

Changes to LSE School Regulations for 2017/18

Academic policies and School regulations are revised and updated as necessary each year. For your information, the policies and regulations listed in this document have undergone changes from 2016/17 to 2017/18.

For the most up to date versions of all academic policies and School regulations please refer to the online [LSE Calendar](#) which will contain updated information for 2017/18 from late-August, and to the [School Policies and Procedures](#). Please note that in the event that there is a discrepancy between the regulations that were available at the time of your initial registration and those on the School's website, the regulations in the online LSE Calendar shall prevail. For the purpose of these regulations, 'department' also refers to institutes or any other academic unit of the School which delivers a programme of study which leads to an academic qualification.

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Applicable to all students:

Conditions of Registration	Additional detail about student data and how it is collected and used (Section 12).
General Academic Regulations	Additional detail about the use of course component marks in the case of resits (Section 34).
Student Complaint Procedure	Amended information about the timing of raising a complaint (Section 5).
Student Drugs and Alcohol Procedure	Amended information under Section 5 (Sanctions) and Section 6 (Appeals).

Applicable to postgraduate taught master's programmes:

Scheme for the Award of a Four Unit Taught Master's Degree	Amendment to the Bad Fail table (Footnote 3), affecting students taking courses from the Department of Finance and/or the Department of Management.
Scheme for the Award of Executive MSc in Health Economics, Outcomes and Management in Cardiovascular Science	Different rules for students entering before 2017/18 and in or after 2017/18.
Scheme for the Award of Global MSc in Management for students entering in or after 2017/18	Clarification of courses critical to assessment (Section 3.1) and to supplementary criteria for progression (Section 6).
Global MSc in Management Local Rules	Clarification of courses critical to assessment (Section 1).
Executive MSc in Cities Local Rules	Amendment to courses critical to assessment: Students must receive a Pass mark or higher in SO4A7 in order for an MSc to be awarded.
Executive MSc in Behavioural Science Local Rules	Different rules for students entering before 2017/18 and in or after 2017/18.
MSc in City Design and Social Science Local Rules	Distinction/Merit borderline and Merit/Pass borderline changed from "aggregate: 280" to "determined to the advantage of the student".
MSc in Economics (Two Year Programme) Local Rules	Additional note: "Final classification of MSc Economics two year programme is based on results achieved in 4 units taken in year 2 of the programme."
MSc in Finance and Economics Local Rules	Additional note: "From 2017/18 for students on MSc Finance and Economics; half units EC4B5 and EC4B6 shall be paired together and that average mark used when considering the classification."
MSc in Population and Development Local Rules	Local Rules fall under the Department of International Development and students must pass the DV459 (<i>formerly</i> SA499) dissertation in order to be awarded the degree.

Applicable to research programmes:

Regulations for Research Degrees	Amendments to information about unsuccessful final upgrade attempts (Sections 25 and 26).
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CONDITIONS OF REGISTRATION - 2017/18 ENTRY

Last updated: July 2017

The School regulations relating to your programme are set out in your LSEforYou account and the School Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>), together with the Ethics Code, Rules of the Library, Conditions of Use of IT Facilities, and all other School regulations.

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 and also for any summative assessment periods, for courses on which you are registered, which may fall outside the term dates. This includes but is not limited to examinations in the week preceding Lent Term and for the duration of the dissertation period for Master's students. Term dates are published in the School Calendar. If you need to be absent from the School during term time, for reasons other than illness, you will first consult your academic adviser / supervisor. If you are to be away for more than a fortnight, you agree to inform your academic department in writing before you go. Email notification is acceptable.
3. 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.
4. 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 Visas and Immigration service (UKVI).
5. You agree that if you change your permanent home address and / or your term-time address, you must inform the School via your LSEforYou account of your new address details at once.
6. Your status as a Home / EU or Overseas student for fee purposes is determined by the relevant Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.
7. 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.
8. 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, or interrupt, your programme, you will be charged fees up to the Friday after the last day of attendance.
9. You agree that if you change your registration status (e.g. move from full-time to part-time study, interrupt your studies 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.
10. You agree that if you register for a programme lasting more than one 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 that current academic year in question and not at the rate for the academic year in which you first registered.
11. You agree to pay tuition fees in full or in instalments as arranged with the Fees Office (<http://www.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.
12. You accept that:
 - 12.1 LSE collects and processes certain information on its students for essential administrative, academic and health and safety reasons, as shown on your registration form, Moodle, the School's electronic learning system and LSE For You. 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 Data Protection Act up to 25 May 2018 and the General Data Protection Regulation after that date. 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.

- 12.2 Your data will also be shared with local councils to confirm your student status for the student discount rate for council tax and with the Students' Union. Please let the School know before [date of transfer] if you do not want the School to share your data with the Students' Union.
- 12.3 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 and then have the right to contact the Information Commissioner's Office if you are unsatisfied with the School's response.
- 12.4 You also have the rights: to have incorrect information rectified or, if not 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.
- 12.5 Right to erasure will not apply to data relating to your academic progress up to and including your final degree classification as it is in the public interest that we keep this information. Other records, such as financial support and residences related information we are legally required to report on will also be kept, though destroyed within seven years of creation or when you leave the School, whichever is earlier. For instance, your data will form the basis of records of registered students the School is legally required to provide 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 relating to are set out at <http://www.lse.ac.uk/aboutLSE/dataProtection/collectionNotices.aspx>.
- 12.6 Your final degree classification will be kept permanently. Supporting academic progress data will be kept for the year you leave the School plus 75 years to enable us to provide transcripts. Examination scripts will be destroyed one year after the relevant Examination Board has met. Other data like contact information will be kept for the purposes of contacting you during your course and afterwards for alumni, fundraising and careers related purposes. You will contact the School's Data Protection Officer if you do not want to be contacted after you leave the School.
13. 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.
14. 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.
15. You should not expect academic advisors / supervisors to be familiar with all regulations. You should seek clarification from the Student Services Centre on any regulatory issue.
16. You should not expect academic advisors / supervisors or other service divisions to pass on to the Student Services Centre information about your plans or, where applicable, about exceptional circumstances relating to your exam performance. It is your own responsibility to do so within the published deadlines.
17. 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.
18. You agree to conduct yourself in an orderly, responsible, and sober manner and at all times to respect the rights and views of others.² Failure to do so is a breach of the Conditions of Registration and an offence under the Disciplinary Procedure. You agree that you will not:
 - 18.1 engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
 - 18.2 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;
 - 18.3 behave dishonestly, which includes submitting incorrect or misleading information to the School;
 - 18.4 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;
 - 18.5 engage in any act that will, or is likely to, damage or deface property of the School;
 - 18.6 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;
 - 18.7 breach one or more of the School's terms or conditions, policies or procedures, or rules and regulations, which includes but is not limited to, these Conditions of Registration, the School's Ethics Code and any sanctions or measures that have been put in place under the School's disciplinary or any other procedure;
 - 18.8 commit a criminal act, which may or may not be punished in a court of law, on any of the premises that the School owns, leases or in any way administers;
 - 18.9 use any of the School's facilities improperly and / or breach the Conditions of Use of IT Facilities at LSE;
 - 18.10 use the School's name or address in a public statement, or business or other venture, without making clear your status as a student and the name of the group or society for which you may be acting;

- 18.11 use any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
 - 18.12 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;
 - 18.13 breach the Data Protection Act 1998 or the General Data Protection Regulation.
19. 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 software¹.
 20. 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.
 21. The School will have the power to terminate your registration if any of the following conditions apply:
 - 21.1 you complete your programme of study for which you were registered;
 - 21.2 you voluntarily withdraw from your programme for which you were registered;
 - 21.3 you fail to satisfy the academic requirements for your programme, including but not limited to failing to meet completion or progression criteria, lack of industry or failing to enter for an element of assessment after completing the normal course;
 - 21.4 you fail to satisfy the requirements for registration or re-registration;
 - 21.5 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.
 - 21.6 any other good academic cause;
 - 21.7 you fail to pay all fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School.
 22. 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.

Notes

¹Copies 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.

²The LSE-LSESU Student Charter (<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf>), while not a contractual or regulatory document, sets out what you can expect of LSE and what LSE expects of you, in its articulation of the values the LSE community strives to uphold and the educational experience LSE offers you.

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

GENERAL ACADEMIC REGULATIONS

These regulations are approved by the Academic Board. Last updated: July 2017

General

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

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

Admission

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

Registration

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

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

Programme Interruptions

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

Programme Transfers and Variations

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

Boards of Examiners

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

Assessment

25. By registering with the School a student agrees to be entered for assessment on the courses s/he is taking, at the time and place set by the School and by the methods prescribed in the degree and programme regulations and in the School Calendar Course Guides.
26. A student is required to engage with his / her studies by attending classes, seminars, workshops, supervision sessions or other prescribed learning activities and producing promptly the written work required. Dereliction will result first in a warning, and if continued will result in exclusion from assessment or from the School as appropriate.
27. Students are bound by the regulations in force at the time of their first entry to the examination or other assessment, including the individual programme regulations.
28. The method(s) of assessment for each taught course and the weighting of each method of assessment will be specified in the Course Guides. In addition to the methods of assessment as stated in the Course Guides, examiners / markers, at their discretion, may exceptionally test any student by means of an oral examination.

29. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all students.
30. No fee is payable for the first attempt at an assessment.
31. Examinations take place in the week preceding the Lent Term and throughout the Summer Term. Students are required to be in attendance at the School for the duration of the periods in which their examinations take place and to be available until the end of the Summer Term. Students on 12 month Master's programmes are also expected to be in attendance throughout the dissertation period.
32. Where a course is assessed wholly or partially by examination, the examination will take place once per academic year. If a student is required to re-sit an examination or defers an attempt at examination, the next opportunity will normally be in the next academic year during the equivalent examination period as the original failed or deferred attempt.¹
33. Where a course is assessed wholly or partially by a method other than an unseen examination, the work submitted must be certified to be his/her own, and must comply with the School's Statement on Editorial Help for Students' Written Work and with the Regulations on Assessment Offences: Plagiarism.
34. A student will be assessed in each course, unless s/he has deferred or withdrawn under these Regulations. A student will not be re-assessed in any course or course component which s/he has already received a pass mark². A student will not normally be re-assessed in any course or course component s/he has failed if an award has been made. Where a student is eligible to resit a failed course component, the pass mark(s) achieved in other passed components of that course shall count towards the new course mark.
35. Students who make no serious attempt³ at a summative assessment, such as being absent from an examination or failing to submit another form of assessment, will normally have that assessment counted as an attempt.
36. All students are governed by the Regulations on Assessment Offences: Plagiarism and Regulations on Assessment Offences: Offences Other Than Plagiarism.

Adjustments to Assessment, Deferrals and Exceptional Circumstances

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

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

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

Re-assessment

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

Eligibility for Award

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

Late Submission of Summative Coursework

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

Information about Assessment Results

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

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

Copyright

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

Grievances and appeals

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

Notes

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

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

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

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

London School of Economics and Political Science

Student Complaint Procedure

Section One

How to Raise a Complaint

Introduction

1. This Student Complaint Procedure (“this Procedure”) sets out how the London School of Economics & Political Science (hereinafter “the School”, “we”, “us”, “our”) will deal with complaints that a student of the School (“you”) may wish to pursue. Our aim is to make this Procedure accessible and understandable, as well as to encourage the early resolution of complaints in a way that is fair and reasonable. It should be read in conjunction with alphabetical guidance in Section Two. Comments or suggestions on how to improve this Procedure or the guidance should be sent to the School Secretary.

2. For the purpose of this Procedure, we consider you to be a student of the School if you hold either registered or non-registered status with us; as defined below:

2.1. You are a registered student if you are pursuing an undergraduate or postgraduate programme of study for which you are receiving teaching and/or supervision, or from which you are on an authorised temporary absence that does not require interruption or an extension to the length of your programme of study;

2.2. You are an un-registered student if you are on a period of interruption or have been suspended from your programme of study, or you are awaiting only to sit an exam to either progress, or complete your programme of study; and

2.3. This Procedure is not available to you if you have been expelled or withdrawn from the School or have completed your programme of study (whether successfully or unsuccessfully) and the deadline for submitting a formal complaint has passed.

3. We define a complaint as an expression of dissatisfaction about an academic or administrative service or facility that we provide from your acceptance of our offer of a place at the School up to the end of your programme of study with us.

4. This Procedure aims to enable you to understand how we would normally handle complaints and other similar issues. Please get in touch with any of the people mentioned in this Procedure if you have any suggestions about how we may improve our complaint handling.

Departmental Level

5. If you wish to raise a complaint, you should first raise it at a departmental level, or undertake mediation, normally with **Twenty (20) working days** from the date of the incident/s. This will provide us with an opportunity to attempt to resolve the issue/s as efficiently and as amicably as possible.

6. You can present your complaint to the following people:

6.1. If your complaint concerns an academic matter: your Academic Adviser, Personal Tutor, Supervisor, Programme Director or Head of your Academic Department, or either the Senior Adviser to Students, or if relevant, Dean of our General Course or; or

6.2. If your complaint concerns an administrative matter: the person with whom you have been dealing, their line manager or the Service Leader of the relevant Division.

7. Unless there is good reason for not having raised your complaint at a departmental level, we will not normally investigate it as a formal complaint.

Formal Complaint

8. If you are dissatisfied with the outcome of a departmental resolution or mediation, or consider these stages to be inappropriate, then you can pursue a formal Complaint by submitting the Complaint Form (Appendix A) to the School Secretary (“the Secretary”).

9. You must send your Complaint Form to the Secretary by no later than:

9.1. **Twenty (20) working days** from the end of an attempt at departmental resolution or mediation; or

9.2. **Twenty (20) working days** from the date of the incident/s, with an explanation of why you have not attempted a departmental resolution.

10. The Secretary will write to you within **five (5) working days** of receipt of your formal complaint to confirm:

10.1. Whether they consider your complaint to be eligible under this Procedure, and:

10.1.1. if it is eligible, how they intend to deal with it; or

10.1.2. if it is not eligible, explain why it is not and how you can appeal against his/her decision under section 13 below;

10.2. Whether they intend to put in place any alternative study or work arrangements while your complaint is investigated, which you and/or an affected party can appeal against under section 13 below; and

10.3. If they have delegated the matter, the individual who will be responsible for investigating and/or making a decision on your complaint. They can delegate decision-making powers on your complaint only to another member of the School Management Committee (hereafter “the Secretary” includes a person that conducts an investigation and/or holds delegated decision-making powers).

11. The Secretary will conduct an investigation into your complaint and will take account of any evidence that you have presented to us. Any investigation may involve separate meetings with you and any other relevant parties. You and other parties have the right to be accompanied to any meetings and to comment on a written record of it. Please note that anyone who accompanies you or another party to a meeting, such as an adviser from the Students’ Union, should do as a silent observer, unless a reason to do otherwise is presented to, and agreed by, the person who has requested the meeting.

12. Once the investigation into your complaint is complete, you will receive the **Secretary’s Decision** in writing. It will:

- Set out the reasons behind their decision;
- Explain any actions that they may have decided to take; and
- Inform you of whom you should contact if you wish to appeal.

Appeal

13. If you are dissatisfied with the Secretary’s Decision, you may submit an **Appeal** to a Pro-Director within **five (5) working days** of receipt of the Secretary’s Decision.

14. An Appeal is not an opportunity to re-submit your complaint for a second opinion. It is normally an assessment of whether the Secretary's handling of your complaint, including their final decision, was fair, reasonable, proportionate and timely in the circumstances. With these factors in mind, your Appeal should:

14.1. Set out the grounds on which you are appealing;

14.2. Attach any new evidence, along with an explanation as to why this evidence is being submitted at this late stage if the Procedure; and

14.3. Be submitted to the Pro-Director within five (5) working days of your reading the Secretary's decision.

15. The Pro-Director will convey their decision on your Appeal to you in writing in a **Completion of Procedures Letter** within **ten (10) working** days of reading your Appeal. It will:

- Set out the reasons behind their decision;
- Explain any actions that they may have decided to take; and
- Inform you of your right, and how, to approach the Office of the Independent Adjudicator for Higher Education.

Office of the Independent Adjudicator for Higher Education

16. If after receiving the Completion of Procedures Letter from a Pro-Director, you remain dissatisfied with the outcome of, or the way that we have handled, your complaint, you may approach the Office of the Independent Adjudicator for Higher Education (OIA). This organisation provides an independent scheme for the review of student complaints. The OIA normally require you to have completed our internal Procedure and received a Completion of Procedures Letter from us before you approach it by completing a Scheme Application Form. You can find more information on its website at www.oiahe.org.uk.

End.

Approved by Council on 16 June 2015.

Section Two

General Guidance

1. Advice and Alternative Procedures

It is impractical for our Complaints Procedure ('this Procedure'), or any other procedures, to cover every kind of issue that a student wishes to raise with us. We therefore have a number of different procedures to deal with specific types of circumstances, issues or events. You should note that you cannot use this Procedure to:

- Question the academic judgement of one or more members of staff;
- Appeal against examination marks;
- Appeal against an admissions decision;
- Complain about the behaviour of another student;
- Raise issues concerning a position of employment;
- Question the actions or policies of the LSE Students' Union; or
- Appeal against a decision reached under a different Procedure.

You can obtain advice on the way we might handle the issue/s that you wish to bring to our attention by approaching any of the following people:

- Your Academic Adviser or Head of Department.
- The Head of the relevant administrative department.
- The Senior Adviser to Students, or if relevant, Dean of the General Course.
- The LSE Students' Union Advice Centre.
- The Adviser to Male or Adviser to Female Students.
- The Warden or Sub-Warden of your hall of residence.
- The Head of the LSE Legal Team.
- The Ethics Manager.

You can find their contact details on our website (see our 'What to do if you have a problem' page) or by visiting or contacting The Student Services Centre (ssc.advice@lse.ac.uk) in the Old Building.

We will normally refer complaints about a third party to the organisation that is responsible for that party.

2. Anonymous Complaints

We will not normally pursue anonymous complaints where we believe our doing so would compromise the fairness and/or reasonableness of this Procedure.

3. Collaborative Programmes

If your programme of study is provided by us in collaboration with one or more institutions, we will not use this Procedure to consider your complaint if it was agreed between us and the other institution/s that another procedure would apply. We will ensure that you are made aware of, and have access to, the relevant procedure.

4. Confidentiality

It is essential that you feel confident and secure about raising a complaint. We will therefore keep information confidential, unless doing so would compromise the fairness and thoroughness of our investigation, or we are required to disclose information by law, which includes our having to comply with the Data Protection Act 1998. This Act requires us to handle and record your and other people's personal information securely and for relevant purposes only. It also gives you and other people the right to access your personal information, which in general terms is any information that could be considered biographical. Our normal approach is to disclose information on a 'need to know' basis.

5. Criminal Investigations

We will not normally look into a matter that is also the subject of an external investigation until that investigation is concluded, but we reserve the right to conduct an internal investigation at any point when we deem it appropriate to do so. Examples of our doing so may include the need to prevent harm being caused to other members or the day-to-day business of the School.

6. Deviations from this Procedure

Deviations from this Procedure will not invalidate any action taken against a student unless the integrity of the process is compromised. The person who is overseeing an investigation, usually the Secretary, a Pro-Director or a Board of Discipline, will decide when and how to deviate from this Procedure, and explain to the affected parties the reason for doing so.

7. Equal Opportunities

When necessary, we will put in place reasonable adjustments and provide you with additional support to help you use this Procedure. Such measures may involve us extending a deadline, providing a translation service or amending this Procedure. You should present any requests to make adjustments to the School Secretary or other person who is overseeing an investigation, either directly or through a person to whom you are comfortable speaking.

8. Frivolous, Vexatious or Misleading Complaints

We will consider taking disciplinary action if your complaint is considered to be frivolous, vexatious or deliberately misleading.

9. Group Complaints

We will consider how to deal with complaints by two or more persons on a case-by-case basis, though, as far as is practically possible, we will follow this Procedure. We will notify you and any other complainants of any procedural changes, which we reserve the right to make, provided our procedure remains fair, reasonable and timely in the circumstances.

10. Legal and Third Party Representation

As one of our students, our contractual relationship is with you. In this regard, we will not consider any complaint that is submitted by a third party unless we are satisfied that you have given them your explicit permission to do so.

This Procedure is subject to the civil law evidential test of the 'balance of probabilities' and the independent complaints service that is run by the Office of the Independent Adjudicator for Higher Education (OIA). As such, we would normally expect you to approach us, and subsequently the OIA if you are dissatisfied with our response, without legal representation.

We will not normally meet any legal costs that you incur.

11. Mediation

Mediation is an alternative means of external dispute resolution to this Procedure. As such, mediation can be used as an alternative at any point before or after a complaint is submitted. You will not lose your right to submit a formal complaint if mediation is unsuccessful.

12. Procedural Bias

The person/s against whom a complaint is made will not have a role in the decision-making process of our handling of a complaint.

If your complaint concerns someone who is designated as having a role in this Procedure, the School Secretary, or the Deputy Director and Provost if the complaint is about the School Secretary, will nominate another person to perform the role.

13. Procedural Delays

We will give you, and you must give us, notification, and reasons for, any procedural delays or the missing of a deadline, in advance of the set deadline. We reserve the right to decide whether to dismiss or continue with our handling of your complaint if you fail to notify or respond to us by a set deadline.

14. Procedural Deviations

If we believe it to be appropriate, necessary, and practical or are given sufficient grounds to do so, we will amend this Procedure to resolve your complaint. We will not make any amendments that would compromise the fairness, reasonableness and/or timeliness of this Procedure, and we will explain our reasons for any amendments to you and the subject/s of your complaint.

15. Record Keeping

We will not keep a record of your complaint on your student file unless:

- you agree that it is appropriate for us to do so; or
- if we find your complaint to be frivolous, vexatious or deliberately misleading.

16. Protection

We will take appropriate steps, including the possibility of disciplinary action, to protect any parties involved in a complaint case from being victimised or treated unfairly.

End.

London School of Economics and Political Science

Student Complaint Procedure

Appendix A: Complaint Form

Student ID:	
Surname:	
First Name:	
Address/Email:	
Telephone:	
Date of incident :	
Summary of complaint:	[This should include what the incident is that is referred to, where the incident happened, the parties involved, the basis of the complaint and, where appropriate, the outcome sought.]

Signed:

Dated:

London School of Economics and Political Science**Student Complaint Procedure****Appendix B: Complaint Process**

Consider: Are you considered a student of the School? You are not a student of the School if you have been expelled or withdrawn from the course, or where you have completed your course. In such instances, the Student Complaint Procedure does not apply to you.



Consider: Have you missed the deadline for submitting a formal complaint? The School will not normally consider a complaint raised more than 20 working days from the date of the incident.



Raise the complaint at Departmental Level.



If dissatisfied with departmental level resolution or departmental level resolution is not suitable raise a Formal Complaint in writing to the School Secretary within 20 working days of incident or outcome of Departmental Level.



The School Secretary will decide:

1. Whether your complaint is eligible;
2. Whether to put in place any alternative study or work arrangements while your complaint is investigated; and
3. If your complaint is delegated, the individual responsible for investigating and/or making a decision on your complaint.



If dissatisfied with the School Secretary's decision, you can Appeal within five working days of receipt of the School Secretary's decision.



Grounds of Appeal

1. A significant procedural flaw or irregularity that compromised the fairness of the process;
2. New evidence, which must be supported by an explanation of why it is being submitted at this late stage; and
3. An outcome being unreasonable or disproportionate.



Completion of Procedures Letter issued

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, wellbeing 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.

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 Pro-Director 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 Procedure 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 may involve disciplinary action under either or both of the misconduct procedures that apply to a student's licence agreement and student contract.

Any discovery of drug usage could result in suspension or expulsion from the School and/or expulsion from a Hall of Residence. Criminal sanctions are also possible if the Police decide to press charges. .

6. Appeals

6.1 The relevant misconduct procedure/s will set out a student's right to appeal against any suspension or disciplinary sanction applied to them. The relevant procedures will also set out a student's right to approach an external complaints service, Office of the Independent Adjudicator for Higher Education (OIA), when their appeal is complete.

This policy was agreed by council on 25th June 2002

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; MRes Finance (Route 1); MSc Global Health; MSc Health Policy, Planning and Financing; MSc International Health Policy; MSc International Health Policy (Health Economics); MSc Management (all streams); MPA Degrees (all streams)).

This Classification Scheme is approved by the Graduate School Board of Examiners. Last updated: June 2015

This scheme should be read in conjunction with the General Academic Regulations, 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. Mark and Grade for a Course:

1.1 The examiners for each course will decide a numerical mark for each student using the following scale:

Grade	Mark
Distinction	70 - 100
Merit	60 - 69
Pass	50 - 59
Fail	(x+1) - 49
Bad Fail	0 - x

Each department 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 handbooks³.

1.2 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.

2. Eligibility for Award

2.1 In order to be considered for a degree, a student must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt 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, in accordance with section 10 of the Regulations for Taught Masters Degrees.

2.3 A student 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 3.2 or, if in the judgement of the examiners, the fail is a direct result of medical and / or exceptional circumstances in accordance with section 10 of the Regulations for Taught Masters Degrees.

3. Calculation of the Award

3.1 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 course¹.

3.2 Where a student receives a Fail mark in any course, the following penalty rules shall apply:

3.2.1. A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.

3.2.2. A Fail (but not a Bad Fail) in a course of 0.5 unit value does not require compensation.

3.2.3. 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 would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded².

- 3.2.4. A department can apply to the Graduate School Board of Examiners to establish a compensation mark of 55% in respect of 3.2.3 (i) and / or an aggregate mark of 160 in respect of 3.2.3 (ii). Where approved, this shall be published in the School Calendar and in programme handbooks².
- 3.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.2 above, be calculated as follows:
- 3.3.1. 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
- 3.3.2. Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-Board¹
- (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 260²
- 3.3.3. 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 (or higher) in courses to the value of 2.0 units.
- 3.3.4. Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board¹
- (h) marks of a Distinction or 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
- 3.3.5. 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) as described under section 3.2.

4. Failure to Achieve an Award

- 4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.
- 4.2 If a student has met the requirements for the award of a degree having repeated 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, subject to the provisions of section 5.

5. 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 student 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 student only. The following conditions also apply:

- 5.1 that the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate)²;
- 5.2 that the student has marks in that higher classification range;
- 5.3 that the student has demonstrated that the assessment or set of assessments in question were significantly affected by exceptional circumstances that were sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question;
- 5.4 that the student has demonstrated that his / her performance in the affected assessment(s) was significantly out of line with his her performance in other, unaffected assessments.

Footnotes

¹ 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'.

² The aggregate will be calculated by taking the sum of all relevant courses weighted according to their relative value in terms of half or full units. A half unit mark is halved for aggregate purposes, e.g. a half unit mark of 60 adds 30 to the aggregate and a half unit mark of 55 adds 27.5. Once all marks have been added, the final aggregate total is rounded up if necessary. A compensation aggregate will only be calculated using the marks in passed courses.

³ The following table indicates the Bad Fail mark for all courses offered by each department:

Department	Bad Fail
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' except EC4B3, EC4V8 and EC4B4)	29 (19 for students starting before 2010/11)
Economics (EC4B3, EC4V8 and EC4B4 only)	39
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')	29 (39 for students starting before 2017/18)
To note: FM436, FM437, FM481, FM482, FM502 and FM503 Bad Fail mark was 19 for students starting before 2012/13	
Department of Gender Studies (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, MG431, MG406E, MG407E, MG4K3, MG4K4 and MG4V8)	29 (39 for students starting before 2012/13)
Management (MG411, MG412, MG413, MG417 and MG431 only)	29 (19 for students starting before 2012/13)
Management (MG406E, MG407E, MG4K3, MG4K4 and MG4V8 only)	39
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', other than MA498)	19
Mathematics (MA498 only)	39 (19 for students starting before 2015/16)
Media and Communication (all courses prefixed with 'MC')	39
Methodology (all courses prefixed with 'MY')	29
Philosophy (all courses prefixed with 'PH', other than PH419)	39
Philosophy (PH419 only)	29 (39 for students starting before 2012/13)
Psychological and Behavioural Science (all courses prefixed with 'PS')	29

Department	Bad Fail
Social Policy (all courses prefixed with 'SA', other than SA481)	39
Social Policy (SA481 only)	29
Sociology (all courses prefixed with 'SO')	39
Statistics (all courses prefixed with 'ST')	19

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

EXECUTIVE MSc IN HEALTH ECONOMICS, OUTCOMES AND MANAGEMENT IN CARDIOVASCULAR SCIENCES

This classification scheme is approved by the Graduate School Board of Examiners. Last updated: August 2017.

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. Assessment for all courses consists of a combination of unseen examinations, take home examinations and coursework. Students must take total courses to the value of 4.5 full units.

Classification

Eight marks count towards classification. The lowest mark of the optional courses will automatically be excluded from the degree classification, unless it is a Bad Fail mark at the point of classification in which case Paragraph 3.2.1 of the Classification Scheme shall be applied. 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 a student must not have any Fail marks.

Programme regulations for First year or Second year students up to 2017/18:

Year 1	
Compulsory	HP4C1E
Compulsory	HP4C2E
Compulsory	HP4C3E
Compulsory	HP4C4E
Year 2	
Compulsory	HP4C5E
Dissertation	HP4C9E
Three optional courses	HP4A1E
	HP4B3E
	PS473E
	HP4D1E
	HP4D5E

Programme regulations for First and Second year students from 2017/18:

Year 1	
Compulsory	HP4C1E
Compulsory	HP4C2E
Compulsory	HP4C3E
Compulsory	HP4C4E
Year 2	
One of these optional courses	HP4C6E
	HP4C5E
Dissertation	HP4C9E
Three optional courses	HP4A1E
	HP4B3E
	PS473E
	HP4D1E
	HP4D5E

Progression

Students wishing to defer sitting one or more examinations must seek permission according to the [Regulations for Taught Masters Degrees](#). Students failing one but not more than one of the four compulsory half units in Year One will be able to proceed to 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](#).

Diploma

This Diploma is classified according to the [Scheme for the Award of a Diploma](#).

Students may be eligible for the award of a Diploma if, as a result of exceptional and unforeseen circumstances, they must leave the MSc programme after completing the four compulsory half units in Year One and two 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. Students wishing to defer sitting one or more examinations must seek permission according to the [Regulations for Diplomas](#). Students are permitted to re-sit failed exams in line with the School's [Regulations for Diplomas](#).

Paper	Course number and title	
Year 1		
1	HP4C1E	Economic Analysis for Health Policy (H)
2	HP4C2E	Quality and Outcomes in Cardiovascular Sciences (H)
3	HP4C3E	Economic Evaluation in Health Care (H)
4	HP4C4E	Systematic Review and Meta-analysis (H)
Year 2		
5 & 6	Students take optional courses to the value of two half units from the following:	
	HP4A1E	Financing Health Care (H)
	HP4B3E	Measuring Health System Performance (H)
	PS473E	Behavioral Science for health
	HP4D1E	Introduction to Management in Health Care (H)
	HP4D2E	Principles of Health Technology Assessment (H)

Certificate

Students may be eligible for the award of a Certificate if, as a result of exceptional and unforeseen circumstances, they must leave the MSc programme after completing the four 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. Students wishing to defer sitting one or more examinations must seek permission according to the [Regulations for Certificates](#). 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	HP4C1E	Economic Analysis for Health Policy (H)
2	HP4C2E	Quality and Outcomes in Cardiovascular Sciences (H)
3	HP4C3E	Economic Evaluation in Health Care (H)
4	HP4C4E	Systematic Review and Meta-analysis (H)

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

GLOBAL MSC MANAGEMENT

GLOBAL MSC MANAGEMENT (CEMS MIM)

GLOBAL MSC MANAGEMENT (MBA EXCHANGE)

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 2017/18

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

Last updated: August 2017

This scheme should be read in conjunction with the General Academic Regulations, 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.

In this scheme the term “programme” refers to the title of the degree e.g. Global MSc in Management as set out above. The term “course” refers to either a half or full unit course. Students must complete a total of 8 course units in order to be eligible for the award of a degree.

1. Mark and Grade for a Course:

1.1 The examiners for each course will decide a numerical mark for each student using the following scale:

Grade	Mark
Distinction	70 - 100
Merit	60 - 69
Pass	50 - 59
Fail	(x+1) - 49
Bad Fail	0 - x

Each Department, Institute and Group shall specify the Bad Fail value for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks. The Bad Fail boundary can therefore vary between departments and courses. Students should consult with the department that teaches a course in order to establish the grade boundary between a Fail and Bad Fail. Alternatively, a full list of Bad Fail boundaries can be found in the footnotes section of the [‘Scheme for the Award of a Taught Masters degree for students entering in or after the academic year 2008/09’](#).

1.2 The grade of Bad Fail will be used internally and will not appear on official transcripts.

2. Eligibility for Award of Degree

2.1 In order to be considered for a degree, a student must have completed all elements of assessment required for the course as listed in the corresponding programme regulations.

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt 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, in accordance with section 10 of the Regulations for Taught Masters Degrees.

2.3 A student will not be recommended for the award of a degree if s/he has failed courses to the value of 1.5 or more units, subject to the penalty rules for failed courses in section 3.2 or, if in the judgement of the examiners, the fail is a direct result of medical and / or exceptional circumstances in accordance with section 10 of the Regulations for Taught Masters Degrees.

3. Calculation of the Award of Degree

- 3.1 The Sub-Board of examiners have designated the following courses as being critical to assessment:
 For the Global MSc in Management, students must pass the MG420 dissertation in order to be eligible for the award of the degree.
 For Global MSc in Management (CEMS MIM), and Global MSc in Management (MBA Exchange), students must pass both the MG420 dissertation *and* the MG410 Term Abroad. Please also refer to the relevant programme local rules.
- 3.2 Where a student receives a Fail mark in any course, the following penalty rules shall apply:
- 3.2.1. A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree. (See section 4.)
- 3.2.2. A Fail (but not a Bad Fail) in a course(s) totalling 0.5 or 1.0 unit value does not require compensation.
- 3.2.3. A Fail (but not a Bad Fail) in courses totalling 1.5 or 2.0 unit value 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 awarded¹.
- 3.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.2 above, be calculated on the basis of the best marks in courses to the value of 8 units as follows:
- 3.3.1. For a Distinction:
- (a) marks of a Distinction grade in courses to the value of at least 6.0 units;
- (b) marks of a Distinction grade in courses to the value of at least 5.0 units and marks of a Merit grade or higher in courses to the value of at least 2.0 units.
- 3.3.2. Either a Distinction (if no failed course) or a Merit if a failed course (but not a Bad Fail):
- (c) marks of a Distinction grade in courses to the value of at least 5.0 units and a mark of a Merit grade or higher in course(s) to the value of at least 1.0 unit;
- (d) marks of a Distinction grade in courses to the value of at least 4.0 units and marks of a Merit grade or higher in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520²
- 3.3.3. 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 at least 6.0 units;
- (g) marks of a Distinction grade in course(s) to the value of at least 1.0 unit and marks of a Merit grade or higher in courses to the value of at least 4.0 units.
- 3.3.4. For either a Merit, if no failed course, or a Pass, if a failed course (but not a Bad Fail):
- (h) marks of a Distinction or Merit grade in courses to the value of at least 5.0 units;
- (i) marks of a Distinction grade in courses to the value of at least 2.0 units and marks of a Merit grade or higher in courses to the value of at least 2.0 units.
- 3.3.5. 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) as described under section 3.2.

4. Failure to Achieve an Award of Degree

- 4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with the General Academic Regulations.
- 4.2 A repeating student under section 4.1 is entitled to repeat any failed first or second year courses (on one occasion only). They must ensure they repeat enough courses to meet the minimum criteria for an award as set out at section 3.3. Opting out of repeating any failed course or courses is at the student's own risk. The student must ensure they have passed courses that are critical to assessment under section 3.1.
- 4.3 If a student has met the requirements for the award of a degree having repeated 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 an exceptional circumstances submission, subject to the provisions of section 5.

5. 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 if, in their judgement, this would be equitable for any individual student as a direct result of exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. All the following conditions also apply:

- 5.1 That the student is very close to the next higher classification boundary (within 3 marks in a single paper or 5 marks on aggregate)²;

- 5.2 that the student has course marks in the higher classification range;
- 5.3 that the student has demonstrated that the assessment or set of assessments were significantly and negatively affected by exceptional circumstances that were sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question;
- 5.4 that the student has demonstrated that his / her performance in the affected assessment(s) was significantly out of line with his / her performance in other, unaffected assessments.

6. SUPPLEMENTARY CRITERIA FOR PROGRESSION FROM THE FIRST TO THE SECOND YEAR OF GLOBAL MSC MANAGEMENT

The following rules set out what marks are required in order to be eligible to proceed into the second year. There is no distinction between core courses and optional courses for the purposes of progression. Students with the following mark profiles progress as follows:

- 6.1 Pass marks in all first year courses allows progression to year two.
- 6.2 A half unit Fail mark or a half unit Bad Fail mark but with at least Pass marks in all other courses will allow progression to year two.
- 6.3 One full unit (or two half units) of Fail marks (which could include no more than one half unit Bad Fail mark) but with at least Pass marks in all other courses including one half unit of Merit marks will allow progression to year two.
- 6.4 Two Bad Fail marks (full or half units) will not allow progression to year two.
- 6.5 Three or more (full or half units) Fails or Bad Fail marks cannot progress to year two.

The Repeat Teaching Panel may consider an application for repeat tuition in any failed courses from a student. Results obtained following a repeated attempt at assessment shall bear their normal value.

Footnotes

¹ 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'.

² The aggregate will be calculated by taking the sum of all relevant courses weighted according to their relative value in terms of half or full units. A half unit mark is halved for aggregate purposes, e.g. a half unit mark of 60 adds 30 to the aggregate and a half unit mark of 55 adds 27.5. Once all marks have been added, the final aggregate total is rounded up if necessary. A compensation aggregate will only be calculated using the marks in passed courses.

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

Scheme for the Award of a Taught Master's Degree for students entering from 2008/09: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the MSc Management Classification Scheme for this programme [MSc Management \(2 year programme\) for students entering before 2015/16](#), [MSc Management \(2 year programme\) for students entering in 2015/16 or 2016/17](#) and [Global MSc Management \(2 year programme\) for students entering in or after 2017/18](#):

These Exam Sub-Board 'local rules' apply to the following programmes:

MSc Management (2 year programme) (withdrawn 17/18)
MSc Management (CEMS MIM) (withdrawn 17/18)
MSc Management (MiM Exchange) (withdrawn 17/18)
Global MSc Management
Global MSc Management (CEMS MIM)
Global MSc Management (MBA Exchange)

1. Course(s) critical to assessment:

For MSc Management (2 year programme) and Global MSc Management students; a degree cannot be awarded unless the MG420 Dissertation has been passed.

From 2015/16, for MSc Management (CEMS MIM), MSc Management (MiM Exchange), Global MSc Management (CEMS MIM) and Global MSc Management (MBA Exchange) students; a degree cannot be awarded unless the MG420 Dissertation and the MG410 Term Abroad courses have been passed.

2. Distinction/Merit borderline (scheme paragraph 3.3.2 for students starting in or after 2015/16 or 3.4.2 for students starting before 2015/16):

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 3.3.4 for students starting in or after 2015/16 or 3.4.4 for students starting before 2015/16):

Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

Scheme for the Award of a Taught Master's Degree for students entering from 2016/17: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the [Classification Scheme](#) for this programme:

Executive MSc Cities

1. Course critical to assessment:

Students must also achieve a Pass mark or higher in SO4A7 in order for an MSc to be awarded.

2. Distinction/Merit borderline (scheme paragraph 3.3.2):

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 3.3.4):

Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

Scheme for the Award of a Taught Master's Degree for students entering from 2008/09: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the [Classification Scheme](#) for this programme:

These Exam Sub-Board 'local rules' apply to the following programmes:

Executive MSc in Behavioural Science

1. Course critical to assessment:

For all students: The MSc degree cannot be awarded unless [PS471E](#) (formerly SA4M5E) has been passed.

2. Distinction/Merit borderline (scheme paragraph 3.3.2):

For students starting before 2017/18: Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For students starting in or after 2017/18: Students must achieve a high Merit (65 or above) in their dissertation to be awarded an overall Distinction.

3. Merit/Pass borderline (scheme paragraph 3.3.4):

For students starting before 2017/18: Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For students starting in or after 2017/18: Students must achieve a high Pass (55 or above) in their dissertation to be awarded an overall Merit.

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

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Scheme for the Award of a Taught Master's Degree for students entering from 2008/09: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the [Classification Scheme](#) for this programme:

MSc City Design and Social Science

1. Course critical to assessment:

For students registered in or before 2016/17: None

For students registered in or after 2017/18: Must pass SO449 in order to be awarded the degree.

2. Distinction/Merit borderline (scheme paragraph 3.3.2):

Classification for students with mark profiles falling into this range will be determined to the advantage of the student.

3. Merit/Pass borderline (scheme paragraph 3.3.4):

Classification for students with mark profiles falling into this range will be determined to the advantage of the student.

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

Scheme for the Award of a Taught Master's Degree for Students Entering From 2016/17: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the [Classification Scheme](#) for this programme:

These Exam Sub-Board 'local rules' apply to the following programmes:

MSc Economics

MSc Economics (two year programme)

(To note: Final classification of MSc Economics (two year programme) is based on results achieved in 4 units taken in Year 2 of the programme.)

1. Course critical to assessment:

None

2. Distinction/Merit borderline (scheme paragraph 3.3.2):

A Distinction will *not* be awarded for students with a mark profile of 3.3.2 (c)

A Distinction will *not* be awarded for students with a mark profile of 3.3.2 (d)

3. Merit/Pass borderline (scheme paragraph 3.3.4):

(h) Students are unable to obtain a mark profile falling in to this range. See note below.

(i) 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.

Note: 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.

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

Scheme for the Award of a Taught Master's Degree for students entering from 2008/09: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the [Classification Scheme](#) for this programme:

These Exam Sub-Board 'local rules' apply to the following programmes:

MSc Finance and Economics

MSc Finance and Economics (Research) (withdrawn 17/18)

From 2017/18 for students on MSc Finance and Economics; half units EC4B5 and EC4B6 shall be paired together and that average mark used when considering the classification.

1. Course critical to assessment:

None *

2. Distinction/Merit borderline (scheme paragraph 3.3.2):

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 3.3.4):

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 3.2.4):

Students can condone up to full-unit fail mark with a compensation mark of 55% in one of the core courses in respect of 3.2.3 (i), or by an aggregate mark of 160 in respect of 3.2.3 (ii).

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

Scheme for the Award of a Taught Master's Degree for students entering from 2014/15: Sub-Board 'local rules'

Please read the following local rules in conjunction with the relevant scheme paragraph in the [Classification Scheme](#) for this programme:

These Exam Sub-Board 'local rules' apply to the following programmes:

MSc African Development

MSc Development Management

MSc Development Studies (Research)

MSc Development Studies

MSc Health and International Development

MSc International Development and Humanitarian Emergencies

MSc Population and Development

1. Course critical to assessment:

Students must obtain a mark of at least 65 in the dissertation in order to be awarded an overall Distinction.

Except for MSc Population and Development: students must pass the DV459 (*formerly* SA499) dissertation in order to be awarded the degree but are not required to achieve a mark of at least 65 in the dissertation to be awarded an overall Distinction.

2. Distinction/Merit borderline (scheme paragraph 3.3.2):

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 3.3.4):

Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For further information on Exam Sub-Board local rules, please contact [Martin Johnson](#)

August 2017

REGULATIONS FOR RESEARCH DEGREES

*These Regulations are approved by the Academic Board.
Last updated: June 2017*

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 normally be by email. In accordance with the Conditions of Registration the School will assume that students can open, read and act upon emails sent to their LSE email account.

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 Equality Act 2010 which precludes undertaking full-time study.

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 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 on the grounds of extenuating circumstances. A student should normally submit an application for extension of registration by the end of the penultimate year of his/her registration. The decision of the Chair is final. 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 notify their supervisor/department and the PhD Academy.
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 involves a referral for revision (under regulations 52 and 54) and wishes to be registered for this period, he/she will need to request re-registration from the PhD Academy.

Further registration is suitable for candidates requiring continued access to campus facilities and supervision. The PhD Academy may request details of the arrangements for completion of revisions before approving registration for this period

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 School¹;
 - 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 "Primary" and "Secondary" Supervisors.
 - 13.2 "joint supervisors"; or
 - 13.3 "Supervisor" and "Advisor(s)".

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. . The Doctoral Programme Director or Head of Department may agree a change of supervisor 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. Any ethical issues arising from study away from the school should be considered in accordance with the LSE Research Ethics policy, procedures and guidance.

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 or requires access to on-campus resources and facilities.

Progress Review

19. The department will formally review the progress of each student at the end of the first, second and third year of full-time registration (and as deemed by the department as equivalent for part-time students) in accordance with its published procedures.

20. Such procedures should:
 - 20.1 confirm the members of staff involved in the progress review, which should include at least one member of the academic staff other than the supervisor;
 - 20.2 detail what written work and/or examinations the student is required to submit and/or sit. Requirements for written work should be based on an appropriate area of the student's research/thesis;
 - 20.3 (where relevant) include what grade a student is required to achieve in any assessment resulting from a taught course;
 - 20.4 include a review of the student's training and professional development needs;
 - 20.5 include an assessment of any ethics review required for the student's research undertaken in accordance with the School's research ethics policy;

¹ This excludes centennial or visiting professors and retired members of academic staff.

- 20.6 include the submission and review of a completion timetable clearly setting out the work completed and remaining on the student's research/thesis. The completion timetable at the end of year three should ensure the examination entry is made;
- 20.7 confirm whether an opportunity is provided for the student to defend his/her progress orally to the progress review panel; and
- 20.8 include consideration of any information provided by the student on exceptional circumstances.

21. Progress reviews may result in continued registration, continued registration with conditions, or termination of registration. Failure to meet conditions outlined in the progress review may lead to a review of a student's continued registration status. The PhD Academy Deputy Director 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 Appeal 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 a recommendation will be made either for de-registration or to allow the student to continue in registration with the aim of submission for the degree of MPhil if he/she so wishes. The PhD Academy Deputy Director 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.
- 26. Students not upgraded in accordance with these regulations are not eligible to enter for PhD examination or be considered for PhD award.

Plagiarism

- 27. 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.
- 28. 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

- 29. 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

- 30. 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.
- 31. 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.
- 32. In addition to the special requirements set out in regulations 33 to 36 for both the PhD and the MPhil, the thesis will:
 - 32.1 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;
- 32.2 be an integrated whole and present a coherent argument
- 32.3 alternatively, a series of papers, with an introduction, critical discussion and conclusion, may be submitted instead of a 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;
- 32.4 be written in English and must be presented in line with published School guidance;
- 32.5 include a full bibliography and references.
33. For the examination, the candidate will be required to provide the PhD Academy with enough hard copies of his or her thesis, along with one electronic copy in PDF format, submitted in accordance with the School's instructions.

Additional requirements for a PhD thesis

34. The scope of the thesis will be what might reasonably be expected after three or at most four years of full-time study.
35. The thesis will:
- 35.1 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;
- 35.2 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;
- 35.3 demonstrate research skills;
- 35.4 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
- 35.5 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

36. The scope of the thesis will be what might reasonably be expected after two or at most three years of full-time study.
37. The thesis will:
- 37.1 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;
- 37.2 give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion on those findings;
- 37.3 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

38. 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 PhD Academy who will then initiate the procedure for the appointment of examiners.
39. 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.
40. When entering the examination candidates will be required to sign the following declaration:
- 40.1 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).
- 40.2 I consider the work submitted to be a complete thesis fit for examination.
- 40.3 I authorise that, if a degree is awarded, an electronic copy of my thesis will be deposited in LSE Theses Online (in accordance with the published deposit agreement) 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.
- 40.4 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.

- 40.5 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. In accordance with the Regulations, I have deposited an electronic copy of it in LSE Theses Online held by the British Library of Political and Economic Science and have granted permission for my thesis to be made available for public reference. Otherwise, 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.

41. 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 PhD Academy Deputy Director decides otherwise.
42. 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. Alternatively, a candidate may apply to the Chair for an embargo period of up to one year. Such a request can be made on the grounds, for example, of a publication contract. In all other circumstances, a thesis will be placed in the public domain immediately after the award of the degree.

MPhil and PhD examinations

43. 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.
44. Assessment will be by submission of a thesis (as defined above) and an oral examination, which will be conducted in English. 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.
45. 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.
46. 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).
47. The oral examination will normally be held in London. The Research Degrees Subcommittee Chair may, however, agree to different arrangements.
48. Unless the candidate indicates otherwise on the entry form, the supervisor(s) may 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.
49. 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.
50. Copies of the reports will be sent to the PhD Academy who will forward a copy of it to the candidate together with the preliminary reports unless the examiners have specified otherwise.
51. 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.
52. If the examiners are unable to agree on the result of the examination, the PhD Academy Deputy Director 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

53. The options open to examiners in determining the result of the examination are as follows:
- 53.1 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.

- 53.2 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 six 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.
- 53.3 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 seven 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 53.1, 53.2, 53.4, 52.5 or 52.6.
- 53.4 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 12 months.
- 53.5 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 34-35, 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.
- 53.6 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.
54. Students have the right of appeal against a decision taken under regulations 53.3, 53.4, 53.5 or 53.6, in accordance with the Appeals Regulations for Research Students.

Outcome of the MPhil examination

55. The options open to examiners in determining the result of the examination are as follows:
- 55.1 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.
- 55.2 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 six 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.
- 55.3 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 complete the revisions, which shall be between seven 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 55.1, 55.2 or 55.5.
- 55.4 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
- 55.5 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.
56. Students have the right of appeal against a decision taken under regulations 55.3, 55.4 or 55.5, in accordance with the Appeals Regulations for Research Students.

Notification of award of MPhil and PhD

57. After the examiners have confirmed their decision, the PhD Academy 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 40.3.
58. The PhD Academy 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.
59. 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.
60. 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

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

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