up under these regulations.

#### **The assessment misconduct panels**

23. An Assessment Misconduct Panel shall comprise four members. The Chair of the Undergraduate Studies, Graduate Studies, or Research Degrees Sub-Committee, as appropriate, will normally chair the Panel unless excluded from membership because of previous connection with the assessment in question or with the allegation: in which case the Vice-Chair of the relevant Sub-Committee will chair it. Two academic members of the relevant Sub-Committee and a sabbatical officer of the Students' Union will also serve on the Panel as members.

No person directly involved in the assessment in question or connected in any way with the allegation or the student will serve as a member when the Panel considers a case. The Academic Registrar will appoint a secretary to the Panel. All relevant documentation will be placed before the Panel.

24. The role of the Panel is:
  - 24.1 to decide whether the allegation of plagiarism has been proved to the satisfaction of a majority of Panel members, on the balance of the evidence presented to them, and
  - 24.2 where the allegation is found proved, to apply a penalty from the list set out in Regulation 42.
25. The Panel is quorate when three of its members are present, one of whom must be the Chair

#### **Preparation for an assessment misconduct panel hearing**

26. Any action under Regulations 17 and 26-46, including for the avoidance of doubt notifying the student of the allegation, will normally be delayed if the student is sitting any examinations within four weeks from when the allegation would have been put to him/her. The due date for submitting a dissertation or long essay shall be regarded as the date for sitting an examination for the purposes of this regulation. This regulation does not apply to any action taken under Regulation 18.
27. The secretary to the Panel shall:

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- 27.1 send the student a copy of the allegation and any relevant documents that provide evidence in support of it, a copy of these procedures and a proposed timetable for progressing the matter,
  - 27.2 invite the student to state whether the allegation is true or false and to provide a statement and/or any evidence relevant to the case, giving a time limit of not less than five working days for him/her to respond, and
  - 27.3 advise the student to seek advice from the Students' Union and (if an undergraduate) from the Academic Adviser or Departmental Tutor or (if a graduate student) from the Academic Adviser or Programme Director or (if a research student) from the Supervisor or Doctoral Programme Director.
28. If the student admits the allegation, the secretary to the Panel shall ask him/her for any written observations that would help the Panel in deciding the action to be taken.
  29. If the student denies the allegation and submits a statement and/or evidence in response, the secretary to the Panel shall pass the student's submissions to the Head/deputy who has taken action under Regulations 16-18 who may provide a written response within ten working days for consideration by the Panel.
  30. All submissions received under Regulation 27.2 and/or 28, and 29, will be made available to the Panel.
  31. A meeting of the Panel will normally be called to consider the allegation. The only exception to this requirement will be by approval of the Deputy Director (Teaching and Learning), if, for example, the student has provided medical evidence indicating that participation in a formal hearing would clearly be contrary to the School's mental health policies or mental health legislation and both the department/institute concerned and the student agree to a mark of zero for the course: in which case the allegation shall be resolved at departmental or institute level.
  32. The secretary to the Panel shall:
    - 32.1 inform the student of the date on which the hearing is to take place at least five working days beforehand (though the student is entitled to waive this period of notice), of the membership of the Panel, of any witnesses who will attend, and of his/her right to call witnesses;
    - 32.2 provide the student with a copy of any response received under Regulation 29 and any other material that the Panel will consider;
    - 32.3 invite the student to attend the hearing of the allegation and to make representations, present evidence and question any witnesses;
    - 32.4 inform the student that he/she may be accompanied or represented on the conditions set out in Regulation 34; and
    - 32.5 inform the student that he/she may submit additional written submissions and other forms of evidence to the Panel as long as these are received by the secretary at least two working days before the Panel hearing. Evidence submitted later will only be considered by agreement of the Panel Chair.

### Assessment Misconduct Panel hearings

33. The Head/deputy who has taken action under Regulations 16-18 is normally responsible for attending the hearing and presenting the case against the student. He/she will have the rights to submit documents and other forms of evidence to the Panel (subject to the timeframe and terms set out in Regulation 32.5), to see or to listen to, as appropriate, all evidence given, to question the student and other witnesses appearing before the Panel, and to challenge evidence submitted by the student.
34. The student may be accompanied by an officer of the Students' Union or by a friend or representative. In this event, he/she shall inform the secretary to the Panel of the background and professional qualifications of the friend or representative at least five working days before the date set for the hearing.
35. Where the student has indicated that he/she is to be represented, the Academic Registrar may recruit a representative to assist the School at the hearing. The representative may attend the hearing either to accompany the person presenting the case or to present the case on his/her behalf.
36. The student will have the rights to submit documents and other forms of evidence to the Panel (subject to Regulation 32.5), to see or to listen to, as appropriate, all evidence given, to question the person presenting the case and other witnesses appearing before the Panel, and to challenge evidence. The student's friend or representative may attend the meeting either to accompany the student or to respond to the allegation.
37. The Panel may adjourn the hearing to seek other evidence to help it in reaching its decision. Independent expert evidence may be obtained and introduced by either party, including on the use of IT hardware or software, as long as it is received by the secretary at least two working days before the Panel hearing. Any evidence requested by the Panel shall be disclosed to the student and the person presenting the case, who shall each be given the opportunity to comment upon it. Where a hearing has restarted, its membership shall be as originally appointed; no substitutes or replacements will be allowed except in exceptional circumstances.
38. The student and his/her representative, any person presenting the case, any person who attended the initial hearing under Regulation 35, and witnesses are entitled to attend the return hearing. The student and the person presenting the case are also entitled to serve further evidence and/or written submissions in response to any new evidence to be considered by the Panel, as long as these are received by the secretary at least two working days before the re-start of the hearing.
39. The validity of the proceedings of the Panel will not be affected by the unwillingness or inability of the student, or other person acting with or for him/her, to reply to questions, orally or in writing, or to appear before the Panel. Before considering an allegation in the absence of the student, the Panel must satisfy itself that the secretary to the Panel has fulfilled Regulations 27 to 32 and that the student has had a reasonable opportunity to respond. Where the Panel concludes that the student or his/her representative is unwilling to reply to a question or questions, it may draw reasonable inferences from that refusal.
40. The Panel may meet in private, with its secretary in attendance, when it wishes, provided that in such meetings it does not hear evidence. When the hearing of the evidence has been completed the Panel will meet in private, with its secretary in attendance, to make its decision.

### The Assessment Misconduct Panel's decision and subsequent action

41. Having conducted the hearing:
  - 41.1 if the Panel decides that the allegation has not been proved, it shall direct that no further action be taken, and no record of the allegation or the proceedings be included on the student's record. The Academic Registrar will inform the student in writing;
  - 41.2 if the Panel decides that an offence against these regulations has been committed by the student, it shall apply one of the penalties listed at Regulation 42, in each case with a formal admonition to the student and a note being placed on his/her record. In doing so it shall seek to reflect the seriousness of the offence, and may take into account any previous assessment offences committed by the student. In reaching its decision the Panel will be mindful of the need of the School to assure the highest standards among its students.

42. The penalties available to the Panel are:
    - 42.1 (all students) that, despite the allegation being upheld, no penalty be incurred and that a mark be returned for the script in question, or
    - 42.2 (undergraduate and taught graduate students) that the student be awarded a zero mark, either for the assessed script or for the course as a whole, with the right to re-submit the script or re-sit the course in the following year subject to degree regulations, or
    - 42.3 (undergraduate and taught graduate students) that the student be awarded a zero mark for the course as a whole and a zero mark for one or more other courses taken that year, with the right to re-sit all courses in the following year subject to degree regulations, or
    - 42.4 (undergraduate students) that the student be awarded a zero mark for the course as a whole and be denied the right to re-sit it or an equivalent course;
    - 42.5 (undergraduate and taught graduate students) that the student be awarded a zero mark for all courses taken that year, or for all courses taken that year and in one, two or all previous years, and also be expelled from the School, or
    - 42.6 (PhD students) that the student be awarded an MPhil degree, and that he/she be denied the right of re-submission or right of appeal save as set out in Regulation 43 below, or
    - 42.7 (PhD or MPhil student) that the student not be awarded any degree, and that he/she be denied the right of re-submission or right of appeal save as set out in Regulation 43 below, and that he/she also be expelled from the School.
  43. If plagiarism is discovered after graduation, the student's degree may be revoked and he/she will be subject to one of the penalties set out at Regulation 42 (following the procedure set out in the appropriate regulations arising out of the School's bye-laws).
  44. The decisions of the Panel under Regulations 41-42 shall where practicable be given to the student orally by the chair of the Panel and will be conveyed to him/her in writing by the secretary to the Panel. The secretary to the Panel will also send to the student the report of the Panel.
  45. Where a Panel has decided that an offence against these regulations has been committed by the student, he/she will have the right to appeal against that decision on the following grounds:
    - 45.1 that the Panel was constituted in such a way that it was not impartial, and/or
    - 45.2 that there has been a material breach of these procedures that affected the fairness of the Panel's decision, and/or
    - 45.3 that relevant fresh evidence has been received that might have caused a different decision to have been made, provided the student can show that it was neither reasonable nor practical to have presented the evidence to the Panel before its decision.
- Any such appeal must be received by the Academic Registrar within ten working days of the date of the letter sent under Regulation 44.
46. A Pro-Director shall have the sole right of determining whether the student has presented sufficient grounds to warrant reopening the hearing. It will be open to a Pro-Director considering an appeal to consult the Panel Chair who heard the case in question, if necessary. If he/she so decides, it will be open to him/her either:
    - 46.1 to change the penalty decided by the Panel in the light of fresh evidence provided under 45.3 to one which in his/her opinion is less serious, or
    - 46.2 to direct a rehearing by a different Panel constituted under Regulation 23 in the light of an appeal under any of Regulation 45.1-45.3, or
    - 46.3 to reject the appeal on the basis that the student has not presented sufficient grounds to warrant reopening the hearing.
  47. If the student does not appeal, or appeals unsuccessfully, he/she will receive final confirmation of the penalty and an explanation about its impact on his/her status with the School in a letter from the Academic Registrar. The consideration of an appeal against the decision of a Panel under these regulations will complete the procedures open to the student within the School. It will then be open to the student to take his/her case to the Office of the Independent Adjudicator for Higher Education.



## REGULATIONS ON ASSESSMENT OFFENCES: OFFENCES OTHER THAN PLAGIARISM

*These regulations are approved by the Academic Board*

*Last updated: July 2013*

*Please note that these regulations will apply to all assessment offences other than plagiarism in scripts submitted as assessment from 1 October 2007.*

### Preamble

Assessment is the means by which the standards that students achieve are made known to the School and beyond; it also provides students with detached and impartial feedback on their performance. It also forms a significant part of the process by which the School monitors its own standards of teaching and student support. It therefore follows that all work presented for assessment must be that of the student.

### What is an offence other than plagiarism?

1. An assessment offence under these regulations is any of the following:
  - 1.1 bringing books, notes, instruments or other materials however they are stored or transported, which might be used to the student's advantage and are not expressly allowed by the examiners under Regulation 3, into the examination room or using them in the examination room;
  - 1.2 communication in any form by a student during the examination to another individual or individuals except where expressly allowed by the examiners;
  - 1.3 in the examination room, copying or reading from the work of another student or from another student's books, notes, instruments, computer files or other materials or aids, unless expressly allowed by the examiners;
  - 1.4 offering a bribe of any kind to an invigilator, examiner or other person connected with assessment;
  - 1.5 using software or information stored electronically in any form that is not expressly allowed by the examiners;
  - 1.6 providing or receiving information about the content of an examination before it takes place, except when expressly allowed by the department or institute concerned;
  - 1.7 impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate oneself;
  - 1.8 any unauthorised study and/or unauthorised absence of a candidate from the examination room during the period of the examination;
  - 1.9 any attempt to tamper with examination scripts or coursework after they have been submitted by candidates;
  - 1.10 fabricating or falsifying data or results by individual students or groups of students;
  - 1.11 not complying with the reasonable request of an invigilator under these or other regulations and rules;
  - 1.12 any conduct of which the result would be an advantage for the student obtained by subterfuge or action contrary to published rules or regulations;
  - 1.13 removing from the examination room without authority stationery or other materials supplied by the School.
2. An attempt to commit an assessment offence is itself an assessment offence.
3. The examination board shall specify such books, notes, instruments, computer files or other materials or aids that are allowed to be used in conjunction with assessment. Any other articles may not be brought into, handled or consulted during an examination. Any such articles in the possession of a student on entry to the examination room must be deposited immediately with the invigilator.
4. The student must on request surrender to the invigilator any books, notes, instruments, computer files or other materials or aids introduced into an examination room that the invigilator reasonably believes are not allowed under Regulation 3. The invigilator shall pass such articles to the School, which may make copies of them and may retain the original articles and the copies at its absolute discretion.

### Procedure Under These Regulations

5. **Introduction** These regulations apply to allegations of assessment misconduct other than plagiarism against any student (for the avoidance of doubt, this includes MPhil and PhD students). They apply to all work submitted by a student for any kind of opinion or assessment by staff of the School or under School regulations.
6. In these regulations the following definitions apply:
  - 6.1 *script* means work of any kind submitted for assessment or opinion by staff of the School, including material submitted for upgrade to PhD status;
  - 6.2 *examination board* means the body of examiners that initially considers the work of the student;
  - 6.3 *award* means the result decided by an examination board in any course or programme, howsoever expressed.
  - 6.4 *year* means the academic session in which a proven offence was committed.
7. If a student infringes these regulations he/she will be liable to action under these regulations or under the Disciplinary Regulations for Students.  
All action under these regulations, whether by the student or by the School, should be conducted promptly.

### Making an allegation

8. Only an invigilator or examiner may make an allegation of an assessment offence as defined under these regulations against a student. An invigilator should normally make an allegation as part of his or her report on the examination concerned. An allegation must be made confidentially in writing to the Academic Registrar.
9. The Academic Registrar may consult the Dean of Undergraduate or Graduate Studies ('the Dean') as appropriate. If, in the opinion of the Academic Registrar and the Dean, the nature of the offence is such that if proved it would result in no, or a very small, amendment to the decision of the examination board and there is no other justification for further time being spent on the allegation, then the Academic Registrar shall invite the student to consent to a disposal under this regulation. If the student consents, a note will be placed on his/her file held by the Academic Registrar identifying that the offence was alleged and considered. The tutor or supervisor may counsel the student as to his/her future behaviour. The examination board shall be informed of the decision: if the student's final result is borderline, it shall be entitled to take any possible advantage gained from the allegation into account. If the student does not consent, the allegation shall be heard by an Assessment Misconduct Panel set up under these regulations.
10. Unless Regulation 9 applies, the Academic Registrar shall then either:
  - 10.1 dismiss the allegation, in which case no further reference shall be made to it and no information about it shall be added to the student's file, or
  - 10.2 (subject to the provision set out in Regulation 15) present the allegation formally and in writing to the student.

11. Except where paragraph 10.1 applies, the Academic Registrar will refer the allegation to an Assessment Misconduct Panel set up under these regulations.

### **The assessment misconduct panels**

12. An Assessment Misconduct Panel shall comprise four members. The Chair of the Undergraduate Studies, Graduate Studies, or Research Degrees Sub-Committee, as appropriate, will normally chair the Panel unless excluded from membership because of previous connection with the assessment in question or with the allegation: in which case the Vice-Chair of the relevant Sub-Committee will chair it. Two academic members of the relevant Sub-Committee and a sabbatical officer of the Students' Union will also serve on the Panel as members.  
No person directly involved in the assessment in question or connected in any way with the allegation or the student will serve as a member when the Panel considers a case. The Academic Registrar will appoint a secretary to the Panel. All relevant documentation will be placed before the Panel.
13. The role of the Panel is:
  - 13.1 to decide whether the assessment offence allegation has been proved to the satisfaction of a majority of Panel members, on the balance of the evidence presented to them, and
  - 13.2 where the allegation is found proved, to apply a penalty from the list set out in Regulation 31.
14. The Panel is quorate when three of its members are present, one of whom must be the Chair.

### **Preparation for assessment misconduct panel hearing**

15. Any action under Regulations 10-34, including for the avoidance of doubt notifying the student of the allegation, will normally be delayed if the student is sitting any examinations within four weeks from when the allegation would have been put to him/her. This regulation does not apply to any action taken under Regulation 9.
16. The secretary to the Panel shall:
  - 16.1 send the student a copy of the allegation and any relevant documents that provide evidence in support of it, a copy of these procedures and a proposed timetable for progressing the matter,
  - 16.2 invite the student to state whether the allegation is true or false and to provide a statement and/or any evidence relevant to the case, giving a time limit of not less than five working days for him/her to respond, and
  - 16.3 advise the student that he/she might wish to seek advice from the Students' Union and (if an undergraduate) from the Tutor or Departmental Tutor or (if a graduate student) from the Supervisor or Programme Director.
17. If the student admits the allegation, the secretary to the Panel shall ask him/her for any written observations that would help the Panel in deciding the action to be taken.
18. If the student denies the allegation and submits a statement and/or evidence in response, the secretary to the Panel shall pass the student's submissions to the examiner(s) or invigilator(s) concerned who may provide a written response within ten working days for consideration by the Panel.
19. All submissions received under Regulation 16.2 and/or 17, and 18, will be made available to the Panel.
20. A meeting of the Panel will normally be called to consider the allegation. The only exception to this requirement will be by approval of the Deputy Director (Teaching and Learning), if, for example the student has provided medical evidence indicating that participation in a formal hearing would clearly be contrary to the School's mental health policies or mental health legislation and both the department/institute concerned and the student agree to a mark of zero for the course: in which case the allegation shall be resolved at departmental or institute level.
21. The secretary to the Panel shall:
  - 21.1 inform the student of the date on which the hearing is to take place at least five working days beforehand (though the student is entitled to waive this period of notice), of the membership of the Panel, of any witnesses who will attend, and of the his/her right to call witnesses;
  - 21.2 provide the student with a copy of any response received under Regulation 18 and any other material that the Panel will consider;
  - 21.3 invite the student to attend the hearing of the allegation and to make representations, present evidence and question any witnesses;
  - 21.4 inform the student that he/she may be accompanied or represented on the conditions set out in Regulation 22; and
  - 21.5 inform the student that he/she may submit additional written submissions and other forms of evidence to the Panel as long as these are received by the secretary at least two working days before the Panel hearing. Evidence submitted later will only be considered by agreement of the Panel Chair.

### **Assessment Misconduct Panel Hearings**

22. The student may be accompanied by an officer of the Students' Union or by a friend or representative. In this event, he/she shall inform the secretary to the Panel of the background and professional qualifications of the friend or representative at least five working days before the date set for the hearing.
23. Where the student has indicated that he/she is to be represented, the Academic Registrar may recruit a representative to assist the School at the hearing.
24. Any person in attendance under Regulation 23 will have the rights to submit documents and other forms of evidence to the Panel (subject to the timeframe and terms set out in Regulation 21.5), to see or to listen to, as appropriate, all evidence given, to question the student and other witnesses appearing before the Panel, and to challenge evidence submitted by the student.
25. The student will have the rights to submit documents and other forms of evidence to the Panel (subject to Regulation 21.5), to see or to listen to, as appropriate, all evidence given, to question witnesses appearing before the Panel, and to challenge evidence. The student's friend or representative may attend the meeting either to accompany the student or to respond to the allegation.
26. The Panel may adjourn the hearing to seek other evidence to help it in reaching its decision. Independent expert evidence may be obtained and introduced by either party, including on the use of IT hardware or software, as long as it is received by the secretary at least two working days before the Panel hearing. Any evidence requested by the Panel shall be disclosed to the student and any person in attendance under Regulation 23, who shall each be given the opportunity to comment upon it. Where a hearing has restarted, its membership shall be as originally appointed; no substitutes or replacements will be allowed except in exceptional circumstances.
27. The student and his/her representative, any person who attended the initial hearing under Regulation 23, and witnesses are entitled to attend the return hearing. The student and any person who attended the initial hearing under Regulation 23 are also entitled to

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serve further evidence and/or written submissions in response to any new evidence to be considered by the Panel, as long as these are received by the secretary at least two days before the re-start of the hearing.

28. The validity of the proceedings of the Panel will not be affected by the unwillingness or inability of the student, or other person acting with or for him/her, to reply to questions, orally or in writing, or to appear before the Panel. Before considering an allegation in the absence of the student, the Panel must satisfy itself that the secretary to the Panel has fulfilled Regulations 16-21 and that the student has had a reasonable opportunity to respond. Where the Panel concludes that the student or his/her representative is unwilling to reply to a question or questions, the Panel may draw reasonable inferences from that refusal.
29. The Panel may meet in private, with its secretary in attendance, when it wishes, provided that in such meetings it does not hear evidence. When the hearing of the evidence has been completed the Panel will meet in private, with its secretary in attendance, to make its decision.

### The assessment misconduct panel's decision and subsequent action

30. Having conducted the hearing:
  - 30.1 if the Panel decides that the allegation has not been proved, it shall direct that no further action be taken, and no record of the allegation or the proceedings be included on the student's record. The Academic Registrar will inform the student in writing;
  - 30.2 if the Panel decides that an offence against these regulations has been committed by the student, it shall apply one of the penalties listed at Regulation 31, in each case with a formal admonition to the student and a note being placed on his/her record. In doing so it shall seek to reflect the seriousness of the offence, and may take into account any previous assessment offences committed by the student. In reaching its decision the Panel will be mindful of the need of the School to assure the highest standards among its students.
31. The penalties available to the Panel are
  - 31.1 (all students) that, despite the allegation being upheld, no penalty be incurred and that a mark be returned for the script in question, or
  - 31.2 (undergraduate and taught postgraduate students) that the student be awarded a zero mark, either for the assessed script or for the course as a whole, with the right to re-submit the script or re-sit the course in the following year subject to degree regulations, or
  - 31.3 (undergraduate and taught postgraduate students) that the student be awarded a zero mark for the course as a whole and a zero mark for one or more other courses taken that year, with the right to re-sit all courses in the following year subject to degree regulations, or
  - 31.4 (undergraduate students) that the student be awarded a zero mark for the course as a whole and be denied the right to re-sit it or an equivalent course;
  - 31.5 (undergraduate and taught postgraduate students) that the student be awarded a zero mark for all courses taken that year, or for all courses taken that year and in one, two or all previous years, and also be expelled from the School, or
  - 31.6 (PhD students) that the student be awarded an MPhil degree, and that he/she be denied the right of re-submission or right of appeal save as set out in Regulation 34 below, or
  - 31.7 (PhD or MPhil student) that the student not be awarded any degree, and that he/she be denied the right of re-submission or right of appeal save as set out in Regulation 34 below, and that he/she also be expelled from the School.
32. If an assessment offence is discovered after graduation, the student's degree may be revoked and he/she will be subject to one of the penalties set out at Regulation 31 (following the procedure set out in the appropriate regulations arising out of the School's bye-laws).
33. The decisions of the Panel under Regulations 30-31 shall where practicable be given to the student orally by the chair of the Panel and will be conveyed to him/her in writing by the secretary to the Panel. The secretary to the Panel will also send to the student the report of the Panel.
34. Where a Panel has decided that an offence against these regulations has been committed, the student will have the right to appeal against that decision on the following grounds:
  - 34.1 that the Panel was constituted in such a way as to cast doubt on its impartiality, and/or
  - 34.2 that there has been a material breach of these procedures that affected the fairness of the Panel's decision, and/or
  - 34.3 that relevant fresh evidence has been received that might have caused a different decision to have been made, provided the student can show that it was neither reasonable nor practical to have presented the evidence to the Panel before its decision. Any such appeal must be received by the Academic Registrar within ten working days of the date of the letter sent under Regulation 33.
35. A Pro-Director shall have the sole right of determining whether the student has presented sufficient grounds to warrant reopening the hearing. It will be open to a Pro-Director considering an appeal to consult the Panel Chair who heard the case in question, if necessary. If he/she so decides, it will be open to him/her either:
  - 35.1 to change the penalty decided by the Panel in the light of fresh evidence provided under 34.3 to one which in his/her opinion is less serious, or
  - 35.2 to direct a rehearing by a different Panel constituted under Regulation 12 in the light of an appeal under any of Regulations 34.1-34.3, or
  - 35.3 to reject the appeal on the basis that the student has not present sufficient grounds to warrant reopening the hearing.
36. If the student does not appeal, or appeals unsuccessfully, he/she will receive final confirmation of the penalty and an explanation about its impact on his/her status with the School in a letter from the Academic Registrar. The consideration of an appeal against the decision of a Panel under these regulations will exhaust the opportunities open to the student within the School. It will then be open to the student to take his or her case to the Office of the Independent Adjudicator for Higher Education.

## DISCIPLINARY PROCEDURE FOR STUDENTS

### Purpose of this Procedure

1. LSE's Memorandum and Articles of Association set out its main objectives of education and research. These can be met only if students, staff and visitors can conduct their business in conditions that permit freedom of thought and expression and in which they show respect to one another. The School's governing body has put this procedure in place to maintain these conditions and protect the School from actions that may harm it or its members.

### Status

2. The Student Affairs Committee will recommend appropriate changes to this procedure to the Academic Board and Council of LSE. The Secretary of the School will be responsible for correcting inaccuracies which appear over time due to changes to job titles and legislation.

### Application

3. This Procedure will apply to all registered students of the School, although a local procedure may be used to resolve allegations of ill-discipline which are made against students of the LSE Summer School or LSE Executive Summer School. It may apply to incidents which occur outside the School's premises and/or which involve a member of the public. For the avoidance of doubt, if a student is also employed as a member of staff at the School, the School will normally apply this Procedure in the first instance. However, the School reserves the right to assess the circumstances of each case and apply other relevant procedures.
4. Deviations from the procedure below will not invalidate any action taken against a student unless the integrity of the process is compromised.  
NB: Students who are also members of staff who wish to raise a grievance can, if they wish, approach the Human Resources Division in the first instance in accordance with their contracts of employment. However, disciplinary action against a student is possible under these Regulations only.
5. In exceptional circumstances, where, for example, it is impractical or inappropriate to use this Procedure, the Secretary and Chief Legal Officer (hereafter 'the Secretary'), or his/her nominee, may use the Summary Procedure set out at Annex B to resolve a disciplinary case.

### Students' Union

6. The use of the Students' Union Disciplinary and Appeals Procedure will not normally preclude the use of this Procedure. For the avoidance of doubt, the School may use this Procedure when the Students' Union is investigating allegations against a student under its own procedures.

### Equality and Diversity

7. The members of staff who are involved in a potential or actual disciplinary case must give thought to any equality and diversity matters which may be relevant, particularly in relation to the following diversity strands which are referred to in the Equality Act 2010: age, disability (including mental health and wellbeing), race, gender, gender reassignment, pregnancy and maternity, religion or belief and sexual orientation.
8. In some instances, the Secretary, Pro-Director or Board of Discipline (whichever is overseeing an investigation at the time) may decide to postpone, interrupt or not pursue a disciplinary case because a key person is, for medical or other reasons, unfit to participate in it. This type of decision must be based on evidence that the Secretary, Pro-Director or Board of Discipline considers relevant and adequate. The Secretary, Pro-Director or Board of Discipline reserves the right to reject or ask for an independent assessment of evidence if its relevance or adequacy is doubted.

### Criminal Offences

9. The School will consider referring incidents to the Police in appropriate circumstances. It will not normally pursue disciplinary action against a student while s/he is the subject of a Police investigation. However, it reserves the right to do so, particularly if a student's registration is due to expire before the end of criminal proceedings in which s/he is involved. The School also reserves the right to apply this Procedure after a Police investigation has ended.

### Victimisation

10. The School will take steps to try to prevent any member of staff or a student from being victimised as a result of his/her involvement in a disciplinary matter. This may involve taking disciplinary action against the perpetrator and giving support to a complainant.

### Confidentiality

11. The School will treat the identity and details of any disciplinary case as private and confidential, subject to the requirements of the Data Protection Act 1998.

### The Conduct of Students

12. Students of the School must conduct themselves in an orderly, responsible, and sober manner and at all times must respect the rights and views of others. Failure to do so is an offence under this Procedure. The following list, although not exhaustive, provides examples of the kinds of behaviour which will be considered a breach of this Procedure. No registered student of LSE will:
  - 12.1. engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
  - 12.2. cause, or threaten to cause, injury to, or endanger the safety of, a member of staff or student of the School, or a visitor to it;
  - 12.3. behave dishonestly;
  - 12.4. engage in any form of conduct or communication that can reasonably be considered to be bullying or harassment of another member of staff or student, as it is defined by the School's Harassment Policy;
  - 12.5. engage in any act that will, or is likely to, damage or deface property of the School;
  - 12.6. engage in any conduct or communication that will, or is likely to, bring the School into disrepute or unjustifiably harm the reputation of a member of it; This includes (but is not limited to) engaging in any behaviour that will contravene the School's Ethics Code (the School has a separate procedure for dealing with students who wish to raise a complaint against a member of staff);
  - 12.7. commit a criminal act on the School's premises that may, although not necessarily will, be punishable in a court of law;
  - 12.8. use any of the School's facilities improperly and/or breach the Conditions of USE of IT Facilities at LSE;

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- 12.9. use the School's name or address in a public statement without making clear his/her status as a student and the name of the group or society for which s/he may be acting;
- 12.10. record a lecture, meeting or other LSE event, or use such a recording, without the permission of the lecturer or person or group who organised the event;
- 12.11. breach the Data Protection Act 1998.

### Local Resolution

13. If a member of staff or student of the School believes that a student, or group of students, has breached this Procedure, then s/he should consider the possibility of a local resolution where this is appropriate. Local resolutions are intended to be flexible and to resolve matters as quickly and amicably as possible. Normally one of the School's Deans can be approached to help resolve a potential disciplinary matter at a local level. The relevant Head of Department, or Advisers to male or women students may also be approached if this is more appropriate.
14. A local resolution will not be recorded on a student's file.
15. If a perpetrator fails to co-operate in an attempt at a local resolution, this may be considered to be grounds to turn a case into a formal investigation and/or taken into account by a person who is deciding the outcome of a later formal investigation.

### Making a Formal Complaint

16. If attempts at a local resolution fail to resolve the situation, or if this kind of approach is inappropriate, then the person wishing to make a complaint ('the Complainant') should write to the Secretary of the School within 5 working days of the informal stage ending, or a decision being taken not to use it. The Complainant should set out the nature and time of the alleged breach, or breaches, of this procedure, as well as the identity of the person or people involved; and s/he should attach any evidence (see Appendix A).
17. The Secretary will decide whether the complaint is eligible to be considered under the procedure and, if s/he does, how to deal with it. S/he may ask another senior member of staff (his/her "Nominee") to conduct an investigation, although the Secretary will make the final decision on the case based on the findings of the investigation. The Secretary may delegate decision-making powers under this procedure to another member of the Director's Management Team (the "DMT") only. The Secretary may decide to pursue one of the following options, although the list is not exhaustive:
  - 17.1. reject the complaint.
  - 17.2. refer the case to other, more appropriate, procedures of the School.
  - 17.3. arrange for the case to be resolved informally, normally by asking a Dean or other person mentioned in Section 13, who has not had prior involve the case, to conduct mediation or issue an informal warning which will not be recorded on the recipient's student file.
  - 17.4. conduct his/her own investigation, which may involve appointing an appropriate member of staff to conduct it.
  - 17.5. convene a Board of Discipline to look at the case because it is potentially serious and/or complex (see Appendix B).
  - 17.6. refer the case to the Police.
18. If the Secretary decides not to accept a complaint, then s/he will explain his/her decision in writing to the complainant within 5 working days from the date s/he received it. The Complainant may challenge this decision by writing to the Pro-Director for Teaching and Learning no later than 5 working days after receiving the Secretary's response. If s/he upholds an appeal, the Pro-Director will conduct his/her own investigation, or nominate an appropriate member of staff to do so. The Pro-Director will decide how to resolve the complaint at the end of the investigation, which should take no more than 20 working days from the date s/he received the complaint. S/he will convey his/her decision in a Completion of Procedures Letter (see Section31).

### Welfare and Suspension of Students

19. The Secretary or another member of the DMT may consider it appropriate to suspend a student who is the subject of a disciplinary complaint from all or part of the School. This may be for reasons of health and safety, to protect the student, other students or staff, or to prevent disruption to the studies of others. The Secretary or another member of the DMT will review any decision to suspend a student no later than every 15 working days from the date of the original decision. A student may appeal against his/her suspension by writing to a ProDirector of the School who has had no prior involvement in the case.
20. The Secretary will consider providing an appropriate level of support to the parties involved in an investigation, such as an extension of a deadline or relocation of someone in halls of residence. If appropriate, such support will be arranged in consultation with the person(s) in question.

### Investigation of a Formal Complaint

21. The form of an investigation will depend on a number of factors, such as the severity and complexity of the issue in question, as well as the availability of evidence. However, the Secretary, or his/her nominee, must ensure that any investigation is conducted fairly and of a reasonable level in depth and scope.
22. The Student who is the subject of an allegation ('the Student') will be given the opportunity to present his/her case to the person who is conducting an investigation. Exceptionally, such as when a student's whereabouts are not known at the time of investigation, the Secretary, or his/her nominee, may instruct that this opportunity has been waived and the investigation may be conducted in the Student's absence.
23. The person investigating a case must inform a student of his/her right to be accompanied to any kind of meeting or hearing, although his/her companion, who can be a representative of the LSE Students' Union, would normally be expected to silently observe the process.
24. An investigation should normally be completed within 20 working days from when the Secretary, or his/her nominee, received the complaint. The Secretary, or his/her nominee, must inform the student of any delays to this timescale as soon as s/he becomes aware of them. S/he must explain the reasons for the delays.
25. At the end of an investigation, the Secretary will determine how s/he wishes to bring the issue in question to a close. S/he may decide to take any course of action, provided that it is relevant and proportionate to the offence in question. The kinds of actions which are available to him/her are listed below, although this list is not exhaustive:
  - 25.1. S/he may decide that there is no substance to a complaint and dismiss the case.
  - 25.2. S/he may refer the case to other, more appropriate, procedures of the School.
  - 25.3. S/he may decide that an offence has been committed and decide to issue an oral or written warning. An oral warning may be unrecorded or recorded; if it is recorded, may be kept on the Student's file for a specified period of time.

- 25.4. S/he may decide that an offence has been committed and order the Student to pay a fine and/or compensation and/or damages proportionate to the offence and/or make another appropriate form of reparation to a wronged party.
- 25.5. S/he may decide to refer the case to a Board of Discipline if the alleged offence, if proven, is sufficiently serious to make expulsion from the School an appropriate penalty and/or the alleged offence is particularly complex (see Appendix B).
- 25.6. S/he may decide to refer the matter to the Police to consider criminal charges.

### Outcome of a Formal Complaint

26. The Secretary will convey his/her decision/s on how to resolve a disciplinary case in writing to the parties involved in it. This written response must explain the reasons behind his/her decision/s and inform the recipient of his/her right of appeal to a Pro-Director of the School, normally the Pro-Director for Teaching and Learning (see Section 27).

### Appeal

27. If the Student or Complainant is dissatisfied with the way a case was handled, wishes to submit new evidence or believes the outcome is unreasonable, s/he may appeal in writing to a Pro-Director of the School. The appeal must be made within 5 working days of reading the Secretary's or a Board of Discipline's written decision. It must set out the grounds for the appeal and include any relevant evidence in support of it, as well as explain why any new evidence is being presented at this late stage of the procedure (Appendix A).
28. The Pro-Director will decide how to review the case in question. S/he will decide whether the original decision was made at the end of a fair and thorough process and whether a reasonable conclusion was reached. S/he will take account of any new evidence, provided s/he is satisfied with why it was not produced earlier in the case.
29. The Pro-Director will aim to complete his/her review within 10 working days of receiving the appeal. S/he will convey his/her decision in writing to the Student and to the Complainant, if s/he deems it necessary to contact this latter person.
30. The Pro-Director's written response, which is called a 'Completion of Procedures Letter', will set out the reasons behind his/her decision and inform the recipient of any course of action or sanction that s/he considers necessary, which may be more or less severe than the outcome of the original investigation.

### Office of the Independent Adjudicator for Higher Education

31. The Pro-Director's Completion of Procedures Letter to students involved in a disciplinary case will inform the students of his/her right to submit a complaint to the Office of the Independent Adjudicator for Higher Education. The Pro-Director will also provide any relevant documents which may be required by the OIA. The OIA will not consider complaints from a member of staff.

Approved by Council on 19 June 2012

## Appendix A: Information on how to Complain and Appeal

### Introduction

A formal complaint and appeal against the outcome of a formal complaint must be made in writing, to ensure that members of staff who are involved in these stages – normally the Secretary, or his/her nominee, and a Pro-Director – are clear on the issues which they are being asked to review or investigate.

### Formal Complaint

A formal complaint must be sent to the Secretary of the School within 5 working days of the informal stage ending, or a decision being taken not to use it.

It should include:

- the Complainant's name, registration number and academic department.
- the name and position (e.g. Class Teacher or Supervisor) of any other individuals involved.
- the details of any other relevant information (e.g. handbook or course code).
- any supporting evidence, such as emails, course information or academic work.
- an explanation of any informal attempt/s to resolve the issue in question.

Although it is not essential, it is helpful if a Complainant can set out his/her desired outcome when s/he submits a complaint or appeal. This kind of information can sometimes quicken or alleviate the need for an investigation, or at least help an Investigator put the matter into perspective.

### Appeal

An appeal must be made in writing to a Pro-Director of the School within 5 working days of reading the Secretary's or a Board of Discipline's written decision.

It must:

- explain what is being challenged (e.g. the decision or measures put in place as a result of the decision).
- set out the grounds for the appeal (e.g. procedural defect in the formal investigation or new evidence).
- include a copy of the Secretary's decision and any relevant evidence (e.g. emails or medical report/s), as well as explain why any new evidence is being presented at this late stage of the procedure.

As with a formal complaint, it is helpful if a Complainant makes a Pro-Director aware of the outcome that s/he is trying to achieve when s/he submits his/her appeal.

## Appendix B: Board of Discipline

### Introduction

1. Boards of Discipline are usually convened to enable a representative group of the School's governing, academic and student body to consider particularly serious and/or complex allegations of misconduct. A decision to convene a Board of Discipline indicates no presumption of guilt, simply a judgment on the Secretary's part that the issue/s in question is better dealt with by a number of people in a hearing.

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### Procedure

2. If the Secretary decides to convene a Board of Discipline to look at and determine the outcome of a case, then s/he must inform the student who is the subject of the disciplinary case and make the arrangements set out below.
3. The Secretary and/or the Board of Discipline must give due regard to the needs of the individuals involved in a disciplinary hearing with a view to making any reasonable adjustments to enable them to fulfill their roles without hindrance.

### Membership

4. A Board of Discipline must consist of the following people:
  - A Lay Governor as Chair, appointed by the Secretary.
  - The General Secretary of the Students' Union or his/her nominee, who must be a Sabbatical Officer of the Students' Union or registered student of the School.
  - An academic member of staff appointed by the Vice-Chair of the Academic Board.
  - A Clerk, appointed by the Secretary, to record and manage the process set out below. S/he will have no decision-making powers.
5. All members of a Board of Discipline must participate in the whole process for the final decision to be valid.

### Process

6. The Board of Discipline will determine its own procedure to conduct the hearing, which will include deciding on which evidence to consider and whether it wishes to meet any witnesses or experts. However, it must at all times respect the rights of the individuals involved, particularly in terms of confidentiality and their personal welfare, as well as taking account of the process that is set out below:
7. The Secretary must inform the student of his/her decision to convene a Board of Discipline. S/he must also appoint a Clerk to the Board and an appropriate member of staff ('the Presenting Officer') to present the case against the student.
8. The Clerk will inform the student of:
  - The membership and date of the Board of Discipline.
  - The identity of the Presenting Officer.
  - His/her right to be accompanied at the hearing; his/her companion, who can be a representative of the LSE Students' Union, would normally be expected to silently observe the process
  - His/her right to request to present any evidence, orally and/or in writing, that s/he considers relevant to the issue in question.
  - The identity of any witnesses who have been asked to give evidence to the Board of Discipline.
9. The student has the right to object to the composition of the Board of Discipline, provided his/her objection is made to the Secretary no later than 3 days from when s/he heard of its composition.
10. The Board of Discipline will make its decision by majority vote. It must decide: i) whether an offence has been committed under this procedure; and ii) on an appropriate outcome.
11. A Board of Discipline may dismiss a complaint or impose any or any combination of the following penalties for a breach of the Disciplinary Procedure:
  - Oral reprimand, which may or may not be recorded on the student's file;
  - Written reprimand, a copy of which will be placed on the student's file for a specified period;
  - Training of one or more of the parties involved in a disciplinary case to prevent offending acts or behaviour from re-occurring;
  - Financial compensation which represents the value of any property damage. It must be paid no later than four weeks from the date on which the Board of Discipline made its decision. The School reserves the right to withhold an academic award or delay registration if the amount is outstanding after this time.
  - Suspension from defined facilities of the School for a specified period.
  - Deferral of an offending student's course of programme of study for a specified period.
  - Expulsion or suspended expulsion from the School.
12. The Board of Discipline will convey its decision, as well as the reasons behind it, to the Student in writing. This process will normally take no more than 20 working days from the date of the Student being notified of the final composition of the Board, to the date of the decision letter. It will also inform the Student and the Complainant of their right of appeal to a Pro-Director of the School under Section 27 of the Disciplinary Procedure. A copy of its letter will be sent to the Secretary and other relevant individuals in the School, provided the rights of the student are not breached.

## Appendix C: Summary Disciplinary Procedure for Students

### Introduction

1. In exceptional circumstances, where, for example, the number of people or logistics make it impractical or inappropriate to use the full Disciplinary Procedure to resolve a disciplinary case, the Secretary of the School, or his/her nominee, may decide to use the following

### Summary Procedure:

#### Procedure

2. Upon receipt of a complaint or notification of a potential disciplinary matter, the Secretary, or his/her nominee, will conduct an investigation in a manner that s/he considers to be as fair and thorough as possible in the given circumstances. It will normally include an assessment of the relevant facts and available evidence, as well as any advice or discussions which the Secretary or his/her nominee considers necessary.
3. The Secretary will convey his/her decision in writing to the parties involved in the case normally within two working days from the date s/he received it. His/her written communication will explain:
  - 3.1. why s/he has decided to use the summary procedure;
  - 3.2. the grounds on which s/he has based his/her decision, as well as whether s/he believes a breach of discipline has occurred, as it is set out in Paragraph 12 of the full Procedure;
  - 3.3. any sanction/s which s/he wishes to put in place, in accordance with Paragraph 25 of the full Procedure;
  - 3.3. the right of the parties involved in the case to appeal in writing to a Pro-Director within 3 days of receiving the Secretary's decision.
4. An appeal to a Pro-Director must set out the grounds on which the Secretary's decision is challenged, as well as include any relevant evidence. The Pro-Director will review the Secretary's investigation in a manner s/he considers appropriate in the circumstances, and convey his/her decision in writing to the appellant and other interest parties on a need-to-know basis.

5. The Pro-Director's written response will constitute a Completion of Procedures Letter, which will explain to the appellant his/her right to complain the Office of the Independent Adjudicator for Higher Education.

## HARASSMENT POLICY

### 1. Policy statement

- 1.1 The School is committed to a working and learning environment where people can achieve their full potential. The School's policy and procedure on harassment is designed to provide:
  - an environment where it is clear that harassment is unacceptable, thereby reducing the chance that harassment will occur in the first instance; and
  - a mechanism to resolve complaints where it is felt that harassment has occurred.
- 1.2 Disciplinary action may be taken to deal with actions or behaviour, intentional or unintentional, that results in a breach of this policy. Disciplinary action may also be taken if allegations of harassment are found to be malicious or vexatious.
- 1.3 It should be noted that harassment can also lead to civil and criminal claims beyond the School's own disciplinary proceedings. For example, victims may be able to apply to the Civil Courts for an injunction to restrain the offending behaviour or claim damages for anxiety caused.
- 1.4 The Students' Union Disciplinary Procedure provides an alternative means of resolving allegations of harassment, if the incident/s occurred on the Students' Union premises and involves an LSE student against another LSE student. A student may take forward a complaint under SU procedure (which includes a mechanism for appeal) or under this procedure. However, there is no entitlement for a student to ask for a complaint to be considered under one procedure and subsequently ask for a further consideration of the complaint under the terms of the other procedure.

### 2. Scope of policy

- 2.1 This policy applies to all students and staff at the School and relates to harassment perpetrated by:
  - a student against a student
  - a student against a member of staff
  - a member of staff against a student
  - a member of staff against a member of staff
 Harassment is not necessarily confined to the behaviour of senior staff towards more junior staff; it can take place between colleagues at the same level or involve staff behaving inappropriately towards more senior staff.

### 3. Definition of harassment

- 3.1 For the purpose of this policy, harassment is defined as unwelcome comments (written or spoken) or conduct which:
  - Violates an individual's dignity, and/or
  - Creates an intimidating, hostile, degrading, humiliating or offensive environment.
 This reflects the statutory definition of harassment as outlined in the recent Race and Employment Directive. It should be noted that racial harassment and harassment relating to disability are now considered to be examples of direct discrimination. Examples of the different types of harassment are included in Appendix A.

### 4. Responsibility of all staff and students

- 4.1 All staff and students can help to:
  - prevent harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence;
  - discourage harassment by others through making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment.
- 4.2 The School is responsible for:
  - providing an environment where it is clear that harassment is not acceptable;
  - taking action when it is aware that harassment may be or is taking place;
  - ensuring that managers are aware of their responsibility for trying to prevent and, in the first instance, resolve problems in the immediate workplace.

### 5. Monitoring of policy and procedures

- 5.1 The Anti-Harassment Panel will compile statistics relating to cases of harassment and will provide an annual report to the Director containing information about the number and nature of complaints and any disciplinary action taken, without naming the individuals involved.
- 5.2 This policy will be regularly reviewed.

### 6. Individual liability

A member of staff or student who is found to be harassing another individual is liable at law for his/her actions and may face action in the courts.

### Appendix A - Examples of harassment

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive. Harassment on grounds of race, sex and disability now constitute forms of discrimination under the law.

- **Sex-related harassment**  
Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behaviour.
- **Sexual harassment**  
Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive visual display unit



material, intimidating behaviour such as asking for, or offering, sexual favours in return for positive academic assessment or promotion.

- **Harassment on grounds of sexual orientation**

Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.

- **Racial harassment**

Examples include inappropriate questioning and/or jokes about racial or ethnic origin, offensive graffiti and intimidating behaviour, including threatening gestures.

- **Personal harassment**

Examples include making fun of personal circumstances or appearance.

- **Bullying**

This can be physical or psychological. Examples of psychological bullying include unmerited criticism, isolation, gossip, essential information withheld, or behaviour that is intimidating or demeaning.

- **Harassment of disabled people**

Examples include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.

- **Age harassment**

Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.

- **Stalking**

This can be physical or psychological. Examples include leaving repeated or alarming messages on voice mail or e-mail, following people home, or approaching others to ask for personal information..

# PROCEDURE FOR CONSIDERING STUDENT ALLEGATIONS OF HARASSMENT AGAINST MEMBERS OF STAFF

## Introduction

1. For the purposes of this document, 'harassment' is as defined in the School's AntiHarassment Policy. References to staff mean persons employed by LSE; references to students mean those registered on courses at LSE.
2. This procedure is for use by students who feel that they have been harassed or bullied by a member of staff. This Procedure cannot be used for grievances other than harassment or bullying. Students should use the School's Disciplinary Procedure for Students to raise allegations of bullying or harassment against other students of the School.
3. Nothing in this procedure prevents those who claim to be harassed or are alleged to be guilty of harassment or bullying from exercising their legal rights.

## Advice

4. Students who are concerned about harassment or bullying may wish to speak to one or more of:
  - Their Personal Tutor or Supervisor, or the Deans of Undergraduate, General Course or Graduate Studies.
  - The Student Union's Education or Community and Welfare Officers.
  - The Advisers to Female or Male Students.
  - The Student Union's Advice & Counselling Centre.
  - St Philips Medical Centre
  - LSE Counselling Service.
  - The Wardens of the halls of residence.
  - The Head of Legal and Compliance
5. Students who have been the victim of a violent attack or sexual assault should inform the Police and/or The Haven Centre (020 3299 1599 or 020 3299 9000 or <http://www.thehavencentre.com>) or seek medical help. Any of the personnel mentioned in Paragraph 4 will be able to offer support during an approach to an external authority.

## Confidentiality

6. All people involved in harassment or bullying case, including witnesses, advisers and/or people chosen to be a silent observer will respect the confidentiality of the identities of the parties involved and the details of the allegation in question.
7. The School will make every effort to acquire the consent of a party involved in harassment or bullying case, before it discloses any of their personal information. However, certain circumstances may arise whereby the School considers it necessary to disclose personal information regardless of whether the individual in question has consented to it (e.g. to the Police). In such circumstances, the School will inform the individual of its decision to disclose his/her personal information.
8. The identity of the complainant will need to be disclosed to the alleged harasser. The Academic Registrar will check that the complainant understands this procedure before an investigation begins.
9. The person making the allegation and any witnesses will be protected from reprisal or unfair treatment because of their involvement in a case.
10. A record of the outcome of a case of harassment or bullying can be placed on a person's employment or student file under this, or a relevant disciplinary procedure only.

## Withdrawal of a Complaint

11. Only the complainant can decide whether to pursue or withdraw a complaint. S/he can perform this task by setting out his/her reasons for wanting to do so in writing to the Academic Registrar. If the Academic Registrar is content with the request, then he will arrange for the procedure to be stopped and all records of the case to be destroyed.

## Vexatious or Malicious Complaints

12. If during any part of the formal process the Academic Registrar, the Human Resources Director at the end of the formal process, or a Pro-Director at the appeal stage decide that a complaint is vexatious or malicious in any way, then they shall give thought to referring the matter to the Secretary and Director of Administration under the Disciplinary Procedure for Students. A Dean may also decide to do this at the informal stage if s/he believes that false or malicious allegations have been made against a member of staff.

## Suspension

13. The Academic Registrar, Human Resources Director or a Pro-Director may, at any point during their involvement in the formal process, recommend to the alleged harasser's Departmental Head or Head of Division that the alleged harasser be suspended from the School or that alternative working arrangements be put in place. This recommendation may be prompted by a request from the complainant, alleged harasser or an Investigation Team.

## Form of Procedure

14. Allegations of harassment or bullying can be resolved under the informal or formal procedure. The School will make every attempt to resolve an allegation of harassment informally to try to bring about an amicable and prompt resolution.

## Informal Procedure

15. Where a student considers that s/he has been harassed or bullied by a member of staff, s/he should contact either the Dean of Undergraduate Studies or the Dean of Graduate Studies in the first instance, to try to bring a swift end to the behaviour in question. This should take place no later than three months after the alleged incident/s occurred.
16. The relevant Dean will decide how best to deal with the matter in question, taking account of the nature of the alleged offence/s and the need to hear the views of the parties involved. This stage may, therefore, involve separate or joint meetings with the complainant and alleged harasser. The Dean will arrange for a record to be made of any meetings, which should be disclosed to the attendees.
17. The Dean will give thought to whether an interpreter is needed at a meeting and inform the attendee of his/her right to be accompanied by a silent observer of their choice (see Paragraph 28). The presence of a legal representative is inappropriate at this informal stage.
18. The Dean will produce a written record of his/her attempt to resolve an allegation of harassment or bullying informally. It must include

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an explanation of the allegation, any views expressed by the parties involved (including the reasons why any of the parties refused to participate in this process) and the outcome of it. The Dean will give a copy of his/her record to the complainant and alleged harasser.

19. An Investigation Team convened under the formal stage of this procedure may take account of the Dean's written record when it reaches its own conclusion/s on an allegation of harassment. The Team will also take account of any party's refusal to participate in an informal process.

### Formal Procedure

20. The formal procedure will be instigated if any of the following conditions apply:
- the complainant has provided the Academic Registrar with a good reason to avoid using the informal procedure;
  - an attempt at an informal resolution has failed;
  - the alleged offence is of a serious nature and/or a potential case of gross misconduct (e.g. sexual or physical assault).
21. To instigate the formal procedure, a written complaint (using the form at Appendix A) must be submitted to the Academic Registrar no later than three months after the alleged incident/s occurred or within one month of the conclusion of an unsuccessful attempt to resolve it under the informal procedure. It should explain the reasons for the complaint and provide all available evidence.
22. If the Academic Registrar is satisfied that at least one of the criteria in Paragraph 20 has been met, he will arrange for an Investigation Team to be convened. It will consist of:
- a member of the Academic Board appointed by the Vice Chair of the Academic Board;
  - and
  - a student representative appointed by the General Secretary of the Students' Union;
  - and
  - a trade union representative appointed by one of the School's recognised trade unions.
- No one shall be appointed who has given advice to either the complainant or the alleged harasser in connection with the incident(s) concerned.
23. If the Academic Registrar decides that the conditions in Paragraph 20 have not been met, then s/he will refer this case to a relevant Dean to try to resolve the matter informally. The complainant may appeal against this decision by writing to the Academic Registrar to ask for a Pro-Director to review it. The appeal must be made no later than five working days from receipt of the Academic Registrar's decision.
24. Training shall be given to an Investigation Team to ensure that its members are aware of what harassment means and how to carry-out a suitable investigation.
25. If the complainant or the alleged harasser objects to the appointment of one or more of the members of an Investigation Team, s/he must submit a written explanation of his/her objection to the Academic Registrar no later than three working days of being informed of the names of the members of the Team. The Academic Registrar will convey his/her decision in writing to the complainant or alleged harasser. If the Academic Registrar upholds the objection, then alternative members of staff will be selected for the Team.

### Investigation

26. The Investigation Team will begin its work as soon as the complainant and alleged harasser have consented to the appointment of an Investigation Team, or have not responded within the three-day deadline (see Paragraph 25).
27. The Investigation Team will carry out the investigation as quickly as is reasonably possible and normally within twenty working days of the date of receipt of the written complaint. The complainant and the alleged harasser will be advised in advance of any extension to this period, including the reasons for that extension.
28. The Investigation Team will interview the complainant and the alleged harasser. Both parties have the right to be accompanied during their interview by an observer of their choice (e.g. by a work colleague, trade union member, the Students' Union Education and Welfare Adviser or the School's Adviser to Women Students). The meetings must always include at least two members of the appointed Investigation Team.
29. If the Investigation Team considers it necessary to interview witnesses, they must convey to them the need to respect confidentiality.
30. One of the Investigation Team, or an administrator, will make a record of each interview and ask the interviewee to confirm that it is a true and accurate account. When agreement cannot be reached, the interviewee's reservations will be included in the record.

### Report

31. On completion of its investigation, the Investigation Team will submit a written report to the Human Resources Director. The report will include the following information although this list is not exhaustive:
- the dates and details of the alleged incident/s of bullying and/or harassment;
  - an explanation of any previous attempts at informal resolution;
  - the interview records;
  - the Investigation Team's conclusions (including whether it believes the complaint was made in good faith) and a recommendation whether to uphold the allegation of bullying and/or harassment.

### Decision

32. The Human Resources Director may decide to meet the complainant, alleged harasser or any witnesses before s/he decides whether to uphold the allegation. S/he must inform any person she meets of their right to be accompanied to this meeting by a silent observer of their choice (see Paragraph 28).
33. The Human Resources Director must send a written explanation of his/her decision to the complainant and alleged harasser no later than five days after receiving the Investigation Team's report, or, his/her final meeting with any of the parties involved the case. S/he must inform the recipients of their right to appeal against his/her decision.
34. The Human Resources Director may recommend that one or both of the parties involved in a case consider training, counselling, a voluntary transfer or change in a reporting relationship, even if s/he decides to not uphold an allegation of bullying or harassment.
35. If an allegation of bullying or harassment against a member of staff is upheld, the Human Resources Director may invoke the staff disciplinary procedure.

### Appeals

36. Either the complainant or the alleged harasser may appeal against the Human Resources Director's decision, except when s/he has referred the case to the staff disciplinary procedure. An appeal must be made in writing and reach the Human Resources Director within seven days of the appellant receiving his/her decision

37. The Human Resources Director will refer the appeal to a Pro-Director of the School, who will decide how to review the case in light of the information presented to him/her. S/he will normally assess whether the allegation has been investigated according to this procedure and that the Human Resources Director's decision was reasonable.
38. If the Pro-Director decides to meet any of the parties involved in the case, then s/he will inform that party of his/her right to be accompanied to the meeting by a silent observer of their choice (see Paragraph 28).
39. The Pro-Director will inform the complainant and alleged harasser of his/her decision in writing no later than 10 days from when s/he received the appeal, or, her final meeting with any of the parties involved the case. The Pro-Director must explain the grounds on which s/he has made his/her decision and inform the complainant (i.e. the student) of his/her right to make an external appeal to the Independent Adjudicator for Higher Education.

Approved by Council on 19 June 2012

## **Appendix A**

### **CONFIDENTIAL**

#### **THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE**

##### **Harassment Complaint Form**

Name of the person making the complaint:

Name(s) of alleged harasser(s):

Nature of the complaint (this should include a description of the behaviour and why it is felt to be unacceptable, date(s) and location(s) of it):

Any steps taken to stop the harassment. (Note: while it is useful for an Investigation Team and decision-maker to be aware of any action taken by you, the absence of it will not prejudice your claim.):

I recognise that for a formal complaint to be pursued it will be necessary for my identity to be revealed to the alleged harasser.

Signature:

Date:

## RULES RELATING TO STUDENT ACTIVITIES

### Introduction

1. The London School of Economics and Political Science ('the School') and the Students' Union of the London School of Economics and Political Science ('the Union') have agreed to put in place these Rules Relating to Student Activities ('these Rules') to enable students to lawfully and safely participate in extra-curricular activities without causing unnecessary disruption or harm to the School or the Union.
2. These Rules should be read in conjunction with the Memorandum of Understanding between the School and the Union.

### Responsibility for Student Activities and Events

3. The School is responsible for, and control of, security provision on and in all premises of the School, regardless of the event taking place. The School recognises that the Union may hire accredited external security staff to supervise, or help supervise, certain events, but in all such instances, the Union must consult the School before it makes an appointment, as well as meet the cost of any additional security arrangements. If it becomes aware of such an instance, the Union must inform the School of third party security staff (i.e. staff not employed or hired by the School or the Union) attending an event.
4. The Union will ensure that a risk assessment is conducted of any activity or event that it, or its clubs and societies, arrange, as well as for making sure that any actions arising from a risk assessment are properly implemented.
5. The Union is responsible for good order in, and the reasonable care of, any areas or rooms of which it has been granted the long term use. The School is responsible for the security and maintenance of these rooms.
6. The Union is responsible for the conduct of its members while they are engaged in any activity or event that is endorsed, organised, sponsored or booked by the Union or its clubs and societies.
7. The Union will not promote to its members any events, trips or activities which are arranged or run by an external organisation (i.e. non-Union or non-School body), unless it makes clear in the promotion which organisation or person is responsible for the event, trip or activity.
8. The Union and its clubs, societies and members will book venues for events through the School's room booking procedure on LSEForYou and in accordance with the School's Code of Practice on Free Speech. The Union will be responsible for the bookings which its clubs, societies and members make through the School.
9. The School's Code of Practice on Free Speech set out the conditions by which events should be governed.

### Conduct on LSE Premises or in Houghton Street

10. The Union must make any payment of funds to its clubs and societies on the following conditions:
  - 10.1. Save for those concerning student elections, or unless the School has granted permission to do otherwise, all posters and banners must be displayed on designated notice boards only. The School's security staff will remove any unauthorised posters or banners, the School will invoice the Union for any damage caused by unauthorised posters or banners;
  - 10.2. The School permits the reasonable use of audio equipment (e.g. radios, audiotape decks and CD players) on stalls or for any event provided it causes no disruption or disturbance to any member of staff or student, or external organisation;
  - 10.3. Furniture must be returned to the place from where it came immediately after an event has finished or a stall has closed;
  - 10.4. Any litter or discarded leaflets or papers must be cleared immediately after an event;
  - 10.5. Activities and events must be lawful, inoffensive, safe and in no way detrimental to the purposes, reputation and communities of the School and the Union. The School reserves the right to cancel an activity event that it considers to be otherwise, normally after it has consulted the Union.
11. The Union must have a procedure in place to deal with misconduct or breaches of the School's or the Union's rules on campus or Houghton Street. The Police and Westminster Council are ultimately responsible for law and order on Houghton Street, because it is a public thoroughfare.

### Opening Times of the School

12. The Union and its clubs and societies will arrange activities and events in accordance with the opening times of the School, which are set out on the webpages of the Security Team and the Library.

### Admission of the Press

13. The permission of the School Secretary or Director of External Relations must be required for representatives of the press, radio or television to attend a student-led activity that is held inside of, or on, premises which are managed by the School, if the strategy or day-to-day business of the School is likely to be discussed. While this requirement does not extend to premises which are managed by the Union, this organisation will use its best endeavours to forewarn the School of any visits which representatives of the press, radio or television make to premises which it manages, to discuss the strategy or day-to-day business of the School.

### Sale of Alcohol

14. Alcohol must be sold in licensed areas only.
15. The Union will apply to the relevant Council's licensing department to sell alcohol outside of the currently licensed hours.

### The Deduction of Costs

16. The School Secretary will deduct from a Subvention payment any costs which the School has incurred in relation to any unacceptable,

unlawful or unreasonable activities which are deemed, under these Rules, to be the responsibility of the Union. The Secretary will take account of any representations of the Union. No single deduction will exceed £25,000.

17. The School will provide the Union with a breakdown of any deduction from a Subvention. The Union can appeal against the Secretary's decision by writing to the School's Director of Finance and Facilities within five days of it receiving this breakdown. The Director of Finance and Facilities' decision will be final.
18. The School will not normally deem the Union to be responsible for the actions of individuals who are not members of the Union, provided the Union or its clubs and societies had no involvement in those individuals attendance at an event.

## STUDENT DRUGS AND ALCOHOL POLICY

### 1. Student drugs and alcohol policy statement

- 1.1 The School will not condone the possession or supply of illegal drugs and is opposed to the excessive consumption of alcohol.
- 1.2 The School will seek to provide information in order to encourage those with an alcohol or drugs problem to seek support and help, and in order to encourage responsible use of alcohol.
- 1.3 The School will seek to provide guidance for members of staff on how to deal with incidents within the School involving drug use and the excessive consumption of alcohol.

### 2. The legal context concerning illegal drugs

- 2.1 The legal framework
  - 2.1.1 The use and supply of illegal drugs is a criminal offence in the United Kingdom. The Misuse of Drugs Act 1971 is intended to prevent the nonmedicinal use of medicinal drugs as well as drugs with no current medicinal uses. Drugs are categorised from Class A to Class C (with the last carrying the lowest penalties). Illegal drugs, for the purpose of the School's Student Drugs and Alcohol Policy and Procedure, are defined in keeping with the categories detailed within the Misuse of Drugs Act 1971.
- 2.2 The school's legal responsibility
  - 2.2.1 Under the Misuse of Drugs Act, 1971, it is an offence for the occupier of premises or persons concerned in the management of premises to allow the supply, use, or production of drugs to take place on those premises. In addition the School has a legal responsibility to provide a safe and healthy environment for students, staff and visitors.

### 3. Disciplinary action

- 3.1 The School will take appropriate disciplinary action in the case of the use, possession or supply of illegal drugs, and also in the case of unacceptable behaviour arising from excessive consumption of alcohol. This may range from a verbal reprimand to expulsion from the School and/or Hall of Residence.

### 4. Welfare and support for students

- 4.1 Details of support services where students can get confidential advice if they have an alcohol - or drug- related problem, or are seeking information, are displayed in key areas around the School, and published on the LSE web pages.

Policy was agreed by council on 25th June 2002

## STUDENT DRUGS AND ALCOHOL PROCEDURE

### 1. Purpose of procedure

The purpose of this procedure is to provide general guidelines for School students and staff regarding action to be taken when dealing with a drug or alcohol related incident.

### 2. Dealing with drug and alcohol related incidents

It is recognised that there is a broad range of possible drug and alcohol related incidents, which vary according to, among other things, the nature of the evidence of use/misuse and according to the nature of the substance used/abused. The School's aim is to deal with all such incidents in a way that balances its legal, Health and Safety, welfare, educational and confidentiality responsibilities.

### 3. Different types of drug and alcohol related incidents

- 3.1 There are four broad types of drug and alcohol related incidents, as follows:
  - 3.1.1 **Emergency intoxication/influence:**  
where intoxication/influence involves a perceived threat to the health, well being and/or safety of the individual(s) involved and others
  - 3.1.2 **Non-emergency intoxication/influence:**  
where no immediate danger is apparent
  - 3.1.3 **Discovery:**  
where an individual finds a student in possession of, or using what is thought to be, an illegal drug or drug-related paraphernalia (eg, syringe)
  - 3.1.4 **Disclosure, Suspicion or Rumour:**  
where an allegation is made by a third party that a student is misusing drugs and/or alcohol, where this allegation may be substantiated by evidence.

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- 3.2. The School recognises the legal distinction between alcohol and other drugs, and so would not normally take disciplinary or other actions for excessive use of alcohol unless there was evidence that this was causing harm to the individual, to their studies, or resulting in unacceptable behaviour towards other people or School buildings and facilities. The School expects those in positions of authority to promote a responsible attitude among students regarding the consumption of alcohol.

### 4. Key stages for dealing with a drug or alcohol related incident

Each case will be handled differently, and may involve different personnel, but all will involve three key stages:

#### 4.1 Stage 1: Assessment of incident and immediate action

A "front-line" person will make an initial assessment of the situation, and take any necessary immediate action, followed by referring the incident to a responsible person, which could be the Head of Security Team, or his/her deputy, the Front House Manager or the Warden for the Halls of Residence. This action may involve, as appropriate, confiscation of drugs/suspicious substances, contacting the police and ambulance services, and collecting of witness statements.

#### 4.2 Stage 2: Referral

The responsible person will liaise with key individuals inside and outside the School (the ProDirector and, as necessary, the Director of Residential Services, the LSE Health Service, SU Education and Welfare Officer, and the local Police station). The appropriate welfare referrals will be enacted and disciplinary procedures commenced where deemed necessary under the Code of Conduct for Disciplinary Proceedings in Halls or the Disciplinary Regulations for Students.

#### 4.3 Stage 3: Recording

After the issue has been resolved, the general information about the case (stripped of any information that might identify the student involved), will be passed onto the Head of Security for collation. The collated information will be used to determine the level of drug misuse in the School, and to inform directions in School Policy concerning student and staff information and training needs.

### 5. Sanctions

- 5.1 Each case will be considered on its own merits, and the sanctions applied via the Code of Conduct for Disciplinary Proceedings in Halls or the Disciplinary regulations for students, will vary. There are two broad sets of disciplinary sanctions that may apply to a student who has committed an offence:
  - 5.1.1 Legal  
The School's buildings, including Halls of Residence and the Sports Grounds, are all governed by the legal framework regarding drugs.
  - 5.1.2 School  
Any discovery of drug usage could result in suspension or expulsion from the School (following the Disciplinary regulations for students), and/or expulsion from a Hall of Residence (following the Code of Conduct for Disciplinary Proceedings in Halls of Residence).
- 5.2 Sanctions against offenders may range from monetary fines for more minor offences, to suspension from the School and/or Hall of Residence, and legal action, for more major offences.

### 6. Appeals

- 6.1 Students have the right to appeal against any disciplinary sanction applied to them. The appeals procedure differs according to the regulations under which the sanctions are applied.  
For sanctions applied as a result of offences in Halls of Residence, the procedure is specified in the Code of Conduct for Disciplinary Proceedings in Halls of Residence, and for other offences the procedure is specified in the Disciplinary regulations for students.

This policy was agreed by council on 25th June 2002.

# LIBRARY RULES

*Last updated: July 2013.*

## Conduct within the Library

- Noise, disturbance or inappropriate behaviour is prohibited, including abusive or threatening behaviour to Library staff and other Library users. As space is at a premium, users should not bring in large numbers of bags as these can make it difficult for other users to access study spaces.
- No food is permitted in the Library building, apart from in the Escape areas outside of the Library turnstiles. Soft drinks and hot drinks may be consumed in the Library as long as they are in non-spill containers, cartons, cans or bottles. Anyone found to be eating in the Library will be asked to dispose of the food or take it to one of the Escape areas on the ground floor. Food left unattended will also be removed.
- Alcohol cannot be consumed anywhere in the Library building.
- Smoking is not permitted in the Library building or outside near external doorways.
- Mobile phones can be used in the Library but disruptive mobile phone use is prohibited. Phones should be set to silent mode in the Library building and cannot be used in the red Silent Zones.
- Library users are asked to treat other users with consideration.
- No material other than official notices from the Library or the School may be distributed or posted within the Library, without the permission of the appropriate Library manager.
- Library furniture, fittings or equipment must not be misused or their arrangement altered.
- Library users should not attempt to reserve study places by leaving personal belongings at desks when they have left the building. Belongings may be cleared to allow others to use study places. Note that any unattended belongings are left at the owner's risk and users are strongly advised not to leave valuables even if they will be away from the desk for a short time.
- Study space and group study room bookings take precedent over casual use of spaces and rooms. A user who has booked a study place or room can expect any other user occupying it, at the reserved time, to vacate it.
- Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying.
- Any damage or defacement of Library materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures (see Enforcement below). Library users are asked to report any instances of such defacement to Library staff.
- Photography is not permitted unless permission is sought - via Security staff in the first instance.

## Admission to the Library

- The Library is open for the purpose of study and research to current members of the School and other groups and individuals according to the Library's admissions policy.
- All users must possess a current Library card and show it on request to Library staff and Security. Library users are responsible for the use of their Library card and should not allow others to use it. Users who are found to have allowed entry to unauthorised people will be subject to disciplinary procedures (see Enforcement below).
- Applicants for a Library card will be required to provide evidence of identification and status. Full admissions policy details are available at Library Reception and [www.lse.ac.uk/library](http://www.lse.ac.uk/library)
- Children under 12 are not allowed beyond the Library entrance turnstiles.

## Loan facilities and terms of borrowing

- Current members of the School and certain categories of external users may borrow from the Library. Details of borrowing privileges are in printed Library guides and at [www.lse.ac.uk/library](http://www.lse.ac.uk/library)
- Loans may normally be renewed if the book is not required by the Library for another user. Special rules may apply for items in high-use categories.
- Borrowing from the Course Collection is restricted to registered students of the School and its staff. External users may have access to the Course Collection for reference use (during vacation) at the discretion of Library staff.
- Course Collection books may not be removed from the Collection unless issued on loan.
- A current Library card is required whenever borrowing items.
- Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
- All Library materials borrowed must be returned within the stipulated loan period. Failure to do so will result in a fine.
- Items on loan may be recalled at any time if required for the use of another reader. Failure to return recalled books on time will result in library fines being charged.
- Fines shall be charged at rates determined from time to time by the appropriate Library manager.
- Late return of materials borrowed, or failure to pay a fine imposed for late return, may result in suspension of borrowing privileges and access, in the case of external user categories.
- Where an item is lost or stolen, returned damaged, or not returned after a reasonable period of time, the borrower will be charged for the item at replacement cost. An item charged for in this way remains the property of the Library. Details of borrowing regulations are in printed Library guides and at [www.lse.ac.uk/library](http://www.lse.ac.uk/library)
- No book or other Library property may be taken from the building at any time without authority.
- Library users allocated a book locker may keep in it Library materials recorded as on loan to them. Checks of the lockers will be carried out, from time to time, by Library staff and any non-issued Library materials found will be removed. In such circumstances, the individual concerned will automatically lose the right to use the facility. Locker keys must be returned by the date stipulated. Beyond this date, key deposits will not be refunded.
- Special rules (displayed in the Archives Reading Room) apply to the use of rare books and archives in the Archives Reading Room or administered by its staff.

## Copyright and data protection

- Copyright law must be observed in all copying of Library and archive material and in all copying carried out within the Library, whether by reprographic or any other means. Current copyright licensing rules for Library material are displayed next to Library photocopiers and copyright guidelines for archive and historic print material are displayed on desks in the archive reading room.
- The Data Protection Act 1998 governs how personal data should be handled and applies to the use of information relating to



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living individuals found in our archive collections. Library users are responsible for ensuring that any data obtained relating to living individuals is treated in accordance with the principles of the Data Protection Act 1998. Guidance on Data Protection is displayed in the Archives reading room, and further information and the full text of the Act are available on the Information Commissioner's website (<http://www.ico.gov.uk/>).

### Use of Information Technology Services within the Library

- Use of information technology facilities within the Library is governed by the School's Conditions of Use of such Services, as set out in the Calendar of the School and on the IT Services website at <http://www.lse.ac.uk/itservices/Rules/condits.htm>. By accessing and/or using the IT Facilities, you agree to be bound by these Conditions of Use.
- Please note that any unattended belongings are left at the owner's risk and users are advised not to leave valuables even if they will be away from the desk for a short time.
- The software, databases, websites and other electronic resources accessible via the Library are either owned by LSE or owned by various publishers and other third parties. Users may only access and use these resources in accordance with any applicable terms of use including any relevant licence. For more information please see: <http://www2.lse.ac.uk/library/eresources/access/conditionsofuse.aspx>

### Enforcement

- Failure to observe any of the foregoing provisions may, in the first instance, be dealt with by an authorised Library manager, who may take such action or apply such penalty as is reasonable in the circumstances.
- Any user who is aggrieved by a decision of a member of Library staff may appeal to the Director of Library Services, as set out in the Library's Complaints Policy.

## POLICY STATEMENT ON THE USE OF INFORMATION TECHNOLOGY

*A detailed policy on the personal use of email and internet using School facilities which takes account of recent legislation is being constructed at the present time.*

### Introduction

1. The LSE recognises the key role that information technology (IT) plays in both teaching and research in the social sciences and it is committed to ensuring that both staff and students have access to the necessary facilities and support.
2. The School's IT systems, including access to the Internet, are provided for students to pursue their studies and for staff to carry out their work.

### Scope

1. This policy statement covers:
  - the use of all of the School's IT facilities and systems, which include the LSE network; any other directly or indirectly connected network; and the Internet;
  - the production of any material using the School's IT facilities, including printed output, World Wide Web pages, electronic mail messages, bulletin board and news group entries; and
  - the publication of any material relating to the School on systems within and outside of the School.

### Authorised users

1. Any student registered with the School, any member of staff or any individual who has signed the IT Services' *Conditions of Use of IT Facilities at LSE* form is considered to be an authorised user of School's IT facilities.

### Obligations of users

1. Users of the School's IT facilities are required to comply in every respect with the *Conditions of Use of IT facilities at LSE*. In doing so they must:
  - respect others' intellectual property
  - avoid activities which may lead to criminal liability, including use of pornographic material
  - avoid keeping of others' personal data unless registered
  - not produce or pass on any material which could be considered defamatory
  - understand that the School will impose severe penalties - up to expulsion or dismissal or even referral to the police - in order to protect the interests of IT users and to safeguard the reputation of the LSE.

### Detailed regulations and conditions

1. Authorised users are also expected to be familiar with and comply with the following documents:
  - the School's Disciplinary regulations for students (published in the School Calendar) or the *Terms and Conditions of Employment for Staff* (published in the Staff Manual)
  - the *Conditions of Use of IT Facilities at the LSE*
  - the *Rules of the Computer Classrooms and Areas*
  - the *Code of Practice for the Publishing of Information on the LSE World Wide Web Server*
  - Electronic Mail: Email Etiquette
  - the *CHEST Code of Conduct for the Use of Software and Datasets*.As the School's network is connected to the Internet via the Joint Academic Network (JANET), any activity that involves the use of the Internet must comply with:
  - the *JANET Acceptable Use Policy*.The School does not tolerate racial or sexual harassment in any form whatsoever nor any discrimination on racial or ethnic grounds or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs. This includes any material created or distributed using the School's IT facilities.

### Permissions

1. Authorised users who publish information relating to, or on behalf of the School, or which may reasonably appear to be on behalf of the School, must ensure that they have obtained the requisite permission to do so. Explicit permission must also be obtained for the use of the School's name, logo or crest in any publication, including documents made available on the Internet, and may only be used for official School documents.

### Access to the systems

1. Authorised users are provided with access to the School's IT facilities by means of a username and password. Users must take all reasonable steps to keep their passwords confidential and not disclose them to anyone else. If an authorised user believes that their password has become known to anyone else, the password should be changed at the earliest opportunity.
2. Any user who, for whatever reason, comes to know the password of any other user must not attempt to obtain access to the School's IT facilities using that password nor disclose it to any other person. Use of a password by anyone other than the authorised person will be treated as serious misconduct.

### Penalties

1. Failure to observe this policy will be considered a serious matter by the School and may result in the users right to access the IT facilities being withdrawn. The Terms and Conditions of Employment for Staff and the Disciplinary regulations for students provide for disciplinary action on the grounds of various forms of misconduct.
2. Misuse of the School's IT systems may also result in court proceedings, including criminal liability, against you personally and/or the School. Users will be held responsible for any claims brought against the School for any legal action resulting from their unauthorised use of the School's IT facilities.

## CONDITIONS OF USE OF IT FACILITIES AT THE LSE

*By accessing and/or using the IT Facilities, you agree to be bound by these Conditions of Use including all documents referred to in them, and you agree to adhere to the requirements.*

*Your attention is particularly drawn to the section on working practices and the penalties including expulsion / dismissal from the School for breach of these Conditions of Use.*

### Definitions

For the purposes of these conditions of use, "**IT Facilities**" are defined as meaning any of the LSE's IT facilities, including email, the Internet and other networks, and all computers, laptops, other mobile devices, and any other related software and hardware.

"**The LSE's IT Facilities**" means the property of the School or leased/rented to it; or on loan to the School from third parties; or the property of third parties affiliated to LSE located in the School, or attached to School computers, computer systems or networks. This also includes any software or systems that LSE is licensed to use, for example, library catalogues and database services. Users using personally owned equipment attached to LSE network are still bound by these Conditions.

These conditions apply to all users of the IT Facilities, including but not limited to, all members of staff, students (both full and part time), associates, visitors, temporary users and any other user of the IT Facilities.

Any use of IT Facilities must also conform to the JANET Policy on Acceptable Use, which is available on the Web here: <https://community.ja.net/library/acceptable-use-policy> or from Information Management and Technology (IMT).

### General

1. You must not carry out any action (including loading any software on to the IT Facilities) that shall or may interfere with the normal working of the IT Facilities or may interfere with or disrupt other users' use of the IT Facilities or access, corrupt or modify any other user's data without their consent.
2. You must not deliberately introduce a virus, worm, trojan horse, SpyWare, or other similar code nor take any action to circumvent, or reduce the effectiveness of, any anti-virus or other malicious software detection, removal and protection precautions established by IMT.
3. You are responsible for all use of your username. You should not make your username or password available to anyone else nor should you use any other person's username.
4. You may use the IT Facilities for commercial activities only if you are an employee of the School and such use forms part of your duties of employment. You should raise any queries on whether a commercial activity using the IT Facilities is permitted with your line manager before commencing the relevant use of the IT Facilities.
5. You must not install or play games on the IT Facilities.
6. You must not tamper with the configuration of any LSE computer or any cables or peripheral devices attached to LSE computers.

### Legal Requirements and Prohibited Uses

7. You must not use the IT Facilities in any way that could expose you or the School to any criminal or civil liability.
8. You must use the IT Facilities in accordance with the following:
  - a. **software** - software should always be used in accordance with the terms of the relevant licence, and copying software without the licence holder's permission is prohibited. You must observe the Code of Conduct for the Use of Computer Software at Higher Education and Research Council Establishments, a copy of which is available from IMT.
  - b. **rights in content** - do not use third party text, images, sounds, trademarks and logos in materials such as emails, documents and web pages without the consent of the rights holder.
  - c. **offensive material** - you must not use the IT Facilities to access, store or distribute material that is obscene, indecent or pornographic. If the School suspects that you have accessed material that might give rise to criminal liability, it may notify the police. If staff or students create, store or transmit such material in the course of their research, written permission must be sought in advance from the appropriate head of department or the Chief Information Officer or the Secretary and Director of

Administration. In all cases, access to any material must not be in breach of paragraph 7 above.

- d. **discrimination and harassment** - you must not create, distribute or access material that is unlawfully discriminatory, including on the grounds of age, sex, sexual orientation, race, disability or religion; that is likely to incite any form of violence or hatred; or that is likely to cause harassment, alarm or distress.
- e. computer misuse - unauthorised access to accounts (including stealing or misusing a password), programs and/or data and all forms of hacking are prohibited, and may be an offence under the Computer Misuse Act 1990.
- f. **defamation** – you should take care to avoid content which may be defamatory. Particular care is needed when sending material electronically or by posting material to the Internet (e.g., through web pages, or social media).
- g. **data** – all data owned, processed or held by LSE, whether primary or secondary, must be accessed, stored, processed and backed up in a manner appropriate to its security classification. LSE's data classification guidelines can be found at <http://www2.lse.ac.uk/intranet/LSEServices/itservices/about/policies/documents/infoSecClassification.pdf> . Failure to appropriately classify and handle data is a breach of these terms and conditions.
- h. **personal data** - data on living persons must be held and processed in accordance with the Data Protection Act 1998. Persons who hold personal data are, with few exceptions, required to notify the Information Commissioner of details of their processing of data, which must in any event be in accordance with the data protection principles set out in the Act. Student users must not construct or maintain files of personal data for use in connection with their academic studies/research without the express authority of an appropriate member of staff. When giving such authority, the member of staff should make the student aware of the Act's requirements, inform them that they must abide by the data protection principles, and of the appropriate level of security arrangements which should attach to a particular set of personal data. Contact the School's Data Protection Officer for more advice on notification and the implications of the Act.
- i. **formation of contracts** - you should note that it is possible to form contracts electronically, without any hard copy confirmation from the user. Care should be taken to obtain appropriate authority before purporting to commit the School to any contractual obligations (which may include clicking 'I agree' to an online dialogue box) and the wording 'subject to contract' should be used on emails where appropriate.
- j. **unsolicited and offensive e-mail** – you must not send unsolicited e-mail or other mass e-mails (spam) to multiple recipients, except in accordance with the School's Mass, Unsolicited E-mailing Policy. This includes forwarding on chain letters, advertisements, or replying inappropriately to an entire mailing list. You must not send e-mail that any member of the School may reasonably find offensive or likely to cause annoyance or needless anxiety, in particular any that would be in breach of sub-paragraphs (c), (d) and (f) above.

### Monitoring and privacy

9. The School acts in accordance with applicable legislation and the Information Commissioner's Employment Practices Code, notably in relation to the monitoring of communications.
10. The School undertakes some routine monitoring of activity on the IT Facilities to ensure that they operate correctly and to protect against the risk of harm from viruses, malicious attack and other known threats. This does not normally involve the monitoring of individual communications or the disclosure of the contents of any user files.
11. The School reserves the right to monitor your use of the IT Facilities, including emails sent and received, and web pages and other online content accessed:
  - to protect the IT Facilities against viruses, hackers and other malicious attack;
  - to assist in the investigation of breaches of these Conditions of Use, as described in paragraphs 15-19 below;
  - to prevent or detect crime or other unauthorised use of the IT Facilities;
  - when legally required to do so, for example as part of a police investigation or by order of a court of law;
  - where such monitoring is necessary, to pursue the School's other pressing academic and business interests, for example by reviewing the emails of employees on long-term sick leave or to disclose documents under the Freedom of Information Act 2000.

In all cases, monitoring of individual content shall only be carried out if authorised by the Dean of Undergraduate Studies, the Dean of Graduate Studies or the Chief Information Officer for students, or the Director, a Pro Director, the Secretary and Director of Administration, or the Director of Finance & Facilities for members of staff. It is best to assume documents such as emails could become known to other users. For example, such material may be subject to the requirements on the School to disclose documents under the Freedom of Information Act 2000.

### Personal use

12. The IT Facilities are made available for you to use principally for the purpose of your work or studies; however, we realise that you may occasionally want to use the IT Facilities for your own purposes. You are allowed to make personal use of the IT Facilities only if such use:
  - does not interfere with the performance of your work or studies;
  - does not incur unwarranted expense on the School;
  - does not have a negative impact on the School; and
  - is otherwise in accordance with these Conditions of Use.

### Consideration for other IT users

13. You must show consideration for other users of the IT Facilities. For example, you must not use an LSE machine for social email in a computer room where other students are waiting to use the facilities for academic purposes.

### Internet Publishing

14. If you publish information on the Internet using the IT Facilities, you are subject to additional regulations. In particular, you must comply with the Code of Practice for the Publishing of Information on the LSE World Wide Web Server, available on our web site. Any use of cookies on websites that contain personal data should be accompanied by a notice informing users that cookies are being used and giving users the option to disable cookies.

### Disciplinary regulations and enforcement

15. If you use the IT Facilities in breach of these Conditions of Use, the School may take disciplinary action.

16. Where an allegation has been made against a student under the Regulations on Assessment Offences in taught degrees and diploma courses, or against a research student under the Regulations for Research Degrees, the School shall have the right to inspect and take copies of any material held in the name of that student on any of the IT Facilities that might provide evidence for or against the allegation.
17. Where an alleged breach of these Conditions of Use is brought to the attention of IMT, all reasonable measures will be taken to investigate whether the allegation is justified and, if so, the necessary steps will be taken to prevent further abuse. This may involve inspecting the contents of a user's files or email messages. Inspection and copying of a user's files shall only be undertaken if authorised by the Dean of Undergraduate Studies, the Dean of Graduate Studies or the Chief Information Officer for students, or the Director, a Pro Director, the Secretary and Director of Administration, or the Director of Finance & Facilities for members of staff. All reasonable efforts shall be made to avoid inspection of files not connected with the relevant allegations, and such files will be copied only if the Dean of Undergraduate Studies, the Dean of Graduate Studies, the Chief Information Officer or the Director, a Pro Director, the Secretary and Director of Administration, or the Director of Finance & Facilities (as appropriate) is satisfied that such a step is unavoidable.
18. If a complaint or allegation is received your account may be immediately suspended for investigation. Wherever possible, users will be notified of such suspension.  
Penalties for breach of these Conditions of Use may include temporary or long-term suspension of your access to the IT Facilities, and/or other disciplinary penalties up to and including expulsion from LSE in the case of a student or dismissal from the School in the case of staff. The School may refer the user to the police where appropriate and will co-operate fully with any police investigations.

### Working practices

19. Owing to the nature of IT systems, software and the internet, IMT cannot guarantee the continuous availability of the IT Facilities and/or the data saved on those facilities.  
You should save your work regularly, and take frequent backups of data either in hard copy form, or to removable media, which should be stored securely.
20. The School has IT security systems in place, but cannot guarantee that these will prevent every attempt to access confidential or restricted data. You must ensure that confidential material is password-protected and/or encrypted as appropriate to prevent unauthorised access by third parties.
21. If you do make use of the IT Facilities for personal use you should be aware that it may be possible for personal information to be inadvertently accessed during enforcement of these Conditions of Use. You may wish to consider using any of the third-party email facilities available online, for example, if you wish to keep your personal e-mail separate from your School e-mail account. All School-related e-mail must be sent from and stored within the School e-mail system, however, as storage elsewhere may be in breach of the Data Protection Act 1998.

Updated 13 March 2013

## DATA PROTECTION

The purpose of the 1998 Data Protection Act is to regulate "the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information" by 'Data Controllers', like LSE. In other words, it requires us to process, store and use your personal information in a way that is fair, proportionate, secure and justified. We uphold this commitment by adhering to the eight principles of Data Protection.

The Data Protection Act gives you the right to see the personal information that the School holds on you in order to conduct its business. If you wish to see this information, you must complete a Subject Access Request Form, which is available from the Data Protection Officer, in the Planning and Corporate Policy Division. We normally charge a fee of £10 to contribute to the cost of dealing with your request and ask for a copy of some photographic ID to satisfy ourselves that we are responding to the subject of the requested information.

We aim to respond to your request in the shortest possible time, although our handling of it is often influenced by a number of other factors, such as the clarity, location and quantity of the information requested, and sometimes the workload of the people involved. It is a great help to us if you can make your Subject Access Request as clear and detailed as possible, for example, by naming the specific department or departments in which you have reason to believe that the information is held, or the time periods in which it was generated. We may ask you to clarify your request if it would help us to properly answer it.

Please note, that we must respond to your request no later than 40 days from the day we received it.

## SERVICE COMPLAINTS

### 1. Introduction and scope

- 1.1 The School is committed to providing a high quality of education and service to all of its members. This procedure enables it to deal with complaints about its services and to improve them.
- 1.2 This procedure applies where a student is dissatisfied with a service provided by the School that is not directly related to its core provision of teaching, learning, research and supervision (to which the Procedure for the Consideration of Complaints from Students on Academic Matters applies). It covers services which are provided by any administrative division of the School, including the library, or by any academic office holder, which includes the Deans of the School and Advisers to Male and Female Students.

- 1.3 This procedure does not apply to complaints about a policy, or policy decision, of the School. There is student representation on most policy-making committees at LSE. Therefore, any student wishing to submit a complaint of this kind should do so by contacting his/her representative on the most relevant committee.
- 1.4 The School has a number of procedures and Codes of Practice and will refer complaints made under one procedure for consideration under a different procedure when it is considered appropriate to do so. A student will not normally be able to submit a complaint under this procedure that has been, or is likely to be, investigated under a different set of regulations.
- 1.5 Consideration will be given to the number, and type, of investigations which will be carried out if a complaint relates to more than one department.
- 1.6 Administrative departments and offices which provide a service to students will monitor the number and type of complaints they receive each academic year under this procedure.
- 1.7 This procedure will be reviewed regularly by the Planning and Corporate Policy Division.

## 2. Principles for complaints management

- 2.1 The following principles will govern the submission and investigation of service complaints from students:
  - (a) **Local resolution**  
The policy of the School is that wherever possible complaints should be resolved locally and promptly with the minimal degree of formality. Complaints about a service should therefore initially be dealt with at the divisional level. If a complaint cannot be resolved at that level there are specific procedures that allow for resolution at a higher level.
  - (b) **Confidentiality**  
Privacy and confidentiality will be assured in the School's handling of service complaints unless disclosure is necessary to progress the complaint, in which case the complainant's consent to disclosure will be sought. The School will take action to avoid victimisation of all parties involved in a complaint.
  - (c) **Frivolous or malicious complaints**  
The School will not investigate complaints that it considers to be frivolous (unfounded, trivial and persistent) or malicious (with vindictive motivation). Nor will it investigate anonymous complaints.
  - (d) **Process and time limits**  
The School will try to pursue all complaints sensitively and expeditiously. Time limits are provided at each stage of the procedure to ensure that they are investigated while they still have relevance and while the information required to investigate them is still available. Students are therefore required to adhere to these time limits in pursuing their complaints. In exceptional circumstances the School may agree to extend a time limit for pursuing a complaint generally, or, in respect of the completion of a particular stage of the procedure.
  - (e) **Equal opportunities**  
All complaints will be considered fairly on their individual merits and in accordance with the School's policy on equalities and diversity.
  - (f) **Outcome of complaints**  
The School is committed to acting upon any recommendations for improvement in service delivery that might arise from a complaint. However, it should be noted that if the School upholds a complaint or takes action in response to one, this does not imply liability on the part of the School. Moreover, it accepts no responsibility to pay any costs incurred by a student in pursuing the complaint.
- 2.2 Informal advice on the complaints regulations and appeals procedures may be obtained from the following sources:
  - The planning and corporate policy division
  - Student services centre
  - Departmental tutor /departmental convener
  - Dean of graduate/undergraduate studies
  - Associate dean of the general course
  - Students' union education and welfare officer
  - Adviser to women students
  - Adviser to male students
  - Adviser to students with disabilities
  - Wardens of halls of residence
- 2.3 Informal advice on service complaints can also be obtained from the divisions to which a complaint relates.

## 3. Procedure for service complaints

- 3.1 **Informal stage**  
Where it is appropriate to do so, a complainant should, in the first instance, attempt to resolve his/her complaint through informal discussion with those directly involved in its subject matter. If it becomes clear that the informal stage is not going to be effective, then the formal stages below should be instigated at the earliest opportunity.
- 3.2 **Formal stages**  
If a complaint is not resolved to the complainant's satisfaction through informal discussions, or if it is not appropriate for an informal resolution to be sought, then s/he may decide to use the formal complaints procedure outlined below.  
All complaints must start at Stage 1 and progress sequentially unless the School, for exceptional reasons, agrees to vary the procedure. Deviations from this procedure will not invalidate any action or decision taken by the School unless the fairness of it was compromised.

### Stage 1

- The complainant must submit his/her complaint in writing and any supporting evidence to the Head of the Division that is responsible for the service to which the complaint relates, giving details of the incident in question and identifying the specific resolution (if any) that the complainant is seeking.
- The complaint must be submitted within 10 working days of the incident/s in question.
- If the complainant is unsure of the identity of the relevant Head of Division, they should seek advice from any of the contacts referred to at paragraph 2.2 above. The Pro-Director for Teaching and Learning will investigate complaints about a service provided by an academic office holder.

- The Head of Division, or his/her nominee, will assess whether the complaint relates to a policy or service of the School. If it relates to a policy, then it must be dealt with in the manner set out in Paragraph 1.3. If it relates to a service, s/he will investigate the complaint however s/he deems appropriate and will provide the complainant with a written response, normally within 10 working days of the date on which s/he received the complaint.
- If the complainant remains dissatisfied with the outcome of Stage 1, s/he may refer the complaint to the relevant person under Stage 2 of this procedure.

### Stage 2

- The complainant must write to the Secretary and Director of Administration (hereafter 'the Secretary'), or his/her nominee, within 5 working days of receiving the Head of Division's response under Stage 1. S/he must explain why the complaint has not been resolved to his/her satisfaction and forward all relevant documents from Stage 1.
  - The Secretary will normally refer complaints about a service provided by the School's Estates, Nursery, Residential Services or Financial Divisions to the Director of Finance and Facilities. Similarly, complaints about a service provided by the Library, Centre for Learning Technology and IT Services will normally be referred to the Librarian and Director of IT Services. The Secretary will normally deal with a complaint against an academic office holder.
  - The Secretary, or his/her nominee, will undertake an investigation into the complaint however s/he deems appropriate, taking account of any representations made by the complainant.
  - The Secretary, or his/her nominee, shall write to the complainant giving reasons for his/her decision normally within 10 working days of the date on which s/he received complaint.
  - The Secretary's decision will be final and will complete this procedure. As such, the decision letter will also act as a Completion of Procedures Letter, which will inform the complainant of his/her right to appeal to the Independent Adjudicator for Higher Education.
- 3.3 Office of the Independent adjudicator If, after receiving a Completion of Procedures Letter, the complainant remains dissatisfied with the outcome of his/her complaint, s/he may complain to the Office of the Independent Adjudicator for Higher Education (OIA) in accordance with the OIA's rules ([www.oiahe.org.uk](http://www.oiahe.org.uk)). The School shall consider any formal decision or recommendations made by the OIA.

Approved by Council on 3 March 2009

## POLICY STATEMENT ON EQUALITY AND DIVERSITY

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation. Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural dialogue and understanding and engage all students in playing a full and active role in wider engagement with society.

## SCHOOL'S POLICY ON DISABILITY

*Last updated: November 2012*

The London School of Economics and Political Science is committed to complying with the disability provisions of the Equality Act 2010 and the preceding legislation including the Special Educational Needs and Disability Act 2001 (SENDA) by:

- Maximising accessibility to the School's services and activities for disabled staff, students, alumni, visitors, prospective staff and students, and taking all steps to ensure that no-one is treated less favourably on the ground of disability.
- Developing a culture of inclusion and diversity which celebrates disability as an equally valued diversity strand and in which people feel motivated and confident to disclose a disability, with a view to negotiating access requirements in order to promote equal participation in the School's services and activities. In adherence to the Data Protection Act 1998 (DPA 1998), such information shall be passed on only with consent and where there is a legitimate reason to do so.
- Reviewing, monitoring and revising, as appropriate, all School systems, procedures, facilities, services and buildings in compliance with the Equality Act 2010 and the SENDA 2001 in addition to the Human Rights Act 1998 (HRA 1998), which includes the right not be denied access to education.
- Creating, maintaining and disseminating information about services and facilities available for disabled staff, students, alumni, visitors and prospective staff and students

For the purpose of this policy, the term 'disability' has the same meaning as that given in the Equality Act 2010 SENDA 2001: "a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities".

In recognition of evolving case law, this includes, but is not limited to: sensory impairments, learning disabilities, mental illness, clinically recognised severe disfigurements, cancer, HIV/Aids, progressive conditions even at an early stage, conditions which are characterised by a number of cumulative effects such as pain or fatigue and a past history of disability.

While understanding the Medical Model nature of the definition used in The Equality Act 2012, LSE recognises the Social Model of Disability and is therefore committed to addressing disabling barriers to participation which are frequently external to individuals identified with impairments.



## Disclaimer

Every effort has been made to ensure that the information in the Calendar is correct and up-to-date at the time of publication (September 2013). Circumstances may change subsequent to publication. The online version of the Calendar, which will be adjusted from time to time throughout the year, is the definitive version: in the case of differences between versions, the online version should be considered authoritative. The School reserves the right at all times to withdraw or alter particular courses and syllabuses, and to alter the level of fees.



