

LSE Business Card Policy

October 2013

LSE now has a new policy on business cards. The following pages set out clear guidance on who is entitled to an LSE business card, what form this business card can take and charges for the production of the appropriate card.

Please note LSE business cards are now landscape.

The standard LSE business card is available in an adapted form for certain groups within the School. This is set out clearly on the following pages, but the four variations are:

LSE business card adapted for those working in LSE research centres.

LSE business card adapted for those working in LSE research centres run in partnership with another university.

LSE business card adapted for LSE MSc and research students.

LSE business card adapted for LSE MSc students on double-degree programmes.

Undergraduates are not entitled to an LSE business card.

Standard LSE business card



Working example:



Entitlement

The following groups of staff are all automatically entitled to an LSE business card, with the LSE logo:

Academics on LSE payroll.

Visiting professors and fellows.

Research staff working for LSE for more than a year.

Support staff on band 6 or above.

The following are only entitled to an LSE business card with permission from their line manager:

Support staff below band 6.

Research staff on contracts lasting less than a year.

The following groups are not normally entitled to an LSE business card but may seek permission from ERD:

Other academic visitors.

Consultants and independent contractors.

Academics teaching on short courses with primary loyalty elsewhere.

Occasional research assistants.



LSE Twitter and LSE Facebook addresses can be added to the back of the card.

LSE business card variation 1: for use by staff of LSE research centres



Entitlement

LSE has always allowed academics to use the logo of their research centre on the reverse of the card. This practice continues.

The charge is £20 for 200 cards (£30 for 200 double sided cards).

LSE business card variation 2: for use by staff of LSE research centres run in partnership with another university

Entitlement

LSE will allow a research centre logo on the front of an LSE business card only when that research centre is shared, or in partnership with a fellow university.

The logo of another university will not be allowed on the front of the card – only that of the joint research centre.

The charge is £20 for 200 cards (£30 for 200 double sided cards).



LSE business card variation 3: for use by MSc and research students



or



Entitlement

Entitled (charged for business cards)

Research students can choose to have the current year of study on their cards. The wording should be as follows:

**Current year 20xx-xx.
Students wishing to do this must upgrade their cards annually.**

LSE MSc and research students are entitled to an LSE business card, but at cost.

The charge is £20 for 200 cards.

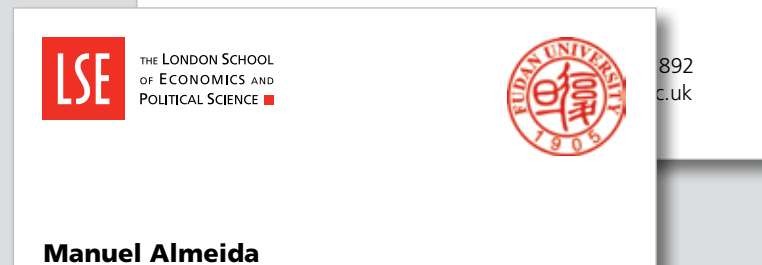
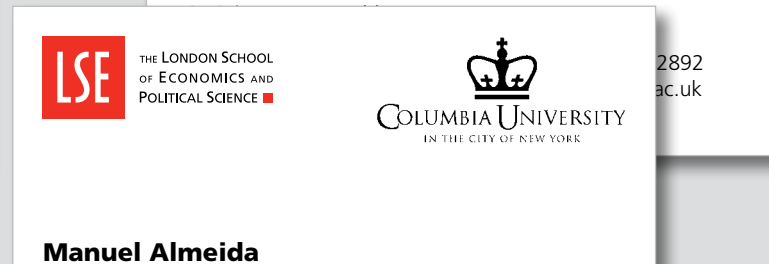
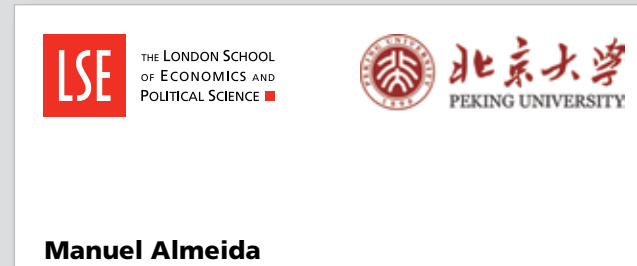
Working example:



or



LSE business card variation 4: for use by LSE MSc students on double-degree programmes



Entitlement

LSE MSc students on double-degree programmes.

The charge is £20 for 200 cards.

Considerations

Students must show:

Valid Student Card

Certificate of Registration indicating that they are on one of the programmes listed below:

Double Degree in Affaires Internationales and International Relations or International Political Economy with Sciences Po, Paris

Double Degree in European Studies with Sciences Po, Paris

Double Degree in International and World History with Columbia University, New York

Double Degree in Urban Policy with Sciences Po, Paris

Double MPA Public and Economic Policy/MPA Public Policy and Management/MPA International Development/MPA European Public and Economic Policy/MPA Public and Social Policy with Sciences Po, Paris, Columbia University, New York, Hertie School of Governance, Berlin or National University Singapore

Double Degree in Global Media and Communications with Annenberg School, USC or Fudan University, Shanghai

Double Degree in International Affairs with Peking University, Beijing

Double Degree in Public Administration and Government with Peking University, Beijing

Entitlement at a glance

	Standard LSE business card. Charged at cost.	LSE business card adapted for MSc and research students. Charged at cost.	LSE business card adapted for those on double -degree. Charged at cost.	LSE business card by agreement with ERD only. Cost on negotiation.	Not entitled to an LSE business card of any sort.
Undergraduates					X
MSc and research students		X			
MSc students on double degree programmes			X		
Academics on LSE payroll	X				
Visiting Professors and Fellows	X				
Academics teaching on short courses with primary loyalty elsewhere					X
Other academic visitors				X	
Research staff 1. This only applies to research staff working at LSE for a year or more. Those on shorter contracts must consult with their line manager. 2. Please note that these staff are also entitled to adapted LSE business cards to reflect their research centres.	X				
Occasional research assistants					X
Support staff on band 6 and above	X				
Support staff below band 6 with authority of their manager	X				
Consultants and independent contractors				X	