

The London School of Economics and Political Science



School Regulations 2009-2010

www.lse.ac.uk/calendar

The London School of Economics and Political Science

2009-2010: School Regulations

ACADEMIC MATTERS

General Academic Regulations	3
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UNDERGRADUATE

Your Programme of Study	5
Code of Good Practice for Undergraduate Programmes	8
Regulations for Certificates	10
Regulations for First Degrees	13
Classification Scheme for BA/BSc Degrees for students entering in or after 2007-08	17
Classification Scheme for Bachelor of Laws for students entering in or after the academic year 2007-08	19

DIPLOMA

Your Programme of Study	22
Code of Good Practice for Diploma Programmes	25
Regulations for Diplomas	27
Scheme for the award of a Diploma	29

TAUGHT MASTERS

Your Programme of Study	31
Code of Good Practice for Taught Masters Programmes	34
Regulations for Taught Masters Degrees for students entering before the 2009/10 academic year	36
Regulations for Taught Masters Degrees for students entering in or after the 2009/10 academic year	39
Scheme for the award of a Taught Masters Degree (four unit programme) for students entering in or after 2008-09	42
Scheme for the award of MSc Economic History (Research), MRes Economics (Track 1), MSc Economics and Philosophy, and MSc Health Policy, Planning and Financing	45
MSc Diploma and Certificate in Health Economics, Policy and Management (modular)	46
Scheme for the Award of MRes Political Science	48
Scheme for the award of MSc Management	49
Scheme for the award of MPA Degrees	51

RESEARCH

Your Programme of Study	53
Code of Good Practice for Research Students and their Supervisors	55
Regulations for Research Degrees	59
Ethics Review Guidance for Researchers	65
Informed Consent	66
LSE Research Ethics Policy	67

SUMMER SCHOOL

Regulations for Short Courses and Summer Schools	71
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APPEALS AND GRIEVANCES

Principles and Procedures for the consideration of Student Complaints	72
Regulations for the consideration of appeals against decisions of boards of examiners for taught courses	75
Regulations on assessment offences: Plagiarism	79
Regulations on assessment offences: Offences other than plagiarism	83

DISCIPLINARY AND OTHER REGULATIONS AND PROCEDURES

Disciplinary Regulations for students	86
Harassment Policy	90
Procedure for considering Allegations of Harassment involving students	92
Rules relating to Student Activities	95
Student Drugs and Alcohol Policy	96
Student Drugs and Alcohol Procedure	96
LSE Public Interest Disclosure Procedure	98

SCHOOL SERVICES AND FACILITIES

Rules of the Library	103
Policy Statement on the Use of Information Technology	105
Conditions of Use of IT Facilities at LSE	106
Copyright Information	108
Data Protection	108
Service Complaints	109

POLICY STATEMENTS

Code of Practice on Free Speech	111
Policy Statement on Equality and Diversity	114
School's Policy on Disability	114

GENERAL ACADEMIC REGULATIONS

These regulations are approved by the Academic Board.

Last updated: July 2009

General

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

<i>Course</i>	A distinct part of a programme comprising lectures, seminars and/or other learning activities
<i>Degree regulations</i>	The Regulations for First Degrees, Master's Degrees, the MPA degree, Diplomas or Research Degrees, as appropriate
<i>Programme</i>	A whole programme of study, comprising courses, whether or not it is intended that it should lead to an award of the School or of the University
<i>School</i>	The London School of Economics and Political Science
<i>Student</i>	A person registered as a student of the School under these Regulations
<i>University</i>	The University of London
3. Communications sent by the School to an individual student shall be regarded as applying only to that student.

Admission

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

Registration

8. A person who is not registered as a student shall not be entitled to take part in any activity in the School as a student.
9. The Academic Registrar may require any relevant documentation to be produced for inspection to establish the personal details and educational attainment of a person seeking registration.
10. A student is required to register annually during the programme of study, according to procedures determined by the Academic Registrar from time to time. The requirements for registration beyond initial registration are as follows:
 - 10.1 to have satisfied the academic requirements for progression from the previous year of study, and
 - 10.2 to have completed all forms required by the School as part of the re-registration process, and
 - 10.3 to have paid all fees and charges due to the School or to the University or to have provided guarantees of such payment satisfactory to the School, and
 - 10.4 not to have been barred from further registration at the time concerned by application of these or other Regulations.
11. Registration shall be effected in person at the School unless the Academic Registrar prescribes an alternative procedure.
12. Registration may be full or provisional. Full registration shall be valid until the end of the then academic year or until the end of the programme or until withdrawal or exclusion from the School, whichever shall be the nearer. Provisional registration shall last until such time as the School shall prescribe in each case.
13. Students are entitled to take part in all prescribed learning activities and to use all the relevant services of the School as set out from time to time, for the period of their registration.
14. On full registration the Academic Registrar shall provide the student with a registration card. Any member of staff of the School may require production of this card at any time to establish entitlement to enter the School or to take part in its activities. A replacement may be obtained for a lost or damaged card, on payment of a fee to be determined by the Academic Registrar from time to time.
15. Registration may be withdrawn at any time under these and other Regulations. After withdrawal a student is no longer entitled without special permission to use any facilities or services of the School or to receive any teaching or to be assessed.
16. A student may not register or remain registered, without the special permission of the School, if simultaneously registered for another programme of higher education.
17. A student is required to attend to his or her studies by attending classes and producing promptly the written work required. Dereliction will result first in a warning, and if continued will result in exclusion from assessment or from the School as appropriate.

Assessment

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

4 School Regulations

- 23.2 have satisfied the examiners in all elements of assessment prescribed for the qualification concerned and have shown a competent knowledge across the programme of study taken as a whole.
24. No person will be recommended for the award of any qualification who has not settled any account outstanding with the School or the University or who has not made acceptable arrangements to settle any such account, and neither will any information on such a person's examination performance be communicated to that person or to any third party save as required by law.

Grievances and appeals

25. A student dissatisfied with any aspect of teaching provided by the School may pursue his or her case through the Principles and Procedures for the Consideration of Student Complaints www.lse.ac.uk/resources/schoolRegulations/principlesAndProceduresForTheConsiderationOfStudentComplaints.htm, unless the substantive subject of the grievance is covered by a separate procedure such as that on sexual harassment.
26. A student dissatisfied with the result of any assessment may appeal against the decision of the examiners concerned, as set out in the Regulations for the consideration of appeals against decisions of boards of examiners for taught courses. Appeals are not permitted against the academic judgment of the examiners.
27. There is a right of appeal to the Director against a decision under Regulation 17 to exclude a student from assessment.

Termination of registration

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

YOUR PROGRAMME OF STUDY – UNDERGRADUATE

Approved by the Teaching, Learning and Assessment Committee.

Last updated: July 2009

Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website at: www.lse.ac.uk/SSC

Registration

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

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

New Students

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

Continuing Students

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

LSE Card and Email Account

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

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

Conditions of Study

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

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

Interruption of Studies

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

Withdrawal from the School

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

Duration of Contract and Discipline

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

Studying Abroad

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

Copyright

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

Financial Matters

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

6 School Regulations

Fees

The fees for each academic session appear on the School's website at: www.lse.ac.uk/collections/tableOfFees/. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered.

Your status as a Home/EU or Overseas student for fee purposes is determined by the Undergraduate Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.

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

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

Financial Support

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

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

Guidance Statement to Students about Working Part-time:

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

Additional notes:

If you are studying at the LSE on a student visa, you will normally be permitted to work up to 20 hours a week during term time and any number of hours during vacation periods. You should check the terms and conditions of your visa with the Students' Union Advice and Counselling Centre before undertaking paid work. You can also contact the Visa Office in the Student Services Centre if you need to extend your visa in the UK.

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

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

Examinations

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

All candidates will normally sit their exams at the same time in London in order to preserve the integrity of the examination process.

However, in very rare and exceptional circumstances (registered and unregistered) candidates may be permitted to sit their examinations at an approved overseas centre, but the School reserves the right to refuse applications on any grounds that it does not consider to be exceptional. Candidates who believe they have such grounds should write to the Student Services Centre no later than the end of February with independent documentary evidence of their circumstances. There will be an examination administration fee in addition to any re-sit fee. Where satisfactory arrangements cannot be made at an approved overseas location, candidates will be required to sit their examinations at the School irrespective of the circumstances.

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

Special Exam Arrangements

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

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

Deferring Examinations

In exceptional circumstances, if you wish to defer one or all of your examinations, you must complete a deferral form obtainable from the Student Services Centre and obtain the written permission of those people listed on the form. You must do this by no later than the Friday of the first week of the Summer term. Late applications will only be accepted in the case of unforeseen circumstances. You should note that the School will not normally allow you to defer more than one examination, unless you are deferring them all.

Special Exams Provision

If you are a BA/BSc student and you miss an exam for any reason the next opportunity for you to do so will be in May / June of the following year. However, provision exists whereby a special exam paper can be set for a student who wishes to sit such an exam, having been unable to

attempt or complete it due to "very exceptional" medical or other mitigating circumstances that arose up to three calendar days prior to or during the affected examination(s).

The definition of "very exceptional" is limited to the following criteria:

- a) serious injuries incurred in an accident – i.e. resulting in hospitalisation and rendering them physically unable and/or medically unfit to sit an exam(s).
- b) the sudden contraction (or complication) of a very severe disease, illness or condition (e.g. pregnancy)- i.e. rendering them physically unable and/or medically unfit to sit an exam(s).
- c) the death of a close relative – i.e. a member of the immediate family (parent, sibling, spouse, child) or, where there is clear evidence, someone else whose death would have a similarly devastating effect

This provision will only apply to students who cannot otherwise graduate or progress because of the missing exam. More detailed information is available on the Student Services Centre under Illness and Mitigating Circumstances.

The provision is not available to students who have received a bad fail in any exam or failed more than one exam that was not affected by the "very exceptional " medical or other mitigating circumstances.

Further details are available on the Student Services Centre website www.lse.ac.uk/SSC.

Notes

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

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

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

Last updated: July 2009

Introduction

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

Academic Advice

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

Teaching

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

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

Responsibilities of the student

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

Examination and Assessment

- 4.1 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are detailed in the on-line Course Guide. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's on-line *Calendar*.
- 4.2 Students must be given clear advance warning of any new or approved changes to examination format. When the content of a course changes to the extent that previous examination papers may not be a reliable guide to future papers, lecturers should warn students and should produce sample questions for the new parts of the course. When the course is new and, there are no previous papers, a full sample paper should be produced.
- 4.3 School policy does not require individual feedback on summative assessment. Where feedback on summative assessed coursework (but not examinations) is provided, the nature and extent of such feedback will be detailed in the relevant handbook.
- 4.4 Students who regularly miss classes and/or do not provide required course work may be denied permission to sit an examination.
- 4.5 Any student who requires special examination arrangements must contact the Adviser to Students with Disabilities and /or Dyslexia so that reasonable adjustments can be made. Applications for special exam arrangements should normally be made no later than 7 weeks before the date of the student's first examination.
- 4.6 Any mitigating circumstances in the period preceding or during the examinations that may affect a student's attendance at, or performance in, examinations must be communicated in writing to the Student Services Centre with all relevant supporting documentation, such as medical certificates, not later than 7 days after her/his last exam.

Notes:

For the purposes of this Code, the term 'Department' comprises both Departments and Institutes.

REGULATIONS FOR CERTIFICATES

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

Last updated: July 2009

General

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

Entrance Qualifications

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

Programmes of study

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

Entry to Examinations

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

Examinations and Assessment

20. The School shall set up a Sub-Board of Examiners for each programme. Each Sub-Board shall include examiners who are not members of the staff of the School. These external examiners shall have regard to the totality of each certificate programme and shall be involved and particularly influential in the decisions relating to the award of every certificate. They shall report to the Director each year, and shall comment specifically on the validity and integrity of the assessment process and the standard of student attainment.
21. Examination procedures shall ensure that assessment is and can be shown to be fair and impartial.
22. Each Sub-Board of Examiners shall ensure, among other things, that the application of the 'Scheme for the Award of a Certificate' (see Regulation 49) has regard to the totality of the programme and to the requirements for progression within it, and to the requirement for each student to achieve a satisfactory overall standard.
23. Unless indicated otherwise in the individual programme regulations, each programme shall include submission of a significant piece of individual work in the form of an essay, report or dissertation (to all of which the word 'dissertation' applies in these Regulations) which may be based on a project or fieldwork.
24. The examination for each written paper shall take place on one occasion only each year, except as provided in Regulation 29.
25. A dissertation, where indicated in the scheme of examination, will be examined on one occasion only in each year. The date for submission will be set out in the programme regulations. The only exception will be where a student fails his/her programme because of a failed dissertation and has failed no other courses. In such cases, the student may re-submit the dissertation early (subject to Regulation 37). The early re-submission date for such students will be set by the relevant Department.
26. Where the regulations allow a candidate to offer work written outside the examination room, the work submitted must be certified to be his or her own. Any quotation from the published or unpublished works of other persons must be acknowledged.
27. Students who miss their examinations for very exceptional circumstances may apply to sit special examinations outside the normal examination period. The Graduate School Board of Examiners will be the sole authority in determining whether individual students be granted special examinations.
28. The School may in exceptional circumstances allow variation of the method(s) of assessment for a course, in respect of some or all candidates.
29. The conduct of candidates in assessment is governed by the Regulations on Assessment Offences: Plagiarism and the Regulations on Assessment Offences: Offences Other Than Plagiarism.

Late Submission of Assessed Coursework and Dissertations

30. All students must be given clear written instructions on what is required for assessed coursework and dissertations, and the deadline for their submission.
31. If a student believes that he/she has good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she should first discuss the matter with the course teacher and seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
32. If a student misses the deadline for submission he/she should first discuss the matter with the course teacher. If the student feels he/she had good cause for missing the submission deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she may seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
33. Extensions will be granted only where there is good cause backed by official supporting evidence (e.g. medical certificate), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English. Any extension granted must be confirmed in writing to the student.
34. Some Departments operate a special local process for considering requests for extensions to submission deadlines; or for considering whether to apply a penalty for work submitted late in light of good cause. Where these processes are in place, they will be set out in the relevant Departmental student handbook. Where Departments do not operate a special local process, requests for formal extensions will be decided by the Chair of the appropriate Sub-Board of Examiners. For the avoidance of doubt, it is only the process for considering whether to grant an extension or to waive a penalty that may vary; the standard penalty for late submission of coursework set out at regulation 35 will apply uniformly across all programmes.
35. If a student fails to submit by the set deadline (or extended deadline as appropriate), the following penalty will apply: Five marks out of 100 will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

Re-examination

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

12 School Regulations

Illness and Other Mitigation

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

The Award of a Certificate

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

Notification of Results

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

Appeals Against Decisions of Sub-Boards and Boards of Examiners

53. Appeals against decisions of Sub-Boards and Boards of Examiners must be made under the Regulations for the Consideration of Appeals Against Decisions of Boards of Examiners for Taught Courses.

Schedule to the Regulations for Certificates

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

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

Notes:

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

REGULATIONS FOR FIRST DEGREES

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

Last updated: July 2009

General

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

Programme

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

Recognition of previous study

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

Students undertaking study elsewhere

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

14 School Regulations

Examinations

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

Progression from one year to another

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

Methods of assessment

33. The method(s) of assessment for each course and the weighting of each method of assessment will be specified in the on-line Undergraduate Course Guides.
34. Where the regulations permit essays and reports on practical work or other material to count as part of the assessment for a course, work submitted must be certified to be that of the candidate concerned and any quotation from the published or unpublished works of other persons must be acknowledged.

35. In addition to the methods of assessment as stated in the on-line Undergraduate Course Guides, examiners, at their discretion, may exceptionally test any candidate by means of an oral examination.
36. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all candidates.
37. Examinations will be held once in each year, except that there will also be examination resits for LLB programme candidates (but not those in their final year of study) during the Summer vacation.
38. The conduct of candidates in assessment is governed by the Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism.

Late submission of coursework

39. Where a course includes coursework as part of its assessment, all students must be given clear written instructions on what is required and the deadline for its submission.
40. If a student believes that he or she has good cause not to meet the deadline (e.g. illness) he or she should first discuss the matter with the course teacher and seek a formal extension from the chair of the sub-board of examiners.
41. If a student misses the deadline for submission but believes he or she has had good cause which could not have been alerted in advance he or she should first discuss the matter with the course teacher and seek a formal extension.
42. Extensions will normally only be granted where there is a good reason backed by supporting evidence (e.g. medical certificate). Any extension must be confirmed in writing to the student.
43. If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalty will apply: Five marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

The award of a degree

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

Information about examination results

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

Special provisions

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

Appeals against decisions of boards of examiners

54. Appeals against decisions of boards of examiners must be made in writing to the Academic Registrar under the *Regulations for the consideration of appeals against decisions of boards of examiners for taught courses*.

16 School Regulations

SCHEDULE TO THE REGULATIONS FOR FIRST DEGREES

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

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

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

*This Classification Scheme is approved by the School Board of Examiners for BA/BSc Degrees/the Undergraduate Studies Sub-Committee.
Last updated: July 2009*

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Award of Marks

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

First Class Honours	70 – 100
Upper Second Class Honours	60 – 69
Lower Second Class Honours	50 – 59
Third Class Honours	40 – 49
Fail	0 – 39

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

4. Eligibility for Award of Degree

- 4.1 In order to be considered for a degree, a candidate must have completed all elements of assessment for each course as listed in the corresponding programme regulations. A second-year direct entry candidate must have completed all elements of assessment for each course listed in the second and third years of the corresponding programme regulations.
- 4.2 A candidate who is absent for any element of assessment for a course will be considered not to have completed the course. Moreover, the absence will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme.
- 4.3 A candidate will be eligible for the award of a degree if s/he has no more than three unredeemed fails in papers¹ listed in the corresponding programme regulations. A second-year direct entry candidate will be eligible for the award of a degree if s/he has no more than one unredeemed fail in papers listed in the second and third years of the corresponding programme regulations. The award of a degree with honours is subject to the penalty rules as set out in section 7.2 below.

5. Classification Marks and the Aggregate

- 5.1 The classification of each candidate shall be based on nine 'classification marks', comprising:
 - 5.1.1 the marks achieved in all eight second and third year papers¹;
 - 5.1.2 a ninth mark being the average² of the best three marks in first year papers. For second-year direct entry candidates, the ninth mark will be the average² of all eight second and third year papers.
- 5.2 The aggregate for each candidate is the sum of the nine 'classification marks'. In all cases, the 'classification marks' shall be based on the marks obtained by the candidate in her/his latest attempt at each element of assessment for each course.

6. Treatment of Half Units

This Classification Scheme, including its penalty rules, is based on the marks achieved by candidates in all papers¹ taken in fulfilment of the programme regulations. For the purposes of determining 'classification marks' and, if necessary, applying the penalty rules, the marks obtained for half-unit courses shall be paired and averaged² using the following criteria in the order set out below:

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

7. Degree Classification, including Penalty Rules

- 7.1 Subject to the application of the penalty rules for failed papers in section 7.2 below, the classification of an award shall be calculated as follows:

18 School Regulations

- 7.1.1 **For first class honours:** Five first class marks; or four first class marks and an aggregate of at least 590
- 7.1.2 **For upper second class honours:** Five upper second class marks (or above); or four upper second class marks (or above) and an aggregate of at least 515
- 7.1.3 **For lower second class honours:** Five lower second class marks (or above); or four lower second class marks (or above) and an aggregate of at least 440
- 7.1.4 **For third class honours:** Eight third class marks (or above)
- 7.1.5 **For a pass degree:** A pass degree will only be awarded as a result of the application of the penalty rules set out in section 7.2 below
- 7.2 The classification of an award for a candidate with an unredeemed fail in any paper¹ taken in fulfilment of the programme regulations shall be calculated as follows (n.b. paragraphs 7.2.1(b) and 7.2.2 do not apply for a second-year direct entry candidate):
- 7.2.1 A drop of one class in the award classification shall result where a candidate has:
- (a) made no serious attempt³ at an element of the assessment for a course, and/or
 - (b) unredeemed fails in two papers.
- 7.2.2 The degree shall be capped at 'pass' where a candidate has unredeemed fails in three papers.
8. **Appeals and Offences** Appeals against decisions of Sub-Board of Examiners will be handled according to Regulations for the consideration of appeals against decisions of boards of examiners for taught courses. Assessment offences will be handled according to Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All School Regulations are published in the School Calendar.
9. **General Proviso** It is also open to a Sub-Board of Examiners to recommend to the School Board of Examiners for BA/BSc Degrees any departure from this Scheme if, in their judgement, this would be equitable for any individual candidate or group of candidates as a direct result of medical and/or extenuating circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only.

Notes

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

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

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

BACHELOR OF LAWS

This degree is subject to the Regulations for First Degrees.

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

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

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

This Classification Scheme is approved by the School Board of Examiners for BA/BSc Degrees/the Undergraduate Studies Sub-Committee.

Last updated: July 2009

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

1. Award of Marks

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

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

2. Eligibility for Award of Degree

- 2.1 In order to be considered for a degree, a candidate must have attempted and completed every element of the assessment for Part I of the Degree and thereafter Part II of the Degree.
- 2.2 In order to be eligible for the award of a degree, a candidate must have satisfied the examiners by passing Part I of the Degree and thereafter have satisfied the examiners by passing Part II of the Degree.

3. Treatment of half units

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

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

4. Classification Marks

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

5. Classification Guidelines

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

- (a) a candidate whose marks include fail marks, but who has otherwise achieved the minimum requirement for the award of an honours degree, should normally be classified in that class, division or pass grade next below that determined in accordance with sub-paragraphs 5.1 to 5.4.
 - (b) a candidate who has marks of a higher class than that for which he is being considered shall have those higher marks regarded as some compensation in determining whether the aggregate mark is near enough to the 'normal aggregate'.
- 5.1 **For first class honours:**
 - 5.1.1 Four first class marks; or
 - 5.1.2 Three first class marks and an aggregate mark which is near the 'normal aggregate' of 540.
 - 5.2 **For upper second class honours:**
 - 5.2.1 Four upper second marks (or above); or
 - 5.2.2 Three upper second marks (or above) and an aggregate mark which is near the 'normal aggregate' of 480.
 - 5.3 **For lower second class honours:**
 - 5.3.1 Four lower second marks (or above); or
 - 5.3.2 Three lower second marks (or above) and an aggregate mark which is near the 'normal aggregate' of 400.
 - 5.4 **For third class honours:**
 - 5.4.1 Four third marks (or above); or
 - 5.4.2 Three third marks (or above) and an aggregate mark which is near the 'normal aggregate' of 360.
 - 5.5 **For a pass degree:**
 - 5.5.1 Eight pass marks (or above); or
 - 5.5.2 Six pass marks (or above), of which at least two are third class (or above) and the 'normal aggregate' of 320.

6. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to Regulations for the consideration of appeals against

20 School Regulations

decisions of boards of examiners for taught courses. Assessment offences will be handled according to Regulations on assessment offences: plagiarism or Regulations on assessment offences: offences other than plagiarism. All Regulations are published in the School Calendar.

7. General Proviso

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

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

PART I

A. A Pass

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

B. A Reference

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

C. A Fail

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

D. A Bad Fail in One Subject

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

E. The September (re-sit) Part I Examination

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

F. The number of attempts at the Part I Examination

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

PART II

A. A Pass

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

B. A Fail

- (3) A candidate who fails in one subject and despite achieving at least 30 marks in that subject does not satisfy the conditions set out in paragraph A(1) above, fails the Part II examination (see paragraphs D and E below)
- (4) A candidate who fails in two subjects, but does not satisfy the conditions set out in paragraph A(2) above, fails the Part II examination (see paragraphs D and E below)

- C. A Bad Fail in One Subject**
 (5) A candidate who fails to achieve at least 30 marks in any one whole subject, or its equivalent in two half subjects, fails the Part II examination. (see paragraphs D and E below)
- D. The Part II Examination**
 (6) The Part II examination is only held once a year. There are no September re-sits for the Part II examination.
- E. The number of attempts at the Part II Examination**
 (7) Candidates who are eligible to sit the Part II Examination are entitled, if they have failed the Part II Examination, to a total of 3 attempts at the Part II Examination.

SCHEME OF PASS AND REFERENCE RULES FOR THE LLB INTERMEDIATE EXAMINATION

1. Award of Marks

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

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

2. Eligibility for Passing the First Year

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

3. A Reference

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

4. A Fail

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

5. A Bad Fail in One Subject

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

6. The September (re-sit) Intermediate Examination

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

7. The number of attempts at the Intermediate Examination

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

8. General Proviso

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

YOUR PROGRAMME OF STUDY – DIPLOMA

Approved by the Teaching, Learning and Assessment Committee.

Last updated: July 2009

Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website at: www.lse.ac.uk/SSC

Registration

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

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

New Students

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

Continuing Students

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

LSE Card and Email Account

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

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

Conditions of study

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

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

Interruption of Studies

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

Withdrawal from the School

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

Duration of Contract and Discipline

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

Studying Abroad

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

Copyright

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

Financial matters

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

Fees

The fees for each academic session appear on the School's website at: www.lse.ac.uk/collections/tableOfFees. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered.

Your status as a Home/EU or Overseas student for fee purposes is determined by the Graduate Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.

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

Financial Support

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

For information on sources of financial support you should visit the websites of both the Financial Support Office www.lse.ac.uk/collections/studentServicesCentre/financialSupportOffice/ and Students' Union www.lsesu.com/.

Guidance Statement to Students about Working Part-time:

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

Additional notes:

If you are studying at the LSE on a student visa, you will normally be permitted to work up to 20 hours a week during term time and any number of hours during vacation periods. You should check the terms and conditions of your visa with the Students' Union Advice and Counselling Centre before undertaking paid work. You can also contact the Visa Office in the Student Services Centre if you need to extend your visa in the UK.

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

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

Examinations

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

All candidates will normally sit their exams at the same time in London in order to preserve the integrity of the examination process. However, in very rare and exceptional circumstances (registered and unregistered) candidates may be permitted to sit their examinations at an approved overseas centre, but the School reserves the right to refuse applications on any grounds that it does not consider to be exceptional. Candidates who believe they have such grounds should write to the Student Services Centre no later than the end of February with independent documentary evidence of their circumstances. There will be an examination administration fee in addition to any re-sit fee. Where satisfactory arrangements cannot be made at an approved overseas location, candidates will be required to sit their examinations at the School irrespective of the circumstances.

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

Special Exam Arrangements

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

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

Deferring Examinations

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

24 School Regulations

Special Exams Provision

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

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

The definition of "very exceptional" is limited to the following criteria:

- a) serious injuries incurred in an accident – i.e. resulting in hospitalisation and rendering them physically unable and/or medically unfit to sit an exam(s).
- b) the sudden contraction (or complication) of a very severe disease, illness or condition (e.g. pregnancy)- i.e. rendering them physically unable and/or medically unfit to sit an exam(s).
- c) the death of a close relative – i.e. a member of the immediate family (parent, sibling, spouse, child) or, where there is clear evidence, someone else whose death would have a similarly devastating effect

This provision will only apply to students who cannot otherwise graduate or progress because of the missing exam. More detailed information is available on the Student Services Centre under Illness and Mitigating Circumstances.

The provision is not available to students who have received a bad fail in any exam or failed more than one exam that was not affected by the "very exceptional " medical or other mitigating circumstances.

Further details are available on the Student Services Centre website www.lse.ac.uk/SSC.

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

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

Last updated: July 2009

Introduction

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

Supervisory Arrangements

- 1.1 On joining the School each student is allocated a member of the academic staff in his or her department as an academic adviser.
- 1.2 Each department sets out in the relevant handbook its own detailed guidelines regarding the arrangements for supervision and the role of the academic adviser. Among the adviser's responsibilities are:
 - To provide students with academic guidance and feedback on the student's progress and performance and to discuss any academic problems they may experience
 - To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School
 - To implement the provisions outlined in Individual Student Support Agreements (ISSAs) for students with disabilities, in liaison with the School's Disability and Well-being Office.
 - To maintain regular contact with the student on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook.
 - To agree students' course choices
 - To inform the Programme Director and School of any students whose progress is not satisfactory
- 1.3 Each academic adviser must have a good working knowledge of the structure and regulations of degree programmes in the department.
- 1.4 Each academic adviser must have a good working knowledge of the various academic and pastoral support agencies within the School.
- 1.5 Each academic adviser must publish regular periods of time when they are available to meet with their students.
- 1.6 If the relationship between an academic adviser and student is unsatisfactory, the department must have in place an appropriate mechanism for arranging a change of academic adviser.
- 1.7 A Programme Tutor is appointed for each taught diploma programme. The responsibilities of the Programme Tutor include:
 - Arranging to provide incoming students with detailed information on their respective programme, including up-to-date information on the availability of optional courses in the coming session via departmental web pages
 - Providing a departmental induction programme for new students, including information on the selection of options and arrangements for supervision
 - Monitoring the academic and pastoral care provided by members of his or her department, including the provision of reasonable adjustments for students with disabilities
 - Arranging regular termly meetings of a staff-student liaison committee
 - Providing a direct channel of communication between the School and any student who is encountering academic or pastoral difficulties.
 - Agreeing, where appropriate, a student's request for course choice outside the degree regulations.
 - Agreeing, where appropriate, a student's request for a degree transfer.

Teaching

- 2.1 The detailed requirements of each programme and course are provided in the on-line Calendar, in the relevant handbook and on departmental web pages. Students are obliged to complete all course requirements as specified in their degree regulations.
- 2.2 Teaching at the diploma level will be a combination of lectures and classes or seminars. The teaching method used will largely be determined by the size of the programme and the nature of the subject covered in a particular paper/course.
- 2.3 Lectures are an important part of the teaching and learning experience. The structure and content of each course are set out in the on-line Course Guide. Lecturers must ensure that their teaching is consistent with this information.
- 2.4 Lecturers are responsible for organising the class or seminar programmes for their courses, liaising with class or seminar chairs to ensure that the classes or seminars are properly coordinated with their lectures, and submitting course reading lists to the Library in good time for required books to be purchased.
- 2.5 Classes or seminars are the core of teaching and learning experience at the diploma level. The nature and format of classes or seminars may vary depending on the subject material of the course and will be detailed in the course syllabus.
- 2.6 Classes or seminars will normally give students the opportunity to participate in a discussion of material relevant to the course. The nature and format of these discussions will vary according to the subject matter of the course.
- 2.7 Lectures and classes start at five minutes past the hour and end at five minutes to the hour. Staff and students should make every effort to start and finish on time.
- 2.8 Formative coursework is an essential part of the teaching and learning experience at the School. It should be introduced at an early stage of a course and normally before the submission of assessed coursework. Students will normally be given the opportunity to produce essays, problem sets or other forms of written work. The number of these pieces of work for each course will be detailed in the on-line Course Guide.

26 School Regulations

- 2.9 Feedback on formative course work is an essential part of the teaching and learning experience at the School. Class teachers, seminar chairs and/or the course lecturer must mark formative course work and return it with constructive comments to students normally within two weeks of submission.
- 2.10 Class teachers or seminar chairs should inform a student's Programme Tutor if he or she is not making satisfactory progress.
- 2.11 All full-time members of staff and part-time and occasional teachers must have regular weekly office hours during term-time when they are available to students to discuss issues relating to the courses they are teaching. These hours should be displayed outside their offices.

Responsibilities of the Student

- 3.1 Students are required to attend the School for the full duration of each term. Students who wish to be away for good reason in term time must first obtain the consent of their academic adviser. Students away through illness must inform their academic adviser and seminar chairs and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which may impact on their studies should contact the Adviser to Students with Disabilities and /or Dyslexia in good time to negotiate reasonable adjustments which will be set out in an Individual Student Support Agreement. They must also agree to the extent to which this information will be shared within the School. If the School is not informed about a disability in good time, it may not be able to make the appropriate reasonable adjustments.
- 3.3 Students must maintain regular contact with their academic adviser to discuss relevant academic and pastoral care issues affecting their course of study. These should include:
 - Guidance at the start of the session regarding course choice
 - Discussion of academic progress
- 3.4 These discussions should take place through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook. Students should be able to meet their academic adviser within the first week of term time, i.e. either during regular office hours or at a mutually convenient time.
- 3.5 Students are expected to regularly attend and participate in seminars.
- 3.6 Students must submit all required course work, whether assessed or non-assessed, on time. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's on-line *Calendar*.
- 3.7 Students should ensure the accuracy of the information regarding their course of study, including their optional papers. All changes in course choices must be communicated to the Student Services Centre. Failure to report changes will result in a student being required to take the examination in the course for which he or she was originally registered.
- 3.8 Students must communicate changes of term time and home addresses to the Student Services Centre via LSEforYou as soon as they occur.
- 3.9 Students must pay School fees when due. Failure to pay fees could result in the withdrawal of Library rights, termination of registration, and/or the withholding of transcripts and/or degree award certificate.
- 3.10 Students who decide to interrupt their studies or withdraw from the School must inform their academic adviser, the Programme Tutor and the Student Services Centre in writing. Failure to inform the School could result in a demand for fee payments for the full session.

Examination and Assessment

- 4.1 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are detailed in the on-line Course Guide. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's on-line *Calendar*.
- 4.2 Students must be given clear advance warning of any new or approved changes to examination format. When the content of a course changes to the extent that previous examination papers may not be a reliable guide to future papers, lecturers should warn students and should produce sample questions for the new parts of the course. When the course is new and, there are no previous papers, a full sample paper should be produced.
- 4.3 School policy does not require individual feedback on summative assessment. Where feedback on summative assessed coursework (but not examinations) is provided, the nature and extent of such feedback will be detailed in the relevant handbook.
- 4.4 Any student who requires special examination arrangements must contact the Adviser to Students with Disabilities and /or Dyslexia so that reasonable adjustments can be made. Applications for special exam arrangements should normally be made no later than 7 weeks before the date of the student's first examination.
- 4.5 Any mitigating circumstances in the period preceding or during the examinations that may affect a student's attendance at, or performance in, examinations must be communicated in writing to the Student Services Centre with all relevant supporting documentation, such as medical certificates, not later than 7 days after her/his last exam.

Notes:

For the purposes of this Code, the term 'Department' comprises both Departments and Institutes.

REGULATIONS FOR DIPLOMAS

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

Last updated: July 2009

General

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

Entrance qualifications

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

Programmes of study

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

Entry to examinations

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

Examinations and assessment

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

28 School Regulations

be his or her own and any quotation from the published or unpublished works of other persons must be acknowledged.

27. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all candidates.
28. The conduct of candidates in assessment is governed by the Regulations on Assessment Offences: Plagiarism and the Regulations on Assessment Offences: Offences Other Than Plagiarism.

Late submission of coursework

29. Where a course includes coursework as part of its assessment, all students must be given clear written instructions on what is required and the deadline for its submission.
30. If a student believes that he or she has good cause not to meet the deadline (eg illness) he or she should first discuss the matter with the course teacher and seek a formal extension from the chair of the board of examiners.
31. If a student misses the deadline for submission but believes he or she has had good reason which could not have been alerted in advance he or she should first discuss the matter with the course teacher and seek a formal extension.
32. Extensions will normally only be granted where there is a good reason backed by supporting evidence (eg medical certificate). Any extension must be confirmed in writing to the student.
33. If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalties will apply:
Five marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

Re-examination

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

Illness

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

The award of a degree

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

Notification of results

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

Appeals against decisions of boards of examiners

48. Appeals against decisions of boards of examiners must be made in writing to the Academic Registrar under the *Regulations for the consideration of appeals against decisions of boards of examiners for taught courses*.

Schedule to the Regulations for Diplomas

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

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

SCHEME FOR THE AWARD OF A DIPLOMA

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

Last updated: July 2009

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Mark and Grade for a Course

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

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

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

4. Eligibility for Award of Diploma

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

5. Treatment of Half Units

This Classification Scheme is based on the marks achieved by candidates in all papers¹ taken in fulfilment of the programme regulations. For the purposes of determining classification only, the marks obtained for half-unit courses shall be paired and averaged² according to the appropriate diploma programme regulations.

6. Calculation of the Award of Diploma

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

Pass

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

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

Merit

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

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

Distinction

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

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

7. Failure to Achieve an Award of Diploma

- 7.1 If a candidate has not been awarded a diploma, s/he shall normally be entitled to re-sit the failed courses only (on one occasion) and at the next normal opportunity. Results obtained at re-sit shall bear their normal value.
- 7.2 If a candidate has passed courses on a re-sit attempt and has met the requirements for the award of a diploma, s/he can only be recommended for the award of a Pass diploma unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and/or extenuating circumstances.

30 School Regulations

8. Appeals and Offences

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

9. General Proviso

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

Notes

¹ Under the programme regulations for all of the School's diplomas, candidates have to complete a set number of 'papers'. Each 'paper' represents a full-unit course or two half-unit courses.

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

YOUR PROGRAMME OF STUDY – TAUGHT MASTERS

Approved by the Teaching, Learning and Assessment Committee.

Last updated: July 2009

Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website at: www.lse.ac.uk/SSC

Registration

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

Taught Master's Students

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

Visiting Research Students

Each student is registered on a taught programme involving study at the School for a set period as specified in your offer of admission. Your programme of study will be agreed in conjunction with your supervisor. You may be allowed to take examinations on an informal basis: they will be marked and the results made available to you in the form of a transcript of your studies but cannot count towards a degree at the School.

New Students

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

Continuing Students

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

LSE Card and Email Account

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

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

Conditions of Study

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

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

Interruption of Studies

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

Withdrawal from the School

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

Duration of Contract and Discipline

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

32 School Regulations

Studying Abroad

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

Copyright

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

Financial Matters

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

Fees

The fees for each academic session appear on the School's website at: www.lse.ac.uk/fees. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered.

Your status as a Home/EU or Overseas student for fee purposes is determined by the Graduate Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.

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

Financial Support

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

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

Guidance Statement to Students about Working Part-time

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

Additional notes:

If you are studying at the LSE on a student visa, you will normally be permitted to work up to 20 hours a week during term time and/or when working on a dissertation (or project) over the summer. You will also normally be permitted to work any number of hours during vacation periods. You should check the terms and conditions of your visa with the Students' Union Advice and Counselling Centre before undertaking paid work. You can also contact the Visa Office in the Student Services Centre if you need to extend your visa in the UK.

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

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

Examinations

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

All candidates will normally sit their exams at the same time in London in order to preserve the integrity of the examination process.

However, in very rare and exceptional circumstances (registered and unregistered) candidates may be permitted to sit their examinations at an approved overseas centre, but the School reserves the right to refuse applications on any grounds that it does not consider to be exceptional. Candidates who believe they have such grounds should write to the Student Services Centre no later than the end of February with independent documentary evidence of their circumstances. There will be an examination administration fee in addition to any re-sit fee. Where satisfactory arrangements cannot be made at an approved overseas location, candidates will be required to sit their examinations at the School irrespective of the circumstances.

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

Special Exam Arrangements

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

Deferring Examinations

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

Special Exams Provision

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

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

The definition of "very exceptional" is limited to the following criteria:

- a) serious injuries incurred in an accident – i.e. resulting in hospitalisation and rendering them physically unable and/or medically unfit to sit an exam(s).
- b) the sudden contraction (or complication) of a very severe disease, illness or condition (e.g. pregnancy)- i.e. rendering them physically unable and/or medically unfit to sit an exam(s).
- c) the death of a close relative – i.e. a member of the immediate family (parent, sibling, spouse, child) or, where there is clear evidence, someone else whose death would have a similarly devastating effect

This provision will only apply to students who cannot otherwise graduate or progress because of the missing exam. More detailed information is available on the Student Services Centre under Illness and Mitigating Circumstances.

The provision is not available to students who have received a bad fail in any exam or failed more than one exam that was not affected by the "very exceptional" medical or other mitigating circumstances.

Further details are available on the Student Services Centre website www.lse.ac.uk/SSC.

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

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

Last updated: July 2009

Introduction

This Code sets out the general School practices for all taught graduate programmes (there is a separate code for research degree programmes). It sets out basic reciprocal obligations and responsibilities of staff and students. It should be read in conjunction with all other School policies, regulations, codes of practice and procedures as set out in the School's on-line Calendar. The expectation is that all programmes will meet the standards set out in the paragraphs below. This Code serves to inform students of what they may reasonably expect and to inform departments of what they are expected, at a minimum, to provide. Each department will provide a detailed statement of its provision under this Code, to be published in departmental handbooks and on departmental websites. These statements will provide a basis for monitoring the academic activity of departments through the Teaching, Learning and Assessment Committee and its internal reviews of teaching. The statements will also provide a basis for monitoring the pastoral provision of departments by the Student Affairs Committee.

Supervisory Arrangements

- 1.1 On joining the School each student is allocated a member of the academic staff in his or her department as an academic adviser.
- 1.2 Each department sets out in the relevant handbook its own detailed guidelines regarding the arrangements for supervision and the role of the academic adviser. Among the adviser's responsibilities are:
 - To provide students with academic guidance and feedback on the student's progress and performance and to discuss any academic problems they may experience.
 - To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
 - To implement the provisions outlined in Individual Student Support Agreements (ISSAs) for students with disabilities, in liaison with the School's Disability and Well-being Office.
 - To maintain regular contact with the student on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook.
 - To agree students' course choices.
 - To inform the Programme Director and School of any students whose progress is not satisfactory.
- 1.3 Each academic adviser must have a good working knowledge of the structure and regulations of degree programmes in the department.
- 1.4 Each academic adviser must have a good working knowledge of the various academic and pastoral support agencies within the School.
- 1.5 Each academic adviser must publish regular periods of time when they are available to meet with their students.
- 1.6 If the relationship between an academic adviser and student is unsatisfactory, the department must have in place an appropriate mechanism for arranging a change of supervisor.
- 1.7 A Programme Director is appointed for each taught masters programme. The responsibilities of the Programme Director include:
 - Arranging to provide incoming students with detailed information on their respective programme, including up-to-date information on the availability of optional courses in the coming session via departmental web pages.
 - Providing a departmental induction programme for new students, including information on the selection of options and arrangements for supervision.
 - Monitoring the academic and pastoral care provided by members of his or her department, including the provision of reasonable adjustments for students with disabilities.
 - Arranging regular termly meetings of a staff-student liaison committee and the nomination of a representative to the School's taught postgraduate students' consultative forum.
 - Providing a direct channel of communication between the School and any student who is encountering academic or pastoral difficulties.
 - Agreeing, where appropriate, a student's request for course choice outside the degree regulations.
 - Agreeing, where appropriate, a student's request for a degree transfer.

Teaching

- 2.1 The detailed requirements of each programme and course are provided in the on-line *Calendar*, in the relevant handbook and on departmental web pages. Students are obliged to complete all course requirements as specified in their degree regulations.
- 2.2 Teaching at the postgraduate level will be a combination of lectures and seminars. The teaching method used will largely be determined by the size of the programme and the nature of the subject covered in a particular paper/course.
- 2.3 Lectures are an important part of the teaching and learning experience. The structure and content of each course are set out in the on-line Course Guide. Lecturers must ensure that their teaching is consistent with this information.
- 2.4 Lecturers are responsible for organising the seminar programmes for their courses, liaising with seminar chairs to ensure that the seminars are properly coordinated with their lectures, and submitting course reading lists to the Library in good time for required books to be purchased.
- 2.5 Seminars are the core of teaching and learning experience at the graduate level. The nature and format of seminars may vary depending on the subject material of the course and will be detailed in the course syllabus.
- 2.6 Seminars will normally give students the opportunity to participate in a discussion of material relevant to the course. The nature and format of these discussions will vary according to the subject matter of the course.
- 2.7 Lectures and seminars start at five minutes past the hour and end at five minutes to the hour. Staff and students should make every effort to start and finish on time.
- 2.8 Formative coursework is an essential part of the teaching and learning experience at the School. It should be introduced at an early stage of a course and normally before the submission of assessed coursework. Students will normally be given the opportunity to produce essays, problem sets or other forms of written work. The number of these pieces of work for each

- course will be detailed in the on-line Course Guide.
- 2.9 Feedback on formative course work is an essential part of the teaching and learning experience at the School. Seminar chairs and/or the course lecturer must mark formative course work and return it with constructive comments to students normally within two weeks of submission.
- 2.10 Seminar chairs should inform a student's Programme Director if he or she is not making satisfactory progress.
- 2.11 All full-time members of staff and part-time and occasional teachers must have regular weekly office hours during term-time when they are available to students to discuss issues relating to the courses they are teaching. These hours should be displayed outside their offices.

Responsibilities of the Student

- 3.1 Students are required to attend the School for the full duration of each term. Students who wish to be away for good reason in term time must first obtain the consent of their academic adviser. Students away through illness must inform their academic adviser and seminar chairs and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which may impact on their studies should contact the Adviser to Students with Disabilities and /or Dyslexia in good time to negotiate reasonable adjustments which will be set out in an Individual Student Support Agreement. They must also agree to the extent to which this information will be shared within the School. If the School is not informed about a disability in good time, it may not be able to make the appropriate reasonable adjustments.
- 3.3 Students must maintain regular contact with their academic adviser to discuss relevant academic and pastoral care issues affecting their course of study. These should include:
- Guidance at the start of the session regarding course choice
 - Discussion of academic progress
 - Assistance, advice and guidance on the long essay/project/dissertation
- 3.4 These discussions should take place through direct one-to-one meetings and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes as detailed in the relevant handbook. Students should be able to meet their academic adviser within the first week of term time, i.e. either during regular office hours or at a mutually convenient time.
- 3.5 Students are expected to regularly attend and participate in seminars.
- 3.6 Students must submit all required course work, whether assessed or non-assessed, on time. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's on-line *Calendar*.
- 3.7 Students should ensure the accuracy of the information regarding their course of study, including their optional papers. All changes in course choices must be communicated to the Student Services Centre. Failure to report changes will result in a student being required to take the examination in the course for which he or she was originally registered.
- 3.8 Students must communicate changes of term time and home addresses to the Student Services Centre via LSEforYou as soon as they occur.
- 3.9 Students must pay School fees when due. Failure to pay fees could result in the withdrawal of Library rights, termination of registration, and/or the withholding of transcripts and/or degree award certificate.
- 3.10 Students who decide to interrupt their studies or withdraw from the School must inform their academic adviser, the Programme Director and the Student Services Centre in writing. Failure to inform the School could result in a demand for fee payments for the full session.

Examination and Assessment

- 4.1 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are detailed in the on-line Course Guide. In submitting course work, students must abide with the School's policy on plagiarism as set out in the School's on-line *Calendar*.
- 4.2 Students must be given clear advance warning of any new or approved changes to examination format. When the content of a course changes to the extent that previous examination papers may not be a reliable guide to future papers, lecturers should warn students and should produce sample questions for the new parts of the course. When the course is new and, there are no previous papers, a full sample paper should be produced.
- 4.3 School policy does not require individual feedback on summative assessment. Where feedback on summative assessed coursework (but not examinations) is provided, the nature and extent of such feedback will be detailed in the relevant handbook.
- 4.4 Any student who requires special examination arrangements must contact the Adviser to Students with Disabilities and /or Dyslexia so that reasonable adjustments can be made. Applications for special exam arrangements should normally be made **no later than** 7 weeks before the date of the student's first examination.
- 4.5 Any mitigating circumstances in the period preceding or during the examinations that may affect a student's attendance at, or performance in, examinations must be communicated in writing to the Student Services Centre with all relevant supporting documentation, such as medical certificates, **not later than** 7 days after her/his last exam.

Notes:

For the purposes of this Code, the term 'Department' comprises both Departments and Institutes.

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

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

Last updated: July 2009

General

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

Entrance Qualifications

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

Programmes of Study

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

Entry to Examinations

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

20. A candidate will be examined in each course, unless having deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed.
21. No fee is payable for the first attempt at an examination.

Examinations and Assessment

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

Late Submission of Coursework

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

Five marks out of 100 will be deducted for coursework submitted within the 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

Re-examination

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

Illness

44. A candidate who, owing to illness, the death of a near relative or other cause judged sufficient by the School on the recommendation of the board of examiners, is prevented from completing at the normal time the examination or part of the examination for which he/she has entered may with the permission of the School, enter the examination in those elements in which he/she was not able to be examined on the next occasion when the examination is held in order to complete the examination.
45. A candidate who for medical or other reasons approved by the School does not sit an examination while in attendance at the School

38 School Regulations

may be permitted to sit such an examination on one subsequent occasion without payment of a fee, whether or not in attendance at the School.

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

The Award of a Degree

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

Notification of Results

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

Appeals Against Decisions of Boards of Examiners

53. Appeals against decisions of boards of examiners must be made in writing to the Academic Registrar under the Regulations for the consideration of appeals against decisions of boards of examiners for taught courses.

Schedule to the Regulations for Taught Masters Degrees

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

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

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

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

Last updated: July 2009

General

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

Entrance Qualifications

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

Programmes of Study

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

Entry to Examinations

15. A candidate for the degree will be entered in the examinations for the courses for which he/she is registered.
16. In spite of Regulation 15, no candidate shall be eligible to sit an examination unless he/she has satisfactorily attended the course concerned in the year of study concerned and has completed the work required.
17. A candidate wishing to defer sitting one or more examinations must obtain permission from the Chair of the Sub-Board of Examiners for his/her programme. If he/she also wishes to defer those examinations again the following year, he/she will require the permission of both the Chair of the Sub-Board of Examiners for his/her programme and the Chair of the Graduate Studies Sub-Committee. Any further requests to defer will also require this dual authorisation. Students who have deferred their examinations once may only be given permission to defer for a second (or additional) time all originally deferred examinations – they will not be allowed to split their examination load across different years. Permission for deferral must be sought by no later than Friday of the first week of the Summer term except in the case of unforeseen and exceptional circumstances.

40 School Regulations

18. Candidates who are absent without formal permission from an examination will have that examination counted as the first attempt.
19. Candidates are bound by the regulations in force at the time of their entry to the examination, including the individual programme regulations.
20. A candidate will be examined in each course, unless he/she has deferred or withdrawn under these Regulations. A candidate will not be re-examined in any course which he or she has already passed. A candidate will not normally be re-examined in any course he/she has failed if an award has been made.
21. No fee is payable for the first attempt at an examination.

Examinations and Assessment

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

Late Submission of Coursework

32. All students must be given clear written instructions on what is required for assessed coursework and dissertations, and the deadline for their submission.
33. If a student believes that he/she has good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she should first discuss the matter with the course teacher and seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
34. If a student misses the deadline for submission he/she should first discuss the matter with the course teacher. If the student feels he/she had good cause for missing the submission deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she may seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
35. Extensions will be granted only where there is good cause backed by official supporting evidence (e.g. medical certificate), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English. Any extension granted must be confirmed in writing to the student.
36. Some Departments operate a special local process for considering requests for extensions to submission deadlines; or for considering whether to apply a penalty for work submitted late in light of good cause. Where these processes are in place, they will be set out in the relevant Departmental student handbook. Where Departments do not operate a special local process, requests for formal extensions will be decided by the Chair of the appropriate Sub-Board of Examiners. For the avoidance of doubt, it is only the process for considering whether to grant an extension or to waive a penalty that may vary; the standard penalty for late submission of coursework set out at regulation 37 will apply uniformly across all programmes.
37. If a student fails to submit by the set deadline (or extended deadline as appropriate), the following penalty will apply: Five marks out of 100 will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

Re-examination

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

means set from time to time by the Academic Registrar or his/her designated deputy.

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

Illness and Other Mitigation

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

Footnote¹Sub-Boards of Examiners may also recommend under Regulation 47 (i) and (ii) that the candidate may, where relevant and appropriate, progress into the next year of study.

The Award of a Degree

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

Notification of Results

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

Appeals Against Decisions of Sub-Boards and Boards of Examiners

55. Appeals against decisions of Sub-Boards and Boards of Examiners must be made under the Regulations for the Consideration of Appeals Against Decisions of Boards of Examiners for Taught Courses.

Schedule to the Regulations for Taught Masters Degrees

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

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

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

(OTHER THAN MSC ECONOMIC HISTORY (RESEARCH); MRES ECONOMICS (TRACK 1); MSC ECONOMICS AND PHILOSOPHY; MSC HEALTH POLICY, PLANNING AND FINANCING; MSC MANAGEMENT (ALL STREAMS); MPA DEGREES (ALL STREAMS); AND MRES POLITICAL SCIENCE (ALL STREAMS))

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

Last updated: July 2009

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Mark and Grade for a Course:

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

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

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

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

4. Eligibility for Award of Degree

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

5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.¹
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
 - 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
 - 5.2.2 A Fail (but not a Bad Fail) in a course of 0.5 unit value does not require compensation.
 - 5.2.3 A Fail (but not a Bad Fail) in a course(s) to the value of 1.0 unit will result in an overall Fail unless compensated either:
 - (i) by a mark of at least 60% in: a) one full unit course; or b) each of two half unit courses; or
 - (ii) by a compensation aggregate mark of 165 in the non-failed courses.
 If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
 - 5.2.4 A Department or Institute can apply to the Graduate School Board of Examiners to establish a compensation

- mark of 55% in respect of 5.2.3 (i) and/or an aggregate mark of 160 in respect of 5.2.3 (ii). Where approved, this shall be published in the School Calendar and in programme handbooks.
- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated as follows:
- 5.3.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 3.0 units or more;
- (b) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of 1.0 unit
- 5.3.2 *Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-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 260
- 5.3.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 2.0 units;
- (f) marks of a Merit grade (or higher) in courses to the value of 3.0 units or more;
- (g) a mark of a Distinction grade in a course of 0.5 unit value and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.4 *Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board¹*
- (h) marks of a Merit grade in courses to the value of 2.5 units;
- (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 units
- 5.3.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 3.5 units;
- (k) marks of at least a Pass grade in courses to the value of 3.0 units with compensation for the failed course(s).

6. Failure to Achieve an Award of Degree

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

7. Appeals and Offences

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

8. General Proviso

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

Footnote:

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

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

Department	Bad Fail (2008-09)
Accounting (all courses prefixed with 'AC')	39
Anthropology (all courses prefixed with 'AN')	29
Development Studies Institute (all courses prefixed with 'DV')	39
Economic History (all courses prefixed with 'EH')	39
Economics (all courses prefixed with 'EC')	19
Employment Relations and Organisational Behaviour Group (all courses prefixed with 'ID')	39
European Institute (all courses prefixed with 'EU')	39
Finance (all courses prefixed with 'FM', other than FM436 and FM437)	39
Finance (FM436 and FM437 only)	19
Gender Institute (all courses prefixed with 'GI')	39
Geography and Environment (all courses prefixed with 'GY')	39
Government (all courses prefixed with 'GV')	39

44 School Regulations

International History (all courses prefixed with 'HY')	39
Information Systems and Innovation Group (all courses prefixed with 'IS')	39
International Relations (all courses prefixed with 'IR')	39
Law (all courses prefixed with 'LL')	39
Management (all courses prefixed with 'MG', other than MG411, MG412, MG413, MG417 and MG431)	39
Management (MG411, MG412, MG413, MG417 and MG431 only)	19
Management Economics and Strategy Group (all courses prefixed with 'MN')	29
Mathematics (all courses prefixed with 'MA')	19
Media and Communication (all courses prefixed with 'MC')	39
Methodology Institute (all courses prefixed with 'MI')	29
Operational Research Group (all courses prefixed with 'OR')	19
Philosophy (all courses prefixed with 'PH')	39
Social Policy (all courses prefixed with 'SA', other than SA481)	39
Social Policy (SA481 only)	29
Social Psychology (all courses prefixed with 'PS')	29
Sociology (all courses prefixed with 'SO')	39
Statistics (all courses prefixed with 'ST')	19

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

Department

Finance (FM436 and FM437 only)

Economics (all courses prefixed with 'EC')

Management (MG411, MG412, MG413 and MG417 only)

MSC ECONOMIC HISTORY (RESEARCH) MRES ECONOMICS (TRACK 1) MSC ECONOMICS AND PHILOSOPHY MSC HEALTH POLICY, PLANNING AND FINANCING

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

*This Classification Scheme is approved by the Graduate School Board of Examiners/Graduate Studies Sub-Committee.
Last updated: July 2009*

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Mark and Grade for a Course:

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

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

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

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

4. Eligibility for Award of Degree

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

5. Calculation of the Award of Degree

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

46 School Regulations

- (ii) by a compensation aggregate mark of 220 in the non-failed courses.
If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.
- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated as follows:
- 5.3.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 3.5 units or more, but no marks of a Merit grade in any course;
 - (b) marks of a Distinction grade in courses to the value of 3.0 units and marks of a Merit grade in courses to the value of 1.0 unit
- 5.3.2 *Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-Board¹*
- (c) marks of a Distinction grade in courses to the value of 3.0 units and a mark of a Merit grade in a course of 0.5 unit value;
 - (d) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of at least 1.5 units and an overall Distinction aggregate mark of at least 320
- 5.3.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 2.5 units;
 - (f) marks of a Merit grade (or higher) in courses to the value of 3.5 units or more;
 - (g) a mark of a Distinction grade in a course of 0.5 unit value and marks of a Merit grade in courses to the value of 2.5 units.
- 5.3.4 *Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board¹*
- (h) marks of a Merit grade in courses to the value of 3.0 units;
 - (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.5 units
- 5.3.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 4.5 units;
 - (k) marks of at least a Pass grade in courses to the value of 4.0 units with compensation for the failed unit(s).

6. Failure to Achieve an Award of Degree

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

7. Appeals and Offences

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

8. General Proviso

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

Footnote:

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

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

This classification scheme is approved by the Graduate School Board of Examiners/the Graduate Studies Sub-Committee.

Last updated: July 2009

MSc

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

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

Classification

Eight marks count towards classification: the four compulsory courses in Year One, the dissertation, and the best three marks from the optional courses in Year Two. The lowest mark of the optional courses will automatically be excluded from the degree classification, unless it is a Bad Fail (please see the penalty rule at paragraph 5.2.1 of the Classification Scheme, above). The mark excluded from the classification

can be a fail (but not a Bad Fail), but in order to receive an overall degree classification of Merit or Distinction the excluded mark must be at least a Pass.

Progression

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

Paper Course number and title

Year 1

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

Year 2

5	SA4E3	Dissertation in Health Economics, Policy and Management (H)
6-9	Optional courses to the value of two full units:	
	SA4G3	Pharmaceutical Economics and Policy (H)
	SA4G4	Statistical Methods in Economic Evaluation (H)
	SA4G5	Measuring Health Outcomes (H)
	SA4G6	Measuring Health System Performance (H)
	SA4F2	Introduction to Medical Statistics, Clinical Trials and Epidemiology (H)
	IS416	Healthcare Information Systems (H)

Diploma

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

Paper Course number and title

Year 1

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

Year 2

5, 6	Optional courses to the value of two full units:	
	SA4G3	Pharmaceutical Economics and Policy (H)
	SA4G4	Statistical Methods in Economic Evaluation (H)
	SA4G5	Measuring Health Outcomes (H)
	SA4G6	Measuring Health System Performance (H)
	SA4F2	Introduction to Medical Statistics, Clinical Trials and Epidemiology (H)
	IS416	Healthcare Information Systems (H)

Certificate

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

Paper Course number and title

Year 1

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

SCHEME FOR THE AWARD OF MRES POLITICAL SCIENCE

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

Last updated: July 2009

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Mark and Grade for a Course:

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

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

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

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

4. Eligibility for Award of Degree

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

5. Calculation of the Award of Degree

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

6. Failure to Achieve an Award of Degree

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

7. Appeals and Offences

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

8. General Proviso

It is also open to a Sub-Board of Examiners to recommend to the Graduate School Board of Examiners any departure from this Scheme

and/or from its 'local rules' if, in their judgement, this would be equitable for any individual candidate or any group of candidates as a direct result of medical and/or extenuating circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that candidate or group of candidates only.

MSC MANAGEMENT MSC MANAGEMENT (CEMS MIM)

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

*This classification scheme is approved by the Graduate School Board of Examiners/the Graduate Studies Sub-Committee.
Last updated: July 2009*

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Mark and Grade for a Course:

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

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

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

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

4. Eligibility for Award of Degree

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

5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.¹
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
 - 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
 - 5.2.2 A Fail (but not a Bad Fail) in a course(s) of 1.0 unit value does not require compensation.
 - 5.2.3 A Fail (but not a Bad Fail) in courses to the value of 2.0 units will result in an overall Fail unless compensated

50 School Regulations

either:

- (i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.
- (ii) by a compensation aggregate mark of 330 in the non-failed courses.
If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded.

5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated on the basis of the best marks in courses to the value of 4.0 units from each year of the programme as follows:

5.3.1 *For a Distinction:*

- (a) marks of a Distinction grade in courses to the value of 6.0 units or more;
- (b) marks of a Distinction grade in courses to the value of 5.0 units and marks of a Merit grade in courses to the value of 2.0 units.

5.3.2 *Either a Distinction* (if no failed course) *or a Merit* according to the 'local rules' of the Sub-Board¹

- (c) marks of a Distinction grade in courses to the value of 5.0 units and a mark of a Merit grade in a course of 1.0 unit value;
- (d) marks of a Distinction grade in courses to the value of 4.0 units and marks of a Merit grade in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520

5.3.3 *For a Merit:*

- (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
- (f) marks of a Merit grade (or higher) in courses to the value of 6.0 units or more;
- (g) a mark of a Distinction grade in a course of 1.0 unit value and marks of a Merit grade in courses to the value of 4.0 units.

5.3.4 *Either a Merit* (if no failed course) *or a Pass* according to the 'local rules' of the Sub-Board¹

- (h) marks of a Merit grade in courses to the value of 5.0 units;
- (i) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of 2.0 units.

5.3.5 *For a Pass*

- (j) marks of at least a Pass grade in courses to the value of 7.0 units;
- (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s).

6. Failure to Achieve an Award of Degree

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

7. Appeals and Offences

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

8. General Proviso

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

Footnotes:

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

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

To be eligible to proceed into the second year, candidates must attain at least a Pass grade in the five compulsory courses (MG431, MG433, MG434, MI461 and MI462). If candidates fail any of these compulsory courses they will not be allowed to progress to Year two. If candidates fail any of their optional courses taken in Year One, they will be allowed to progress to Year Two provided they have no Bad Fail marks. A student shall normally be entitled to re-sit any failed courses only (on one occasion) and at the next normal opportunity. The School may consider an application for repeat tuition in any failed courses from a student. Results obtained at re-sit shall bear their normal value.

MPA EUROPEAN PUBLIC AND ECONOMIC POLICY

MPA INTERNATIONAL DEVELOPMENT

MPA PUBLIC AND ECONOMIC POLICY

MPA PUBLIC POLICY AND MANAGEMENT

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

This classification scheme is approved by the Graduate School Board of Examiners/Graduate Studies Sub-Committee.

Last updated: July 2009

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

1. Responsibilities of Sub-Boards of Examiners

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

2. External Examiners

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

3. Mark and Grade for a Course:

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

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

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

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

4. Eligibility for Award of Degree

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

5. Calculation of the Award of Degree

- 5.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.¹
- 5.2 Where a candidate receives a Fail mark in any course, the following penalty rules shall apply:
 - 5.2.1 A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
 - 5.2.2 A Fail (but not a Bad Fail) in a course(s) of 1.0 unit value does not require compensation.
 - 5.2.3 A Fail (but not a Bad Fail) in courses to the value of 2.0 units will result in an overall Fail unless compensated either:
 - (i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.
 - (ii) by a compensation aggregate mark of 330 in the non-failed courses.
If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit

52 School Regulations

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

- 5.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 5.2 above, be calculated on the basis of the best marks in courses to the value of 4.0 units from each year of the programme² as follows:
- 5.3.1 *For a Distinction:*
- (a) marks of a Distinction grade in courses to the value of 6.0 units or more;
 - (b) marks of a Distinction grade in courses to the value of 5.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.2 *Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-Board¹*
- (c) marks of a Distinction grade in courses to the value of 5.0 units and a mark of a Merit grade in a course of 1.0 unit value;
 - (d) marks of a Distinction grade in courses to the value of 4.0 units and marks of a Merit grade in courses to the value of at least 2.0 units and an overall Distinction aggregate mark of at least 520
- 5.3.3 *For a Merit:*
- (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
 - (f) marks of a Merit grade (or higher) in courses to the value of 6.0 units or more;
 - (g) a mark of a Distinction grade in a course of 1.0 unit value and marks of a Merit grade in courses to the value of 4.0 units.
- 5.3.4 *Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board¹*
- (h) marks of a Merit grade in courses to the value of 5.0 units;
 - (i) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of 2.0 units.
- 5.3.5 *For a Pass*
- (j) marks of at least a Pass grade in courses to the value of 7.0 units;
 - (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s).

6. Failure to Achieve an Award of Degree

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

7. Appeals and Offences

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

8. General Proviso

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

Footnotes:

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

² The results achieved by students at LSE MPA partner institutions will be converted into LSE grades in accordance with an established formula agreed by both institutions.

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

LSE only MPA degree

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

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

The dual MPA degree

A student registered on the Dual MPA degree will not be allowed to progress to the second year of the degree at an LSE MPA partner institution unless all first year courses have been passed at the first attempt.

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

YOUR PROGRAMME OF STUDY – RESEARCH

Last updated: July 2009

Further details relating to each of the following areas, including procedural instructions, can be found on the Student Services Centre website at: www.lse.ac.uk/ISSC

Registration

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

Research Students

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

Visiting Research Students

Each student is registered on a taught programme involving study at the School for a set period as specified in your offer of admission. Your programme of study will be agreed in conjunction with your supervisor. You may be allowed to take examinations on an informal basis: they will be marked and the results made available to you in the form of a transcript of your studies but cannot count towards a degree at the School.

New Students

Registration takes place in the Research Degrees Unit (Room V600) throughout the week preceding the start of the Michaelmas Term. Students will not normally be allowed to register after the last working day of October, largely because they will have missed a significant part of their programme of study. The records of any student who has not registered by this deadline will be closed.

Continuing Students

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

LSE Card and Email Account

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

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

Conditions of Study

Your signature on the acceptance of offer form binds you to abide by all applicable School regulations, procedures, codes and policies as set out in the on-line School Calendar. Please read carefully the various regulations and, in particular, the Code of Good Practice for Research Students and their Supervisors, and the Regulations for Research Degrees which set out the responsibilities of students.

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

Withdrawal from the School

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

Interruption and Fieldwork

Research students need special permission to interrupt their study, or undertake fieldwork. If you wish to apply for an interruption or to undertake fieldwork you must complete the appropriate form which can be downloaded from the research student website. For those students undertaking fieldwork you must also complete a risk assessment.

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

Financial Matters

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

Fees

The fees for each academic session appear on the School's website at: www.lse.ac.uk/fees. Fees cover registration, teaching, first entry to examinations, the use of the Library and membership of the Students' Union. If you register for a course lasting more than a year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for the academic year in question and not at the rate for the academic year in which you first registered.

Your status as a Home/EU or Overseas student for fee purposes is determined by the Graduate Admissions Office on the basis of information

54 School Regulations

that you have provided. This status cannot normally be changed after you have registered.

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

Financial Support

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

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

Examinations

The degrees of MPhil and PhD are examined by thesis. Research students must enter for the examination at least one month before they are due to submit their thesis. The examination entry form can be downloaded from the research student website. The form must be completed by the student and supervisor and then submitted to the Research Degrees Unit.

The supervisor must nominate an internal (to the University) and an external examiner. The nominations are then considered by the appropriate panel, who will decide whether to approve the examiners.

The completed thesis should be submitted to the Research Degrees Unit as soon as it is ready. The thesis is then sent to the examiners and a date is set for the viva voce.

Further information on the examination process can be found in the Regulations for Research Degrees.

CODE OF GOOD PRACTICE FOR RESEARCH STUDENTS AND THEIR SUPERVISORS

This Code of Practice is approved by the Research Degrees Sub-Committee.

Last updated: July 2009

Reference to 'departments' in this document includes institutes and groups

Introduction

- 1 This code of practice is intended as guidance on the relationship between the student, the supervisor and the department. It sets out the minimum required of these three parties. Further advice can be obtained from the Research Degrees Manager. The Code may be supplemented by separate departmental codes and guidelines covering specific departmental practice, information on which can be obtained from your Departmental Manager.
- 2 The University of London's Ordinances and the School's Regulations for Research Degrees define the formal requirements and these are published in the on-line Calendar. They should be read in conjunction with this Code of Practice. Matters dealt with in the *Regulations* are not normally repeated in this document.
- 3 In addition, all students are bound by the School's General Academic Regulations which contain, *inter alia*, the School's policies on equality and diversity and on disability; the Disciplinary Regulations for Students; the Rules Relating to Student Activity; the Drugs and Alcohol Policy; the Research Ethics Policy and the Code of Practice on Free Speech.

Students' attendance and residence

- 4 Regulations governing the registration, attendance and examination of students are published annually in the School Calendar. You and your supervisors should acquaint yourselves with these regulations. Different regulations are in force for students whose registration began before October 1993. Slightly different regulations are in force for students first registered before the academic session 2007/08 who have opted to take their degree from the University of London rather than LSE.
- 5 When a student reaches the end of their maximum period of registration (laid down in the Regulations for research degrees or the regulations for the specific programme) the expectation will be that their registration will be terminated. In exceptional circumstances (such as disability) the School may agree to the extension of the maximum period, but there can be no guarantee that this will be allowed. In general, students needing extra time because of, for example, personal problems, would be expected to interrupt their studies rather than apply for an extension.
- 6 You should normally live within easy reach of London. You may live outside the London area with the permission of your department and on condition that you keep in regular contact with your supervisor.

The student-supervisor relationship

Allocation and change of supervisor

- 7 Supervisors are normally assigned to students at the time an offer of admission is made. Every student is entitled to a lead supervisor who is a full-time member of the academic staff of the School. In order to provide additional academic input and to provide continuity in the event of the first supervisor ceasing to perform that role, every student will normally also have additional supervision which may take the form of:
 - (a) Co-supervision, i.e. joint supervisors with broadly similar responsibilities (for example where the student is working on an interdisciplinary topic).
 - (b) A lead supervisor and an adviser. In general, an adviser would:
 1. be familiar with the student's progress, but not need to be an expert in the student's precise field, or expected to read all the work submitted;
 2. provide generic guidance and support rather than detailed academic guidance;
 3. where appropriate, be involved in review or upgrade processes;
 4. countersign any annual progress report forms;
 5. provide a continuing point of reference in the event of the lead supervisor becoming unavailable as a result of retirement, sickness or sabbatical;
 6. meet with the student at least once a year.
 It would be for the Doctoral Programme Director to determine the precise role in individual cases. In exceptional cases, and particularly where one of the supervisors is not a full-time member of the academic staff of the School, alternative arrangements may be made by the Doctoral Programme Director.
 - (c) Team supervision, i.e. a small group of named individuals who are known to the student, familiar with their work, and available to the student for consultation about their research.
- 8 The School cannot guarantee that students will be able to work with any particular teacher they want, nor that they will have the same supervisor throughout their period of study at the School. Nor can the School guarantee to provide supervision where the thesis topic has gone beyond the subject area on which the student was admitted to the School although it will make reasonable efforts to do so. If no such arrangements can be made the School reserves the right, as a last resort, to terminate the student's registration
- 9 When a member of staff comes within four years of retirement, the Doctoral Programme Director will ensure that co-supervisors are appointed for the students he or she supervises if it seems likely that they will not have completed by the time the supervisor retires, on the basis that the co-supervisor will then take over as lead supervisor.
- 10 If the initial allocation of supervisor turns out to be inappropriate, a change of supervisor may be effected through the Doctoral Programme Director or Head of Department on the initiative of the student or supervisor, preferably in the first year.

Obligations and responsibilities of students

- 11 You should submit written work regularly as requested by your supervisors.
- 12 You should take note of and act on the guidance and feedback from your supervisors.
- 13 You should word-process all material in a format agreed with your supervisor.
- 14 You should, as a matter of courtesy, inform your supervisor of other people with whom your work is being discussed.
- 15 It is your responsibility to seek out your supervisor, not vice versa; you should have your own programme of topics for discussion.

56 School Regulations

- 16 If you want to issue questionnaires you must first secure your supervisor's approval, and, if you wish to use the School's address for this purpose, the text of any communication must be approved by the supervisor before it is sent. You must also ensure that you comply with the School's Ethics Policy.
- 17 You should make yourself familiar with, and ensure that your research complies with, the School's Regulations on Assessment Offences: Plagiarism and the Regulations on Assessment Offences: Offences Other Than Plagiarism. The School considers plagiarism a serious offence and any accusation of plagiarism will be dealt with under these regulations.
- 18 You must inform the Research Degrees Office in advance if you want to interrupt your studies or intend to withdraw from your course.

Obligations and responsibilities of supervisors

- 19 The supervisor should have knowledge of a student's subject area and theoretical approach.
- 20 There should be regular meetings between student and supervisor. 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. It is usually advisable to arrange the time of the next meeting at the end of each supervision session.
- 21 Supervision sessions will naturally vary in length but on average they should last for at least one hour. They should be as far as possible uninterrupted by telephone calls, personal callers or departmental business.
- 22 A student should be given some response on written work, either orally or in writing, within one month of it being given to the supervisor. If, because the written work is very long or because of other pressing demands on time, it is unlikely that the supervisor will be able to respond to the student's work within a month, the supervisor should indicate this to the student and give a time when a response will be made.
- 23 If the student has an urgent problem the supervisor should deal with the matter by telephone or e-mail or arrange a meeting at short notice.
- 24 The supervisor should assist new students to identify their research training needs at the outset, plan their time and draw up a framework within which the research is to progress. The plan should mark out the stages which a student will be expected to have completed at various points in the research period. The supervisor should be aware of the requirement of some funding bodies that continuation of funding past the first year can be contingent upon a successful upgrade from MPhil to PhD and should help students with such awards to plan their work accordingly.
- 25 For continuing students the supervisor should advise whether the research can feasibly be completed in the recommended period or whether a more realistic project should be attempted.
- 26 Research students are normally eligible to attend any course of lectures run by the School or the University (there are some exceptions in the case of self-financing institutes or other colleges of the University for which additional fees may be payable). Supervisors should advise which courses may complement the field of research.
- 27 The supervisor and the department should be responsible for introducing the student to the wider research community within LSE and outside the School. The supervisor should take an active part in introducing the student to meetings of learned societies, seminars and workshops and to other research workers in the field. The supervisor should give advice on publication and put the student in touch with publishers where appropriate.
- 28 The supervisor is responsible for nominating the external and internal examiner for a student's viva and for arranging a mutually convenient date between the two examiners and the student. There should be no unreasonable delay in examining a thesis once it has been submitted. Three months is a reasonable maximum in most circumstances.
- 29 The supervisor should assist the student with his or her applications for funding to research councils and other organizations.
- 30 The supervisor must be involved in any fieldwork risk assessment completed by the student.

Obligations and responsibilities of the Doctoral Programme Director

- 31 The Doctoral Programme Director has the following specific responsibilities:
 - (a) ensuring the induction of new research students;
 - (b) allocating and training supervisors;
 - (c) ensuring that progress monitoring procedures for all research students are properly carried out;
 - (d) monitoring submission rates in the department;
 - (e) developing appropriate research training;
 - (f) acting as an advocate for research students in the department.
- 32 Doctoral Programme Directors should ensure that:
 - (a) no student is allocated to a supervisor who has an insufficient knowledge of the student's area of research and theoretical approach.
 - (b) all research students have a lead supervisor who is normally a current full-time member of the academic staff of the School. Members of staff on sabbatical or other leave and retired members of staff may not act as the lead supervisor for a research student. If staff who are on leave or who retire wish to retain their supervisory responsibilities the Doctoral Programme Director must ensure that the student has, in addition, a supervisor from the full-time academic staff of the School.
 - (c) teachers do not have lead supervisory responsibility for research students until they have passed their major review.
 - (d) no supervisor is overloaded with supervisory responsibilities: the supervisor's total workload should be taken into account when establishing his or her appropriate maximum number of research students.
 - (e) supervisors have the training and support they require to undertake effective supervision. This support might include recommending a supervisor to attend various training courses, conferences and seminars; teaching relief; and adjustment of other departmental responsibilities to take account of the supervisory load. The appraisal system might be used to identify training needs but the Doctoral Programme Director should also consider reviewing supervisors' responsibilities on an annual basis.

Obligations and responsibilities of the Head of Department

- 33 The Head of Department is responsible for ensuring that a member of staff is appointed as Doctoral Programme Director for the department.

Research training and support

- 34 All students are recommended to acquire keyboard and, where necessary, computer skills. If a student does not have these skills before registration, Information Technology Services should be asked to advise on suitable training.

- 35 All students should have training in appropriate research methods. They should attend appropriate courses provided by the Methodology Institute and the Teaching and Learning Centre.
- 36 Each department should establish, where appropriate, a collective research training programme for its students.
- 37 Each department should, where appropriate, arrange regular seminars for students which all students will normally be expected to attend and participate in on a regular basis. In the first year of a student's study these might concentrate on research methods. In subsequent years of study, seminars should allow the opportunity for students to present and discuss their own work.

Progress and review

- 38 By the end of the first year (the first eighteen months in the case of part-time students), the student should have defined the area of research, become acquainted with the background knowledge required, including research skills, familiarized him- or herself with the appropriate literature and have a framework for the future progress of the research with a timetable for the next two or three years (three or four years in the case of part-time students). The student should have produced a substantial amount of written work, even if only in draft form. 'Substantial' should be defined by the supervisor or department at the outset. There may be specific, published departmental practices which, because of the nature of the subject, vary from this model.

Progress reviews

- 39 Each department should communicate in writing to all its students what expectations it has for their progress, the specific departmental review procedure, and the timetable for upgrading to PhD where appropriate.
- 40 A student's progress should be the subject of a major review by the department within the time specified in the regulations.
- 41 This review must involve at least one member of the academic staff other than the supervisor. Progress will be reviewed on the basis of an appropriate substantial area of the research. The reviewers must have the opportunity of reading this work in good time before the review meeting.
- 42 Students must complete and forward to their supervisor their annual progress report form if asked to do so. Failure to do so will result in their not being registered for the next year of their course.
- 43 Each department should inform the Research Degrees Manager, no later than the end of each academic year, of the names of those students who may not re-register. Departments are advised to consult the Research Degrees Manager before making any recommendation for de-registration.

Procedure for upgrading to PhD

- 44 It is the normal expectation that the decision to upgrade a student to PhD will be made either at the first major review or by the end of the second year of registration.
- 45 If a student is not upgraded the case should be reviewed after a further six months for a final decision.
- 46 If a student wishes to appeal against failure to be upgraded (after the second attempt) he or she should refer to the appeal procedure contained in the Regulations for Research Degrees. Further advice is available from the Research Degrees Manager.

The research

- 47 The Data Protection Acts require public registration of all records of personal data on identifiable individuals. Where the material is held for research purposes, the individuals concerned are unlikely to have a right of access to such information; but control and use of the information is subject to legally enforceable restrictions. If you are likely to hold information on individuals you should seek information and advice from the School's Records Manager.
- 48 Students should not base their research on confidential material which would thereby make the thesis inaccessible. Under the School's regulations, theses should be available for teaching and study purposes and be based on evidence that can be checked. Exceptionally an application may be made for restriction of access for up to two years.

Submission and examination

Procedures for completion (submission of thesis)

- 49 After the formal review of a student's progress by the end of the third year (by the end of the sixth year for part-time students) the review panel should consider when the student might be ready to submit the thesis. It is advisable to begin planning for completion at least a year before the proposed date of submission. The supervisor should agree a timetable for completion which should include ensuring the examination entry is made. A series of meetings between supervisor and student to the point of submission should also be established at this stage.
- 50 The procedures for examination entry are contained in the Regulations for Research Degrees.
- 51 A student is eligible to submit a thesis for examination after the minimum registration period has been met. It is advisable to secure the supervisor's advice on the timing of submission but the supervisor's approval does not form part of the examination entry procedure. Nor does the supervisor's approval constitute any guarantee that the submission of a thesis will result in the award of a degree.

Referral

- 52 In cases where a thesis is referred for re-presentation in revised form the Doctoral Programme Director should be apprised of the situation and the student invited to discuss his or her position with him or her and the supervisor. Provided the student has registered, the supervisor should continue supervision until the thesis is re-presented.

Staff-student committees and feedback

- 53 Each department should make provision for a staff-research student committee (unless the department is small enough to enable informal and formal meetings between staff and students to take place with ease) and should facilitate the establishment of a forum in which research students might meet each other informally. The staff-student committee should meet at least once a term to discuss issues of relevance and interest to research students and their supervisors.
- 54 Each department is invited to nominate one student to serve on the Consultative Forum for Research Students.

58 School Regulations

Reports on progress to outside bodies

55 If your studies are being financed by an outside body we may be required by that body to give a report on your progress.

Disabled students

56 If you have a disability the School will do its best to make appropriate adjustments for your study (see the School's Policy on Disability). If you want assistance of this kind you should approach your supervisor or the Adviser for Students with Disabilities/Dyslexia. In appropriate cases special arrangements can be made for the oral examination.

Problems and complaints

- 57 Any serious problems a student has with their supervisor, including those of access, should, in the first instance, be taken up by the student with the supervisor at the time. If a student cannot resolve these problems with the supervisor an approach might then be made by the student to the department's Doctoral Programme Director or the Head of Department.
- 58 If the department is unable to resolve problems with supervision, advice should be sought informally from the Dean of Graduate Studies or the Research Degrees Manager who will attempt to resolve the problem.
- 59 In cases where a supervisor is criticized for poor supervision the Head of Department should discuss the complaint with the supervisor to determine whether the criticism is justified and, where appropriate, either recommend training or, if necessary, give other duties instead of supervision.
- 60 In cases where the supervisor being criticized is also the Head of Department, the Chair of the Research Degrees Subcommittee will have the responsibilities set out in paragraph 56.
- 61 Students are expected to seek informal means of resolving disputes before invoking the School's formal procedures, but once all informal means have been exhausted, students may pursue their complaint under the School's Principles and Procedures for the Consideration of Student complaints.
The Research Degrees Manager can advise on these procedures.
62. No student will be disadvantaged as a result of having lodged a complaint in good faith.

REGULATIONS FOR RESEARCH DEGREES

These Regulations are approved by the Research Degrees Sub-Committee.

Last updated: August 2009

Students registered before 30 September 2007 who elect to receive a degree of the University of London, rather than LSE, are subject to slightly different regulations in respect of their examination and thesis. Such students should contact the Research Degrees Office for advice.

General

- 1 These regulations are made subject to the General Academic Regulations of the School. 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 ¹. References to a department mean an academic department, group or institute of the School.

Admission

- 2 The normal minimum entrance requirement for registration is an upper second-class honours degree or a postgraduate taught degree of a UK university or an overseas qualification of an equivalent standard, but the School may at its discretion require alternative or additional qualifications. The School may however, at its discretion, accept alternative qualifications.

Registration

- 3 Except where the School has given permission for initial registration for the PhD degree alone, each student will register initially for a programme of studies leading to both the MPhil and PhD degrees. Such a programme will not result in examination for a PhD unless the student has been upgraded in accordance paragraph 14 of these Regulations.
- 4 At the discretion of the teaching department and the Academic Registrar students may register for the MPhil or PhD degree with exemption from part of the programme if they have already begun a programme for that (or an equivalent) degree at another university.
- 5 Every student is required to follow a programme of study at the School, which may entail attendance at lectures and coursework, under the supervision of teachers of the School.
- 6 The School
 - 6.1 will have an advisory Code of Good Practice for Research Students and their Supervisors and
 - 6.2 will appoint supervisor(s) for each student in accordance with the *Code*.
- 7 Part-time registration is available in some departments to students who need to spread their studies over a longer period because of outside commitments. Students will be eligible to register on a part-time basis if they are in one or more of the following categories and can provide documentary evidence:
 - Employed or self-employed in London;
 - Registered as unemployed and over 25 years old;
 - Retired;
 - With significant caring responsibilities such as caring for children under school age or as the main carer for an elderly or disabled person.
 Evening or weekend work is not sufficient to allow part-time registration.
- 8 Except by special permission of the Academic Board, the minimum length of the programme will be two calendar years of full-time study at the School 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. Unless the regulations for a programme state otherwise, the maximum length of registration will be four years ² 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, part-time study being reckoned at half the value of full-time. Exceptionally, the Research Degrees Subcommittee may permit a student to continue in registration beyond the maximum length on the basis of criteria laid down in the Code of Practice.
- 9 Students must pay the appropriate fee for their course when requested. Students who are in arrears with their fee payments will not normally be allowed to re-register for subsequent academic years.
- 10 A programme must be followed continuously except by permission of the Chair of the Research Degrees Subcommittee. Students who want to interrupt their studies must apply in advance for permission to do so. Where the School has permitted a student to interrupt his or her studies, no fee will be payable for the period of interruption and any such period will not count towards the period of study required or allowed by regulation 8. Interruption will not normally be allowed for more than a total of two years overall. The Academic Registrar may terminate the registration of any student who interrupts his or her studies without permission.
- 11 The Research Degrees Subcommittee may allow students to spend part of their programme away from the School and will prescribe the conditions which will apply. These conditions will include regular contact with their supervisor(s). Absence from the School will not normally be allowed in the first year of registration. The absence may be either for study elsewhere or for fieldwork. In either case a fee will be payable for the period of absence, and any such period will count towards the minimum and maximum number of years of study required by regulation 8. Students undertaking fieldwork must carry out a risk assessment in collaboration with their supervisor beforehand.
- 12 The Research Degrees Subcommittee will prescribe, where applicable, the arrangements for any work undertaken in collaboration with external organizations such as Research Councils and industrial or commercial organizations.
- 13 The department will formally review the progress of each student normally within nine months of registration for full-time and 18 months for part-time students and thereafter as prescribed by the department. These reviews must involve at least one member of the academic staff other than the student's supervisor(s) or advisers. The review may result in continued registration, with or without conditions, or termination of registration. The Academic Registrar will, if applicable, inform the student in writing of the outcome with the reasons for imposing conditions or terminating registration.
- 14 A decision whether to upgrade a student to the PhD programme will normally be made by the department at the first formal review or within one year of it. If a student is not upgraded the case will be reviewed by the department within a further six months for a final decision. The Academic Registrar will inform the student in writing of the decision and the reasons for that decision.
- 15 Upgrading to PhD will be backdated to the time of the student's initial registration on the MPhil/PhD programme.

60 School Regulations

Appeals against decisions on continued registration and on upgrading to PhD

- 16 If the department decides not to allow re-registration or makes a final decision not to upgrade to PhD status, the student may, within one month of the date of the notification, appeal against that decision by writing to the Academic Registrar. The student must give the grounds for appealing, which may be only:
- (a) that there were procedural irregularities in the conduct of the upgrading or review which might cause reasonable doubt as to whether the result would have been the same if they had not occurred;
 - and/or
 - (b) that there was prejudice, bias or inadequate assessment on the part of one or more of the members of the upgrading or review panel such that the result should not be allowed to stand.
- 17 The Academic Registrar will ask the Head of the department concerned whether the department's decision should be adjusted in the light of the evidence provided by the student. The Head of Department will inform the Academic Registrar whether the decision has been revised, and the Academic Registrar will inform the student by letter.
- 18 If the Head of Department decides that the decision against which the student has appealed should stand, the student may, within fourteen days of the date of the letter sent under regulation 17, ask the Academic Registrar to proceed with the appeal.
- 19 The Academic Registrar will then convene an Appeal Panel comprising the Chair or Vice-Chair of the Research Degrees Subcommittee and two further members who will be members of that Subcommittee, and a sabbatical officer of the Students' Union appointed by the appellant. No one who belongs to the same department as the student may serve on the Panel. The student will be informed of the membership of the panel and may object to the inclusion of any member by giving reasons in writing to the Academic Registrar within three working days of receiving the official notification. The student may be accompanied at the hearing by a friend or representative, who will have the same rights to address the meeting as the student. Where the student chooses to be accompanied by a friend or representative he or she must inform the secretary to the Panel of that person's background and professional qualifications at least seven days in advance of the date set for the hearing.
- 20 The student's evidence given under regulation 16 and the Head of Department's reasons for rejecting it will be given to the Panel. The student may introduce grounds additional to those contained in the original statement provided that they refer to the grounds initially claimed under Regulation 16, in which case the Panel may choose to adjourn to consider the new evidence. The Panel will take evidence from all relevant parties in the presence of all the parties.
- 21 The decision of the Panel will be final. The Academic Registrar will inform the student and the department of it in writing within seven days of the hearing.
- 22 If an appeal against a decision not to re-register is unsuccessful, the student will not be allowed to re-register at any time for the same or a closely-related MPhil/PhD project. Registration for a new topic will be subject to the normal admissions procedures. If an appeal against a decision not to upgrade is unsuccessful the student may submit his or her thesis only for the MPhil degree.

Plagiarism

- 23 Students must make themselves familiar with the School's Regulations on Assessment Offences (of which there are separate versions on plagiarism and other offences). These regulations will be used to deal with any allegation that any part of a thesis has been plagiarized or any infringement of the declaration in regulation 39.1 below.
- 24 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

- 25 All students must familiarize themselves with the School's Research Ethics Policy www.lse.ac.uk/collections/researchAndProjectDevelopmentDivision/research_ethics_policy.htm and confirm that their research conforms with it.

Requirements applicable to theses submitted for the degrees of MPhil and PhD

- 26 Most of the work submitted in a thesis must have been done after the initial registration for a research degree, 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.
- 27 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 LSE or any other 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 examination entry form and on the thesis.
- 28 Exceptionally, the Research Degrees Subcommittee may allow a candidate who has been awarded the MPhil to progress to the PhD in the same or a closely related topic, in which case the material forming the basis for the MPhil thesis may be used in the PhD thesis.
- 29 In addition to the special requirements set out in regulations 32 to 36, for both the PhD and the MPhil, the thesis will:
- 29.1 consist of the candidate's own account of his or her investigations;
 - 29.2 be an integrated whole and present a coherent argument. 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 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 and certified by the supervisor. Publications derived from the work in the thesis may be bound as supplementary material at the back. Alternatively, a series of publishable 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 guidelines issued by the student's department and that the thesis conforms to those guidelines. A thesis that contains only joint papers is not acceptable, and the linking material 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 and certified by the supervisor. Work already published may be included provided that most of the work is done after registration on the research degree (see regulation 26);
 - 29.3 be written in English (except where the Research Degrees Subcommittee has given permission for it to be written in another language) and the literary presentation must be satisfactory;
 - 29.4 include a full bibliography (which will not count towards the maximum number of words allowed by these regulations) and references (which will count towards the maximum).
- 30 For the examination, the candidate will be required to provide the Academic Registrar with enough copies of his or her thesis, printed in accordance with the School's instructions, to allow each examiner and the supervisor to have a copy.
- 31 Every candidate must provide an abstract of the thesis of not more than 300 words to be attached to the examination entry form and

bound with each copy of the thesis submitted.

Special requirements for a thesis

Thesis for the PhD degree

- 32 The scope of the thesis will be what might reasonably be expected after three or at most four years of full-time study.
- 33 The thesis will:
- 33.1 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;
 - 33.2 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;
 - 33.3 demonstrate research skills;
 - 33.4 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);
 - 33.5 not exceed 100 000 words (including footnotes but excluding bibliography and appendices). In appropriate circumstances the Research Degrees Subcommittee may grant permission for a thesis to differ from the normal length.
- 34 The candidate should be able to:
- 34.1 place the thesis in a wider context, and
 - 34.2 show objectivity and the capacity for judgement in complex situations and autonomous work in that field.

Thesis for the MPhil degree

- 34 The scope of the thesis will be what might reasonably be expected after two or at most three years of full-time study.
- 35 The thesis will:
- 35.1 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;
 - 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;
 - 35.3 not exceed 60 000 words (including footnotes but excluding bibliography and appendices). In appropriate circumstances the Research Degrees Subcommittee may grant permission for a thesis to differ from the normal length.

Submission of thesis and examination

- 37 Students will be examined in accordance with regulations 37 to 61 as in force at the time of their application to enter the examination. Application must be made in the form prescribed in the Guidelines for the conduct of MPhil and PhD oral examinations to the Academic Registrar who will then initiate the procedure for the appointment of examiners.
- 38 Students may submit a thesis for examination only after the minimum registration period has passed. They should be registered students at the time of submission. The decision to submit a thesis rests with the candidate alone.
- 39 When entering the examination candidates will be required to sign the following declaration:
- 39.1 I certify that the thesis I have presented for examination for the MPhil/PhD degree of the London School of Economics and Political Science is solely my own work other than where I have clearly indicated that it is the work of others (in which case the extent of any work carried out jointly by me and any other person is clearly identified in it).
 - 39.2 I consider the work submitted to be a complete thesis fit for examination.
 - 39.3 I authorize that, if a degree is awarded, a paper and/or electronic copy of my thesis will be deposited in 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, inter-library loan and copying.
 - 39.4 I authorize the School to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
 - 39.5 I authorize the School or its designated agents to make copies of my thesis for the purposes of inter-library loan and the supply of copies or for retention as the archival copy.
 - 39.6 I will include the following statement at the beginning of my thesis:
 - (a) The copyright of this thesis rests with the author. Quotation from it is permitted, provided that full acknowledgement is made. This thesis may not be reproduced without prior written consent of the author.
 - (b) I warrant that this authorization does not, to the best of my belief, infringe the rights of any third party.
- 40 If the candidate has not submitted his or her thesis for examination within 12 months of submitting the examination entry form, the examination will be cancelled unless the Academic Registrar decides otherwise.
- 41 A candidate may apply to the Research Degree Subcommittee for restriction of access to his or her thesis and/or the abstract for a period of up to two years on the grounds, for example, of commercial exploitation or patenting or for the protection of individuals. In all other circumstances, a thesis will be placed in the public domain immediately after the award of the degree.

Conduct of examinations

- 42 All matters relating to the examination and the thesis must be treated as confidential during the examination process.
- 43 The Academic Board, or a body acting with its delegated authority, will appoint the examiners, having paid particular attention to their independence, expertise and relevant experience. Two, or exceptionally three, examiners will be appointed for each candidate. The examiners are required to be expert in the field of the thesis and 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 (unless the Research Degrees Subcommittee has given permission for it to be conducted in another language). In highly exceptional circumstances connected with the health of the candidate and with the permission of the appropriate Deputy Director, the School may suspend the

62 School Regulations

requirement for an oral examination.

- 45 Candidates must attend for examination at a place and time determined by the School and must bring with them an additional copy of the thesis paginated in the same way as that submitted for examination.
- 46 Normally no later than one week before 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 examiners have the right to reject a thesis which they consider to be incomplete or unacceptable without conducting an examination. This does not preclude the candidate from submitting the thesis for examination again later.
- 48 The oral examination will normally be held in London. The Academic Registrar may, however, exceptionally agree to different arrangements if there are circumstances which make this expedient.
- 49 Unless the candidate indicates otherwise on the entry form, the supervisor will be invited to attend the oral examination as an observer. The supervisor does 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.
- 50 After any oral examination, the examiners will prepare a joint final report for submission to the School. The report 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 prescribed criteria. The examiners may, at their discretion, consult the supervisor before completing their report.
- 51 Copies of the reports will be sent to the Academic Registrar who will forward a copy of the final report to the candidate (together with the preliminary reports if the examiners request it). All reports will be available to the candidate and to the members of an appeals committee in the case of an appeal against the result of the examination.
- 52 Examiners have the right to make comments in confidence to the appropriate Deputy Director in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters that they wish to draw to the attention of the School.
- 53 If the examiners are unable to agree, the Academic Registrar will refer their reports to the Research Degrees Subcommittee, who will determine the action to be taken.

Outcome of the PhD examination

- 54 The options open to examiners in determining the result of the examination are as follows:
 - 54.1 If the thesis meets the criteria set out in these regulations and the candidate satisfies the examiners in the oral examination, they will recommend that the candidate should be awarded the PhD degree.
 - 54.2 If the thesis otherwise meets the criteria but requires minor amendments, and the candidate satisfies the examiners in the oral examination, they may require the candidate, within three months, to make amendments they specify. The student must submit the amended thesis to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.
 - 54.3 If the thesis, though inadequate, seems of sufficient merit to justify such action, the examiners may allow the candidate to re-present it in a revised form within 18 months. In such circumstances, the examiners will normally indicate the length of time they consider the candidate will need to complete the revision. Examiners may not, however, make such a decision without having submitted the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination a candidate who has been permitted to re-present a thesis in a revised form under this regulation.
 - 54.4 If the thesis meets the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may allow the candidate to re-present the same thesis and take a further oral examination within a period specified by them not exceeding 18 months.
 - 54.5 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 for the award of the degree nor for the re-presentation of the thesis in a revised form for that degree, 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 demonstrates either how the criteria for the MPhil degree are satisfied, or what action would need to be taken in order for these criteria to be satisfied. They will have regard to the different normal maximum lengths of the thesis for the PhD and MPhil degrees but 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 informed that he or 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 required by the examiners within a period they specify, but not exceeding twelve months. The candidate must submit the amended thesis to the examiners who will decide whether the amendments have been completed to their satisfaction.
 - 54.6 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.

Outcome of the MPhil examination

- 55 The options open to examiners in determining the result of the examination 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.
 - 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 the candidate, within three months, to make amendments they specify. The student must submit the amended thesis to the examiners or one of their number nominated by them 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 the thesis in a revised form within 12 months. In such circumstances, the examiners will normally indicate the length of time they consider the candidate will need to complete the revision. Examiners may not, however, make such a decision without having submitted the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination a candidate who has been permitted to re-present a thesis in a revised form under this regulation.

55.4 If the thesis meets the criteria but the candidate fails to satisfy the examiners at the oral examination, the examiners may allow the candidate 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 A candidate who fails to satisfy the examiners under regulations 54.6 or 55.5 will not be allowed to submit again any thesis on a similar topic.

57 Re-entry for re-presentation of a referred thesis is made on the normal examination entry form. A re-entry fee will be charged.

Notification of results of MPhil and PhD examinations

58 After the Research Degrees Subcommittee has ratified the examiners' decision, the Academic Registrar will notify the candidate of the result. The degree will not be awarded until the candidate has delivered two copies of the successful thesis, bound in accordance with the School's instructions, to the Academic Registrar.

59 The Academic Registrar 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.

60 Where the authorities of the School or of the University 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.

61 The Academic Registrar may withhold the result of the examination for any student who is the subject of investigation under the School's disciplinary procedures.

Appeals against the result of the examination

62 A candidate may appeal against a decision of the examiners within four weeks of notification of the result.

62.1 A candidate's decision to submit a thesis for examination is entirely his or her own and this procedure, therefore, applies only to the conduct of the examination itself.

62.2 The procedure applies to candidates for the degrees of MPhil and PhD for whom the final result of the examination process was that the degree for which they were being examined was not awarded.

62.3 Candidates may appeal on one or more of the following grounds:

(a) That their performance at the oral examination was affected by circumstances such as illness of which the examiners were not aware when they took their decision, and that this had produced an unfair result;

(b) That there was prejudice, bias or inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand;

(c) That there were procedural irregularities in the conduct of the examination which might cause reasonable doubt as to whether the result of the examination would have been the same if they had not occurred.

62.4 The appellant must make a submission under this procedure in writing with supporting evidence, including medical certificate where appropriate, to the Academic Registrar.

62.5 The appropriate Deputy Director or his or her nominee may dismiss an appeal on the basis of the candidate's submission alone, without a hearing being held and without seeking further information, if the application does not, in his or her opinion, fall within the remit of this procedure or does not put forward appropriate grounds.

62.6 The Academic Registrar will notify the appellant if regulation 62.5 is invoked.

62.7 The Appeals Committee will be constituted as follows:

An experienced Doctoral Programme Director from a cognate subject or discipline,

Two academic staff with experience of PhD examining,

A member appointed from the senior academic staff of another college of the University of London or another university with extensive experience of PhD examinations.

62.8 The appellant has the right to appear before the Appeals Committee and may be accompanied at the hearing and/or represented by a person of his or her choice. An appellant who will be accompanied and/or represented must submit to the Academic Registrar at least seven days before the date of the hearing the name, address and a description of the person accompanying or representing him or her and must state whether that person is a member of the School.

62.9 The examiners will be invited to attend the meeting of the Appeals Committee if appropriate.

62.10 The Committee will be provided with:

the written submissions of the appellant and of the examiners (should they wish to make one);

the preliminary independent reports and the final report of the examiners;

any other documentation either the appellant or the examiners wish to submit.

In addition the Committee may ask to see any other document it considers relevant to the appeal.

62.11 The Committee will normally conduct its proceedings in the presence of both the appellant, their companion or representative, and the examiners until it retires to consider its findings.

62.12 The appellant will address the Committee first and may call witnesses, if this has been agreed in advance. The examiners will be invited to make any observations. Any questions by the appellant or the examiners will be put through the Chair. The appellant may make any concluding remarks. The members of the Committee may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he or she considers it just to do so.

62.13 The Appeals Committee will take one of the following decisions:

(a) To reject the appeal, in which case the result of the original examination will stand;

(b) To ask the examiners to reconsider their decision. The examiners will normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed;

(c) To determine that the original examination be cancelled and a new examination held. The new examination

64 School Regulations

will be conducted by examiners who did not take part in the original one and were not involved in the appeal. It will be conducted in accordance with these Regulations and the Guidelines for the conduct of MPhil and PhD oral examinations in force at the time the appellant originally entered the examination. The examiners may make any of the decisions open to the original examiners. They will not be given any information about the previous examination except that they are conducting a new examination following appeal.

- 62.14 The decision of the Appeals Committee will be final and will be given to the appellant in writing by the Academic Registrar with the reasons for its decision.
- 62.15 If the result of the original examination is cancelled, the result of the new examination will be accepted and there will be no appeal against it, even if it is less favourable to the candidate than the result of the original examination.

Revocation of award

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

Office of the Independent Adjudicator

- 64 When a student has exhausted the means of appeal allowed by these regulations, the Academic Registrar will issue a completion of procedures letter which will enable the student to appeal to the Independent Adjudicator for Higher Education, Thames Tower, Station Rd, Reading RG1 1LX, <http://oiahe.org.uk>.

Notes:

- ¹ For students registered on MRes/PhD programmes, the MRes component is governed by the Regulations for Taught Masters degrees. In addition, within the PhD there may be local variations of regulations in respect of arrangements for student progression, monitoring and termination of registration: please consult programme handbooks for more information.
- ² Six years for students registered before the academic session 2006/07

ETHICS REVIEW GUIDANCE FOR RESEARCHERS

Researchers should consider the following questions when devising research proposals involving human participants, personal and/or medical data. N.B. not all of these questions will be relevant to every study. These questions provide pointers to direct researchers' thinking about the ethical dimensions of their research. It is expected that researchers will already have addressed the academic justification for the project in their proposal; the guidance questions set out below aim to help researchers address specific ethical issues in so far as they relate to participants.

Consideration of risks to the research participants versus benefits need to be weighed up by researchers. It is important to think through carefully the likely impact on participants of any data collection methods. Certain groups are particularly vulnerable, or will be placed in a vulnerable position in relation to research, and may succumb to pressure; for example children or people with learning disability, or students when they are participating in research as students. Some participants will have diminished capacity to give consent and are therefore less able to protect themselves and require specific consideration (see further guidance given on the RPDD web pages regarding informed consent). The Research Committee Ethics Group will assess whether the relevant questions have been adequately addressed when it scrutinises proposals.

The LSE research ethics policy and guidance will be reviewed annually and may be subject to further development.

1. Is the research method justified?
 - 1.1 If the proposed research involves vulnerable groups, can the information sought be obtained by other means?
2. Has the study been properly designed?
 - 2.1 Has the objective of the study been made clear to participants?
 - 2.2 What arrangements have been made for ensuring that the proposed research will be conducted and reported appropriately?
3. Are there any implications arising from the source of sponsorship for the research?
 - 3.1 Have any incentives to the investigator been declared?
 - 3.2 Are there any restrictions on the freedom of the investigator(s) to publish the results of the research?
4. What are the implications of the research for the participants?
 - 4.1 What arrangements have been made to preserve confidentiality for the participants?
 - 4.2 Are any incentives being offered to participants?
 - 4.3 Are there any problems relating to the participants' ability to give informed consent?
5. What arrangements have been made for seeking the cooperation of those who may be involved in the study?
 - 5.1 Has the study been discussed or are there plans to discuss the study with those likely to be involved, including potential participants or those who may represent their views?
 - 5.2 Has information (written and oral) about the study been prepared in an appropriate form and language for potential participants? (see Informed Consent guidance which lists questions to be considered). Will it be offered at an appropriate time?
 - 5.3 Will potential participants be asked to give informed consent in writing? Will they be asked to confirm that they have received and read the information about the study?
 - 5.4 Will potential participants be reassured that there will be no adverse consequences of a decision not to participate? Or of a decision to withdraw during the course of the study?
 - 5.5 Has provision been made to respond to queries and problems raised by participants during the course of the study?
6. Dissemination
 - 6.1 Will the results of the study be offered to those participants who wish to receive them?

General sources of guidance on ethics in research

Oxford Brookes University (www.brookes.ac.uk/research/ethics/ethicshome.html)

Wellcome Trust (<http://www.wellcome.ac.uk/en/1/awtvispolgrp.html>)

Subject-specific sources of guidance on research ethics

Association of Social Anthropologists (<http://les1.man.ac.uk/asa/>)

British Criminological Society (www.britsocrim.org)

British Psychological Society (www.bps.org.uk)

British Sociological Association (www.britsoc.org.uk)

Department of Health Central Office for Research Ethics Committees (www.corec.org.uk)

Social Policy Association (www.york.ac.uk/depts/spsw/spa)

Socio-Legal Studies Association (www.ukc.ac.uk/slsa/index.htm)

Social Research Association (www.the-sra.org.uk)

Sources of information on archiving and storage of qualitative data

ESRC (www.esrc.ac.uk/esrccontent/researchfunding/sec17.asp)

Data Archive (www.data-archive.ac.uk)

Qualidata (www.qualidata.essex.ac.uk)

Guidelines on copyright and confidentiality

ESRC (www.esrc.ac.uk/esrccontent/DownloadDocs/wwwcopyrightandconfidentiality.htm)

INFORMED CONSENT

GUIDANCE FOR RESEARCHERS

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

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

Note that in certain circumstances a police check may be required. From Summer 2002 the Criminal Records Bureau (Disclosure) (www.crb.gov.uk) will handle all checks.

Last updated: 9 December 2003

LSE RESEARCH ETHICS POLICY

Preamble

1. The following is written for the immediate benefit of the School's academic, contract research, administrative and fundraising staff, all postgraduate research students, and undergraduate and masters students where their supervisors agree that they are undertaking research involving human subjects. The policy is also freely available to potential research funding agencies in the interests of transparency and to avoid possible pre-contractual misunderstandings. This document incorporates the minimum requirements as prescribed in the ESRC Research Ethics Framework. A complete copy of this framework can be found at: http://www.esrc.ac.uk/ESRCInfoCentre/Images/ESRC_Re_Ethics_Frame_tcm6-11291.pdf
The ethics code is designed to identify research where ethical concerns are not apparent, in addition to research where an expedited (light touch approach) can be adopted or where a full review should be made by the LSE Research Ethics Committee (REC). Where research is identified as involving human participants all researchers are required to complete the Research Ethics Review Checklist, this will determine what level of intervention is required by the REC.
2. The School attaches great importance to the maintenance of high ethical standards in the research undertaken by its academic and research staff and students whether supported directly by the School or funded from external sources, and recognises its obligation to ensure that research undertaken under its auspices is conducted to appropriate standards, and conforms to generally accepted ethical principles.
3. The School is publicly accountable for the research undertaken under its auspices, and all researchers have a responsibility to maintain the reputation of LSE and its excellent research standards. The LSE Research Ethics Policy therefore aims to guide colleagues' thinking on research ethics issues and sets out the process for ethical review of research.
4. The School reserves the right to impose special conditions on any awards involving particular ethical issues, and will where necessary seek guidance on such issues from the REC, which is responsible under its terms of reference for monitoring, updating and implementing the School's research ethics policy. The REC will report on a regular basis to the Research Committee who, in turn, will report to the School's Academic Board. The LSE Research Ethics Policy will be reviewed by the School's Research Committee annually.

Ethical Issues and the LSE Research Ethics Committee (REC)

5. As a rule research involving human participants, identifiable personal and/or medical data, is subject to ethical scrutiny under the auspices of the LSE Research Ethics Committee¹. While such research raises particular ethical issues, ethics policy dimensions also run through other research not involving human participants. Where research does not involve human participants but the investigator believes that ethical issues are raised then Research and Project Development Division must be contacted in the first instance.
6. Where required, independent ethical scrutiny will be provided by the REC. Under normal circumstances this Committee will be chaired by the Chair of Research Committee, who may count as one of the membership. Where the Chair presents a conflict of interest for a particular proposal the REC will be chaired by another member of the REC. The Committee may at its discretion request advice and guidance from School colleagues with particular expertise, and in addition may call upon outside experts to assist with advice and review as required (the Chair will establish whether there is a conflict of interest in relation to the proposal). The Committee will aim wherever possible to notify the applicant of approval or difficulties with the proposal within three weeks of receipt. This lead-time should therefore be incorporated into the research proposal preparation timetable at an early stage, following consultation with the RPDD². If difficulties with approval arise, the Committee will consult with the applicant and seek to resolve the problem. If unanimous agreement on approval or resolution of difficulties cannot be reached, the decision of the Chair is binding. In certain circumstances the REC may authorise another sub-committee or the Chair to conduct reviews on its behalf. The sub-committee and Chair will remain accountable to the REC for the decisions made.
7. In accordance with the LSE/Russell Group Code of Practice on Good Research Governance, it is the responsibility of the committee to ensure that all research takes place in an environment which is safe within the School with respect to all researchers involved, each institution and the public.
8. The School does not currently require applicants to submit every application to the REC prior to submission to a funding council, provided:
 - (i) due consideration has been given by the applicant(s) to the LSE Research Ethics Policy;
 - (ii) advice has been sought as required from the RPDD, and
 - (iii) that the applicant's Head of Department has read the proposal and indicated as part of the RPDD's internal compliance procedures whether s/he believes it to contain an ethical dimension requiring formal review by REC³.
9. Where relevant, the REC should be called upon to provide independent ethical approval of research proposals where a funding body requires it, where a researcher requests it or where a Head of Department requests it. In all other cases, the Head of Department will be required to approve the ethical content of research proposals as part of their normal signing off procedures.
10. Decisions made by the REC for each proposal will be minuted and provided to the relevant researcher(s). The decision will be kept on file for at least the duration of the project.

Expedited Review/Full Review Criteria

11. Where the potential for risk of harm to participants and others affected by the proposed research is minimal (see below) an expedited review may be appropriate. An expedited review adopts a 'light touch' and does not require a proposal to be considered by the full Research Ethics Committee. Instead, the review is carried out by the Chair and one or more members of the Research Ethics Committee. It is the responsibility of the Chair to ensure that there are no conflicts of interest.
12. The following research would be considered as involving more than minimal risk:
 - research involving vulnerable groups; research involving sensitive topics;
 - research involving groups where permission of a gatekeeper is normally required for initial access to members;
 - research involving deception or which is conducted without participants' full and informed consent at the time the study is carried out;
 - research involving access to records of confidential information; it is appreciated that over a period of time the confidentiality of certain material may diminish; if a member of staff/student supervisor has any concerns regarding this then guidance can be sought from the Research Ethics Committee;
 - research which would induce unacceptable psychological stress, anxiety or humiliation or cause more than minimal pain;
 - research involving intrusive interventions;

68 School Regulations

- where a real or perceived conflict of interest may arise which could compromise the integrity and/or independence of the research due to the nature of the funding body.
13. By completing the Research Ethics Review Checklist it will become apparent whether a full review, an expedited review or no intervention at all is required. Where either a full or expedited review is required the Ethics Review Questionnaire for Researchers, Checklist and a copy of the proposal should be sent to RPDD.
 14. At appropriate times throughout the academic year expedited review decisions will be reported to the Research Ethics Committee. It will be the role of the REC to audit all its reviews on an annual basis.

Guidance for researchers

15. In the first instance it is the responsibility of the researcher/research team to decide whether a project is ethically sensitive and should be subject to either an expedited review or full REC approval.
16. The forms and procedures for submitting applications for review can be obtained from the Research Policy Team in RPDD or via the RPDD website.
17. Where required by the funding body, grant applications must provide a statement by the proposers that they have given proper consideration to any ethical matters which the proposal raises. Where an ethics review is yet to be undertaken, this should be stated. Where the proposers regard ethics review as unnecessary, a statement that justifies this view is needed.⁴
18. Colleagues are required to address ethical considerations explicitly in their proposal where these arise in the design or conduct of the proposed research. These considerations are taken to include, at a minimum:
 - Research should be designed, reviewed and undertaken in a way that ensures its integrity and quality;
 - Where the study does not involve the use of deception, research staff and subjects must be informed fully about the purpose, methods and intended possible uses of the research, what their participation in the research entails and what risks, if any, are involved;
 - The confidentiality of information supplied by research subjects and the anonymity of respondents must be respected;
 - Research participants must participate in a voluntary way, free from any coercion;
 - Harm to research participants must be avoided (for further guidance please refer to Health and Social Care Studies below);
 - The independence and impartiality of researchers must be clear, and any conflicts of interest or partiality must be explicit.
19. Applicants should be guided in their research by commonly agreed standards of good practice such as those set out in the statements of ethical practice produced by relevant professional organisations. Useful website addresses are listed in the review guidance notes available on the RPDD section of the LSE website as detailed below.
20. Colleagues are required to consider fully the ethical implications of their research and their means of resolving any ethical issues. Colleagues should bear in mind that this is only one part of the ongoing process of conducting all research in an ethically sound manner.
21. Where research is funded by an external organisation, or by an individual donor, the School's policy is to acknowledge openly the funding source in official publications.
22. The REC advice on best practice in securing informed consent is available to colleagues on the RPDD section of the LSE website: <http://www.lse.ac.uk/collections/researchAndProjectDevelopmentDivision/researchPolicy.htm>

Procedures for institutional monitoring

23. In the first instance it will be the responsibility of the Principal Investigator to monitor the conduct of research which has received ethical approval. The Principal Investigator must ensure that there is an appropriate continuing review of the research, taking into account any possible changes that may occur over the duration of the research project. It is the responsibility of the Principal Investigator to alert the Chair of the REC if any further ethical implications arise. It is the responsibility of the Principal Investigator to ensure that data are securely held and preserved.
24. Where significant concerns have been raised about the ethical conduct of the study, the REC will request a full and detailed account of the research for full ethical review.
25. Where the REC considers that a study is being conducted in a way which is not in accord with the conditions of its original approval it should consider withdrawal of its approval and require that the research be suspended or discontinued. It is the duty of the REC to inform the appropriate funding body that ethical approval has been revoked.

Complaints/Appeals Procedure

26. Where a decision has gone against a proposal or has required significant revisions to its conduct, the Principal Investigator has the right to request that the decision is reconsidered. Where the decision under appeal was made by the REC, the Ethics Appeals Panel should convene to consider the matter. Any concerns should be reported to Michael Nelson, RPDD, in the first instance.
27. A Principal Investigator wishing to make a formal complaint or appeal should raise the issue in writing to the Chair of the REC setting out his/her causes for concern. This letter should contain sufficient information to allow his/her grounds for appeal to be understood and should demonstrate clearly the basis of the complaint/appeal.
28. The appeal/complaint will be received by the Ethics Appeals Panel as written. The Ethics Appeals Panel will consist of the following: -
 - Pro Director Professor George Gaskell as Chair (the Pro-Director has the right to appoint another senior member of academic staff in his absence)
 - either the Director of Human Resources or a senior HR colleague
 - a senior academic appointed by the Chair
29. If the Panel agrees, the appeal can be upheld without a hearing. Where there is a disagreement, or a lack of clarity, the Ethics Appeals Panel will invite the applicant to meet with them. If additional expertise is required, the Chair may invite up to two members of staff with relevant expertise but who have not been involved in the initial decision to join the panel. After the hearing, the Panel will determine whether the applicant is successful. It is the duty of the Research Ethics Appeal Panel to provide clear justification for its decision regarding whether an appeal has been successful or unsuccessful.
30. Any complaints received from external organizations will be considered by the Deputy Director in the first instance and referred to the Ethics Appeals Panel if considered necessary. For external complaints the same procedures detailed above will be implemented.

Research Students and the Ethics Policy

31. It is the responsibility of the School to make sure their students are aware of the contents of the LSE Research Ethics Policy. The policy should be formally incorporated into any undergraduate/postgraduate training programme/documentation offered at departmental

level.

32. In most cases the ethical review of student research will be administered at departmental level (e.g. through Departmental Research Committees or by the Research Supervisor). If a department feels that a full review is warranted then the matter should be referred to the Chair of the REC. There are certain research funding bodies, e.g. the University of London Central Research Fund, where students must make a formal application for ethics approval through the Research Ethics Committee. It is the responsibility of the student supervisor to properly engage the student with any ethical implications of his/her research. Where ethical questions are evident it is mandatory for the student to attend one of the Research Ethics Seminars. The student will not normally be allowed to commence their research until they have acknowledged their attendance at this seminar (i.e. they have filled in the necessary part of the research ethics checklist and the supervisor has confirmed attendance at the appropriate seminar). For details of the seminars please refer to the following website: http://www.lse.ac.uk/collections/researchAndProjectDevelopmentDivision/research_ethics_policy.htm
33. For further guidance the ESRC provides Postgraduate Training Guidelines through its Training and Development Board, available at www.esrcsocietytoday.ac.uk.

Multi-funder and multi-performer projects

34. Multi-funded research: Where there are a number of funders of a project the LSE Ethics Policy and any relevant funders' ethics policies must be drawn to the attention of all proposed funders prior to a submission for funding. An agreement is necessary with the other funders that the proposed study will comply with the relevant research ethics policies.
35. Multi-performer research: Where research involves more than one institution, each institution retains formal responsibility for overseeing the ethical review of research conducted under its auspices. Wherever possible the School should accept the decisions made by the REC of the institution where the Principal Investigator is based (however, please also refer to paragraph 40 of this Research Ethics Policy).

Research conducted outside the UK

36. Where research is to be conducted outside the UK, the REC should establish whether local ethical review is required by the host country, and if not, how the principles of the Research Ethics Policy can be followed in developing and undertaking the research.
37. Research outside the UK may raise special ethical and political issues relating to personal and national disparities in wealth, power, political interest and national political systems. Researchers should bear in mind the differences between the civil and often financial position of national and foreign subjects and/or participants. It should be noted that the issues raised in this paragraph could equally apply to research undertaken within the UK.
38. Researchers should also be aware that irresponsible actions by themselves or the research team can jeopardise access to a research setting or even a whole country for other researchers.
39. Researchers should note that there may be a number of national laws or administrative regulations which can affect the conduct of their research e.g. matters pertaining to data dissemination and storage, publication, rights of research subjects, of sponsors and employers etc. Researchers should also be aware that, with a few exceptional circumstances, social research data are not privileged under law and that such laws may vary by jurisdiction.

Avoiding Duplication of Submission

40. Duplication of ethics reviews should be avoided, especially in regard to research that may fall under the rubric of other ethical frameworks (e.g. the Department of Health's Research Governance Framework). The appropriate body will be determined by the issues raised by the research, the nature of the data to be obtained and the population of respondents to be included in the study. It is the duty of the researcher to notify the Research Ethics Committee of any external review undertaken, i.e. the Committee must receive notification of any decision reached. If deemed appropriate, the School has the right to consider the ethical implications of the research in its own right (regardless of whether approval has already been granted externally).

Legal and data requirements

41. Researchers must comply with legislative requirements and with the requirements of data providers. In particular, researchers should ensure compliance with the UK Data Protection Act 1998⁵ and where appropriate undertake a Criminal Records Bureau Disclosure.⁶
42. It will remain the responsibility of the Principal Investigator to ensure that arrangements are in place to maintain the integrity and security of research data. If further guidance is required regarding the security of data then the matter may be referred to the REC for their guidance.
43. Secondary use of datasets needs to be given careful consideration by the researcher and the REC, especially with regard to presumed consent and the potential risk of disclosure of sensitive information. Researchers who collect the data initially should be aware that ESRC expects that others will also use it, so consent should be obtained on this basis and the original researcher must take into account the longterm use and preservation of data.⁷

Health and social care studies

44. While the LSE research ethics policy aims to be as inclusive as possible it should be noted that for health-related studies additional ethics approval may be required. In particular, research involving NHS/Councils with Social Services Responsibility (CSSR) patients or facilities, and staff or even their data will require additional medical ethics approval from the NHS. For further information see the Department of Health Central Office for Research Ethics Committees (www.corec.org.uk)
45. Social care research may also require additional ethical approval. For social care studies not involving NHS patients or facilities there is currently no national ethical guidance, although the CSSR may develop such guidance in due course.

October 2008

Notes

- 1 For exemptions refer to the ESRC Research Ethics Framework paragraph 1.3.2.5. Note that these exemptions only apply to grants awarded by the ESRC.
- 2 Colleagues are reminded that under LSE financial regulations all external research funding bids must be submitted via the RPDD, regardless of any possible ethical dimension to the proposal.

70 School Regulations

- 3 Note that applications for research funding may be subject to a professional or donor-imposed code of ethics governing the proposed research, and in these instances care should be taken to ensure that the proposal complies with such codes. Consultation with the RPDD is recommended at an early stage.
- 4 For exemptions refer to the ESRC Research Ethics Framework paragraph 1.3.2.5.
- 5 For further guidance refer to the ESRC Research Ethics Framework paragraphs 1.16.3.1 – 1.16.3.6.
- 6 For further guidance refer to the ESRC Research Ethics Framework paragraph 1.16.3.7.
- 7 For further information on secondary data refer to the ESRC Research Ethics Framework paragraphs 1.16.4.1 – 1.16.5.

REGULATIONS FOR SHORT COURSES AND SUMMER SCHOOLS

General

1. These regulations are made pursuant to the School's General Academic Regulations.
2. For the purposes of these regulations, short courses and Summer Schools shall include all courses where the students are not registered under the Regulations for First Degrees, the Regulations for Diplomas, the Regulations for Taught Masters Degrees or the Regulations for the Degrees of MPhil and PhD. These students shall normally be recorded for the purposes of the Higher Education Statistics Agency in their record of non-credit-bearing courses.
3. Proposals for short courses and Summer Schools offered in the School's name must be considered for approval by the Short Courses Subcommittee or Summer School Board (SSB) as appropriate under procedures approved by the Academic Board.
4. For short courses a member of the School's full-time staff shall be appointed either as Course Director or as a person responsible for ensuring that the course is designed and delivered to the standards required by the SCSC, and Academic Directors will be responsible for ensuring academic standards in the Summer Schools.
5. Students on short courses and Summer Schools are subject to the appropriate Regulations, Codes of Practice and Procedures as published in the School Calendar, including the General Academic Regulations, Regulations for Short Courses and Summer Schools, Disciplinary Regulations for Students, Code of Practice on Free Speech, Rules Relating to Student Activities, Principles and Procedures for the Consideration of Student Complaints and Procedure for Considering Allegations of Harassment from Students. In respect of short courses the Course Director concerned or the Chair of the SCSC shall be the appropriate person to act in respect of students in place of the Dean of the Graduate School or the Dean of Undergraduate Studies where these are referred to in regulations, codes and procedures. In the case of a Summer School students shall be referred to the relevant Convener.
6. Students on short courses and Summer Schools are entitled to the use of School services as specifically defined (in agreement with the relevant offices and services) for each short course or Summer School; the fees for each short course and Summer School will be calculated and charged accordingly. The School will notify each student before registration of the terms and conditions of access to School services covered by the fees paid for their courses; unless the School notifies a student to the contrary, any relevant published code of practice, policy or procedure will apply to a student's use of a School service which is included in the fee for the course.

Examinations and certification

7. Where a diploma or certificate (other than a certificate of attendance) is to be awarded, the CCE or SSB as appropriate must have approved the form of the examination, the procedures for the appointment of examiners, and the marking and reporting conventions.
8. Where it is intended that the diploma or certificate to be awarded in respect of a proposed short course or Summer School should grant exemption from or be counted towards a degree or other qualification awarded by the School the proposal for such a course or Summer School, including its assessment regulations and practices, must first be considered by the Undergraduate Studies Committee or the Graduate Studies Subcommittee as appropriate for recommendation to the Academic Board.
9. For every diploma or certificate awarded in respect of a short course or Summer School there must be:
 - 9.1 a clear record as to the level of study at the School at which the examination is set and marked
 - 9.2 marking and reporting conventions consistent with those used in the corresponding School examinations for that level of study
 - 9.3 a final mark-sheet signed by the chair of examiners for the course and any appointed external examiner, confirming that the standard of the examination, and the marking and reporting conventions, are consistent with the corresponding School examinations for that level of study.
10. A certificate of attendance may be issued in respect of any short course or Summer School, provided that:
 - 10.1 the certificate records no implied opinion or judgement as to the student's performance or attainment on the course and
 - 10.2 where a diploma or certificate is normally awarded in respect of the course on the basis of an examination, the certificate indicates the fact, and also whether or not the student took the examination.

External clients

11. The School may provide short courses and Summer Schools under contract with an external client. In such cases, the terms and conditions on which teaching and other academic services are provided shall be specified in the contract between the School and the client.
12. In any such contract, it shall be made clear
 - 12.1 whether or not the contract is intended to include any of the circumstances listed in (i) to (iv) below; if it is intended that any of these circumstances shall be included in the contract, it must be explicitly approved by the SCSC or SSB as appropriate:
 - (i) if the students are to be described as students of, or are to be selected by, the School
 - (ii) if the teaching, examination or certification of academic attainment of the students is to be described in terms of a specified level of academic performance normally expected of students at LSE
 - (iii) if the School's participation in the contract is to be described as endorsing or giving academic status to any other activity in which the client may be engaged
 - (iv) if the School is to be involved in the ownership, management or direction of any aspect of the client's organisation or activities
 - 12.2 that, while the client may use the School's name accurately and responsibly in publicity for the services provided under contract, all such publicity must be checked and authorised by a designated member of the School's staff before it is issued, in accordance with rules to be laid down by the Academic Board.

PRINCIPLES AND PROCEDURES FOR THE CONSIDERATION OF STUDENT COMPLAINTS

Section One

Principles for Complaints Management

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

Section Two

Procedure for the Consideration of Complaints from Students on Academic Matters

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

General

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

School reserves the right to hear the matter in the complainant's absence. The complainant may submit written submissions or, where the Regulations allow, appoint a representative to speak on his or her behalf. Where exceptional circumstances delay the meeting of the Grievance Committee, such delay will not exceed three months and at the expiry of that period the Committee will hear the matter in the complainant's absence.

15. This procedure has a mechanism for appealing against decisions as specified below. The final internal level of appeal is reviewed by the Director. If still dissatisfied, the student may then refer an issue to the Office of the Independent Adjudicator for Higher Education.
16. Where any part of a complaint is upheld, the School will ensure that appropriate remedial action is taken. A student whose complaint is upheld has no entitlement to reimbursement of any costs. However, the School may decide to reimburse the student's reasonable incidental costs. Only in the most exceptional of circumstances will the School consider meeting a student's legal costs or other costs of representation.
17. Students will be given an explanation for delays that result in the time limits referred to by the regulations being exceeded. Students should note that unjustified delay by them in complying with time limits can be taken into account and may result in their complaint being dismissed in whole or in part.

Departmental Resolution

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

Making a Formal Complaint/Starting the Procedure

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

Summary Process

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

74 School Regulations

Grievance Committee Process

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

Panels, Boards and Other Bodies

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

Appeal Process

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

Office of the Independent Adjudicator for Higher Education

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

REGULATIONS FOR THE CONSIDERATION OF APPEALS AGAINST DECISIONS OF BOARDS OF EXAMINERS FOR TAUGHT COURSES

These regulations are approved by the Academic Board

Last updated: July 2009

Principles for the consideration of appeals

Assessment

1. Virtually all work submitted for assessment is double marked, and scripts are anonymous. Once both examiners have marked the work independently, they then agree an overall final mark.
2. Sometimes the work will also be assessed by a third, external examiner. The School uses external examiners to verify that academic standards are right for the level of the award. To do so, they normally receive a sample of scripts from across the mark range. This is to ensure that they have enough evidence to decide that internal marking is consistent and of an appropriate standard.
3. External examiners may act as final moderators of assessed work, with the power to adjust marks (up or down). An external examiner may confirm or adjust individual marks against the classification thresholds he/she is responsible for validating. In this way, the Exam Sub-Board ensures that all candidates are assessed fairly and consistently across the range of courses for which it is responsible.

Mitigating circumstances

4. If a student feels before the examinations are sat that his/her examination performance might be affected by existing circumstances, he/she might be eligible for special examination arrangements www.lse.ac.uk/collections/disabilityOffice/guidesToServicesForStudentsWithDisabilities/informationOnSpecialExamArrangementsForStudentsWithDisabilitesDyslexia.htm
5. Alternatively he/she may apply to defer sitting one or all examinations until the following academic year:
Undergraduate student deferral www.lse.ac.uk/collections/studentServicesCentre/examsAndResultsUg/deferral.htm
Graduate student deferral www.lse.ac.uk/collections/studentServicesCentre/examsAndResultsPg/deferral.htm
6. Also, students who experience significant problems earlier in the year may apply to interrupt their studies:
Undergraduate student interruption www.lse.ac.uk/collections/studentServicesCentre/RegistrationUg/interruption.htm
Graduate student interruption www.lse.ac.uk/collections/studentServicesCentre/RegistrationPg/interruption.htm
7. It is the School's view that when a student decides to enter an examination he/she has declared him/herself 'fit to sit'.
8. Having entered an examination, it is also open to a student who feels that his/her examination performance was affected, significantly and negatively, by mitigating circumstances to submit evidence of mitigation. The deadline for doing so is seven days after his/her final examination in the year of the affected examinations, or seven days after the dissertation submission deadline (for MA/MSc students). A mitigation form can be downloaded from the Student Services Centre (SSC) website, and should be returned to the SSC once completed (Submission of Mitigation) www.lse.ac.uk/collections/studentServicesCentre/pdf/SubmissionofMitigationform.pdf. Mitigation submitted on time will be considered by the relevant Sub-Board of Examiners.
9. All submitted evidence of mitigation is handled confidentially and sensitively.
10. Evidence of mitigation must be submitted on time. Timely submission allows Sub-Boards of Examiners to review individual cases within the context of all other cases from students on the same programme. This ensures that all students are treated equitably.
11. Mitigating circumstances must relate to a specific examination or set of examinations, rather than being problems of a kind that affect a year as a whole or parts of it. As a general rule, circumstances affecting a year or parts of it, resulting for example in classes being missed, might prevent a student from *gaining knowledge*. But there is no fair and equitable way for Sub-Boards to determine how a student might have performed had he/she not been affected by these circumstances. By contrast, mitigating circumstances that affect a specific examination or set of examinations, such as illness/injury, bereavement or other serious personal circumstances on the day of an examination or in the days immediately preceding, might prevent a student from *demonstrating knowledge* he/she gained over the year.

Procedural Defect

12. Procedural defect relates to any irregularity in the School's conduct of an examination, processing of scripts or assessment of students (including the proceedings of Exam Sub-Boards) that results in a decision of a Sub-Board being unsafe.
13. If a student feels that his/her examination performance has been negatively affected by procedural defect, he/she should submit a mitigation form in the way described at 8 above (i.e. within seven days of his/her final examinations in the year of the affected examinations). This will allow the relevant Sub-Board to consider whether it is appropriate and necessary to adjust the results of an examination for the affected student or students. If the alleged procedural defect relates specifically to the proceedings of an Exam Sub-Board, the normal appeal deadline applies (see Regulation 8, below).

Boards of Examiners and suspension of regulations

14. All final marks for courses are confirmed by a Sub-Board of Examiners, which then applies the School's classification rules to students on its programmes. For purposes of equity across degree programmes, a Sub-Board bases its classification decision only on the actual marks achieved by individual students:
 - BA-BSc Degrees
 - Bachelor of Laws
 - Diplomas
 - Four unit Taught Masters Degrees
 - Five unit Taught Masters Degrees: (MSc Economic History (Research); MSc Economics and Philosophy; MSc Health Policy, Planning and Financing; and MRes Economics (Track 1))
 - MSc, Diploma and Certificate in Health Economics, Policy and Management (modular)
 - MRes Political Science
 - MSc Management (all streams)
 - MPA Degrees (all streams)
15. All Sub-Board decisions about classification require final approval by a School Board of Examiners. These School-level bodies ensure that all Sub-Boards for different degree programmes apply the School's classification rules consistently and equitably, and that any exceptional cases are also handled consistently and equitably.
16. To ensure fairness, the marks on which classification decisions are normally based must record individual academic performance

76 School Regulations

in assessed work. Accordingly, marks will never change as a result of mitigating circumstances. Rather, if a student falls marginally short of the next higher classification boundary *and* can show that his/her examination performance was affected, significantly and negatively, by specific mitigating circumstances that were unforeseen and beyond his/her control, or by procedural defect, it is open to the Sub-Board exceptionally to recommend the suspension of the normal application of the classification rules.

17. When reviewing individual recommendations from Sub-Boards for suspension of the normal application of the classification rules, the School Boards do so in the knowledge that many students sit their examinations in difficult circumstances.
18. For the normal application of the classification rules to be suspended, specific conditions must be met. First, a student must be very close to the next higher classification boundary (normally within 3 marks in a single paper or 5 marks on aggregate). Second, the student must have marks in that higher classification range. Third, the student must be able to show that the examination or set of examinations in question were significantly and negatively affected by mitigating circumstances that were unforeseen and beyond his/her control. Fourth, the student must also be able to show that his/her performance in the affected examination(s) was significantly out of line with performances in other, unaffected examinations. In light of these very specific criteria, suspensions are very rare.

Appeals regulations

General

1. Students may appeal against decisions of Exam Sub-Boards where the School is responsible for administering the examination(s) in question. These Regulations govern the procedure for doing so. They do not apply to complaints about assessment (please see the Principles and Procedures for the Consideration of Student Complaints).
2. The School will not normally meet any legal costs incurred by an appellant. However, it may decide to reimburse other reasonable incidental costs (e.g. travel, copying, postage) incurred by a student who instigates a successful appeal.

Decisions against which an appeal can be made

3. A student may appeal against the following Exam Sub-Board decisions:
 - 3.1 a final degree classification;
 - 3.2 the non-award of a degree, or decision to class a student as Final Fail;
 - 3.3 a mark or grade in any course, including grades of Absent, Incomplete or Fail.
4. Appeals based on mitigating circumstances cannot result in a change of marks. The Academic Registrar will arrange for the relevant Exam Sub-Board to take such circumstances into account either:
 - 4.1 when a student is in his/her final year so that the Sub-Board can recommend, in light of the circumstances and the closeness of the student's mark profile to the next higher classification boundary, whether the normal application of the classification scheme should be suspended and a higher classification awarded; or
 - 4.2 when a student has failed a course so that the Sub-Board can recommend whether or not to condone or discount a failed attempt.

Valid grounds for making an appeal

5. There are two grounds the School accepts as the basis for appeals. These are procedural defect or, exceptionally, new information about mitigating circumstances.
6. For an appeal based on new information about mitigating circumstances to be valid, two conditions must be met:
 - 6.1 First, good reason must be provided about why such information was not submitted within seven days of a student's final examination in the affected year, as set out in paragraph 8 of the 'Principles' section preceding these Regulations and in the 'Examination Procedures for Candidates'.
 - 6.2 Second, the circumstances on which the student wishes to base his/her appeal must be corroborated by official documented evidence (e.g. medical letter, death certificate, etc). The student is responsible for ensuring that all evidence is in English. Translations by the student of original documentation are not acceptable.
7. The questioning of the academic judgment of a Sub-Board or School Board of Examiners, if it has acted according to all relevant regulations and procedures, cannot form the basis of any appeal.

Procedures for making an appeal

8. An appeal under these Regulations will be considered if a student submits it in writing to the Academic Registrar. For the avoidance of doubt, email is acceptable. The deadline for doing so is four weeks after the date on which the decision against which the appeal is being made was posted to the student. Exceptionally, the Academic Registrar may use his/her discretion to accept an appeal after the four-week deadline.
9. The letter of appeal must be signed and dated by the student and state all of the following information:
 - 9.1 the student's name;
 - 9.2 full contact details including postal and email address;
 - 9.3 the Exam Sub-Board decision against which the appeal is being made;
 - 9.4 the grounds being presented for the appeal:
 - a) Appeals based on procedural defect must include a personal statement about how the alleged defect significantly and negatively affected the student's individual performance in the examination or set of examinations in question.
 - b) Appeals based on new information about mitigating circumstances must include (i) a good reason for the late submission of this information, (ii) official documented evidence in English, and (iii) a personal statement about how these circumstances significantly and negatively affected the student's performance in the examination or set of examinations in question.
10. The Academic Registrar will acknowledge receipt of the appeal within five working days.
11. The Academic Registrar will consider the appeal letter and any accompanying material and decide whether the student has identified valid grounds for an appeal, including whether good reason has been provided for the late submission of new information about mitigating circumstances.
12. If the Academic Registrar decides that the student has identified valid grounds, the appeal will be submitted to the relevant Exam Sub-Board (subject to Regulation 17). On the basis of the new information presented to it the Sub-Board will decide either to uphold or adjust its original decision. Appeals will normally be considered by Sub-Boards in 15 working days during term time and in 30 working days during vacation time.
13. If the Academic Registrar decides that the student has not identified valid grounds for an appeal, s/he will explain this decision to the student and grant him/her five working days to resubmit his/her appeal.

14. If the student resubmits his/her appeal and still fails to identify valid grounds for appeal, the Academic Registrar will reject the application.
15. The student will then have the right to request that the Chair of the relevant School Board of Examiners review the Academic Registrar's decision. If the Chair upholds the decision, a completion of procedures letter will be sent to the student (see Regulation 47).
16. If the Chair does not uphold the decision, the appeal will be submitted to the relevant Exam Sub-Board under Regulation 12.
17. Where the Academic Registrar determines that the student has identified valid grounds for an appeal, but that the student's mark profile indicates that the appeal will not succeed (see paragraph 18 of the 'Principles' section), the Academic Registrar may ask the Chair of the relevant School Board of Examiners to certify the appeal as invalid. The Academic Registrar will normally request that an appeal be invalidated if:
 - 17.1 the student's appeal is against either the classification or non-award of a degree; and
 - 17.2 the student's mark profile is more than 3 marks away from the next higher classification boundary in a single course; and/or
 - 17.3 the student's mark profile is more than 5 marks away from the next higher classification boundary on aggregate; and/or
 - 17.4 the student's performance in the examination or set of examinations affected by mitigating circumstances was/were not significantly out of line with his/her performance in other unaffected courses taken at any stage of the programme.
18. If the Chair upholds the request to certify the appeal as invalid, a completion of procedures letter will be sent to the student (see Regulation 47).
19. If the Chair does not uphold the request, the appeal will be submitted to the relevant Exam Sub-Board under Regulation 12.
20. The Academic Registrar will convey in writing to the student the final decision of the Sub-Board where an appeal goes forward to a Sub-Board under Regulations 12, 16 or 19, subject to ratification by the Chair of the relevant School Board of Examiners¹. In the case of intercollegiate, ERASMUS or General Course students, the Sub-Board's decision may extend to making a recommendation to the student's awarding body.

Notes:

- 1 This letter will be a completion of procedures letter, subject to the student's eligibility to request an Appeals Committee hearing (Regulation 21) and his/her right to appeal to a Pro-Director on the grounds of procedural irregularity in the handling of his/her appeal (Regulation 41).

Appeals Committee

21. A student may appeal against the decision of the Sub-Board under Regulation 12 not to adjust its original decision only where the initial grounds for the appeal relate to alleged procedural defect. The initial grounds will have been established under Regulation 12, 16 or 19.
22. For such an appeal to be heard, the student must request in writing to the Academic Registrar that an Appeals Committee be set up. This request must be made within five working days of the date of the letter sent by the Academic Registrar under Regulation 20.
23. The Academic Registrar will acknowledge the student's request for the matter to be considered by an Appeals Committee within five working days.
24. The Academic Registrar will then review the appeal, including the record of the Sub-Board's consideration of the matter. He/she shall decide whether the appeal shall proceed. If he/she concludes that consideration of the matter by an Appeals Committee would properly result in no new decision, he/she may request that a Pro-Director certify the appeal as invalid.
25. If the Pro-Director decides to invalidate the appeal, a completion of procedures letter will be sent to the student (see Regulation 47).
26. If the Pro-Director decides not to invalidate the appeal, the appeal will be heard by an Appeals Committee.
27. Unless Regulation 25 applies, an Appeals Committee will be set up to consider the matter. The Committee will comprise three members of the relevant School Board of Examiners, one of whom will be appointed Chair. For the avoidance of doubt, appeals from LLB students will be determined by members of the School Board of Examiners for BA/BSc degrees.
28. No one may serve on an Appeals Committee who:
 - 28.1 has been an examiner of the student during the past year; and/or
 - 28.2 is a member of the student's Department or a member of a Department in which the student has taken any of his/her examinations.
29. The Academic Registrar will appoint a Committee Secretary. The Secretary will organise the membership of the Committee, set a date for the hearing, advise on procedure, be present during the hearing of the appeal, and keep a record of proceedings.
30. The Secretary will inform the student of the date on which the hearing is to take place and of the Committee's membership at least ten working days beforehand (though it is open to the student to waive this notice period).
31. The Appeals Committee hearing will take place as soon as possible, and normally within four term-time weeks from the date the Academic Registrar determines under Regulation 24 that the matter should proceed.
32. Each member has one vote. The quorum of the Appeals Committee will be two, including the Chair. In the case of a two-member Committee, the Chair will have the casting vote. If a quorum is not reached within 30 minutes of the notified start time, the hearing will be adjourned to a new date/time.
33. The student will be invited to appear before the Appeals Committee. He/she will have the right to present his/her appeal and to see and challenge evidence considered by the Committee. He/she may be accompanied by a friend or representative from the Students' Union. If the student is to be accompanied by a friend, he/she will inform the Committee Secretary of the friend's background and professional qualifications five working days before the date of the hearing. Where the student has indicated that he/she is to be represented, the Academic Registrar may recruit a representative to assist the School at the hearing.
34. The student will have the right to submit documents and additional evidence but only in relation to the alleged procedural defect. Additional material must be submitted at least two working days prior to the date of the hearing. Evidence submitted later will only be considered by the Committee with the agreement of the Chair.
35. The validity of the proceedings of the Committee will not be affected by the unwillingness or inability of the student, or other person acting with or for him/her, to reply to questions, orally or in writing, or to appear before the Committee. Before considering an appeal in the absence of the student or his/her representative, the Committee must satisfy itself that the Secretary to the Committee has fulfilled Regulation 30 and that the student has had a reasonable chance to respond. Where the Committee concludes that the student or his/her representative is unwilling to reply to a question or questions, it may draw reasonable inferences from that refusal.
36. The Committee may adjourn the hearing to seek other evidence to help in reaching its decision. Independent expert evidence may be obtained and introduced by either party, including the use of IT hardware or software, as long as it is received by the Secretary at least two working days before the hearing. Any evidence requested by the Committee shall be disclosed to the student, who shall be given

78 School Regulations

the opportunity to comment upon it. Where a hearing has restarted, its membership shall be as originally appointed; no substitutes or replacements will be allowed except in exceptional circumstances.

37. The student and his/her representative are entitled to attend the return hearing. The student is also entitled to submit further evidence and/or written submissions in response to any new evidence to be considered by the Committee, as long as these are received by the Secretary at least two working days before the restart of the hearing.
38. The Committee may make one of the following decisions:
 - 38.1 that the decision by the Sub-Board under Regulation 12 not to adjust its original decision be upheld and the appeal dismissed; or
 - 38.2 that the decision by the Sub-Board under Regulation 12 not to adjust its original decision not be upheld, and that a new outcome be determined by the Appeals Committee. This may include:
 - a) the award of a degree; or
 - b) the award of a higher degree classification; or
 - c) discounting a failed attempt at a course or courses, or failed assessed components of it/them; or
 - d) condoning a failed attempt at a course or courses, or failed components of it/them; or
 - e) allowing an exceptional additional attempt at a failed course or courses, or at components of it/them.
39. For the avoidance of doubt, the Appeals Committee's decision is final and is not subject to ratification by the relevant Sub-Board and School Board of Examiners.
40. The Academic Registrar will convey in writing to the student the Appeals Committee's decision under Regulation 38². The student will also be sent the record of the hearing.

Footnote:

² This letter will be a completion of procedures letter, subject to the student's right to appeal to a Pro-Director on the grounds of procedural irregularity in the handling of his/her appeal (41).

Alleged procedural defect during the appeals process

41. If an Exam Sub-Board (under Regulation 12) and/or an Appeals Committee (under Regulation 38) decides not to uphold an appeal, a student may appeal to a Pro-Director on one or more of the following grounds:
 - 41.1 that the Sub-Board or Appeals Committee was constituted in such a way that it was not impartial;
 - 41.2 that there was a procedural breach of the procedures set out in these Regulations that affected the fairness of the Sub-Board's or Appeals Committee's decision;
 - 41.3 that relevant fresh evidence is available that might have caused a different decision to have been made, provided the student can show that it was neither reasonable nor practicable to have presented it an earlier stage.
Any such appeal must be received by the Academic Registrar within ten working days of the date of the letter sent under Regulation 40.
42. The Pro-Director (who will be a different Pro-Director from the one who might have previously considered the appeal under Regulation 24) will have the sole right of determining whether the student has presented sufficient grounds to warrant re-opening the matter. It will be open to the Pro-Director considering an appeal to consult the Chair of the relevant Sub-Board and/or the Chair of the Appeals Committee.
43. The Pro-Director considering the appeal may make one of the following decisions:
 - 43.1 that no procedural defect occurred in the consideration of the appeal and that the appeal be dismissed, or
 - 43.2 that procedural defect did occur but that it had no material effect on the outcome of the decision, and that the appeal be dismissed; or
 - 43.3 that a procedural defect occurred in the consideration of the appeal, rendering the decision unsafe.
44. The Academic Registrar will convey in writing to the student the decision under Regulation 43, normally within 15 working days of the date on which the appeal was received under Regulation 41.
45. A decision under Regulations 43.1 or 43.2 will complete the procedures open to the student for considering his/her appeal (see Regulation 47).
46. A decision under Regulation 43.3 will result in the appeal being re-considered by either the Exam Sub-Board or the Appeals Committee (as appropriate). The Sub-Board or the Appeals Committee will be constituted in such a way as to remedy the procedural defect (for appeals based on Regulation 41.1-41.2) or to hear the relevant new evidence (for appeals based on Regulation 41.3).

Further action

47. Following the completion of procedures at Regulations 15, 18, 20, 25, 40 and 45, the Academic Registrar will issue a letter to the student to confirm that all internal procedures of appeal have been exhausted. It will then be open to the student, if still dissatisfied, to take his/her case to the Office of the Independent Adjudicator for Higher Education.

REGULATIONS ON ASSESSMENT OFFENCES: PLAGIARISM

These regulations are approved by the Academic Board

Last updated: July 2009

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

Preamble

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

What is Plagiarism?

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

Procedure under these Regulations

5. Introduction

These regulations apply to allegations of plagiarism against any student. The offence of plagiarism can take place in any work, though these regulations cover only alleged plagiarism in draft MPhil/PhD work and in assessed work submitted in connection with the requirements for an LSE award. Allegations of plagiarism against a student that are outside these regulations, for example in formative work or work submitted in connection with external publications, may be considered under the Disciplinary Regulations for Students.

6. In these regulations the following definitions apply:

- 6.1 *script* means work of any kind submitted for assessment or opinion by staff of the School, including material submitted for upgrade to PhD status;
- 6.2 *examination board* means the body of examiners that initially considers the work of the student;
- 6.3 *award* means the result decided by an examination board in any course or programme, howsoever expressed;
- 6.4 *source* means the published primary and secondary material from any source whatsoever, and includes information and opinions gained directly from other people, including students and tutors;
- 6.5 *year* means the academic session in which a proven offence was committed.

7. If a student infringes these regulations he/she will be liable to action under these regulations or under the Disciplinary Regulations for Students.

All action under these regulations, whether by the student or by the School, should be conducted promptly.

Alleged plagiarism in draft MPhil/PhD work (i.e. work submitted for the opinion of staff of the School but not submitted in connection with the requirements for an award)

Making an allegation

8. Where the allegation is of plagiarism in draft MPhil/PhD work, any member of the School may make the allegation to the Head of the department or institute concerned. The Head may depute to a senior member of the department or institute any actions and decisions within this part of the regulations
9. The Head/deputy shall seek such evidence and advice as he/she may think necessary in order to investigate the allegation of plagiarism properly. On the basis of that evidence and advice he/she will determine whether there is sufficient cause for the student to be required to answer an allegation of plagiarism. The Head/deputy will either:
 - 9.1 immediately dismiss the allegation, in which case no record of it shall be kept on the student's file, or
 - 9.2 present the whole allegation in writing to the student concerned and conduct an interview with him/her, where practicable in the presence of an officer of the Students' Union, during which the student shall have the opportunity to respond to the allegation. A formal record will be kept of the interview.
10. Having interviewed the student:
 - 10.1 if the Head/deputy finds the allegation unproved, he/she shall direct that no further action be taken, and no record of the allegation or the proceedings be included on the student's record.
 - 10.2 if the Head/deputy finds the allegation proved, he/she will have the power to impose one or more of the following penalties:
 - 10.2.1 admonition of the student;
 - 10.2.2 requiring the submission of a reasonable amount of further written work;
 - 10.2.3 referring the case to the Secretary of the School for action under the Disciplinary Regulations for Students, for example if the offence relates to external publication;
 - 10.2.4 causing a record of the case to be placed on the student's file held by the Academic Registrar.
11. The Head/deputy will inform the student in writing of his/her decision under Regulation 10.
12. The student will have the right to appeal against the Head/deputy's decision under 10.2.1 and 10.2.2 on the following grounds:
 - 12.1 that the investigation and/or interview was conducted in such a way as to cast doubt on the Head/deputy's impartiality; or

80 School Regulations

- 12.2 that relevant fresh evidence has been received that might have caused a different decision to have been made, provided the student can show that it was neither reasonable nor practical to have presented the evidence to the Head/deputy before his/her decision.
Appeals must be received in writing by the Academic Registrar within ten working days of the date of the letter sent under Regulation 11.
13. The Chair of the Research Degrees Sub-Committee will have the sole right of determining whether the student has presented sufficient grounds to warrant re-opening the matter. If he/she so decides, it will be open to him/her either:
- 13.1 to change the penalty decided by the Head/deputy in the light of fresh evidence provided under 12.2 to one which in his/her opinion is less serious; or
- 13.2 to direct a new interview to be conducted under Regulation 9.2 in light of an appeal under either of Regulations 12.1-12.2. In this case the Head/deputy who conducted the first interview will not be involved in the second.
14. If the appeal is dismissed, a completion of procedures letter will be issued, at which point it will be open to the dissatisfied student to take his or her case to the Office of the Independent Adjudicator for Higher Education.

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

Making an allegation

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

The assessment misconduct panels

22. An Assessment Misconduct Panel shall comprise four members. The Chair of the Undergraduate Studies, Graduate Studies, or Research Degrees Sub-Committee, as appropriate, will normally chair the Panel unless excluded from membership because of previous connection with the assessment in question or with the allegation: in which case the Vice-Chair of the relevant Sub-Committee will chair it. Two academic members of the relevant Sub-Committee and a sabbatical officer of the Students' Union will also serve on the Panel as members.
No person directly involved in the assessment in question or connected in any way with the allegation or the student will serve as a member when the Panel considers a case. The Academic Registrar will appoint a secretary to the Panel and will not personally service it. All relevant documentation will be placed before the Panel.
23. The role of the Panel is:
- 23.1 to decide whether the allegation of plagiarism has been proved to the satisfaction of a majority of Panel members, on the balance of the evidence presented to them, and
- 23.2 where the allegation is found proved, to apply a penalty from the list set out in Regulation 41.
24. The Panel is quorate when three of its members are present, one of whom must be the Chair

Preparation for an assessment misconduct panel hearing

25. Any action under Regulations 17 and 26-46, including for the avoidance of doubt notifying the student of the allegation, will normally be delayed if the student is sitting any examinations within four weeks from when the allegation would have been put to him/her. The due date for submitting a dissertation or long essay shall be regarded as the date for sitting an examination for the purposes of this regulation. This regulation does not apply to any action taken under Regulation 18.
26. The secretary to the Panel shall:
- 26.1 send the student a copy of the allegation and any relevant documents that provide evidence in support of it, a copy of these procedures and a proposed timetable for progressing the matter,
- 26.2 invite the student to state whether the allegation is true or false and to provide a statement and/or any evidence relevant to the case, giving a time limit of not less than five working days for him/her to respond, and

- 26.3 advise the student to seek advice from the Students' Union and (if an undergraduate) from the Tutor or Departmental Tutor or (if a graduate student) from the Supervisor or Programme Director.
27. If the student admits the allegation, the secretary to the Panel shall ask him/her for any written observations that would help the Panel in deciding the action to be taken.
 28. If the student denies the allegation and submits a statement and/or evidence in response, the secretary to the Panel shall pass the student's submissions to the Head/deputy who has taken action under Regulations 15-17 who may provide a written response within ten working days for consideration by the Panel.
 29. All submissions received under Regulation 26.2 and/or 27, and 28, will be made available to the Panel.
 30. A meeting of the Panel will normally be called to consider the allegation. The only exception to this requirement will be by approval of the Deputy Director (Teaching and Learning), if, for example, the student has provided medical evidence indicating that participation in a formal hearing would clearly be contrary to the School's mental health policies or mental health legislation and both the department/institute concerned and the student agree to a mark of zero for the course: in which case the allegation shall be resolved at departmental or institute level.
 31. The secretary to the Panel shall:
 - 31.1 inform the student of the date on which the hearing is to take place at least five working days beforehand (though the student is entitled to waive this period of notice), of the membership of the Panel, of any witnesses who will attend, and of his/her right to call witnesses;
 - 31.2 provide the student with a copy of any response received under Regulation 28 and any other material that the Panel will consider;
 - 31.3 invite the student to attend the hearing of the allegation and to make representations, present evidence and question any witnesses;
 - 31.4 inform the student that he/she may be accompanied or represented on the conditions set out in Regulation 33; and
 - 31.5 inform the student that he/she may submit additional written submissions and other forms of evidence to the Panel as long as these are received by the secretary at least two working days before the Panel hearing. Evidence submitted later will only be considered by agreement of the Panel Chair.

Assessment Misconduct Panel hearings

32. The Head/deputy who has taken action under Regulations 15-17 is normally responsible for attending the hearing and presenting the case against the student. He/she will have the rights to submit documents and other forms of evidence to the Panel (subject to the timeframe and terms set out in Regulation 31.5), to see or to listen to, as appropriate, all evidence given, to question the student and other witnesses appearing before the Panel, and to challenge evidence submitted by the student.
33. The student may be accompanied by an officer of the Students' Union or by a friend or representative. In this event, he/she shall inform the secretary to the Panel of the background and professional qualifications of the friend or representative at least five working days before the date set for the hearing.
34. Where the student has indicated that he/she is to be represented, the Academic Registrar may recruit a representative to assist the School at the hearing. The representative may attend the hearing either to accompany the person presenting the case or to present the case on his/her behalf.
35. The student will have the rights to submit documents and other forms of evidence to the Panel (subject to Regulation 31.5), to see or to listen to, as appropriate, all evidence given, to question the person presenting the case and other witnesses appearing before the Panel, and to challenge evidence. The student's friend or representative may attend the meeting either to accompany the student or to respond to the allegation.
36. The Panel may adjourn the hearing to seek other evidence to help it in reaching its decision. Independent expert evidence may be obtained and introduced by either party, including on the use of IT hardware or software, as long as it is received by the secretary at least two working days before the Panel hearing. Any evidence requested by the Panel shall be disclosed to the student and the person presenting the case, who shall each be given the opportunity to comment upon it. Where a hearing has restarted, its membership shall be as originally appointed; no substitutes or replacements will be allowed except in exceptional circumstances.
37. The student and his/her representative, any person presenting the case, any person who attended the initial hearing under Regulation 34, and witnesses are entitled to attend the return hearing. The student and the person presenting the case are also entitled to serve further evidence and/or written submissions in response to any new evidence to be considered by the Panel, as long as these are received by the secretary at least two working days before the re-start of the hearing.
38. The validity of the proceedings of the Panel will not be affected by the unwillingness or inability of the student, or other person acting with or for him/her, to reply to questions, orally or in writing, or to appear before the Panel. Before considering an allegation in the absence of the student, the Panel must satisfy itself that the secretary to the Panel has fulfilled Regulations 26 and 31 and that the student has had a reasonable opportunity to respond. Where the Panel concludes that the student or his/her representative is unwilling to reply to a question or questions, it may draw reasonable inferences from that refusal.
39. The Panel may meet in private, with its secretary in attendance, when it wishes, provided that in such meetings it does not hear evidence. When the hearing of the evidence has been completed the Panel will meet in private, with its secretary in attendance, to make its decision.

The Assessment Misconduct Panel's decision and subsequent action

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

82 School Regulations

- 41.2 (undergraduate and taught graduate students) that the student be awarded a zero mark, either for the assessed script or for the course as a whole, with the right to re-submit the script or re-sit the course in the following year subject to degree regulations, or
 - 41.3 (undergraduate and taught graduate students) that the student be awarded a zero mark for the course as a whole and a zero mark for one or more other courses taken that year, with the right to re-sit all courses in the following year subject to degree regulations, or
 - 41.4 (undergraduate students) that the student be awarded a zero mark for the course as a whole and be denied the right to re-sit it or an equivalent course;
 - 41.5 (undergraduate and taught graduate students) that the student be awarded a zero mark for all courses taken that year, or for all courses taken that year and in one, two or all previous years, and also be expelled from the School, or
 - 41.6 (PhD students) that the student be awarded an MPhil degree, and that he/she be denied the right of re-submission or right of appeal save as set out in Regulation 43 below, or
 - 41.7 (PhD or MPhil student) that the student not be awarded any degree, and that he/she be denied the right of re-submission or right of appeal save as set out in Regulation 43 below, and that he/she also be expelled from the School.
42. If plagiarism is discovered after graduation, the student's degree may be revoked and he/she will be subject to one of the penalties set out at Regulation 41 (following the procedure set out in the appropriate regulations arising out of the School's bye-laws).
 43. The decisions of the Panel under Regulations 40-41 shall where practicable be given to the student orally by the chair of the Panel and will be conveyed to him/her in writing by the secretary to the Panel. The secretary to the Panel will also send to the student the report of the Panel.
 44. Where a Panel has decided that an offence against these regulations has been committed by the student, he/she will have the right to appeal against that decision on the following grounds:
 - 44.1 that the Panel was constituted in such a way that it was not impartial, and/or
 - 44.2 that there has been a material breach of these procedures that affected the fairness of the Panel's decision, and/or
 - 44.3 that relevant fresh evidence has been received that might have caused a different decision to have been made, provided the student can show that it was neither reasonable nor practical to have presented the evidence to the Panel before its decision.
- Any such appeal must be received by the Academic Registrar within ten working days of the date of the letter sent under Regulation 43.
45. A Pro-Director shall have the sole right of determining whether the student has presented sufficient grounds to warrant reopening the hearing. It will be open to a Pro-Director considering an appeal to consult the Panel Chair who heard the case in question, if necessary. If he/she so decides, it will be open to him/her either:
 - 45.1 to change the penalty decided by the Panel in the light of fresh evidence provided under 44.3 to one which in his/her opinion is less serious, or
 - 45.2 to direct a rehearing by a different Panel constituted under Regulation 22 in the light of an appeal under any of Regulation 44.1-44.3.
 46. If the student does not appeal, or appeals unsuccessfully, he/she will receive final confirmation of the penalty and an explanation about its impact on his/her status with the School in a letter from the Academic Registrar. The consideration of an appeal against the decision of a Panel under these regulations will complete the procedures open to the student within the School. It will then be open to the dissatisfied student to take his/her case to the Office of the Independent Adjudicator for Higher Education.

REGULATIONS ON ASSESSMENT OFFENCES: OFFENCES OTHER THAN PLAGIARISM

These regulations are approved by the Academic Board

Last updated: July 2009

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

Preamble

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

What is an offence other than plagiarism?

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

Procedure Under These Regulations

5. Introduction

These regulations apply to allegations of assessment misconduct other than plagiarism against any student (for the avoidance of doubt, this includes MPhil and PhD students). They apply to all work submitted by a student for any kind of opinion or assessment by staff of the School or under School regulations.

6. In these regulations the following definitions apply:

- 6.1 *script* means work of any kind submitted for assessment or opinion by staff of the School, including material submitted for upgrade to PhD status;
- 6.2 *examination board* means the body of examiners that initially considers the work of the student;
- 6.3 *award* means the result decided by an examination board in any course or programme, howsoever expressed.
- 6.4 *year* means the academic session in which a proven offence was committed.

7. If a student infringes these regulations he/she will be liable to action under these regulations or under the Disciplinary Regulations for Students.

All action under these regulations, whether by the student or by the School, should be conducted promptly.

Making an allegation

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

84 School Regulations

10. Unless Regulation 9 applies, the Academic Registrar shall then either:
 - 10.1 dismiss the allegation, in which case no further reference shall be made to it and no information about it shall be added to the student's file, or
 - 10.2 (subject to the provision set out in Regulation 15) present the allegation formally and in writing to the student.
11. Except where paragraph 10.1 applies, the Academic Registrar will refer the allegation to an Assessment Misconduct Panel set up under these regulations.

The assessment misconduct panels

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

No person directly involved in the assessment in question or connected in any way with the allegation or the student will serve as a member when the Panel considers a case. The Academic Registrar will appoint a secretary to the Panel and will not personally service it. All relevant documentation will be placed before the Panel.
13. The role of the Panel is:
 - 13.1 to decide whether the assessment offence allegation has been proved to the satisfaction of a majority of Panel members, on the balance of the evidence presented to them, and
 - 13.2 where the allegation is found proved, to apply a penalty from the list set out in Regulation 31.
14. The Panel is quorate when three of its members are present, one of whom must be the Chair.

Preparation for assessment misconduct panel hearing

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

Assessment Misconduct Panel Hearings

22. The student may be accompanied by an officer of the Students' Union or by a friend or representative. In this event, he/she shall inform the secretary to the Panel of the background and professional qualifications of the friend or representative at least five working days before the date set for the hearing.
23. Where the student has indicated that he/she is to be represented, the Academic Registrar may recruit a representative to assist the School at the hearing.
24. Any person in attendance under Regulation 23 will have the rights to submit documents and other forms of evidence to the Panel (subject to the timeframe and terms set out in Regulation 21.5), to see or to listen to, as appropriate, all evidence given, to question the student and other witnesses appearing before the Panel, and to challenge evidence submitted by the student.
25. The student will have the rights to submit documents and other forms of evidence to the Panel (subject to Regulation 21.5), to see or to listen to, as appropriate, all evidence given, to question witnesses appearing before the Panel, and to challenge evidence. The student's friend or representative may attend the meeting either to accompany the student or to respond to the allegation.
26. The Panel may adjourn the hearing to seek other evidence to help it in reaching its decision. Independent expert evidence may be obtained and introduced by either party, including on the use of IT hardware or software, as long as it is received by the secretary at least two working days before the Panel hearing. Any evidence requested by the Panel shall be disclosed to the student and any person

in attendance under Regulation 23, who shall each be given the opportunity to comment upon it. Where a hearing has restarted, its membership shall be as originally appointed; no substitutes or replacements will be allowed except in exceptional circumstances.

27. The student and his/her representative, any person who attended the initial hearing under Regulation 23, and witnesses are entitled to attend the return hearing. The student and any person who attended the initial hearing under Regulation 23 are also entitled to serve further evidence and/or written submissions in response to any new evidence to be considered by the Panel, as long as these are received by the secretary at least two days before the re-start of the hearing.
28. The validity of the proceedings of the Panel will not be affected by the unwillingness or inability of the student, or other person acting with or for him/her, to reply to questions, orally or in writing, or to appear before the Panel. Before considering an allegation in the absence of the student, the Panel must satisfy itself that the secretary to the Panel has fulfilled Regulations 16 and 21 and that the student has had a reasonable opportunity to respond. Where the Panel concludes that the student or his/her representative is unwilling to reply to a question or questions, the Panel may draw reasonable inferences from that refusal.
29. The Panel may meet in private, with its secretary in attendance, when it wishes, provided that in such meetings it does not hear evidence. When the hearing of the evidence has been completed the Panel will meet in private, with its secretary in attendance, to make its decision.

The assessment misconduct panel's decision and subsequent action

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

DISCIPLINARY REGULATIONS FOR STUDENTS

Approved by Council on 28 June 2005 (updated in August and October 2007)

Principles

1. The Memorandum and Articles of Association of the School and the Code of Practice on Free Speech state that the School exists for the pursuit of learning. Its fundamental purpose can be achieved only if students, staff and visitors can work and conduct their business peacefully in conditions that permit freedom of thought and expression within a framework of respect for the rights of other persons.
2. In any disciplinary case, complaint or other situation, the School encourages those involved to seek informal resolution wherever possible.
3. These Regulations give effect to the intention of the School to maintain these conditions and to protect the School from actions that damage it or its members' reputation or standing. They are published annually in the online *Calendar*. Recommendations for alterations and additions to these Procedures may be made by the Student Affairs Committee, via the Academic Board, to the Council; and those alterations or additions that are approved by the Council shall come into effect upon approval unless stated otherwise.
4. In applying these Regulations the School will:
 - 4.1 assure privacy and confidentiality unless disclosure to a third party is necessary to progress proceedings or an appeal, in which case any relevant party will be notified in advance of the disclosure. Any party under investigation will not be victimised by the School.
 - 4.2 conduct all disciplinary cases on their individual merits and in accordance with the School's equal opportunities policy.
 - 4.3 deal with issues with appropriate speed and thoroughness. Proceedings will be treated with appropriate confidence. At any stage, a Pro-Director may suggest that the matter is dealt with by an informal process.
 - 4.4 continue to conduct any disciplinary case where a party has been given sufficient notice of a hearing or deadline, notwithstanding that party's failure to attend or respond to communications.
5. The School reserves the right to commence disciplinary proceedings in any case where there appears to have been a breach of the Regulations or where the reputation and/or standing of the School and its members could be damaged. This includes circumstances where a criminal offence may have been committed. The School reserves the power to suspend or discontinue proceedings at any time.
6. The School will refer incidents to the police in appropriate circumstances. This does not affect an individual's right to report incidents to the police. If a matter is reported to the police, the School will suspend any disciplinary proceedings during police enquiries, save that a Pro-Director may suspend any student under Regulations 16 to 18. Disciplinary proceedings by the School will not be dependent on the outcome of a referral to the police, but a conviction or other admission of guilt is a matter that may be taken into account in internal proceedings.
7. Deviations from these procedures will not invalidate any action taken against the student unless the fairness of the process was compromised. References to a Pro-Director include any other person expressly authorised by the Director to act in connection with disciplinary issues.

The conduct of students

8. Students shall conduct themselves in an orderly, responsible and sober manner. In particular, no student of the School shall:
 - a. disrupt teaching, study, research or administrative work, or cause or threaten to cause injury or otherwise prevent any member of the School and its staff from carrying on his or her work, or do any act likely to cause such disruption or prevention; or
 - b. damage or deface any property of the School, or perform any act likely to cause such damage or defacement; or
 - c. use the School premises contrary to Regulations and Rules, or do any act reasonably likely to cause such use; or
 - d. engage in any conduct in the School, or in relation to the School, or in relation to the activities of its members in connection with the School, which is, or is likely to be, detrimental to the School's purposes or reputation; or
 - e. breach any rule, regulation or code imposed in connection with a hall of residence run by or on behalf of the School or the University of London; or
 - f. behave dishonestly, which includes dishonesty in academic matters such as falsification of evidence or plagiarism falling outside the *Regulations on Assessment Offences: Plagiarism* or the *Regulations on Assessment Offences: Offences Other Than Plagiarism*; or
 - g. commit a criminal offence; or
 - h. use the name or address of the School on his or her behalf, or the officers of a student organisation using the name or address of the School on behalf of that organisation, in a public statement or communication, without making clear his or her status as a student, or the status of any such organisation; or
 - i. record a lecture, or use such a recording, without the permission of the lecturer concerned (but it is permitted to use notes taken at lectures for purposes of private study)
 - j. breach any School Regulation, Procedure or Code of Practice
 - k. breach the Data Protection Act 1998 and/or fail to follow the proper direction of their tutors on matters of data protection. For more information, students should contact their tutors or www.lse.ac.uk/collections/dataProtection/
9. A student who is the subject of criminal investigation and/or proceedings in the courts may also be subject to the disciplinary procedure and penalties set out in these Regulations, regardless of the outcome of the investigation and/or proceedings. Misconduct shall not be excused by the fact that the offender may have acted on behalf of, or on the instructions of, any other person or organisation.

Stage One: making a complaint

10. Where any member of staff or any student of the School believes that a breach of these Regulations has been committed by a student, s/he may submit a complaint in writing to the Secretary & Director of Administration (hereafter 'the Secretary'), or his/her nominee, who shall consider whether, and if so by whom, it should be investigated. The investigating officer must interview the subject/s of the complaint and present a report to the Secretary, or his/her nominee. In appropriate cases, the Secretary may refer the matter to the police.
11. If as a result of the investigation the Secretary is satisfied that there is a case to answer, s/he shall refer the complaint to a Deputy Director who will decide whether:
 - 11.1 the complaint should initially be addressed informally by the Dean of Undergraduate Studies or the Dean of Graduate Studies under paragraphs 15 to 18, particularly where the allegation is of a minor act of misconduct and involves an aggrieved party from within the School, or

- 11.2 the complaint will be dealt by him/herself under paragraphs 19 to 22, or
 - 11.3 a Board of Discipline should consider the complaint under paragraphs 23 to 32, or
 - 11.4 the complaint should be handled under other, more appropriate, procedures (e.g. *Regulations on Assessment Offences: Plagiarism, Regulations on Assessment Offences: Offences Other Than Plagiarism, or Procedure for considering allegations of harassment involving students*), or
 - 11.5 the matter should be reported to the Police.
12. At any time the Secretary may recommend to a Pro-Director the immediate suspension or exclusion of the student or students complained about from all or any specified use of School facilities and/or premises.
 13. In deciding whether to suspend or exclude a student, the Pro-Director should consider issues such as the seriousness of a complaint against the student, the risk of an immediate breach of public order or physical injury to any individual and any other relevant matters. Any suspension or exclusion must be reviewed by a Deputy Director at least every 3 weeks.
 14. A student who is suspended or excluded may appeal in writing to the Director who shall confirm, annul or amend the Pro-Director's decision.

Stage Two: informal process by a Dean

15. On receipt of information from the Secretary under Regulation 11, the Pro-Director may address the complaint by delegating the matter to the Dean of Undergraduate Studies or the Dean of Graduate Studies to resolve the case informally by such methods as, for example, a written apology or voluntary work.
16. The Dean may call an informal meeting of the parties involved to discuss the case. No part of this discussion should be relied upon in any subsequent disciplinary action.
17. An issue resolved informally will not be recorded as a disciplinary offence against a student, although a written record of any resolution will be kept by the Secretary's Division. Informal settlements should not involve the imposition of any sanctions listed under Paragraphs 31.4 to 31.8 of these Regulations.
18. Cases settled by the informal process should not subsequently be revived, although failure of parties involved in a complaint to agree to the terms of an informal resolution may result in the Dean referring the matter back to the Pro-Director.

Stage Three: resolution by a Pro-Director

19. Alternatively, the Pro-Director may decide that the findings of the Secretary's report are too serious for an informal resolution (but not serious enough to warrant a Board of Discipline) and, after meeting the student to hear his/her account of the facts, impose any of the following sanctions:
 - 19.1 give an oral reprimand, which may or may not be recorded on the student's file; or
 - 19.2 give a written reprimand, a copy of which will be placed on the student's file; and/or
 - 19.4 implement a suspension from defined facilities of the School for a specified period; and/or
 - 19.4 make a compensation order.
20. The Pro-Director will convey his/her decision to the student in writing.
21. The student may contest the decision to uphold a complaint under paragraph 19 by writing to the Pro-Director within 7 days of receiving the decision and requesting a Board of Discipline to be established to consider the allegation (see paragraphs 23 to 32). Boards of Discipline may increase, as well as decrease, the severity of the sanction imposed by the Pro-Director under paragraph 19.
22. A student who accepts a guilty verdict (i.e. s/he admits the offence) may appeal against the sanction only, by writing to the Director within 7 days of receiving the Pro-Director's decision, asking for him/her to reconsider the penalty imposed. The written appeal should explain the reasons for the appeal and provide any relevant information the student wishes the Director to consider. The Director may meet the student and will consider afresh what sanction should be imposed. The Director's decision is final.

Stage Four: Board of Discipline

23. Having decided to convene a Board of Discipline under paragraph 11.3, or having received a request to do so under paragraph 21, the Pro-Director shall:
 - 23.1 normally appoint a person from the Secretary's Division who has had no previous dealings with the matter to act as Clerk to the Board of Discipline; and
 - 23.2 inform the student and the Secretary that a Board of Discipline is to be convened and identify the Clerk.
24. Having received notification that a Board of Discipline is to be convened, the Secretary shall appoint a person to present the complaint against the student ("the Presenting Officer") and shall notify the Clerk and the student of the Presenting Officer's identity.
25. It shall be the Clerk's responsibility to:
 - 25.1 Select the Board of Discipline in accordance with the process set out in Annex A;
 - 25.2 Ensure that as early as possible and not less than 7 days before the date of the hearing, the Presenting Officer informs the student of the allegation against him or her and the facts that give rise to the allegation;
 - 25.3 Inform the student of:
 - a. the identities of the members of the Board of Discipline and of his/her right to object to a member under Regulation A6;
 - b. the date of the Board of Discipline hearing;
 - c. the student's right to representation under Regulation 26.1;
 - d. any dates by which the student and/or the Presenting Officer shall have carried out any tasks, including the disclosure of any documents or names of witnesses.
26. At the hearing of the Board of Discipline:
 - 26.1 The Presenting Officer and the student shall be entitled to be represented by an advocate of his or her own choice, who may be a lawyer. If representation is to be by a lawyer, notice should be given to the Clerk at least 7 days before the hearing.
 - 26.2 There will be no formal rules of evidence. The Board of Discipline may regulate the hearing of the evidence that it receives and may request further evidence and/or information.
 - 26.3 The Presenting Officer and the student may produce such documents and call such witnesses as are relevant, subject to the Board of Discipline's discretion.
 - 26.4 The Presenting Officer and the student shall each be entitled to examine any witness called.
27. The Board of Discipline's deliberations shall be private. The decision of the Board of Discipline shall be by a majority.
28. The Board of Discipline shall decide whether a disciplinary offence has been committed and what sanction(s) shall be applied under these Regulations.

88 School Regulations

29. The Board of Discipline shall give its decision and brief reasons in writing to the student, the student's tutor or supervisor, the Secretary, the Director, and, unless the student otherwise directs, the General Secretary of the Students' Union.
30. If a member of a Board of Discipline is absent during any part of the proceedings of the Board, s/he shall take no further part in the proceedings. His or her absence shall not invalidate the proceedings unless the number of those present throughout the proceedings (including the Chair) falls below 3, in which case the proceedings shall be adjourned and notice given of the time and place of the resumption of the meeting. A minor defect in the constitution of a Board of Discipline shall not invalidate its decision.

Penalties for Breaches of these Disciplinary Regulations

31. Any or any combination of the following penalties may be imposed for misconduct:
 - 31.1 oral reprimand, which may or may not be recorded on the student's file;
 - 31.2 written reprimand, a copy of which will be placed on the student's file;
 - 31.3 counselling or training of one or both of the parties involved in a disciplinary case to prevent offending acts or behaviour from re-occurring;
 - 31.4 compensation, in money or money's worth representing the value of any property damage;
 - 31.5 a fine not exceeding a sum fixed by the Student Affairs Committee which until it decides otherwise shall be £250, which shall be paid within four weeks, or such greater time as the Director may allow, of it being notified to the student in writing. The School reserves the right to withhold, or, where appropriate to ask the University to withhold, the award of a degree or diploma to a student until such a fine has been paid;
 - 31.6 suspension from defined facilities of the School for a specified period;
 - 31.7 deferral of an offending student's course of programme of study for one academic year;
 - 31.8 expulsion from the School.
32. In any case where a penalty is imposed (other than a reprimand) the Director or the authority imposing the penalty may suspend its coming into force conditional upon the good behaviour of the offender for a specified period not exceeding the remainder of his or her period of study at the School.

Stage Five: appeal against a decision of a Board of Discipline

33. The student may appeal against the decision of a Board of Discipline by writing to the Director within 12 days of being sent the decision under Paragraph 31. The notice of appeal must set out the reason and grounds for the appeal. Upon receipt of the appeal, the Director shall consider whether to:
 - 33.1 summarily dismiss the appeal, sending a Completion of Procedures Letter to the student, or
 - 33.2 direct that an Appeals Committee be convened and direct it as to the specific issues to be considered, and appoint a Clerk to that committee. An Appeals Committee can increase, as well as decrease, the severity of a sanction imposed by a Board of Discipline.
34. The Clerk will:
 - 34.1 convene an Appeals Committee in accordance by the process set out in Annex A;
 - 34.2 notify the student and the Secretary of the identities of the members of the Appeal Committee and of the specific issues to be considered;
 - 34.3 inform the student of his/her right to object to a member of the Committee under Regulation A6;
 - 34.4 inform the student of his/her right to representations;
 - 34.5 inform the student and the Secretary of the dates by which they must perform any task, such as the disclosure of documents or other evidence to be relied upon.
35. The Secretary may appoint a Presenting Officer to put the School's case to the Appeal Committee and to perform any preparatory tasks.
36. The Appeals Committee:
 - 36.1 shall determine its own procedure and the Clerk will inform the student and Presenting Officer of its intentions;
 - 36.2 shall give the student and the Presenting Officer the opportunity to make submissions to it and to comment upon each other's submissions, and may direct that the submissions be oral or written;
 - 36.3 will not be obliged to rehear evidence, but may at its discretion do so and may allow new evidence to be called;
 - 36.4 having considered all relevant available evidence, shall make its decision on the basis of a majority.
37. The Appeals Committee shall report its decision with reasons to the student, the Secretary, the Director, the student's tutor or supervisor and, unless the student otherwise directs, the General Secretary of the Students' Union.

Completion of the School's procedures

38. Having received the report from the Appeals Committee or at the expiry of any limit of time for an appeal to be made, the Director shall send the student a Completion of Procedures Letter.
39. The student shall have the right to complain to the Independent Adjudicator for Higher Education (OIA) in accordance with the OIA's rules (www.oiahe.org.uk). The Director shall receive and consider the Independent Adjudicator's formal decision and recommendations.

Annex A

Boards of Discipline and Appeals Committee

Board of Discipline

- A1 Where a Board of Discipline is to be convened, it will comprise:
 - a. two student members appointed by the General Secretary of the Students' Union. Save where there is good reason not to do so, the student members will comprise one undergraduate and one graduate student, and
 - b. a Lay Governor appointed by the Secretary and Director of Administration or his/her nominee, and
 - c. two academic members of staff appointed by the Vice Chair of the Academic Board using the Jury Selection Procedure.

Appeals Committee

- A2 Where an Appeals Committee is to be convened, it will comprise:
 - a. student member appointed by the General Secretary of the Students' Union, and

- b. a Lay Governor appointed by the Secretary and Director of Administration or his/her nominee, and
- c. an academic member of staff appointed by the Vice Chair of the Academic Board using the Jury Selection Service.

General

- A3 No person shall be eligible for selection as a member of a Board or Committee if:
 - a. s/he is the subject of the case intended to be referred to that Board, or
 - b. s/he is the person who has brought the complaint, or
 - c. s/he has previously been involved in the issue, or
 - d. in the opinion of the Director (following referral from the Clerk), it would be unfair to the student if s/he were selected.
- A4 Only the Director may excuse a person selected to be a member of a Board or Committee from service on that Board or Committee.
- A5 A Board or Committee shall choose its own Chair from among the Lay Governor and academic members. A board or committee shall be quorate provided at least three members are present.
- A6 The student or the Presenting Officer may challenge the appointment of any member of a Board of Discipline or Appeals Committee. A challenge must be submitted in writing to the Clerk no later than three days after notification of the members of the Board or Committee has been given and must explain the grounds for objecting to the appointment. The Director shall determine whether the proposed Board or Committee member should be replaced.

Annex B

Advice and Counselling

- B1. Where an allegation of misconduct has been made, the complainant and the respondent receive, if they so wish, advice and counselling from the School or other appropriate professional individuals or organisations.
- B2. Advice and counselling given by the School will inform the individuals involved of the nature of any proceedings which may be taken, their rights, and courses of action open to them. Counselling will be available in respect of the personal welfare of the individuals involved.
- B3. The Dean of Undergraduate Studies, Dean of Graduate Studies, Adviser to Students with Disabilities/Dyslexia or Adviser to Women Students, as appropriate, will normally be responsible for ensuring that advice and counselling is available to students; and the Human Resources Director will be responsible for ensuring that advice and counselling is available to members of staff.

HARASSMENT POLICY

1. Policy statement

- 1.1 The School is committed to a working and learning environment where people can achieve their full potential. The School's policy and procedure on harassment is designed to provide:
 - an environment where it is clear that harassment is unacceptable, thereby reducing the chance that harassment will occur in the first instance; and
 - a mechanism to resolve complaints where it is felt that harassment has occurred.
- 1.2 Disciplinary action may be taken to deal with actions or behaviour, intentional or unintentional, that results in a breach of this policy. Disciplinary action may also be taken if allegations of harassment are found to be malicious or vexatious.
- 1.3 It should be noted that harassment can also lead to civil and criminal claims beyond the School's own disciplinary proceedings. For example, victims may be able to apply to the Civil Courts for an injunction to restrain the offending behaviour or claim damages for anxiety caused.
- 1.4 The Students' Union Disciplinary Procedure provides an alternative means of resolving allegations of harassment, if the incident/s occurred on the Students' Union premises and involves an LSE student against another LSE student. A student may take forward a complaint under SU procedure (which includes a mechanism for appeal) or under this procedure. However, there is no entitlement for a student to ask for a complaint to be considered under one procedure and subsequently ask for a further consideration of the complaint under the terms of the other procedure.

2. Scope of policy

- 2.1 This policy applies to all students and staff at the School and relates to harassment perpetrated by:
 - a student against a student
 - a student against a member of staff
 - a member of staff against a student
 - a member of staff against a member of staff

Harassment is not necessarily confined to the behaviour of senior staff towards more junior staff; it can take place between colleagues at the same level or involve staff behaving inappropriately towards more senior staff.

3. Definition of harassment

- 3.1 For the purpose of this policy, harassment is defined as unwelcome comments (written or spoken) or conduct which:
 - Violates an individual's dignity, and/or
 - Creates an intimidating, hostile, degrading, humiliating or offensive environment.

This reflects the statutory definition of harassment as outlined in the recent Race and Employment Directive. It should be noted that racial harassment and harassment relating to disability are now considered to be examples of direct discrimination. Examples of the different types of harassment are included in Appendix A.

4. Responsibility of all staff and students

- 4.1 All staff and students can help to:
 - prevent harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence;
 - discourage harassment by others through making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment.
- 4.2 The School is responsible for:
 - providing an environment where it is clear that harassment is not acceptable;
 - taking action when it is aware that harassment may be or is taking place;
 - ensuring that managers are aware of their responsibility for trying to prevent and, in the first instance, resolve problems in the immediate workplace.

5. Monitoring of policy and procedures

- 5.1 The Anti-Harassment Panel will compile statistics relating to cases of harassment and will provide an annual report to the Director containing information about the number and nature of complaints and any disciplinary action taken, without naming the individuals involved.
- 5.2 This policy will be regularly reviewed.

6. Individual liability

A member of staff or student who is found to be harassing another individual is liable at law for his/her actions and may face action in the courts.

Appendix A – Examples of harassment

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive. Harassment on grounds of race, sex and disability now constitute forms of discrimination under the law.

Sex-related harassment Examples include displaying power over a man or a woman because of gender through disparaging gender-related remarks and threatening behaviour.

Sexual harassment Examples include unnecessary touching, unwelcome jokes of a sexual nature, inappropriate use of suggestive visual display unit material, intimidating behaviour such as asking for, or offering, sexual favours in return for positive academic assessment or promotion.

Harassment on grounds of sexual orientation Examples include homophobic remarks or unwelcome jokes, threats to disclose sexuality and intimate questions about sexual activity.

Racial harassment Examples include inappropriate questioning and/or jokes about racial or ethnic origin, offensive graffiti and intimidating behaviour, including threatening gestures.

Personal harassment Examples include making fun of personal circumstances or appearance.

Bullying This can be physical or psychological. Examples of psychological bullying include unmerited criticism, isolation, gossip, essential information withheld, or behaviour that is intimidating or demeaning.

Harassment of disabled people Examples include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.

Age harassment Examples include derogatory age-related remarks and unjustifiable dismissal of suggestions on the grounds of the age of the person.

Stalking This can be physical or psychological. Examples include leaving repeated or alarming messages on voice mail or e-mail, following people home, or approaching others to ask for personal information.

PROCEDURE FOR CONSIDERING ALLEGATIONS OF HARASSMENT INVOLVING STUDENTS

Introduction

- For the purposes of this document, 'harassment' is as defined in the *School Anti-Harassment Policy*. References to staff mean persons employed by LSE; references to students mean those registered on courses at LSE.
- This procedure is for use by:
 - current or ex-members of staff who consider that they have been harassed by a student (in the case of ex-members of staff, the procedure can be instigated only during the period of three months following the date of termination of employment);
 - students who consider that they have been harassed by a member of staff;
 - students who consider that they have been harassed by a student.

In certain circumstances, ex-members of staff may be entitled to use a modified harassment procedure, details of which follow at paragraphs 39 onwards.
- The School is committed to investigating all complaints thoroughly.
- Staff or students who have been the victim of a violent attack or sexual assault should inform the police immediately and seek medical help.
- Nothing in this procedure prevents those who either claim to be harassed or are allegedly harassers from exercising their legal rights.

Exclusions and conditions

- Staff and students cannot use this Procedure for grievances other than harassment. Separate procedures apply for other grievances. The Public Interest Disclosure Procedure provides guidance on resolving cases of harassment of people for disclosing information.
- All people involved in a harassment case, including witnesses, advisers and/or people chosen to accompany either party, must respect the confidentiality of both parties (i.e. the complainant and alleged harasser). A complainant's identity can be disclosed only with the express consent of the complainant. However, if an allegation is so serious that the School would be negligent not to pursue it, the School will inform the complainant of any disclosures it considers necessary (e.g. to the police) and will then proceed to disclose the information.
- The identity of the complainant will need to be disclosed to the alleged harasser. The investigator will check that the complainant understands this procedure before a disclosure is made.
- The person making the allegation will be protected from reprisal or unfair treatment because of making the allegation, whether or not it is upheld, unless there is substantial reason to believe that the allegation is based on information known to be false or has been made maliciously. Any incidents of alleged misuse of false or malicious information will be handled under the disciplinary procedure for staff or students as appropriate.
- No record of an alleged case of harassment will be placed on the record of any person file other than under these or the relevant disciplinary procedures.

Advice

- Students who are concerned about harassment may wish to speak to one or more of:
 - Their Personal Tutor or Supervisor, or the Deans of Undergraduate, General Course or Graduate Studies.
 - The Student Union Education & Welfare Officer.
 - The Adviser to Women Students.
 - The Adviser to Male Students.
 - SU Advice & Counselling Centre.
 - St Philips Medical Centre/Counselling Service.
 - The Wardens of the halls of residence.
- Members of staff who are concerned about harassment may wish to speak to one or more of:
 - Their Line Manager, Head of Division or Department.
 - A trade union representative.
 - The Staff Counsellor.

Form of procedure

- Allegations of harassment can be resolved under informal or formal procedures. The School will make every attempt to resolve an allegation of harassment informally. However, in serious cases such as alleged sexual assault, the formal procedure must be used.

Informal procedure

- Where a student considers that s/he has been harassed, or a current or former member of staff considers that s/he has been harassed by a student, s/he should contact either the Dean of Undergraduate Studies or the Dean of Graduate Studies. This should take place no later than three months after the alleged incident/s occurred.
- The Dean will talk with both parties separately in the first instance in an attempt to facilitate an informal resolution of the alleged grievance. S/he will take notes of the meetings.
- If all parties agree, the Dean will arrange a face-to-face meeting between the complainant and the alleged harasser. A second member of staff would be asked to attend as a silent observer and to take notes of the meeting, either the Associate Dean for General Course Students, a Warden of a halls of residence, the Adviser to Women Students or the Adviser to Students with a Disability.
- Either party may also request the presence of an additional silent observer of their choice. This individual's involvement must remain informal; a legal representative, for example, is inappropriate at this stage. Either party may request the presence of an interpreter if English is not his/her first language.
- At the end of the informal process, a written record of the case and of any agreed resolution will be produced by the Dean facilitating the process. The contents of this record should be agreed by the complainant and alleged harasser. Where agreement cannot be reached a dissenting party shall have the right to include in the record the reasons for his/her dissent. Copies of this record will be given to the complainant and alleged harasser and held by the Dean facilitating the process. The written record of this informal stage may be used in any formal procedure if subsequently instigated.

Formal procedure**Making the allegation**

19. The formal procedure should be instigated if any of the following conditions apply:
 - the complainant has chosen not to use the informal procedures;
 - all attempts at an informal resolution have failed;
 - the alleged offence is of a serious nature and/or a potential case of gross misconduct (e.g. sexual or physical assault).
20. To instigate the formal procedure, a formal written complaint (using the form at *Appendix A*) must be submitted to the Academic Registrar no later than three months after the alleged incident/s occurred or within one month of the conclusion of an unsuccessful informal resolution process. It should explain the reasons for the complaint and provide all available evidence.
21. Once the formal complaint has been lodged, the Academic Registrar will arrange for an Investigation Team (see *Appendix B*) to be convened. If a case involves students only, the Investigation Team will be composed of:
 - 2 members of the Academic Board appointed by the VCAB; and
 - a student representative appointed by the General Secretary of the Students' Union.
 If a case is brought by or against a member of staff, the Investigation Team will be composed of:
 - a member of the Academic Board appointed by the VCAB; and
 - a student representative appointed by the General Secretary of the Students' Union; and
 - a trade union representative appointed by a recognised trade union.
 No one shall be appointed who has given advice to either the complainant or the alleged harasser in connection with the incident(s) concerned.
22. If the complainant or the alleged harasser objects to the appointment of one or more of the Investigation Team, s/he must submit a written statement to the Academic Registrar, explaining his/her reasons, within three working days of being informed of the names. If the Academic Registrar upholds the objection, then alternative members of the Panel will be selected. Further objections may then be made under this paragraph but only in relation to the newly appointed members.
23. Where a student is accused of harassment, the Investigation Team will make a recommendation to the Academic Registrar, who may recommend suspension to the Director pending the conclusion of the investigation. Where a member of staff is accused of harassment, the Investigation Team, if it does not recommend suspension pending the conclusion of the investigation, may nevertheless believe that the continued working together of the complainant and the accused is undesirable during the investigation and may request alternative working arrangements or special paid leave. A member of staff may make such a request on his/her own behalf to the Human Resources Director who will endeavour to make arrangements.

Investigation

24. As soon as the complainant and alleged harasser have consented to the appointment of Investigation Team or if no response is received normally within three days of informing the complainant and alleged harasser, the appointed members will be asked to begin their investigation.
25. The Investigation Team will carry out the investigation as quickly as is reasonably possible and normally within twenty working days of the date of receipt of the written complaint. The complainant and the alleged harasser will be advised in advance of any extension to this period, including the reasons for that extension.
26. The complainant will be interviewed first and the alleged harasser interviewed second. Both parties have the right to be accompanied during an interview by an observer of their choice (e.g. by a work colleague, trade union member, the Students' Union Education and Welfare Adviser or the School's Adviser to Women Students).
27. The investigation will include meetings with both the complainant and the alleged harasser. The meetings will always include at least two members of the appointed Investigation Team. The complainant will be interviewed first and the alleged harasser interviewed second. Both parties have the right to be accompanied during an interview by a silent observer of their choice who is either a member of staff or a currently registered student.
28. If the Investigation Team considers it necessary to interview witnesses, they must convey to the interviewee the need to respect confidentiality. The absence of witnesses will not necessarily be taken to imply that the alleged incident(s) did not take place.
29. One of the Investigation Team will make a record of each interview and ask the interviewee to confirm that it is a true and accurate. Where agreement cannot be reached, the interviewee's reservations will be included in the record.

Report

30. On completion of the investigation, the Investigation Team will submit a written report to the Academic Registrar, if the alleged harasser is a student; or to the Human Resources Director, if the alleged harasser is a member of staff. The report will include the dates and details of the alleged incidents; an explanation of any previous attempts at informal resolution; and a recommendation whether to uphold the allegation of harassment. The report will also include a copy of the interview records.

Meeting

31. Having received the report, the Academic Registrar or the Human Resources Director, as appropriate, will meet the complainant and alleged harasser separately to inform them of the main elements of the report and to convey the decision s/he was minded to make, as well as explain the reason(s) for that decision. The complainant and alleged harasser have the right to be accompanied to this meeting by an observer of their choice (e.g. by a trade union member, work colleague, the Students' Union Education and Welfare Adviser or the School's Adviser to Women Students) and to make oral representations. A written statement of the decision will follow in five working days of the second meeting.
32. If the decision is not to uphold the allegation of harassment, the Academic Registrar or Human Resources Director as appropriate may nevertheless recommend that one or both of the parties involved in the case consider training, counselling or a voluntary transfer or change in the reporting relationship (if possible) if a working relationship has become untenable.
33. If an allegation of harassment against a member of staff is upheld, the Human Resources Director may invoke the disciplinary procedure for misconduct or gross misconduct.
34. Where an allegation of harassment against a student is upheld, the Academic Registrar may refer the matter for action under the Student Disciplinary Regulations. Where the matter is not so referred, a record of the decision will be placed on the student's file.

Appeals

35. Either the complainant or the alleged harasser may appeal against the decision in 32, 33 or 34, except that no appeal shall be heard

94 School Regulations

under this procedure where the matter is referred under the appropriate disciplinary procedure or regulations.

36. If a complainant wishes to appeal, s/he must inform the Academic Registrar (if the complainant is a student) or the Human Resources Director (if the complainant is a member of staff) of this fact within seven days of receiving the decision against which the appeal is made. Any appeal must be in writing and must set out the ground(s) on which the appeal is based.
37. On receipt of an appeal, the Human Resources Director or the Academic Registrar shall refer the matter to a Pro-Director who will invite the appellant to attend a further meeting to discuss the appeal. At this meeting, the appellant will have the right to be accompanied by a friend as given in paragraph 31.
38. After the appeal meeting, the Pro-Director will inform the complainant of the final decision (which will exhaust the School's anti-harassment procedures) and, if a student, of his/her right to make an external appeal to the Independent Adjudicator for Higher Education.

Modified procedure for ex-members of staff

The modified procedure is for use by ex-members of staff, but only where the ex-member of staff, Academic Registrar and Human Resources Director agree to use the modified procedure.

39. An ex-member of staff is still entitled to use the standard formal procedure referred to above.
40. Where an ex-member of staff wishes to use the modified procedure, the ex-member must write to the Human Resources Director seeking agreement to use the modified procedure providing a brief explanation of the reasons for the complaint.
41. The Human Resources Director must decide whether to agree to the request or insist that the standard procedure detailed in the full procedure be followed.
42. If the Human Resources Director agrees to use of the modified procedure the ex-member of staff should submit a written statement with an explanation of the reasons for the complaint and providing available evidence.
43. The Vice Chair of the Academic Board will be asked to appoint a member of the Academic Board to investigate the complaint and will prepare a report based on the information submitted in writing by the complainant and the interviews with the alleged harasser and any witness.
44. The Human Resources Director will write to the ex-member of staff to explain whether or not the grievance has been upheld.
45. There is no right of appeal with the modified procedure.

Withdrawal of a complaint

46. Only the complainant can decide whether to pursue or withdraw a complaint. This may be done at any time during the investigation, by formal notice to the Investigation Team which may decide that the complainant should be proceeded against for making a false statement and/or a malicious allegation. If no further action is to be taken, all records of the allegation shall be destroyed. It is not open to a complainant to withdraw an allegation once the investigators have completed their report.

Appendix A

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Harassment Complaint Form

CONFIDENTIAL: For investigating Panel members only.

Name of the person making the complaint

Name(s) of alleged harasser(s)

Nature of the complaint (this should include a description of the behaviour and why it is felt to be unacceptable, date(s) and location(s) of occurrence

Any steps taken to stop the harassment. (Note: It is useful for the investigator to be aware of any action taken by you. However, if action has not been taken, this will not prejudice your claim.)

I recognise that for a formal complaint to be pursued it will be necessary for my identity to be revealed to the alleged harasser, and I hereby give my permission to the investigator to do so.

Signature:

Date:

Appendix B

The Anti-Harassment Panel

Training shall be given to the Investigation Team to ensure that its members are suitable investigators. The objectives of the training shall include:

- Awareness of what harassment means, the forms that it can take and the impact on individuals;
- Development of listening skills;
- Investigation interviewing and report writing;
- An understanding of the School's relevant policies and procedures;
- Resolution of complaints of harassment with the least damage to the people concerned and compatible with a just outcome.

On appointment, the members of the Investigation Team shall be required to confirm their commitment to allocate time as necessary to investigate a formal complaint. For members of staff, their respective managers shall also need to confirm in writing their understanding of the time input that may be necessary.

RULES RELATING TO STUDENT ACTIVITIES

1. Preamble

These Rules deal with the use by students for extra curricular purposes of all School premises and facilities including those made available for use by the Students' Union but excluding student residential accommodation and the School's sports grounds for which separate regulations are in force. They are intended to enable students whether individually or in groups and societies, to have the fullest use of the School's facilities, while reserving to the School authorities such rights as are necessary to ensure that public and private safety are not endangered, that normal functions can be carried out, that the relevant laws are observed and that the buildings can be managed in an orderly and efficient way. The Students' Union is responsible for good order in those rooms in the East Building and the Clare Market Building which have been placed at the disposal of the Students' Union and for the exercise of reasonable care in the use of these premises and their furniture and equipment, although ultimate responsibility for security of all premises remains with the School.

2. Meetings and Functions

The terms and conditions applicable in respect of meetings, functions and other events are as provided for in the School's Code of Practice on Free Speech.

3. Conduct in Houghton Street

The Students' Union shall make it a prerequisite of providing recognition and/or funding that clubs and societies should abide by the following conditions relating to the conduct of their activities in Houghton Street:

- (a) not at any time to affix posters or banners to the buildings;
- (b) if operating stalls in Houghton Street not to use any audio equipment (eg radios, audiotape decks and CD players);
- (c) to return to source any furniture comprising the stall as soon as the stall is closed.

The Students' Union will monitor activity in Houghton Street and operate a system of fines to ensure compliance.

4. Times of Opening and Closing the School

The opening times of the School are those set out annually in the *Calendar*.

5. Responsibility for Visitors

Students are expected to take responsibility for the conduct of any visitors they may introduce into the School to attend meetings or for any other purpose.

6. Admission of the Press

- (a) Representatives of the press, radio or television are admitted to and may remain on the premises of the School only with the consent of the School.
- (b) Specific permission must be sought from the Secretary and Director of Administration and obtained where such persons seek admission to meetings or events of any kind taking place in the School. Consent shall be deemed to be given in all other cases without prior application.
- (c) Consent to the presence of any representative of the press, radio or television anywhere on the School's premises may be revoked by the School at any time. The School shall provide, on request, reasons for its decision.

7. Sale of Alcohol on School Premises

- (a) Alcohol may only be sold in licensed areas, namely:
 - (i) The restaurants and bars operated by the School's Central Catering Services;
 - (ii) In the Three Tuns Bar, which is the Students' Union's responsibility, and in any other licensed premises operated by the Students' Union, provided authority has been obtained from the School.
- (b) Application to sell alcohol outside normal licensing permitted hours must be made in advance to the House Manager; permission from the relevant licensing authority is also necessary.

8. Notice Boards

Notice boards are placed at the disposal of the Students' Union and its societies in various parts of the School. Notices placed elsewhere may be removed by School Staff.

9. The Law of the Land

All activities in the School are subject to the law of the land.

NOTE:

Implementation and general interpretation of these Rules are the responsibility, in the first instance, of the Secretary and Director of Administration of the School.

STUDENT DRUGS AND ALCOHOL POLICY

1. Student Drugs and Alcohol Policy Statement

- 1.1 The School will not condone the possession or supply of illegal drugs and is opposed to the excessive consumption of alcohol.
- 1.2 The School will seek to provide information in order to encourage those with an alcohol or drugs problem to seek support and help, and in order to encourage responsible use of alcohol.
- 1.3 The School will seek to provide guidance for members of staff on how to deal with incidents within the School involving drug use and the excessive consumption of alcohol.

2. The Legal Context concerning Illegal Drugs

- 2.1 The Legal Framework
 - 2.1.1 The use and supply of illegal drugs is a criminal offence in the United Kingdom. The Misuse of Drugs Act 1971 is intended to prevent the non-medicinal use of medicinal drugs as well as drugs with no current medicinal uses. Drugs are categorised from Class A to Class C (with the last carrying the lowest penalties). Illegal drugs, for the purpose of the School's Student Drugs and Alcohol Policy and Procedure, are defined in keeping with the categories detailed within the Misuse of Drugs Act 1971.
- 2.2 The School's Legal Responsibility
 - 2.2.1 Under the Misuse of Drugs Act, 1971, it is an offence for the occupier of premises or persons concerned in the management of premises to allow the supply, use, or production of drugs to take place on those premises. In addition the School has a legal responsibility to provide a safe and healthy environment for students, staff and visitors.

3. Disciplinary Action

- 3.1 The School will take appropriate disciplinary action in the case of the use, possession or supply of illegal drugs, and also in the case of unacceptable behaviour arising from excessive consumption of alcohol. This may range from a verbal reprimand to expulsion from the School and/or Hall of Residence.

4. Welfare and Support for Students

- 4.1 Details of support services where students can get confidential advice if they have an alcohol – or drug- related problem, or are seeking information, are displayed in key areas around the School, and published on the LSE web pages.

This policy was agreed by Council on 25th June 2002

STUDENT DRUGS AND ALCOHOL PROCEDURE

1. Purpose of Procedure

The purpose of this procedure is to provide general guidelines for School students and staff regarding action to be taken when dealing with a drug or alcohol related incident.

2. Dealing With Drug and Alcohol Related Incidents

It is recognised that there is a broad range of possible drug and alcohol related incidents, which vary according to, among other things, the nature of the evidence of use/misuse and according to the nature of the substance used/abused. The School's aim is to deal with all such incidents in a way that balances its legal, Health and Safety, welfare, educational and confidentiality responsibilities.

3. Different Types of Drug and Alcohol Related Incidents

- 3.1 There are four broad types of drug and alcohol related incidents, as follows:
 - 3.1.1 *Emergency Intoxication/Influence:*
where intoxication/influence involves a perceived threat to the health, well being and/or safety of the individual(s) involved and others
 - 3.1.2 *Non-Emergency Intoxication/Influence:*
where no immediate danger is apparent
 - 3.1.3 *Discovery:*
where an individual finds a student in possession of, or using what is thought to be, an illegal drug or drug-related paraphernalia (eg, syringe)
 - 3.1.4 *Disclosure, Suspicion or Rumour:*
where an allegation is made by a third party that a student is misusing drugs and/or alcohol, where this allegation may be substantiated by evidence.
- 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 Regulations for Students*.

4.3 **Stage 3: Recording**

After the issue has been resolved, the general information about the case (stripped of any information that might identify the student involved), will be passed onto the Head of Security for collation. The collated information will be used to determine the level of drug misuse in the School, and to inform directions in School Policy concerning student and staff information and training needs.

5. Sanctions

5.1 Each case will be considered on its own merits, and the sanctions applied via the *Code of Conduct for Disciplinary Proceedings in Halls* or the *Disciplinary regulations for students*, will vary. There are two broad sets of disciplinary sanctions that may apply to a student who has committed an offence:

5.1.1 *Legal*

The School's buildings, including Halls of Residence and the Sports Grounds, are all governed by the legal framework regarding drugs.

5.1.2 *School*

Any discovery of drug usage could result in suspension or expulsion from the School (following the *Disciplinary regulations for students*), and/or expulsion from a Hall of Residence (following the *Code of Conduct for Disciplinary Proceedings in Halls of Residence*).

5.2 Sanctions against offenders may range from monetary fines for more minor offences, to suspension from the School and/or Hall of Residence, and legal action, for more major offences.

6. Appeals

6.1 Students have the right to appeal against any disciplinary sanction applied to them. The appeals procedure differs according to the regulations under which the sanctions are applied. For sanctions applied as a result of offences in Halls of Residence, the procedure is specified in the *Code of Conduct for Disciplinary Proceedings in Halls of Residence*, and for other offences the procedure is specified in the *Disciplinary regulations for students*.

This policy was agreed by Council on 25th June 2002

LSE PUBLIC INTEREST DISCLOSURE PROCEDURE

1. What is the purpose of the Public Interest Disclosure Act 1998?

- 1.1 The Public Interest Disclosure Act, which mainly takes the form of amendments to the Employment Rights Act 1996, gives legal protection to employees against being dismissed or penalised by their employers as a result of disclosing information which is considered to be in the public interest. The LSE procedure, as for other UK universities, is intended to follow the Act, but extends its protection to students, and other members of the School as described in section 4.1 below.
- 1.2 The principle, which the School endorses, is that where an individual discovers information that he or she believes to show malpractice/wrongdoing within the organisation, then this information should be disclosed without fear of reprisal. This should be facilitated by an internal procedure for Public Interest Disclosures in order that the person making the disclosure be afforded proper protection and that the information may be acted upon quickly and matters resolved internally or, in accordance with Part IVA of the Employment Rights Act 1996, by an external body listed in Section 9 of Part One of this Procedure.
- 1.3 Public interest disclosure for the purpose of the procedure is defined as the disclosure of information to the effect that School business has been, is being, or is likely to be the subject of malpractice. Malpractice indicates wrongdoing, including illegality; but this procedure goes beyond the Public Interest Disclosure Act in also extending to conduct that could be considered unethical.

2. What is LSE's policy on standards of public life?

- 2.1 The LSE is committed to the highest standards of integrity, openness and accountability. It seeks to conduct its affairs in a responsible and transparent manner, taking into account the requirements of the funding bodies and the standards in public life set out in the reports of the Nolan Committee. In line with its commitment to these standards and with other UK universities, the School is committed to the provision of a procedure to facilitate disclosures within the terms of the Public Interest Disclosure Act.

3. Who can use the Procedure?

- 3.1 Those people listed in 3.2 are encouraged to use this policy to raise genuine concerns about malpractice at the earliest opportunity.
- 3.2 This Procedure is open to those people defined below:
 - 3.2.1 Governors of the School
 - 3.2.2 Current employees of the School including casual and agency employees
 - 3.2.3 Staff working for departments of the School who may not be formally employed by the School
 - 3.2.4 Students of the School
 - 3.2.5 Those individuals who have been given official status in the School who are not employees or students of the School, such as: Honorary Fellows, Academic Visitors, Research Scholars, Research Fellows, Professors and Readers Emeriti
 - 3.2.6 Providers of goods and services for the School.
- 3.3 A person making a disclosure under this procedure is described as a 'Discloser' for the purposes of this Procedure. A Discloser may make a disclosure under this Procedure whether or not s/he is personally affected by the alleged malpractice.
- 3.4 Employees of subsidiary companies of LSE may make public interest disclosures about malpractice anywhere in the School but should make Public Interest Disclosures about malpractice in their own subsidiary company through the public interest disclosure procedure approved by that company's board of directors or in accordance with Part IVA of the Employment Rights Act 1996.

4. When can the Procedure be used?

- 4.1 Some examples of malpractice, which may be the subject of a protected public interest disclosure, are:
 - 4.1.1 Financial malpractice, financial impropriety, or fraud
 - 4.1.2 A breach of any of the School's regulations and procedures
 - 4.1.3 Failure to observe statutory obligations
 - 4.1.4 Endangering health and safety, including exposure to stress (i.e. "the adverse reaction people have to excessive pressure or other types of demand placed on them").
 - 4.1.5 Damaging the environment
 - 4.1.6 Criminal (or likely criminal) activity at the School
 - 4.1.7 Corruption, bribery, blackmail
 - 4.1.8 Deliberate miscarriage of justice
 - 4.1.9 Academic malpractice
 - 4.1.10 Professional malpractice
 - 4.1.11 Abuse of authority for illegal or unethical purposes
 - 4.1.12 Wilful failure to declare a relevant interest in the Register of Interests
 - 4.1.13 Deliberate concealment of any of the above.
- 4.2 The public interest disclosure procedure is not intended to cover complaints for which there are existing procedures, such as:
 - 4.2.1 Disagreements about the substance of School policy
 - 4.2.2 Matters of individual discipline
 - 4.2.3 Staff and student grievances, including complaints about standard of teaching and tuition
 - 4.2.4 Complaints about poor standards of service or mismanagement
 - 4.2.5 Bullying or harassment on grounds of age, gender, race, religion, sex and sexual orientation
 - 4.2.6 Equal opportunity complaints
 - 4.2.7 Matters covered by the School's Code of Practice on Free Speech
 - 4.2.8 Complaints about running of the Students' Union under the 1994 Education Act.
- 4.3 If, after an initial investigation by an Assessment Officer, an issue is found not to constitute a public interest disclosure under this Procedure, consideration will be given to transferring the matter to other, more appropriate, procedures. A Disclosure Officer will make the decision to transfer the matter to other procedures.

5. What type of protection is given to a Discloser?

5.1 If he or she complies in full with this procedure, the Discloser will:

- 5.1.1 be protected as far as possible from their identity being revealed, provided that it does not hinder an investigation or result in unfairness (or potential unfairness) to any other party who may be affected by the implementation of this procedure. Sometimes, the type of information revealed may be such that it enables the identity of the Discloser to be inferred;
- 5.1.2 be protected from reprisal or unfair treatment attributable to the making of the disclosure. This type of protection includes the careful consideration of 'counter' disclosures that might be used to cancel out or hinder the investigation of a disclosure. Usually the investigation into one disclosure will be completed before a 'counter' disclosure is accepted;
- 5.1.3 wherever possible, be kept informed at all stages of the procedure by the Assessment Officer;
- 5.1.4 select which Assessment Officer s/he wishes to approach. The selected Assessment Officer will have had no prior involvement in the issue disclosed;
- 5.1.5 be assured that any malpractice will be thoroughly but quickly investigated.

6. What protection is given to subject/s of a disclosure?

- 6.1 The School will protect the identity of the subject/s of a public interest disclosure as described in paragraph 5.1 above as far as practicably possible. Under the Public Interest Disclosure Procedure, the subject will have the right to respond to a disclosure, remain silent and have representation. If a person chooses to remain silent, the School reserves the right to investigate the disclosure by any means at its disposal. The Assessment Officer will regularly inform the subject/s of a disclosure of the progress of the case on at least a weekly basis.
- 6.2 In instances of a vexatious or malicious disclosure, or one not made in good faith, being made, the School authorities will consider the possibility of remedial action to redress the adverse consequences suffered by the victim of that disclosure.

7. If a member of the School knows of alleged malpractice, must s/he disclose it?

- 7.1 The spirit of the procedure is to protect individuals who wish to make a disclosure in the interest of the public and of the School. It does not constitute an obligation to disclose information. It affords protection to an individual who wishes to disclose information, thus enabling the School to deal with cases of alleged malpractice.

8. What happens if a Discloser changes his or her mind?

- 8.1 The Discloser may withdraw a disclosure at any point during an investigation, provided the request is submitted in writing to the Assessment Officer and explains the reasons behind the request.
- 8.2 The School reserves the right to proceed with an investigation, and take action in the light of its findings, even if the Discloser does not wish to proceed further.

9. Disclosures made outside the School

- 9.1 A disclosure should only be made to an external person or body where either that person or body is an appropriate prescribed person under section 43F of the Employment Rights Act 1996 (see para 9.2.4 below) or it is made in accordance with section 43G of that Act (see para 9.3 below).
- 9.2 The School will not subject an individual to detriment if s/he makes a disclosure externally provided that:
 - 9.2.1 the disclosure concerns malpractice; and
 - 9.2.2 the discloser is acting in good faith and believes that the information contained in the disclosure is substantially true; and
 - 9.2.3 the disclosure is not made for personal gain; and
 - 9.2.4 the disclosure is made either:
 - (i) to an appropriate external person or body such as the Higher Education Funding Council for England (HEFCE), the Government Department with responsibility for Higher Education, the National Audit Office or a Member of Parliament; or
 - (ii) to a person or body prescribed for the purposes of section 43F of the Employment Rights Act 1996 in respect of the matters specified in the Public Interest Disclosure (Prescribed Persons) Order 1999, S.I. 1999 No. 1549, as amended.
- 9.3 The School recognises that the law provides protection for disclosers who make disclosures to a person outside the School in the circumstances set out in section 43G of the Employment Rights Act 1996. In summary, the conditions which have to be satisfied in order for a disclosure to attract this protection are as follows:
 - 9.3.1 the disclosure is made in good faith; and
 - 9.3.2 the discloser reasonably believes that the information disclosed and any allegation contained in it are substantially true; and
 - 9.3.3 the disclosure is not made for the purposes of personal gain; and
 - 9.3.4 (i) the discloser reasonably believes that s/he will be subject to detriment by the School if s/he makes a disclosure either within the School or in accordance with 9.2 above; or
 - (ii) in a case where no person or body is prescribed in the Public Interest Disclosure (Prescribed Persons) Order, the discloser reasonably believes that it is likely that the evidence relating to the relevant failure will be concealed or destroyed if s/he makes a disclosure within the School; or
 - (iii) the discloser has previously made a disclosure of the same information either within the School or in accordance with the Public Interest Disclosure (Prescribed Persons) Order.
- 9.4 Where a disclosure has been made within the School under this procedure, the discloser should not reveal any part of that disclosure to a person outside the School except to either a professionally qualified lawyer or trade union representative for the purpose of taking legal advice.
- 9.5 In certain circumstances the School may be obliged to report the substance of a disclosure to HEFCE, the police or some other appropriate public body. Wherever possible, the consent of the discloser will be sought before any such report is made.

10. Is confidentiality given within the School?

- 10.1 The School will treat the identity of a Discloser and the identity of the subject/s of a disclosure as confidential (subject to 5.1.1. above), unless the School's officers in consequence become legally obliged to reveal their identity.
- 10.2 Records of the disclosure and all proceedings related to it will be kept by The Secretary and Director of Administration. The

100 School Regulations

School will reveal these records to other parties only in accordance with its internal procedures and/or current legislation. Whenever possible, the consent of the Discloser will be sought before records are revealed.

11. Can anonymous allegations be made?

- 11.1 Disclosers will be expected to put their name to their disclosures; care will be taken to protect their identity as provided for in this procedure. Anonymous disclosures will be considered if a Disclosure Officer thinks anonymity is warranted because of:
- 11.1.1 the gravity of the issues raised; and/or
 - 11.1.2 the amount and quality of evidence provided; and/or
 - 11.1.3 the existence of alternative credible sources that confirm the allegation.

12. What constitutes a disciplinary offence?

- 12.1 Under the Procedure, it may be a disciplinary offence to:
- 12.1.1 make a disclosure found by a Disclosure Officer to be vexatious or malicious or not made in good faith; or
 - 12.1.2 to make a disclosure with the intention of gaining a pecuniary advantage; or
 - 12.1.3 make an external disclosure other than in accordance with Paragraph 9 above (which reflects Sections 43D-43G of the Employment Rights Act 1996).

PART TWO: PROCEDURE

1. Purpose

- 1.1 The following section sets out detailed the procedure for investigating a public interest disclosures. Part One provides guidance on the principles underpinning the School's arrangements for considering public interest disclosures.

2. How to make a disclosure under the procedure

2.1 Public interest disclosures should be submitted in writing to, and/or by meeting, one of the following designated Assessment Officers:

- The Head of the Secretary's Division; Andrew Webb: a.webb@lse.ac.uk, 6876
- The Academic Registrar; Simeon Underwood: s.underwood@lse.ac.uk, 6858
- The Estates Directors; Chris Kudlicki: c.kudlicki@lse.ac.uk, 7082
- The Director of Finance and Facilities; Andrew Farrell: a.farrell@lse.ac.uk, 7091
- The Director of Finance Division; Mike Ferguson: m.ferguson@lse.ac.uk, 7094
- The Internal Auditor; Noel Lawlor: n.lawlor@lse.ac.uk, 7362
- The Director, Research and Project Development Division; Gus Stewart: g.stewart@lse.ac.uk 7114
- The Librarian and Director of Information Services; Jean Sykes: j.sykes@lse.ac.uk, 7218
- The Dean of Undergraduate Studies; Dr Jan Stockdale: j.stockdale@lse.ac.uk, 7058
- The Dean of Graduate Studies; Dr Julian Fulbrook: j.fulbrook@lse.ac.uk, 7574
- The Dean of General Course Studies; Dr Celia Phillips: c.phillips@lse.ac.uk, 5197
- Three nominees of the Academic Board:
 - i. Professor Rodney Barker: r.s.barker@lse.ac.uk, 7168
 - ii. Dr Jackie Coyle-Shapiro: j.a.coyle-shapiro@lse.ac.uk, 7035
 - iii. Dr Janet Hunter: j.e.hunter@lse.ac.uk, 7071

Note: Disclosures that are made by, or against, a senior member of the School's staff – i.e. at, or above, the level of Head of Division in the Central Administration, or, Head of an Academic Department – should be made to the Director of the School. Upon receipt of the Disclosure, the Director will select a senior member of the School (normally the Secretary & Director of Administration) to act as Assessment Officer. The nominated Assessment Officer shall follow the Procedure below but must present his/her findings to the Director, who will act as Disclosure Officer and decide on an appropriate course of action.

- 2.2 The Assessment Officer will be the point of contact for the Discloser throughout the procedure. S/he will conduct an investigation into the disclosure and will submit a report of his/her findings, including a recommendation of how best to proceed with the case, to a Disclosure Officer (listed in 3.7 below).
- 2.3 The Discloser can make his/her disclosure in writing and/or by meeting with his/her chosen Assessment Officer. If a meeting occurs, the Assessment Officer may be accompanied by a note-taker, and the Discloser by a person of his or her choice.
- 2.4 The written disclosure or meeting needs to address the following points:
- 2.4.1 the nature of the disclosure;
 - 2.4.2 evidence to substantiate the disclosure;
 - 2.4.3 names of those alleged to be involved in malpractice.

3. How the School will deal with a disclosure

- 3.1 The Assessment Officer who receives a disclosure may consult another Assessment Officer for advice and support provided the latter individual is not named in the disclosure and no conflict of interest exists.
- 3.2 The Assessment Officer will:
- 3.2.1 consider whether more suitable procedures exist in the School;
 - 3.2.2 consider whether a conflict of interest arises from the involvement of any of the Disclosure Officers specified in paragraph 3.4 below;
 - 3.2.3 ensure the Discloser understands and is familiar with the School procedures for a public interest disclosure and the requirements of the Public Interest Disclosure Act 1998.
- 3.3 The Assessment Officer will conduct an investigation into the disclosure and, wherever possible, update the Discloser on the course of events. The Assessment Officer will also interview the subject/s of a disclosure, who may be accompanied by a person of his/her/their choice provided that person is a member of the School and will maintain strict confidentiality about the substance of the disclosure and the identity of all parties involved;
- 3.4 The Assessment Officer will submit a report of his/her findings to a Disclosure Officer of his/her choice that has had no prior involvement in the Disclosure, recommending in the light of his/her investigation how to proceed with the case, and under which of the School's procedure. Upon receiving the Assessment Officer's report, the Disclosure Officer shall decide how to

proceed with the disclosure and under which of the School's procedures. The Disclosure Officers are:

- The three Deputy Directors;
- The two Vice Chairs of the Court of Governors and Council;
- The Vice Chair of the Appointments Committee.

4. Recommendation by the Assessment Officer

- 4.1 The Assessment Officer will investigate the disclosure as quickly and thoroughly as possible, and submit his/her findings to a Disclosure Officer. The report will describe the response of the subject/s of the disclosure and not name the parties involved. On some occasions, the report will unavoidably contain information that makes it possible to infer the identity of parties involved. In such instances, the Assessment Officer will inform the relevant individuals.
- 4.2 The Assessment Officer's report to the Disclosure Officer will address the following matters:
- 4.2.1 whether the disclosure constitutes a protected disclosure under this Procedure;
- 4.2.2 how, and in what order, to proceed if the disclosure warrants further consideration under this procedure or other School procedures;
- 4.2.3 whether the School's Public Interest Disclosure Panel (see Section 5.1.5 below) should be convened to consider, and make a decision on, an appropriate course of action to resolve the disclosure under the Procedure;
- 4.2.4 if the disclosure is not considered to be a protected disclosure, whether the Disclosure Officer should recommend to the Discloser to pursue the matter under some other School procedure such as discipline, grievance or harassment;
- 4.2.5 whether the Disclosure Officer refer the matter to the Police in the case of a potential criminal offence. Depending on the circumstances, this will not necessarily mean the cessation of an internal LSE inquiry;
- 4.2.6 whether, and when, the Disclosure Officer inform other external bodies such as the National Audit Office [NAO]; or the Higher Education Funding Council for England [HEFCE] if the matter is required to be reported under the terms of the Financial Memorandum between the School and the HEFCE; or the Department for Education and Skills [DfES];
- 4.2.7 whether not to proceed with the disclosure, on the grounds that the Assessment Officer is satisfied that there is insufficient information, or that the case is insufficiently clear, or that there are grounds for believing that the disclosure is vexatious, malicious or not made in good faith, or that the Discloser does not have a reasonable belief that malpractice within the meaning of this procedure has occurred or is likely to occur, or that the Discloser.
- 4.3 The Assessment Officer will also inform the Discloser and other parties involved in the disclosure of his/her recommendations about proceeding with the disclosure.

5. Decision by the Disclosure Officer

- 5.1 On receipt of the report from the Assessment Officer, the Disclosure Officer will then decide on an appropriate course of action, within the following range of options:
- 5.1.1 A decision that no further action of any kind is warranted, because:
- malpractice has not been proven;
 - the disclosure has been found to be vexatious or malicious or not made in good faith (in such instances, the School authorities will consider the possibility of remedial action to redress the adverse consequences suffered by the victim of that disclosure);
 - the disclosure has been made with the intention of gaining a pecuniary advantage;
 - the external disclosure has been other than in accordance with Section 9 of this Procedure (which reflects Sections 43C-43G of the Employment Rights Act 1996).
 - the matter is the subject of a criminal investigation;
 - the matter is already the subject of legal proceedings.
- 5.1.2 Recommend that the matter should be dealt with by a revision of regulations or procedures, and warrants no further action;
- 5.1.3 Referral to the Audit Committee;
- 5.1.4 Referral to other School procedures;
- 5.1.5 Referral to a Public Interest Disclosure Panel, which shall be drawn by lot from a pool of Lay Governors appointed triennially by the Court of Governors to consider and adjudicate on cases of public interest disclosure referred to it by a Disclosure Officer;
- 5.1.6 Referral to a relevant outside body; this does not preclude the use of internal procedures to continue an investigation.
- 5.2 The Disclosure Officer shall inform the Assessment Officer of his/her decision about proceeding with the disclosure. The Assessment Officer will inform all parties involved in the disclosure of the Disclosure Officer's decision.
- 5.3 Paragraphs 5 and 6 of Part One of the Procedure describes the Disclosure Officer's obligations about confidentiality. There may be occasions when it is necessary to reveal the Discloser's, and/or the subject/s of a disclosure's, identity. In such instances, the relevant parties will be informed.

6. Internal appeal

- 6.1 The Discloser and/or subject/s of a disclosure may appeal to the Chair of the Court of Governors against the Disclosure Officer's, or the Public Interest Disclosure Panel's (see 5.1.5 above) decision. An appeal must be made in writing and be received by the Chairman within 10 working days of the Assessment Officer's conveying the Disclosure Officer's, or Public Interest Disclosure Panel's, decision to each party involved in the disclosure. An appeal may be for one or more of the following grounds:
- Significant procedural defect or material irregularity;
 - Submission of new evidence previously not available or omitted for a significant reason;
 - Other extenuating factor/s.
- 6.2 The Chairman of Court and Council shall either:
- adjudicate on the appeal him/herself;
 - convene a group of Governors not previously involved in the matter to advise him/her;
 - consult Council about the best way to proceed.
- 6.3 The Chairman of Court and Council's decision on the appeal shall be the final stage of the School's Public Interest Disclosure Procedure.

102 School Regulations

7. Report to officers and committees of the School

- 7.1 The findings arising from any public interest disclosure that has reached the stage of investigation by a Disclosure Officer will be reported by the Disclosure Officer or Chair of the Public Interest Disclosure Panel to one or more of the following as appropriate:
- 7.1.1 The Audit Committee (the minutes of whose meetings are seen by Council);
 - 7.1.2 The Chairman of the Finance & General Purposes Committee, if relevant;
 - 7.1.3 The relevant Heads of Division for implementation of any agreed recommended changes to working practices;
 - 7.1.4 The Director of the School as Principal Officer for accounting purposes;
 - 7.1.5 The Secretary and Director of Administration.

8. Safeguards

- 8.1 The Discloser must report to the Assessment Officer any instances of unfair treatment that s/he believes himself/herself to have suffered because of his/her disclosure. The Discloser and subject/s of a disclosure must report to the Assessment Officer any breaches of confidentiality. The Assessment Officer shall inform the Disclosure Officer involved in the case who shall refer the alleged instances of unfair treatment and/or breaches of confidentiality to the appropriate individuals with the recommendation that the relevant School procedure be invoked.

9. Periodic Review

- 9.1 Council shall regularly review the School's Public Interest Disclosure Policy and Procedure, and approve the appointment of the Assessment Officers and Disclosure Officers of this Procedure.

Approved by the Council and effective from 27 June 2006

RULES OF THE LIBRARY

These Rules are approved by the Director of Library Services.

Last updated: July 2009

Conduct within the Library

1. Noise, disturbance or unseemly behaviour is prohibited, including abusive or threatening behaviour to Library staff or to other Library users.
2. No food or drink (other than bottled water) is permitted in the Library building, apart from the designated areas at the entrance.
3. Smoking is not permitted in the Library building or outside near external doorways.
4. Disruptive mobile phone use is prohibited: Mobile phones should be switched off or set to silent mode in the Library building. Talking on the phone or letting it ring or beep is prohibited. Texting is permitted but only in silent mode. Outgoing calls may only be made in designated phone zones, currently the toilet lobbies and the designated areas at the entrance.
5. Library users are asked to treat other users with consideration, in particular those with a disability.
6. No material other than official notices from the Library or the School may be distributed within the Library, without the Director of Library Services' permission.
7. Library furniture, fittings or equipment must not be misused or their arrangement altered.
8. Library users should not attempt to reserve study places by leaving personal belongings at desks when they have left the building. Belongings may be cleared to allow others to use study places.
9. Note that unattended belongings are left at the owner's risk and users are advised not to leave valuables even if they will be away from their desks for a short time.
10. Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying.
11. Any damage or defacement of Library materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures (see Enforcement below). Library users are asked to report any instances of such defacement to Library staff.
12. Photography is not permitted unless permission is sought- via Security staff in the first instance.

Admission to the Library

13. The Library is open for the purpose of study and research to current members of the School and other groups and individuals according to the Library's admissions policy.
14. All users must possess a current Library card or permit and show it on request. Library users are responsible for the use of their Library card and should not allow others to use it.
15. Applicants for a Library card or permit may be required to provide evidence of identification and status. Full admissions policy details are available at Library Reception and www.library.lse.ac.uk
16. Children under 12 are not allowed in the Library building.

Loan facilities and terms of borrowing

17. Current members of the School and certain categories of external users may borrow from the Library.
Details of user categories entitled to borrow are in printed Library guides and at www.library.lse.ac.uk
18. Books listed in the Library's catalogues are normally available for borrowing, with some exceptions, detailed in Library printed guides and at www.library.lse.ac.uk
19. Loans may normally be renewed if the book is not required by the Library for another user. Special rules apply for items in high-use categories.
20. Borrowing from the Course Collection is normally restricted to registered students of the School and its staff. External users may have access to the Course Collection for reference use (during vacation) at the discretion of Library staff.
21. Course Collection books may not be removed from the Collection unless issued on loan.
22. A current Library card is required whenever borrowing items.
23. Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned.
24. All Library materials borrowed must be returned within the stipulated loan period. Failure to do so will result in a fine.
25. Items on loan may be recalled at any time if required for the use of another reader. Failure to return recalled books on time will result in Library fines being charged.
26. Fines shall be charged at rates determined from time to time by the Director of library Services, in consultation with the Library User Committee. Late return of materials borrowed, or failure to pay a fine imposed for late return, may result in suspension of borrowing privileges.
27. Where an item is lost, returned damaged or not returned after a reasonable period of time, the borrower will be charged for the item at replacement cost. An item charged for in this way remains the property of the Library. If an item is not returned because reported stolen, a crime report will be required.

Details of borrowing regulations are in printed Library guides and at www.library.lse.ac.uk

Use of material within the Library

28. No book or other Library property may be taken from the building at any time without authority.
29. Library users allocated a book locker may keep in it Library materials recorded as on loan to them. Checks of the lockers will be carried out by Library staff and any non-issued Library materials found will be removed. In such circumstances, the individual concerned will automatically lose the right to use the locker.
30. Special rules (displayed in the Archives Reading Room) apply to the use of rare books, manuscripts and other materials in the Archives Reading Room or administered by its staff.

Copyright

31. Copyright law must be observed in all copying of Library material and in all copying carried out in the Library, whether by reprographic or any other means. Current copyright licensing rules are displayed next to Library photocopiers.

104 School Regulations

Use of Information Technology Services within the Library

32. Use of information technology facilities within the Library is governed by the School's Conditions of Use of such Services, as set out in the *Calendar* of the School and at on the IT Services website at www.lse.ac.uk/itservices/Rules/condits.htm. By accessing and/or using IT facilities, you agree to be bound by these Conditions of Use.
33. Please note rule 9 above on unattended belongings.

Enforcement

34. Failure to observe any of the foregoing provisions may, in the first instance, be dealt with by the Director of Library Services or an authorised representative, who may take such action or apply such penalty as is reasonable in the circumstances.
35. Any user who is aggrieved by a decision of the Director of Library Services may appeal to the Chairman of the Library User Committee. The Chairman may nominate two members of the Committee to form a panel to review the case. In the case of an appeal by a student of the School, one panel member shall be a student member of the Committee.

POLICY STATEMENT ON THE USE OF INFORMATION TECHNOLOGY

A detailed policy on the personal use of email and internet using School facilities which takes account of recent legislation is being constructed at the present time.

Introduction

- 1 The LSE recognises the key role that information technology (IT) plays in both teaching and research in the social sciences and it is committed to ensuring that both staff and students have access to the necessary facilities and support.
- 2 The School's IT systems, including access to the Internet, are provided for students to pursue their studies and for staff to carry out their work.

Scope

- 3 This policy statement covers:
 - 1 the use of all of the School's IT facilities and systems, which include the LSE network; any other directly or indirectly connected network; and the Internet;
 - 2 the production of any material using the School's IT facilities, including printed output, World Wide Web pages, electronic mail messages, bulletin board and news group entries; and
 - 3 the publication of any material relating to the School on systems within and outside of the School.

Authorised users

- 4 Any student registered with the School, any member of staff or any individual who has signed the IT Services' *Conditions of Use of IT Facilities at LSE* form is considered to be an authorised user of School's IT facilities.

Obligations of users

- 5 Users of the School's IT facilities are required to comply in every respect with the *Conditions of Use of IT facilities at LSE*. In doing so they must:
 - respect others' intellectual property
 - avoid activities which may lead to criminal liability, including use of pornographic material
 - avoid keeping of others' personal data unless registered
 - not produce or pass on any material which could be considered defamatory
 - understand that the School will impose severe penalties – up to expulsion or dismissal or even referral to the police – in order to protect the interests of IT users and to safeguard the reputation of the LSE.

Detailed regulations and conditions

- 6 Authorised users are also expected to be familiar with and comply with the following documents:
 - i the School's Disciplinary regulations for students (published in the *School Calendar*) or the *Terms and Conditions of Employment for Staff* (published in the Staff Manual)
 - ii the *Conditions of Use of IT Facilities at the LSE*
 - iii the *Rules of the Computer Classrooms and Areas*
 - iv the *Code of Practice for the Publishing of Information on the LSE World Wide Web Server*
 - v *Electronic Mail: Email Etiquette*
 - vi the *CHEST Code of Conduct for the Use of Software and Datasets*.
 As the School's network is connected to the Internet via the Joint Academic Network (JANET), any activity that involves the use of the Internet must comply with:
 - vii the *JANET Acceptable Use Policy*.
- 7 The School does not tolerate racial or sexual harassment in any form whatsoever nor any discrimination on racial or ethnic grounds or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs. This includes any material created or distributed using the School's IT facilities.

Permissions

- 8 Authorised users who publish information relating to, or on behalf of the School, or which may reasonably appear to be on behalf of the School, must ensure that they have obtained the requisite permission to do so. Explicit permission must also be obtained for the use of the School's name, logo or crest in any publication, including documents made available on the Internet, and may only be used for official School documents.

Access to the systems

- 9 Authorised users are provided with access to the School's IT facilities by means of a username and password. Users must take all reasonable steps to keep their passwords confidential and not disclose them to anyone else. If an authorised user believes that their password has become known to anyone else, the password should be changed at the earliest opportunity.
- 10 Any user who, for whatever reason, comes to know the password of any other user must not attempt to obtain access to the School's IT facilities using that password nor disclose it to any other person. Use of a password by anyone other than the authorised person will be treated as serious misconduct.

Penalties

- 11 Failure to observe this policy will be considered a serious matter by the School and may result in the users right to access the IT facilities being withdrawn. The Terms and Conditions of Employment for Staff and the Disciplinary regulations for students provide for disciplinary action on the grounds of various forms of misconduct.
- 12 Misuse of the School's IT systems may also result in court proceedings, including criminal liability, against you personally and/or the School. Users will be held responsible for any claims brought against the School for any legal action resulting from their unauthorised use of the School's IT facilities.

CONDITIONS OF USE OF IT FACILITIES AT LSE

For the purposes of these conditions of use, the "IT Facilities" are any of the LSE's IT facilities, including email, the internet and other networks, and all computers, laptops and related software and hardware.

By accessing and/or using the IT Facilities, you agree to be bound by these Conditions of Use including all documents referred to in them, and you agree to adhere to the requirements of all applicable statutory regulations and provisions.

Your attention is particularly drawn to the section on working practices and the penalties including expulsion / dismissal from the School for breach of these Conditions of Use.

Working practices

- 1 Owing to the nature of IT systems, software and the internet, IT Services cannot guarantee the continuous availability of the IT Facilities and/or the data saved on those facilities. You should save your work regularly, and take frequent back ups of data either in hard copy form, to removable media, or to a non-LSE system.
- 2 The School has IT security systems in place, but cannot guarantee that these will prevent every attempt to access confidential or restricted data. You must ensure that confidential material is password protected and/or encrypted as appropriate to prevent unauthorised access by third parties.

General

- 3 You may only use the IT Facilities for commercial activities if you are an employee of the School and such use forms part of your duties of employment. You should raise any queries on whether a commercial activity using the IT Facilities is permitted with your line manager before commencing the relevant use of the IT Facilities.
- 4 You must not carry out any action (including loading any software on to the IT Facilities) that shall or may interfere with the normal working of the IT Facilities or may interfere with or disrupt other user's use of the IT Facilities or access, corrupt or modify any other user's data without their consent.
- 5 You must not deliberately introduce a virus, worm, trojan horse or other similar code nor take any action to circumvent, or reduce the effectiveness of, any anti-virus precautions established by IT Services.
- 6 You are responsible for all use of your username. You should not make your username or password available to anyone else nor should you use any other person's username.
- 7 You must not send unsolicited emails to multiple recipients, and must not create or distribute materials using the IT Facilities which are designed or likely to cause annoyance, inconvenience or needless anxiety.
- 8 You must not install or play games on the IT Facilities.
- 9 You must not tamper with the configuration of any LSE PC or any cables or peripheral devices attached to PCs.

Legal Requirements and Prohibited Uses

- 10 You must not use the IT Facilities in any way that could expose you or the School to any criminal or civil liability.
- 11 You must use the IT Facilities in accordance with the following:
 - software – software should always be used in accordance with the terms of the relevant licence, and copying software without the licence holder's permission is prohibited. You must observe the *Code of Conduct for the Use of Computer Software at Higher Education and Research Council Establishments*, a copy of which is available from IT Services.
 - rights in content – do not use third party text, images, sounds, trade marks and logos (all of which are protected by intellectual property rights) in materials such as emails, documents and web pages without the consent of the author. There are limited exceptions where consent is not needed. For more details consult IT Services.
 - offensive material – you must not use the IT Facilities to access, store or distribute material that is obscene, indecent or pornographic. If we suspect that you have accessed material that might give rise to criminal liability, we may notify the police.
 - discrimination and harassment – you must not create, distribute or access material that is unlawfully discriminatory, including on the grounds or sex, race, disability or religion; that is likely to incite any form of violence or hatred; or that is likely to cause harassment, alarm or distress.
 - computer misuse – unauthorised access to accounts (including stealing or misusing a password), programs and/or data and all forms of hacking are prohibited, and may be an offence under the Computer Misuse Act 1990.
 - defamation – you should take care to avoid content which may be defamatory. Particular care is needed when posting material to newsgroups. It is best to assume documents such as emails may become known to other users. Such material may be subject to the requirements on the School to disclose documents under the Freedom of Information Act 2000.
 - personal data – data on living persons must be held and processed in accordance with the Data Protection Act 1998. Persons who hold personal data are, with few exceptions, required to notify the Information Commissioner of details of their processing of data, which must in any event be in accordance with the data protection principles set out in the Act. Student users must not construct or maintain files of personal data for use in connection with their academic studies/research without the express authority of an appropriate member of staff. When giving such authority, the member of staff should make the student aware of the Act's requirements, inform them that they must abide by the data protection principles, and of the appropriate level of security arrangements which should attach to a particular set of personal data. Contact the School's Data Protection Officer for more advice on notification and the implications of the Act.
 - formation of contracts – you should note that it is possible to form contracts electronically, without any hard copy confirmation from the user. Care should be taken to obtain appropriate authority before purporting to commit the School to any contractual obligations (which may include clicking 'I agree' to an online dialogue box) and the wording 'subject to contract' should be used on emails where appropriate.

Personal use

- 12 The IT Facilities are made available for you to use principally for the purpose of your work or studies; however, we realise that you may occasionally want to use the IT Facilities for your own purposes. You are only allowed to make personal use of the IT Facilities if such use:
 - does not interfere with the performance of your work or studies;
 - does not incur unwarranted expense on the School;
 - does not have a negative impact on the School; and

- is otherwise in accordance with these Conditions of Use.

Consideration for other IT users

- 13 You must show consideration for other users of the IT Facilities. For example, you must not use an LSE machine for social email in a computer room where other students are waiting to use the facilities for academic purposes.

Internet Publishing

- 14 If you publish information on web pages on the Internet using the IT Facilities, you are subject to additional regulations. In particular, you must comply with the Code of Practice for the Publishing of Information on the LSE World Wide Web Server, a copy of which is available from IT Services.. Any use of cookies on websites should be accompanied by a notice informing users that cookies are being used and giving users the option to disable cookies.

Monitoring and privacy

- 15 The School acts in accordance with applicable legislation and the Information Commissioner's Employment Practices Data Protection Code, notably in relation to the monitoring of communications.
- 16 The School undertakes some routine monitoring of activity on the IT Facilities to ensure that they operate correctly and to protect against the risk of harm from viruses and other known threats. This does not normally involve the monitoring of personal communications or the disclosure of the contents of any user files.
- 17 The School may monitor your use of the IT Facilities, including emails sent and received and web pages visited:
- to protect the IT Facilities against viruses and hackers;
 - to assist in the investigation of breaches of these Conditions of Use, as described in paragraphs paragraphs 18 to 22 below;
 - to prevent or detect crime or other unauthorised use of the IT Facilities; and
 - where such monitoring is necessary, to pursue the School's other legitimate interests, for instance by reviewing the emails of employees on long-term sick leave.

Disciplinary regulations and enforcement

- 18 If you use the IT Facilities in breach of these Conditions of Use, the School may take disciplinary action. In particular, the following types of conduct are likely to result in disciplinary action:
- all illegal acts using the IT Facilities, including those set out in paragraph 10 above;
 - sending of unsolicited emails to multiple recipients;
 - sending of emails that any member of the School reasonably finds offensive; and
 - deliberate interference with the normal working of IT equipment, facilities or services.
- 19 Where an allegation has been made against a student under the Regulations on Assessment Offences: Plagiarism or the Regulations on Assessment Offences: Offences Other Than Plagiarism, the School shall have the right to inspect and take copies of any material held in the name of that student on any of the IT Facilities that might provide evidence for or against the allegation.
- 20 Where an alleged breach of these Conditions of Use is brought to the attention of IT Services, all reasonable measures will be taken to investigate whether the allegation is justified and, if so, the necessary steps will be taken to prevent further abuse. This may involve inspecting the contents of a user's files or email messages.
- 21 Inspection and copying of a user's files shall only be undertaken if authorised by the Director or a Pro- Director. All reasonable efforts shall be made to avoid inspection of files not connected with the relevant allegations, and such files will be copied only if the Director or a Deputy Director is satisfied that such a step is unavoidable.
- 22 If a complaint or allegation is received your account may be immediately suspended for investigation. Penalties for breach of these Conditions of Use may include temporary or long term suspension of your access to the IT Facilities, and/or other disciplinary penalties up to and including expulsion from LSE in the case of a student or dismissal from the School in the case of staff. The School may refer the user to the police where appropriate and will co-operate fully with any police investigations.

COPYRIGHT INFORMATION

It is important that staff take steps not to infringe the copyright of others when making material available either to students, others in their department or to the public. The Copyright, Designs and Patents Act (1988) is in force in the UK and should be considered when copying (photocopying or scanning) any work for which you or the LSE are not the copyright owner.

A short guide to copyright for staff is available online and staff should be directed to A short guide to copyright for LSE staff <http://www.lse.ac.uk/library/guides/ShortGuideToCopyright.htm> if they have any queries.

Introduction to copyright

Copyright exists in a wide range of literary and artistic works and applies equally to material on the Internet as it does to published books and journals. The copyright symbol © is often used to identify a copyright owner but the absence of this symbol does not mean a work has no copyright. Copyright in literary works usually lasts for 70 years after the death of an author, however different rules apply for other types of media. Photocopying for private, non-commercial research and study is usually covered by a provision in the law called 'Fair Dealing', which allows a single copy of a small amount of a work (typically not more than 10%) to be copied. However, copying for class use is not covered by this provision (see below).

Photocopying for class use

Multiple copying for educational use, for example, producing photocopies of a single journal article for a class, or producing a paper course pack can be undertaken under the School's Copyright Licensing Agency (CLA) Higher Education Licence. This licence covers most UK publishers and some overseas publishers, however further advice about what is covered by this licence can be sought from Library.Teaching.Support@lse.ac.uk. See Copyright and licences (<http://www.lse.ac.uk/collections/planningAndCorporatePolicy/legalandComplianceTeam/copyright/>) for further details. Alternatively full details about the CLA Licence are available in the CLA Licence User Guidelines from their website: <http://www.cla.co.uk>.

Scanning material for use in online courses (Moodle)

Staff within departments should not scan any copyright material for distribution either through public folders or the School's virtual learning environment – Moodle. A copyright permission and scanning service is available from the Library and further details about this service are available from Electronic course pack services (<http://www.lse.ac.uk/library/tss/electroniccoursepacks.htm>). If you have any queries about this service please contact epacks@lse.ac.uk.

Using electronic journals / downloading from the web

Any material downloaded from an electronic journal or from a website is usually subject to a licence which means it can usually only be used for private research and study. If you wish to make any library materials available to students in electronic format you should contact your Liaison Librarian or the Centre for Learning Technology (clt-support@lse.ac.uk) for further advice.

Copyright advice and training

Copyright training courses are available for all staff through the Teaching and Learning Centre events programme |. Sessions covering an Introduction to Copyright and Copyright, the Internet and teaching online are offered. Copyright queries can be directed to several different people in the School and a list of contacts is available at Where to go for more advice (<http://www.lse.ac.uk/library/guides/ShortGuideToCopyright.htm#Wheretogofor>).

DATA PROTECTION

The School complies with all requirements of the law on protection of personal data held on computer or in manual records. The same requirements apply to any records held by individual students about identifiable living individuals. The main purpose of the 1998 Data Protection Act is to contain the possible threat to individuals from the misuse of personal data relating to them held in manual records or on computing equipment. The Data Protection Officer is Rachael Maguire. The Data Protection Act gives you the right to see the personal information the School holds on you. If you wish to see this information, you must complete the relevant application form, available from the Data Protection Officer. The School charges a fee of £10 per request to cover the administrative costs of searching its various databases. The School must reply to your request within 40 days and, with certain specified exceptions, must disclose all the personal information held at the time of receipt of the application, without alteration.

Address and contacts

London School of Economics
Houghton Street
London WC2A 2AE

Tel: +44 (020) 7955 6481

Fax: +44 (020) 7852 3646

Contact: Rachael Maguire

Email: r.e.maguire@lse.ac.uk

<http://www.lse.ac.uk/collections/dataprotection>

SERVICE COMPLAINTS

SERVICE COMPLAINTS PROCEDURE FOR STUDENTS

1. Introduction and Scope

- 1.1 The School is committed to providing a high quality of education and service to all of its members. This procedure enables it to deal with complaints about its services and to improve them.
- 1.2 This procedure applies where a student is dissatisfied with a service provided by the School that is not directly related to its core provision of teaching, learning, research and supervision (to which the Procedure for the Consideration of Complaints from Students on Academic Matters applies). It covers services which are provided by any administrative division of the School, including the library, or by any academic office holder, which includes the Deans of the School and Advisers to Male and Female Students. A list of the School's services can be found at: www.lse.ac.uk/department/servicesSupportAndAdministration/.
- 1.3 This procedure does not apply to complaints about a policy, or policy decision, of the School. There is student representation on most policy-making committees at LSE. Therefore, any student wishing to submit a complaint of this kind should do so by contacting his/her representative on the most relevant committee.
- 1.4 The School has a number of procedures and Codes of Practice and will refer complaints made under one procedure for consideration under a different procedure when it is considered appropriate to do so. A student will not normally be able to submit a complaint under this procedure that has been, or is likely to be, investigated under a different set of regulations.
- 1.5 Consideration will be given to the number, and type, of investigations which will be carried out if a complaint relates to more than one department.
- 1.6 Administrative departments and offices which provide a service to students will monitor the number and type of complaints they receive each academic year under this procedure.
- 1.7 This procedure will be reviewed regularly by the Planning and Corporate Policy Division.

2. Principles for Complaints Management

- 2.1 The following principles will govern the submission and investigation of service complaints from students:
 - (a) Local resolution
The policy of the School is that wherever possible complaints should be resolved locally and promptly with the minimal degree of formality. Complaints about a service should therefore initially be dealt with at the divisional level. If a complaint cannot be resolved at that level there are specific procedures that allow for resolution at a higher level.
 - (b) Confidentiality
Privacy and confidentiality will be assured in the School's handling of service complaints unless disclosure is necessary to progress the complaint, in which case the complainant's consent to disclosure will be sought. The School will take action to avoid victimisation of all parties involved in a complaint.
 - (c) Frivolous or malicious complaints
The School will not investigate complaints that it considers to be frivolous (unfounded, trivial and persistent) or malicious (with vindictive motivation). Nor will it investigate anonymous complaints.
 - (d) Process and time limits
The School will try to pursue all complaints sensitively and expeditiously. Time limits are provided at each stage of the procedure to ensure that they are investigated while they still have relevance and while the information required to investigate them is still available. Students are therefore required to adhere to these time limits in pursuing their complaints. In exceptional circumstances the School may agree to extend a time limit for pursuing a complaint generally, or, in respect of the completion of a particular stage of the procedure.
 - (e) Equal Opportunities
All complaints will be considered fairly on their individual merits and in accordance with the School's Policy on Equalities and Diversity, which is at: www.lse.ac.uk/collections/humanResources/policyOnEqualityAndDiversity.htm.
 - (f) Outcome of complaints
The School is committed to acting upon any recommendations for improvement in service delivery that might arise from a complaint. However, it should be noted that if the School upholds a complaint or takes action in response to one, this does not imply liability on the part of the School. Moreover, it accepts no responsibility to pay any costs incurred by a student in pursuing the complaint.
- 2.2 Informal advice on the complaints regulations and appeals procedures may be obtained from the following sources:
 - The Planning and Corporate Policy Division
 - Student Services Centre
 - Departmental Tutor /Departmental Convener
 - Dean of Graduate/Undergraduate Studies
 - Associate Dean of the General Course
 - Students' Union Education and Welfare Officer
 - Adviser to Women Students
 - Adviser to Male Students
 - Adviser to Students with Disabilities
 - Wardens of Halls of Residence
- 2.3 Informal advice on service complaints can also be obtained from the divisions to which a complaint relates.

3. Procedure for Service Complaints

- 3.1 Informal stage
Where it is appropriate to do so, a complainant should, in the first instance, attempt to resolve his/her complaint through informal discussion with those directly involved in its subject matter. If it becomes clear that the informal stage is not going to be effective, then the formal stages below should be instigated at the earliest opportunity.
- 3.2 Formal stages
If a complaint is not resolved to the complainant's satisfaction through informal discussions, or if it is not appropriate for an

110 School Regulations

informal resolution to be sought, then s/he may decide to use the formal complaints procedure outlined below. All complaints must start at Stage 1 and progress sequentially unless the School, for exceptional reasons, agrees to vary the procedure. Deviations from this procedure will not invalidate any action or decision taken by the School unless the fairness of it was compromised.

Stage 1

The complainant must submit his/her complaint in writing and any supporting evidence to the Head of the Division that is responsible for the service to which the complaint relates, giving details of the incident in question and identifying the specific resolution (if any) that the complainant is seeking.

The complaint must be submitted within 10 working days of the incident/s in question. If the complainant is unsure of the identity of the relevant Head of Division, they should seek advice from any of the contacts referred to at paragraph 2.2 above. The Pro-Director for Teaching and Learning will investigate complaints about a service provided by an academic office holder. The Head of Division, or his/her nominee, will assess whether the complaint relates to a policy or service of the School. If it relates to a policy, then it must be dealt with in the manner set out in Paragraph 1.3. If it relates to a service, s/he will investigate the complaint however s/he deems appropriate and will provide the complainant with a written response, normally within 10 working days of the date on which s/he received the complaint.

If the complainant remains dissatisfied with the outcome of Stage 1, s/he may refer the complaint to the relevant person under Stage 2 of this procedure.

Stage 2

The complainant must write to the Secretary and Director of Administration (hereafter 'the Secretary'), or his/her nominee, within 5 working days of receiving the Head of Division's response under Stage 1. S/he must explain why the complaint has not been resolved to his/her satisfaction and forward all relevant documents from Stage 1.

The Secretary will normally refer complaints about a service provided by the School's Estates, Nursery, Residential Services or Financial Divisions to the Director of Finance and Facilities. Similarly, complaints about a service provided by the Library, Centre for Learning Technology and IT Services will normally be referred to the Librarian and Director of IT Services. The Secretary will normally deal with a complaint against an academic office holder.

The Secretary, or his/her nominee, will undertake an investigation into the complaint however s/he deems appropriate, taking account of any representations made by the complainant.

The Secretary, or his/her nominee, shall write to the complainant giving reasons for his/her decision normally within 10 working days of the date on which s/he received complaint.

The Secretary's decision will be final and will complete this procedure. As such, the decision letter will also act as a Completion of Procedures Letter, which will inform the complainant of his/her right to appeal to the Independent Adjudicator for Higher Education.

3.3 Office of the Independent Adjudicator

If, after receiving a Completion of Procedures Letter, the complainant remains dissatisfied with the outcome of his/her complaint, s/he may complain to the Office of the Independent Adjudicator for Higher Education (OIA) in accordance with the OIA's rules (www.oiahe.org.uk). The School shall consider any formal decision or recommendations made by the OIA.

Approved by Council on 3 March 2009.

CODE OF PRACTICE ON FREE SPEECH

1 Preamble

- 1.1 The following clauses are two of the most important ones in the School's Memorandum and Articles of Association:
- (a) Everyone shall be entitled to equal treatment on the basis of individual merit and without unfair discrimination as regards admission to and membership of the School, and status as a member, officer or employee of the School, and as a student or other individual associated with the School, and as regards access to the benefits, facilities and services provided by the School.
 - (b) Every member, officer and employee of the School, and every student and other individual associated with the School, shall be entitled to freedom of thought, conscience and religion, to hold opinions without interference, disability or disadvantage, and to freedom of expression within the law, including the right to seek, receive and impart information and ideas.
- 1.2 In pursuance of its duties as laid down in Section 43 of the Education (No. 2) Act 1986, the School has adopted this Code with a view to taking steps to ensure that freedom of speech within the law is secured for students, employees and other members of the School (including honorary and visiting staff) and for all persons authorised to be on School premises, including visiting speakers.
- 1.3 This Code takes into account that the United Kingdom is a party to the United Nations Covenant on Civil and Political Rights and the European Convention on Human Rights. The School attaches great importance to the values described in these documents. The basic right to freedom of expression and the exceptions to it are specified in Article 19 of the UN Covenant and Article 10 of the European Convention (see Annex A).

2 Range and application

- 2.1 This Code applies to all meetings and events (including lectures, seminars, committee meetings and musical and theatrical performances) on any premises wherever situated, of which the School has title or possession, by freehold, leasehold, licence or otherwise, including its halls of residence, Chaplaincy and prayer rooms.
- 2.2 The Code also applies to any lawful activities in which students, staff, visitors and other members of the School engage in, anywhere on the School's premises as defined above.
- 2.3 Activities covered in 2.1 and 2.2 above will be described in the remainder of this document as "events".

3 Responsibilities of the School authorities

- 3.1 The School authorities and event organisers are responsible for upholding and maintaining the principles set out in Section 1 of this Code.
- 3.2 The Pro-Director for Research and External Relations will prescribe procedures to ensure events conform to the terms set out in this Code. These procedures will be set out in the School's room booking policy. S/he will consult the Free Speech Group, of which s/he is Chair, whenever s/he considers it appropriate to do so (see Annex B).
- 3.3 The School's Head of Security, or his/her nominee, will normally be responsible for the management of an event that is considered to pose a security and/or safety risk to any person, building or facility at LSE. In certain circumstances, measures such as the hiring of professional security staff or ticketing of an event may be required. Costs will in principle fall to the organiser of an event. The School's Head of Security will also act as the main point of contact for the Police.
- 3.4 The School authorities will not deny use of School premises to any individual or body of persons on grounds connected with their beliefs, views, policy or objectives, provided that:
- 3.4.1 the School's premises are at all times used only for lawful purposes;
 - 3.4.2 room bookings are made by persons whom the School authorities regard as properly responsible and in compliance with any prescribed procedures and/or reasonable adjustments for operation of this Code;
 - 3.4.3 visiting speakers come on the School's premises only at the invitation of authorised staff, authorised students or other authorised members of the School;
 - 3.4.4 the School authorities have given general or specific permission to use the School's premises for the purpose concerned;
 - 3.4.5 the School authorities reserve the right to refuse or withdraw permission for an event to take place, or to close an event once it has begun, or take such lawful action about an event, including security provision, as they see fit. The Free Speech Group will normally be asked to provide an opinion on whether to refuse or withdraw permission for an event when it is considered appropriate and practical to do so. The following list, which is not exhaustive, provides examples of the kinds of circumstances in which such action might be taken:
 - (a) where the bounds of lawful free speech are exceeded or thought likely to be exceeded such as by incitement to commit crimes or breach of the peace;
 - (b) where physical harm to persons, damage to School property or a breach of the peace is taking place or thought likely to take place;
 - (c) Where the frequency of bookings made by an individual or organisation seems calculated to inhibit access of others to the School's facilities;
 - (d) if, in the opinion of the School authorities, unlawful acts are likely to take place, or indeed are taking place, as a result of the event in question.
- 3.5 A visiting speaker may be excluded on the grounds of his/her prior conduct or him/her denying free speech to others.
- 3.6 The School reserves the right of final decision about admission or exclusion of any person, including press, television and broadcasting personnel, in respect of any event covered by this Code.

4 Responsibilities of event organisers

- 4.1 Any event organiser, including any member or society of the Student's Union or other individual or group which wants to use the School's facilities to organise or sponsor an event, must:
- 4.1.1 comply with this Code and any prescribed procedures or measures which the School puts in place for the organisation, publicity and management of the event in question;
 - 4.1.2 give the School's Conference and Events Office at least 5 working days in advance of the date on which the event will take place, full details of the event, including an assessment of any risks – for example to free speech or security – envisaged. Tentative bookings may be made without details being supplied as soon as an event is conceived, but it is

112 School Regulations

the organiser's responsibility to provide full details by the deadline. Where this is not done, events will in principle be automatically cancelled.

- 4.1.3 pay any reasonable fee that the School may charge for the use of a room, facility and/or service, which may include the hiring of additional security personnel.

5 Responsibilities of members of the School and others admitted to the School's premises

- 5.1 All students and employees of the School, including its honorary and visiting staff, and all persons authorised to be present on School premises, including visiting speakers, must:
 - 5.1.1 comply with this Code and any prescribed procedures or measures which the School puts in place for the organisation, publicity and management of an event;
 - 5.1.2 take steps consistent with their personal safety to ensure that the principle of freedom of speech within the law is upheld in the School;
 - 5.1.3 observe good order at any event which they attend. Good order will include the speaker(s) being heard clearly and him/her being able to access and leave an event safely.

6 Sanctions

- 6.1 If any person is dissatisfied with the School authorities' exercise of their responsibilities as set out in Section 1 and 3 of the Code, s/he may appeal in writing to the Director. The Director will consider submitting a report of the complaint and his decision to Council.
- 6.2 The School will refuse or withdraw permission for an event to take place, or to close it once it has begun, if the organisers of it fail to comply with their responsibilities as set out in Paragraph 4 of this Code or if there is a risk of unlawful acts taking place. The Free Speech Group will be consulted whenever it is considered appropriate and practical to do so (see Annex B).
- 6.3 The School will consider taking appropriate action against any member of staff or student who breaches this Code or commits an unlawful act.
- 6.4 Action by anyone who is not a member of the School, including a visiting speaker, contrary to this Code, may result in the withdrawal of his/her licence to be on School premises, action for trespass or their future exclusion from LSE.

7 Operation and interpretation of the Code

- 7.1 The Council will be responsible for policy issues connected with the interpretation of this Code, and will consider matters relevant to this Code as circumstances require. The Council will review and approve the Code at regular intervals, after appropriate consultation in the School.
- 7.2 The Director, or his/her nominee, will be responsible for appeals made under clause 6.1 of the Code.
- 7.3 The Pro Director for Research & External Relations of the School is appointed by the Director to be responsible for the day-to-day operation of the Code in consultation with the Free Speech Group whenever s/he considers it appropriate (see Annex B).
- 7.4 In the event of disciplinary proceedings, interpretation of the Code will be a matter for the relevant disciplinary body or member of staff, who is authorised to adjudicate on the case in question.
- 7.5 The Conference and Events Office will normally screen bookings from in and outside of the School.
- 7.6 The Head of Security, or his/her nominee, will normally be present at any event or meeting at which there is considered to be a risk of disruption. S/he will normally act as the School's main point of contact for the Police.

Annex A: Code of Practice on Free Speech

UN Covenant on Civil and Political Rights, Article 19:

- (1) Everyone shall have the right to hold opinions without interference.
- (2) Everyone shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of his/her choice.
- (3) The exercise of the rights provided for in paragraph 2 of this Article carries with it special duties and responsibilities. It may therefore be subject to certain restrictions, but these shall only be such as are provided by law and are necessary:
 - (a) For respect of the rights or reputations of others;
 - (b) For the protection of national security or of public order or of public health or morals.

European Convention on Human Rights, Article 10 (also contained in UK law in the Human Rights Act 1998):

- (1) Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.
- (2) The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

Annex B: Terms of Reference and Membership of the Free Speech Group

Terms of Reference

1. To appraise the appropriateness of any procedures or measures put in place to counter any potential threats to freedom of speech at events and meetings which are due to take place at the School.
2. To consider any guidelines within which an event is to be prepared.

Standing Orders

1. The Group may conduct its business by phone, fax or email if it is impractical for it to meet in person.
2. If necessary the Group may reach decisions by a majority. If there is no majority, the Chair of the Group shall make the final decision.
3. The Group does not consider detailed day-to-day administrative actions which are undertaken to organise an event or meeting. It will limit its advice to whether an event or meeting should take place and, if it decides it should take place, whether any procedures should be applied to it and within what guidelines the Conference Officer should operate to organise it.
4. The Director or a Pro-Director will substitute for the Group if it is unable to perform the roles set out in its Terms of Reference.

The Free Speech Group

Member	Status	Term of Office
Professor Sarah Worthington*	Pro-Director for Research & External Relations & Chair of The Free Speech Group	Ex-officio
Ms Shami Chakrabarti	Lay Governor of the School	3 years**
Mr Aled Dilwyn Fisher	General Secretary of the Students' Union	Ex-officio
Professor Chris Brown	Vice Chair of Academic Board	Ex-officio
Mr Chris Higgins	Director of Estates	Ex-officio
*Another Pro-Director will substitute for the Pro-Director for Research and External and Relations if s/he is unable to be contacted.		
** From 1 April 2009.		

Approved by Council on 3 March 2009.

POLICY STATEMENT ON EQUALITY AND DIVERSITY

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural dialogue and understanding and engage all students in playing a full and active role in wider engagement with society.

www.lse.ac.uk/collections/planningAndCorporatePolicy/legalandComplianceTeam/Default.htm

SCHOOL'S POLICY ON DISABILITY

The London School of Economics and Political Science is committed to complying with the Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Act 2001 (SENDA) by:

- Maximising accessibility to the School's services and activities for staff, students, alumni, visitors, and prospective staff and students with disabilities, and to ensure that no-one is treated less favourably on the ground of disability.
- Developing a culture of inclusion and diversity in which people feel free to disclose a disability, should they wish to do so, and to discuss reasonable adjustments in order to promote equal participation in the School's services and activities. In adherence to the Data Protection Act 1998 (DPA 1998), such information shall be passed on only with consent and where there is a legitimate reason to do so.
- Reviewing, monitoring and revising, as appropriate, all School systems, procedures, facilities, services and buildings in compliance with the DDA and SENDA in addition to the Human Rights Act 1998 (HRA), which includes the right not be denied access to education.
- Creating, maintaining and disseminating information about services, support and facilities available for staff, students, alumni, visitors and prospective staff and students with disabilities.

For the purpose of this policy, the term "disability" has the same meaning as that given in the DDA and SENDA:

'a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities'.

In recognition of evolving case law, this includes, but is not limited to: *sensory impairments, learning disabilities, mental illness, clinically recognised severe disfigurements, cancer, HIV/Aids, progressive conditions even at an early stage, conditions which are characterised by a number of cumulative effects such as pain or fatigue and a past history of disability.*

This policy was agreed by Council 25th June 2002

Disclaimer

Every effort has been made to ensure that the information in the Calendar is correct and up-to-date at the time of publication (September 2009). Circumstances may change subsequent to publication. The online version of the Calendar, which will be adjusted from time to time throughout the year, is the definitive version: in the case of differences between versions, the online version should be considered authoritative. The School reserves the right at all times to withdraw or alter particular courses and syllabuses, and to alter the level of fees.

