

## 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 advisor / 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. Academic sanctions will not be applied if you are in debt for any payment to the School other than tuition fees.
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](mailto: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.<sup>1</sup> 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 software<sup>2</sup>.
  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

<sup>1</sup> The 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.

<sup>2</sup> Copies of all papers submitted to the software will be retained as source documents in the iParadigms reference database (held in the US) 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.

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