

LSE SUMMER SCHOOL PROGRAMME TERMS AND CONDITIONS

1. Definitions

1.1 In these terms and conditions, the following definitions apply:

Cancellation Period: means the 14- calendar day period which begins the day after You receive an acceptance email confirming that we have received Your Tuition Fees, during which time You have the right to cancel for any reason.

Commencement Date: means the date on which We begin to run events, teaching or otherwise, for Your Programme.

Contract: means the legally-binding arrangement that You and We enter into for the provision of the Programme in accordance with these terms and conditions and Annex.

Course: means a taught or research-based course that, together with other courses, makes up Your LSE Summer School Programme.

Intellectual Property Rights: means materials patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Programme: means the programme of study on which You will be registered and to which these terms and conditions below apply.

Sponsor: means any third party which may pay Your Tuition Fees.

The Summer School: means the office of the London School of Economics and Political Science responsible for running Your Programme.

Tuition Fees: means the Tuition Fees that You owe Us for the teaching, administration and other academic services related to Your Programme.

'We', 'Us' and 'Our': means the London School of Economics and Political Science, with whom You will be entering the Contract.

'You' and 'Your': means You, the student, who will be attending the Programme.

2. Agreement with LSE

2.1 These Terms and Conditions, Annex and any document referred to herein set out the basis of your relationship with LSE when you apply for an LSE Summer School Programme and for the duration of Your time at LSE Summer School Programme.

2.2 Your Contract with LSE is made up of these Terms and Conditions and Annex, Your offer email, the course information on the [website](#) and the full payment of the Tuition Fees.

3. Admissions

3.1 Details of admissions eligibility requirements can be found on the [website](#).

3.2 If accepted on to the Programme You will be given an Offer email and Your Offer of a place on our Programme will be accepted once You pay the tuition fees whereby You will be sent an acceptance email to confirm tuition fees have been paid. On acceptance You enter into a legally- binding contract with Us. This Contract requires You to abide by these terms and conditions set out below, as well as any of Our rules, regulations, policies and procedures and academic requirements that are relevant to Your Programme. In the event that the provisions of these terms and conditions conflict with the provisions of any other documents forming part of the Contract, You shall comply with the provisions of these terms and conditions.

3.3 Your acceptance of the offer of a place on the Programme will indicate to Us that You have sufficient funds to cover Your living expenses for the duration of the Programme. As the contracting party, We will hold You liable for Your Tuition Fees and any other fees which You may owe Us.

3.4 We reserve the right to withdraw any offer that We have made to You, or terminate the Contract You have accepted, if it becomes apparent that Your application is inaccurate or incomplete or You have provided false information to secure a place at LSE Summer School. No refund of fees will be granted in such cases and no costs including but not limited to travel costs will be reimbursed by LSE.

4. Tuition Fees

4.1 Tuition Fees and information in relation to how to pay for Your Programme can be found at www.lse.ac.uk/summerschool . We will send You a request for payment of Your Tuition Fees which You must pay within thirty (30) calendar days of Your receiving it or, if such invoice is issued less than eight weeks prior to the start of Your Programme, You shall pay such invoice immediately upon receipt. If You do not pay within 30 calendar days, then We may email You in writing to withdraw Our Offer.

4.2 We will accept payment of Your Tuition Fees by a Sponsor, but will consider You to be responsible, and therefore liable, for Your Tuition Fees. We reserve the right to withdraw Your place and terminate the contract between You and Us if Your Sponsor fails to pay Your Tuition Fees by the required deadline.

4.3 All payments of Fees must be made in pounds sterling and are inclusive of any taxes where applicable.

4.4 For the avoidance of doubt, Tuition Fees do not include travel or accommodation costs/subsistence, insurance or other costs that may arise prior or during the period of the Programme.

5. Other Fees/Charges

5.1 The Summer School, offers You the opportunity to take part in a programme of social events. Tickets for these activities are available before and during the programme via the LSE eshop. Tickets for social activities are non-refundable.

6. Cancellation Period

6.1 As You have agreed and entered into the Contract with Us by means of distance communication, You may terminate the Contract and withdraw from the Programme for any reason within fourteen (14) calendar days which begins the day after You receive an acceptance email confirming that We have received Your Tuition Fees and the Contract has formed, This fourteen-day period is known as 'the Cancellation Period'. If You wish to terminate the Contract, You must notify Us by writing to summer.school@lse.ac.uk within the Cancellation Period. We will issue a refund for Tuition Fees which You have paid to Us within ninety (90) calendar days of such cancellation.

6.2 If, for whatever reason, part of the Programme has been delivered during the 14 calendar day cancellation period, then We may deduct from the refund of fees on a pro rata basis the amount of the Programme delivery which You received prior to cancellation being initiated within the rightful 14 calendar day cancellation period.

- 6.3 We operate the following policy on refunds after the Cancellation Period:
- 6.3.1 We will refund ninety per cent (90%) of Your Tuition Fees, save for a fifty pounds (£50) application fee, if You decide to cancel Your place after the Cancellation Period, by writing to Us at summer.school@lse.ac.uk at least thirty (30) calendar days before the Commencement Date;
- 6.3.2 We will refund fifty per cent (50%) of Your Tuition Fees if You write to Us less than thirty (30), but before fourteen (14), calendar days of the Commencement Date; and
- 6.3.3 We will not refund Your Tuition Fees if You write to Us less than fourteen (14) calendar days before the Commencement Date.
- 6.4 If a Sponsor is paying Your Tuition Fees and You have to withdraw, Your Sponsor may nominate another person to take Your place. We will assess this person's application against Our normal entry requirements. You will be bound by these terms and conditions until We have offered, and the other person has accepted, what would have been Your place on the Programme.
7. Registration
- 7.1 You will be expected to comply with all pre-enrolment and registration procedures as requested by Us. Failure to comply with instructions issued by LSE may result in a termination of Your place on the LSE Summer School Programme.
8. Delivery of the Programme
- 8.1 In exceptional circumstances, We may consider it appropriate to cancel or significantly change the Course or Programme. This could be for reasons including but not limited to the following:
- 8.1.1 If there are not enough applicants registered on the Course/not feasible to run the Course;
- 8.1.2 An event outside of our reasonable control which prevents us from running the Course/Programme;
- 8.1.3 Any relevant teaching staff become ill or are unable to teach for other reasons outside of Our control and We cannot find a suitable replacement in time.
- 8.2 We will notify You of a cancellation or significant change, and the options which are available to You, by writing to Your contact email address by no later than twenty-one (21) calendar days before the Commencement Date. You must notify Us of the option (from the following list) that You wish to take by writing to Us at summer.school@lse.ac.uk within five (5) working days of Your receiving Our notification. The options will normally include one of the following:
- Continuing with Your Course or Programme in spite of significant changes to it and provided We deem You to be suitably qualified;
 - Transferring to another Course or Programme for which we deem You to be suitably qualified; or
 - Cancelling Your application and refunding Your Tuition Fees.
- 8.3 We will not refund any Tuition Fees which You may have paid to Us if such cancellation or variation of the Course or Programme is as a result of the occurrence of extraordinary events or circumstances beyond Our reasonable control, including acts of God, terrorism, industrial disputes (including industrial disputes from Our employees), fire, flood, tempest and national emergencies. However, We will endeavour to re-schedule Your Programme, in accordance with Section 8.2.
- 8.4 With regard to Our normal policy of refunding Tuition Fees only, or not in the case of events beyond Our control (as described at Section 8.3), We strongly advise You to take out an appropriate level of travel insurance to cover the cost of Your accommodation and travel, as well as any other expenses, including treatment for ill-health and personal injury, for which We will not be liable.

9. Transfer of Courses or Programme

- 9.1 You may, at any point before, but not on or later than the last working day prior to the Commencement Date of Your Programme, notify Us in writing that You wish to transfer to a different Course or Programme.
- 9.2 We will consider Your request to transfer in light of Your application and the numbers of students on the Course or Programme from, and to which You wish to transfer. We will endeavour to notify You of Our decision within ten (10) working days of receiving Your request.
- 9.3 On and after the Commencement Date of Your Programme You may request to transfer to a different course in person at the Summer School Office only on the first two days of the Programme. We will consider Your request to transfer in light of Your application and the numbers of students on the Course or Programme from, and to which You wish to transfer. We will notify You of Our decision on the same day as Your request.

10. Your Responsibilities

10.1 By accepting the offer of a place on the Programme, You agree to:

10.1.1 (If You have a Sponsor) Make Your Sponsor aware of these terms and conditions, drawing particular attention to Sections 6, 7, 8 and 9.

10.1.2 Abide by all of Our rules, regulations, policies and procedures, which include but are not limited to Our:

- Disciplinary procedure for Students:
- <https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/disProStu.pdf>;
- Student Complaints procedure:
<https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/comPro.pdf>;
- School's Regulations on assessment offences: plagiarism applicable for all students:
<https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-Plagiarism.pdf>;
- School's Regulations on assessment offences: other than plagiarism:
<https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-OtherThanPlagiarism.pdf>;
- Anti-bullying and Anti-Harassment Policy:
- <https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/harPol.pdf>;
- Ethics Code: (www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf), which requires You to at all times uphold the principles of Responsibility and Accountability, Integrity, Intellectual Freedom, Respect, Collegiality and Sustainability;
- Data Protection Policy: (<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/datProPol.pdf>);
- Code of Practice on Free Speech:
(<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/codOfGooPraFreSpe.pdf>);
- Conditions of Use of IT Facilities at LSE:
- (<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/conOfUseOfITFacAtLSE.pdf>);
- Any academic regulations and requirements, which includes, but is not limited to, those on attendance, plagiarism, participation, punctuality, and the completion and submission of work by specified deadlines;

10.1.3 You should ensure that You are punctual in attending lectures and classes. Class teachers will record student attendance on a daily basis via class registers. You are required to attend at least 75% of classes in order to qualify for an attendance certificate. If You are absent through illness You must inform your class teacher; and if You are absent for more than two days, You should also inform the Summer School Office and obtain a medical certificate;

10.1.4 Abide by any statutory requirements, including those relating to any visa obligations which may be placed upon You. Information on visas can be found on the [website](#);

10.1.5 Notify Our Summer School Office of any periods of absence from Your Programme;

10.1.6 Notify Us of any disabilities which You might have to enable Us to put in place any reasonable adjustments to enable You to access Our services during Your Programme; and

10.1.7 The recording of any lectures or classes for promotional purposes or to enable Us to monitor teaching, unless You notify Us otherwise in writing prior to the Commencement Date.

11. LSE Accommodation

11.1 Any costs relating to Accommodation and subsistence are not covered by the Tuition Fees. You may apply for LSE Accommodation, and We will send You instructions on how to book this if accepted on to the Programme. It is a condition of admission to LSE Accommodation and of continued residence that You should observe the specific terms and conditions which relate to Your Accommodation and any other such instructions given to You by the Warden.

12. Complaints and Disciplinary Matters

12.1 If You are dissatisfied with any aspect of Your Programme and believe that You are unable to resolve the matter informally in consultation either with the person who has caused the complaint or with a relevant member of staff, then You should use the LSE Student Complaints Procedure found at:

<https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/comPro.pdf>

12.2 You agree to conduct yourself in an orderly, responsible, and sober manner and at all times to respect the rights and views of others. Failure to do so may mean You will be penalised under the Disciplinary Procedure. The following list is indicative (but not exhaustive) of the type of offences which would constitute misconduct and You agree that You will not:

12.2.1 engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;

12.2.2 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;

12.2.3 dishonest behaviour and/or fraudulent actions, which include submitting incorrect or misleading information to the School;

12.2.4 engage in any form of conduct or communication, including that on social media, that can reasonably be considered to be bullying or harassment of a member of staff, another student, or any other member of the School community, as it is defined by the School's Anti-Bullying and Anti-Harassment Policy and the Sexual Harassment and Sexual Violence Policy;

12.2.5 engage in any act that will, or is likely to, damage or deface property of the School;

12.2.6 cause a Health and Safety concern;

12.2.7 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;

12.2.8 a) breach one or more of the School's terms or conditions, policies or procedures, or rules and regulations and any penalties or measures that have been put in place under the School's disciplinary or any other procedure;
b) breach any Agreement You may have with LSE in relation to LSE Accommodation provided to You;

12.2.9 commit a criminal act, and/or a breach of discipline, which may or may not be punished in a court of law, on any of the premises that the School owns, or in any way administers or in relation to an offence committed outside of School premises as part of activities organised or authorised by the School and where they are related to the approved Business of the School;

- 12.2.10 use any of the School's facilities improperly and/or breach the Conditions of Use of IT Facilities at the School;
- 12.2.11 use the School's name or address in a public statement, or business or other venture, without obtaining the permission of the School;
- 12.2.12 use any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
- 12.2.13 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;
- 12.2.14 breach the Data Protection Act 2018 or the General Data Protection Regulation.

Those undertaking any investigation into alleged misconduct will take into consideration the short length of LSE Summer School and seek to ensure that, as far as possible, disciplinary matters are addressed within the duration of the Programme.

The procedure that will be followed is outlined in the School's disciplinary procedure for Students which can be found at: <https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/disProStu.pdf>

For the avoidance of doubt, if You are suspended from Your studies or are expelled as a result of Your misconduct, then no refund of Your Tuition Fees will be given.

In all cases where all institutional procedures have been exhausted, the Student will be issued with a 'Completion of Procedures Letter.'

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 OIA's rules (www.oiahe.org.uk). The School will consider any formal decision or recommendations by the OIA.

13. Our Responsibilities

- 13.1 Save for the reasons set out in Section 8 of this document, We will use Our best endeavours to deliver the Programme to You as set out on Our [website](#).
- 13.2 We will grant You access to academic services and facilities, including use of Our library and IT facilities.
- 13.3 We will endeavour to resolve any issues, concerns or complaints which You bring to Our attention as efficiently and thoroughly as is possible in the circumstances.

14. Liability

- 14.1 Nothing in these Terms and Conditions will limit or exclude liability for death or personal injury arising from Our own negligence, or for fraud or fraudulent misrepresentation.
- 14.2 Otherwise, our liability to You, if found to be liable in respect to the provision of Your Course/Programme, the cancellation, postponement or amendment of any course or Programme, any negligence on Our Part or breach of the Contract or total amount of tuition fees paid by You in relation to the Programme arising in any other way in relation to these Terms and Conditions is limited to the full Tuition Fees paid in accordance with Your Contract.
- 14.3 We will not be liable for any damage, loss, personal injury or other costs or expenses which are incurred because of any negligent, unlawful, unreasonable or unwarranted action, behaviour, omission or decision by You or a third party.

- 14.4 We will not be liable for any loss or damage to Your Property and shall not provide any insurance cover for such Property.
- 14.5 You will be liable for any damage or loss that We incur as a result of any unlawful, negligent, unreasonable or unwarranted action, behaviour, omission or decision on Your part.
- 14.6 You will be liable for the payment of Your Tuition Fees by the deadline specified in the request for payment of Your Tuition Fees.
15. Intellectual Property
- 15.1 As the 'Creator' of Your academic work, You will normally own the Intellectual Property Rights to it, provided such work has been solely created by You and does not infringe any third party Intellectual Property Rights (We shall have no liability in respect of such Intellectual Property Rights).
- 15.2 All materials provided by LSE and any intellectual property rights in them shall remain the property of LSE or any relevant third party. Materials include all documentation provided to You by Us in relation to the LSE Summer School which includes but is not limited to Course materials, reading materials, Summer School brochure/information on website and any correspondence from the Summer School to You.
- 15.3 If You intend to use any of these Materials for a purpose unrelated to that of the LSE Summer School, then You must seek written consent from LSE.
- 15.4 Otherwise, You must not use any such Materials provided by LSE for any other purpose than the ones set out in these Terms and Conditions. You will not be permitted to use the Materials for any commercial purposes, to present it as Your own intellectual property or on social media without the written consent of LSE.
16. Personal Information
- 16.1 We will at all times comply with the Data Protection Act 2018 and The General Data Protection Regulation.
- 16.2 You accept that we may collect and process certain information on students for essential administrative, academic and health and safety reasons, as shown on Your registration form, Moodle, the School's electronic learning system and LSEforYou. This information is collected for the purpose of managing Your contract/registration with the School and to support the School's public task of teaching and learning. Your data will be treated in strict confidence and is covered by the General Data Protection Regulation. In particular, the School will use Your personal information for its approved purposes only, and will not pass it to unauthorized third parties without Your explicit consent. You will be informed if any of Your personal data is being stored in any new systems and is transferred to countries without similar data protection laws. You will also be informed if any data is being processed automatically.
- 16.3 The LSE privacy notice for Students and Prospective students sets out how LSE uses Your personal data and can be found at: <https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Information-Records-Management/Student-Privacy-Notice-v1.2.pdf>
- 16.4 Where LSE has an agreement in place in relation to the Programme with Your home Institution where you are regularly enrolled, then we will also share Your personal data with Your home institution, including but not limited to whether You have been offered a place on the Programme, whether You have accepted such an offer, Your attendance on the Programme, withdrawal, suspension or removal from the Programme, and Your transcript and certification of attendance for the Programme.
- 16.5 If You have secured a place in LSE organised accommodation that is provided by a third party, then LSE will share Your personal data with that third party. You may be given further information about the processing of Your personal data when You use specific services and facilities offered by LSE.
- 16.6 If You have any complaints about the way the School has managed Your data, You will first contact the School's Data Protection Officer at glpd.info.rights@lse.ac.uk, You have the right to contact the Information Commissioner's Office if you are unsatisfied with the School's response.

16.7 You also have the rights: to have incorrect information rectified; to have data which is no longer needed by the School erased; to have access to Your information; to restrict or object to some processing; and to take Your data to another higher education institution.

16.8 Unless You inform Us otherwise:

- We will retain Your personal information to contact You with marketing information and other School-related information that We would normally send to Our alumni;
- We will ask You to complete anonymous evaluation surveys at the end of Your Programme, the results of which We will circulate to relevant members in the School and externally for marketing purposes;
- Unless You write to Us to tell Us otherwise, We will use video and photographic images of Your Programme for promotional campaigns and to engage with the wider community.

17. Force Majeure

17.1 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 seek to rely on this clause, they shall ensure that disruptions are kept to a minimum.

18. Termination

18.1 We will terminate Your contract and registration with Us if we consider You to be in breach of any of these terms and conditions.

18.2 The School will have the power to terminate Your registration if any of the following conditions apply:

18.2.1 You complete Your programme of study;

18.2.2 You voluntarily withdraw from Your programme;

18.2.3 You are expelled under the Disciplinary Procedure for Students, the Regulations on Assessment Offences: Plagiarism or the Regulations on Assessment Offences: Offences Other Than Plagiarism;

18.2.4 any other good academic cause;

18.2.5 You fail to pay all Tuition Fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School.

18.3 Any waiver of, or failure to enforce the terms or conditions of this Contract will not mean a continual waiver or prevent enforcement of them in future. Any term or condition that is found to be unlawful or unenforceable will not invalidate the other terms or conditions in this Contract.

18.4 The terms of the Contract shall not be enforceable by any party who is not a party to it.

18.5 The Contract constitutes the entire agreement between You and Us and supersedes all previous agreements between You and Us, whether written or oral.

19. Law and Jurisdiction

19.1 The Contract and any dispute of claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales and subject to the exclusive jurisdiction of the courts of England and Wales.

End.

Annex 1: The LSE Summer School Programme: Teaching, Learning and Assessment Information

Programme Administration

- 1.1 The LSE Summer School Office is responsible for the organisation and administration of all aspects of the programme including:
- Responding to your enquiries about the programme;
 - Processing applications and collecting fees;
 - Registering you for the programme;
 - Authorising transfers between courses;
 - Administering the examination and assessment process, and authorising any specific examination arrangements;
 - Providing certification and transcripts following the programme.

Academic Roles

- 1.2 Academic oversight of the Programme is provided by the Academic Director and a team of Programme Directors who supervise each of the subject areas (Accounting; Economics; Finance; International Relations, Government and Society; Law; Management; and Research Methods, Data Science, and Mathematics).
- 1.3 There is also an Academic Tutor adviser who is responsible for:
- Advising you on the structure of the Summer School programme;
 - Advising you on changing courses during the programme;
 - Providing regular periods of time when he/she is available to meet with you;
 - Providing you with a direct channel of communication with the School if you encounter any academic or pastoral difficulties;
 - Resolving minor breaches of the Student Code of Conduct.
- 1.4 If the relationship between the Academic Tutor and you is unsatisfactory then you may refer to the Summer School Office for alternative advice.
- 1.5 Each course has a lecturer or lecturers who can address specific academic issues relating to it.

Teaching and assessment

- 1.6 An overview of each course is provided on the website and the course syllabus. You have to complete all course requirements in order to obtain graded certification.
- 1.7 LSE Summer School courses are full-time, intensive programmes, and consist of at least 54 contact hours over the three-week period, generally taking the form of 36 hours of lectures and 18 hours of tutorial or seminar-based classes.
- 1.8 Assessment for Summer School courses is based upon the results of either two formal examinations or a combination of formal examination and assessed work. Examinations are generally two hours in length and are conducted under standard LSE examination regulations. Examinations are not compulsory. If you complete all of the course assessments, a grade will be awarded and shown on your certificate. If you do not complete all of the course assessments, an attendance certificate will be awarded, providing you attend at least 75% of classes. If you do not complete all of the course assessments and attend less than 75% of classes, a registration certificate will be awarded.

- 1.9 Examinations are 'blind marked' (the scripts are anonymous) and a proportion of scripts from each course is double-marked to ensure consistency. The marking process is overseen by the lecturing team, and external examiners are employed to ensure that high standards are maintained.

Examination and Assessment

- 1.10 The School considers academic integrity to be of the utmost importance. You agree that all your assessed coursework (essays, projects, field reports, literature reviews, dissertations etc.) may be analysed by plagiarism detection software.
- 1.11 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 any academic award made to you.
- 1.12 In submitting course work, you must abide by the School's policy on plagiarism as set out in the [School's Regulations on assessment offences: plagiarism](#). Plagiarism is passing off somebody else's work as your own. This includes verbatim quoting without quotation marks or referencing, as well as *implicit* plagiarism acts, such as summarising, or rewriting and paraphrasing. It covers written, visual and oral work.
- 1.13 In submitting examined work, in addition to abiding by the regulations on plagiarism above, you must also abide by the [School's Regulations on assessment offences: other than plagiarism](#).
- 1.14 If you have a disability and require specific examination arrangements then you must contact the Disability and Wellbeing Service. Applications for specific exam arrangements will normally be confirmed by the Summer School Office during the first week of each Summer School course.
- 1.15 If you experience any exceptional circumstances in the period preceding or during the examinations that might affect your attendance at or performance in them, you must communicate them in writing to the Summer School Office with all relevant supporting documentation, such as medical certificates, not later than three days after your exam.
- 1.16 The Summer School will provide you with an official digital transcript free of charge in the October following the programme. You may need to pay an extra fee for further copies.
- 1.17 If you require a letter of acceptance confirming your place on the programme in order to apply for a visa, then you may order this via the LSE eshop. There is a charge if you want the letter to be delivered via courier service.