

The London School of Economics and Political Science



School Regulations 2016-2017

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The London School of Economics and Political Science

2016-2017: School Regulations

| | | | |
|--|----|---|-----|
| REGULATORY MATTERS (FOR ALL STUDENTS) | | | |
| Conditions of Registration | 2 | Scheme for the award of an Executive MSc in Political Economy of Europe | 67 |
| General academic regulations | 5 | Scheme for the award of an Executive Master of Public Administration | 68 |
| The Ethics Code | 10 | Scheme for the award of an Executive Master of Public Policy | 71 |
| | | Local rules | 74 |
| UNDERGRADUATE | | | |
| Code of good practice for undergraduate programmes | 12 | | |
| Regulations for Certificates | 15 | Regulations for Research Degrees | 92 |
| Regulations for First Degrees | 17 | Informed consent | 99 |
| Classification scheme for BA/BSc | 21 | Research Ethics Policy and Procedures | 100 |
| Classification scheme for BA/BSc (other than three-year BA/BSc degrees) | 23 | Code of Research Conduct | 115 |
| Classification scheme for Bachelor of Laws | 25 | Appeals regulations for Research students | 125 |
| DIPLOMA | | | |
| Code of good practice for Diploma programmes | 29 | | |
| Regulations for Diplomas | 32 | Statement on editorial help | 129 |
| Scheme for the award of a Diploma | 34 | | |
| TAUGHT MASTERS | | | |
| Code of good practice for Taught Masters programmes | 36 | Student Complaint Procedure | 130 |
| Regulations for Taught Masters degrees for students entering before the 2009/10 academic year | 39 | Appeals regulations | 136 |
| Regulations for Taught Masters degrees for students entering in or after the 2009/10 academic year | 41 | Regulations on assessment offences: Plagiarism | 138 |
| Scheme for the award of a four unit Taught Masters degree | 43 | Regulations on assessment offences: Offences other than plagiarism | 146 |
| Scheme for the award of a five unit Taught Masters degree | 46 | (see also Appeals regulations for Research students) | 125 |
| Scheme for the award of an MSc in Management for students entering before 2015/16 | 49 | | |
| Scheme for the award of an MSc in Management for students entering in or after 2015/16 | 52 | DISCIPLINARY AND OTHER REGULATIONS AND PROCEDURES | |
| Scheme for the award of a Master of Public Administration for students entering before 2011/12 | 55 | Disciplinary procedure for students | 150 |
| Scheme for the award of a Master of Public Administration for students entering in or after 2011/12 | 58 | Anti-Bullying and Anti-Harassment policy | 153 |
| Scheme for the award of an Executive MSc in Behavioural Science | 61 | Procedure for considering allegations of harassment involving students | 157 |
| Scheme for the award of an Executive MSc Health Economics, Policy and Management | 62 | Student drugs and alcohol policy | 161 |
| Scheme for the award of an MSc, Diploma, Certificate in Health Economics, Outcomes and Management in Cardiovascular Sciences | 64 | Student drugs and alcohol procedure | 162 |
| Scheme for the award of an Executive Master of Laws | 66 | | |
| | | SCHOOL SERVICES AND FACILITIES | |
| | | Library rules | 164 |
| | | Policy statement on the use of Information Technology | 166 |
| | | Conditions of use of IT facilities at LSE | 168 |
| | | Data protection policy | 171 |
| | | POLICY STATEMENTS | |
| | | Policy statement on equality and diversity | 174 |
| | | School's policy on disability | 175 |

CONDITIONS OF REGISTRATION - 2016/17 ENTRY

Last updated: June 2015

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

Please note that the School may make minor changes to its regulations, rules, codes and conditions after you have accepted your offer of a place. We will notify you of these changes via email by the end of the second week of Michaelmas Term. Your acceptance of the terms and conditions on the Student Verification Form binds you to abide by all of these and to the following Conditions of Registration:

1. You agree to your relationship with the School being governed by English Law and to the English Courts having exclusive jurisdiction over any legal matter.
2. You agree to stay in London or within reasonable distance of the School during term time and also for any summative assessment periods, for courses on which you are registered, which may fall outside the term dates. This includes but is not limited to examinations in the week preceding Lent Term and for the duration of the dissertation period for Master's students. Term dates are published in the School Calendar. If you need to be absent from the School during term time, for reasons other than illness, you will first consult your academic adviser / supervisor. If you are to be away for more than a fortnight, you agree to inform your academic department in writing before you go. Email notification is acceptable.
3. You agree that if you are away from the School through illness, you will inform your academic advisor / supervisor. If you are away for more than a fortnight, you will send a medical certificate to the Student Services Centre.
4. If you are a non-EEA national studying in the UK with student immigration permission, you must abide by the terms of your visa, as defined by the UK Visas and Immigration service (UKVI).
5. You agree that if you change your permanent home address and / or your term-time address, you must inform the School via your LSEforYou account of your new address details at once.
6. Your status as a Home / EU or Overseas student for fee purposes is determined by the relevant Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.
7. Undergraduate students are not allowed to register on a part-time basis unless you have been given permission to partially repeat a year of study.
8. You agree that you are liable for fees while you are in registration at the School, including any fees which a sponsor has agreed to pay on your behalf. You agree that if you decide to withdraw from, or interrupt your studies, no refund of fees can be made until you have notified the Student Services Centre of your decision in writing. If you withdraw from, or interrupt, your programme, you will be charged fees up to the Friday after the last day of attendance.
9. You agree that if you change your registration status (e.g. move from full-time to part-time study, interrupt your studies or withdraw from your programme), fees will be charged on a pro rata basis as appropriate according to the date on which official permission for the change was given.
10. You agree that if you register for a programme lasting more than one year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for that current academic year in question and not at the rate for the academic year in which you first registered.
11. You agree to pay tuition fees in full or in instalments as arranged with the Fees Office (<http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Home.aspx>). You accept that if you fail to pay tuition fees by the due date, this will invalidate your registration. You accept also that if you are in debt to the School for tuition fees the School may end your registration and / or withhold official certification about your progress at the School, information about your results and any academic award made to you.
12. You accept that LSE collects and processes certain information on its students for essential administrative, academic and health and safety reasons. This information is treated in strict confidence, and is covered by the Data Protection Act. In particular, the School will use your personal information for its approved purposes only, and will not pass it to unauthorised third parties without your explicit consent. It will form the basis of records of registered students supplied to the Higher Education Statistical Agency (HESA), which is owned and managed by the universities to provide statistics for the Higher Education Funding Councils and the universities. Further details are set out at <http://www.lse.ac.uk/aboutLSE/dataProtection/collectionNotices.aspx>
13. Your LSE email account will be used for a variety of essential communications, including information on payment of your tuition fees. The School will assume that you open, read and act upon these emails.
14. On all matters connected with School and University regulations, you should contact the Student Services Centre for guidance. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing. In particular, you should always ask for written confirmation of any information relating to your tuition fees.
15. You should not expect academic advisors / supervisors to be familiar with all regulations. You should seek clarification from the Student Services Centre on any regulatory issue.

16. You should not expect academic advisors / supervisors or other service divisions to pass on to the Student Services Centre information about your plans or, where applicable, about exceptional circumstances relating to your exam performance. It is your own responsibility to do so within the published deadlines.
17. As a member of LSE's Students' Union, you are also a member of the University of London Union (ULU), which is the union that represents all students studying at a college within the University of London. You agree that the School can pass on your name and LSE email address to ULU for the purpose of registering you to vote in the ULU elections.
18. You agree to conduct yourself in an orderly, responsible, and sober manner and at all times to respect the rights and views of others. Failure to do so is a breach of the Conditions of Registration and an offence under the Disciplinary Procedure. You agree that you will not:
 - 18.1 engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
 - 18.2 cause, or threaten to cause, injury to, or endanger the safety of, a member of staff or student of the School, or a visitor to it;
 - 18.3 behave dishonestly, which includes submitting incorrect or misleading information to the School;
 - 18.4 engage in any form of conduct or communication, including that on social media, that can reasonably be considered to be bullying or harassment of a member of staff or another student, as it is defined by the School's Harassment Policy;
 - 18.5 engage in any act that will, or is likely to, damage or deface property of the School;
 - 18.6 engage in any conduct or communication that will, or is likely to, bring the School into disrepute or unjustifiably harm the reputation of a member of it;
 - 18.7 breach one or more of the School's terms or conditions, policies or procedures, or rules and regulations, which includes but is not limited to, these Conditions of Registration, the School's Ethics Code and any sanctions or measures that have been put in place under the School's disciplinary or any other procedure;
 - 18.8 commit a criminal act, which may or may not be punished in a court of law, on any of the premises that the School owns, leases or in any way administers;
 - 18.9 use any of the School's facilities improperly and / or breach the Conditions of Use of IT Facilities at LSE;
 - 18.10 use the School's name or address in a public statement, or business or other venture, without making clear your status as a student and the name of the group or society for which you may be acting;
 - 18.11 use any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
 - 18.12 record a lecture, meeting or other LSE event, or use such a recording, without the permission of the lecturer or person or group who organised the event;
 - 18.13 breach the Data Protection Act 1998.
19. The School considers academic integrity to be of the utmost importance. You agree that all your assessed coursework (essays, projects, field reports, literature reviews, dissertations etc.) may be analysed by plagiarism detection software¹.
20. You accept that while any assessment offence allegation made against you remains outstanding, the School may withhold official certification about your progress at the School, information about your results and any academic award made to you.
21. The School will have the power to terminate your registration if any of the following conditions apply:
 - 21.1 you complete your programme of study for which you were registered;
 - 21.2 you voluntarily withdraw from your programme for which you were registered;
 - 21.3 you fail to satisfy the academic requirements for your programme, including but not limited to failing to meet completion or progression criteria, lack of industry or failing to enter for an element of assessment after completing the normal course;
 - 21.4 you fail to satisfy the requirements for registration or re-registration;
 - 21.5 you are expelled under the Disciplinary Procedure for Students, the Regulations on Assessment Offences: Plagiarism or the Regulations on Assessment Offences: Offences Other Than Plagiarism.
 - 21.6 any other good academic cause;
 - 21.7 you fail to pay all fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School.
22. Neither the School nor you will be liable for failure to perform any obligations to each other if it arises from force majeure, including acts of God, war, terrorism, industrial disputes (including disputes involving the School's employees), pandemic, fire, flood, tempest and national emergencies. If either the School or you seek to rely on this clause, they shall ensure that disruptions are kept to a minimum.

4 School Regulations

Notes

¹ Copies of all papers submitted to the software will be retained as source documents in the iParadigms reference database solely for the purpose of detecting plagiarism. Use of the Turnitin UK service shall be subject to such Terms and Conditions of Use as may be agreed between iParadigms and LSE from time to time and posted on the Turnitin UK website.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

GENERAL ACADEMIC REGULATIONS

These regulations are approved by the Academic Board.

Last updated: July 2016

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>Assessment</i> | An assessed element of a course such as an examination, essay, dissertation, field project, presentation etc. |
| <i>Course</i> | A distinct part of a programme comprising lectures, classes, seminars, workshops and / or other learning activities |
| <i>Degree regulations</i> | The Regulations for the Certificate, First Degrees, Diplomas, Master's Degrees, Research Degrees and their associated classification schemes, as appropriate |
| <i>Qualification</i> | An academic award such as a Certificate, First Degree, Diploma, Master's Degree or Research Degree |
| <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 |
| <i>Repeat</i> | In the context of assessment, an attempt at an assessment other than the first attempt, such as an examination re-sit or resubmission of a piece of written coursework |
| <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 |
3. Communications sent by the School to an individual student shall be regarded as applying only to that student.

Admission

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

Registration

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

6 School Regulations

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

Programme Interruptions

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

Programme Transfers and Variations

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

Boards of Examiners

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

Assessment

24. By registering with the School a student agrees to be entered for assessment on the courses s/he is taking, at the time and place set by the School and by the methods prescribed in the degree and programme regulations and in the School Calendar Course Guides.
25. A student is required to attend to his / her studies by attending classes, seminars, workshops, supervision sessions or other prescribed learning activities and producing promptly the written work required. Dereliction will result first in a warning, and if continued will result in exclusion from assessment or from the School as appropriate.
26. Students are bound by the regulations in force at the time of their first entry to the examination or other assessment, including the individual programme regulations.
27. The method(s) of assessment for each taught course and the weighting of each method of assessment will be specified in the Course Guides. In addition to the methods of assessment as stated in the Course Guides, examiners / markers, at their discretion, may exceptionally test any student by means of an oral examination.
28. The School may in exceptional circumstances permit a variation of the method(s) of assessment for a course, in respect of some or all students.
29. No fee is payable for the first attempt at an assessment.

30. Examinations take place in the week preceding the Lent Term and throughout the Summer Term. Students are required to be in attendance at the School for the duration of the periods in which their examinations take place and to be available until the end of the Summer Term. Students on 12 month Master's programmes are also expected to be in attendance throughout the dissertation period.
31. Where a course is assessed wholly or partially by examination, the examination will take place once per academic year. If a student is required to re-sit an examination or defers an attempt at examination, the next opportunity will normally be in the next academic year during the equivalent examination period as the original failed or deferred attempt.¹
32. Where a course is assessed wholly or partially by a method other than a formal examination, the work submitted must be certified to be his / her own, is in accordance with the School's Statement on Editorial Help for Students' Written Work and does not contravene the Regulations on Assessment Offences: Plagiarism.
33. A student will be assessed in each course, unless s/he has deferred or withdrawn under these Regulations. A student will not be re-assessed in any course which s/he has already passed². A student will not normally be re-assessed in any course s/he has failed if an award has been made.
34. Students who make no serious attempt³ at a summative assessment, such as being absent from an examination or failing to submit another form of assessment, will normally have that assessment counted as an attempt.
35. All students are governed by the Regulations on Assessment Offences: Plagiarism and Regulations on Assessment Offences: Offences Other Than Plagiarism.

Adjustments to Assessment, Deferrals and Exceptional Circumstances

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

Full details and guidance on the procedures are published on the Student Services Centre website:
<http://www.lse.ac.uk/intranet/students/supportServices/studentServicesCentre/Home.aspx>.

Re-assessment

40. A student being re-assessed must take assessments for the same courses as s/he attempted previously, unless s/he obtains permission from their department and the Repeat Teaching Panel and satisfactorily completes courses for different assessments.
41. A student proposing to repeat an assessment or attempt a deferred assessment when not registered for the course concerned shall enter for that assessment by the means set from time to time by the Academic Registrar or his / her designated deputy.

8 School Regulations

42. A student who repeats an assessment when not registered at the School will be required to pay a fee determined by the School from time to time. A student who for medical or other reasons approved by the School does not attempt an assessment while in attendance at the School may be permitted to attempt such an assessment at the next time it is normally offered, without payment of a fee, whether or not in attendance at the School.
43. Results obtained following a repeated attempt at assessment always supersede any previous attempt. Academic transcripts will show the course results of all attempts at assessment, unless discounted on the basis of exceptional circumstances, as described in paragraph 38.4.

Eligibility for Award

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

Late Submission of Summative Coursework

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

Information about Assessment Results

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

Copyright

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

Grievances and appeals

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

Notes

- ¹ The exceptions are Law students on the first or second year of the LLB programme, where Autumn repeats are required in order to comply with Law Society requirements for progression.
- ² The exceptions are research students who may be permitted to repeat a course required for progression which does not contribute to an award. Such students are entitled to one further attempt only.
- ³ Decisions on what counts as a serious attempt will be determined by the Sub-Board of Examiners in consultation with the relevant internal and external examiners. Such decisions must be ratified by the School Board of Examiners or Graduate School Board of Examiners, as appropriate.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

THE ETHICS CODE

Revised Code Approved by Council: April 2014

The whole LSE community, including all staff, students, and governors of the LSE, are expected to act in accordance with the principles which are set out in this Code under the following headings:

- Responsibility and Accountability
- Integrity
- Intellectual Freedom
- Equality of Respect and Opportunity
- Collegiality
- Sustainability

Council, Academic Board, their subsidiary committees, and the management of the School are responsible for the promotion, implementation, and application of the Code.

The principles set out in this Code should be taken into account when making decisions at all levels of the School.

The Ethics Guidance should be read in conjunction with the Ethics Code. The purpose of the guidance is to unpack some of the language, to give examples of its application by members of the School community and to provide further information on how each principle should apply in practice.

Ethical Guidelines

It is impossible to devise a single set of rules to resolve every ethical dilemma which members of the LSE community may face. Instead, the principles in the Ethics Code should guide the exercise of judgement in individual cases. The following guidelines provide further information on how each principle should apply in practice, and lists some of the policies and procedures by which individual issues are presently addressed.

Decision making step-by-step

Three simple steps should be followed to identify and resolve the ethical implications of individual decisions and actions:

- 1) Consider whether what you plan to do is compatible with the principles in the Ethics Code. Further guidance is often available from existing policies, several of which are listed in the following text.
- 2) Ask yourself how you would explain your actions if you had to justify them to close friends and family, or if they were on the front page of a newspaper. What would be the impact on your reputation, or that of the School? How would you feel about asking someone else to do what you are proposing to do?
- 3) Seek advice from an appropriate person, such as a colleague or line manager, or one of the School committees tasked with handling ethical matters. Specific committees handle research ethics and the ethics of receiving external grants and donations, while the Ethics Policy Committee will consider dilemmas of particular difficulty where principles may conflict.
- 4) Where possible, keep a record of your decision making and the rational behind it.

For general queries please e-mail ethics@lse.ac.uk

1. Responsibility and Accountability

In order to uphold our commitment to responsibility and accountability, we will:

- 1.1. Embed the principle of individual responsibility at every level of the School's management and governance structures.
- 1.2. Raise concerns relating to ethical matters as they arise.

Further Information

Ethics website

Ethics Policy Committee

Public Interest Disclosure Procedure

2. Integrity

In order to uphold our commitment to integrity, we will:

- 2.1. Be honest and truthful.
- 2.2. Act in accordance with all relevant legislation and statutory requirements.
- 2.3. Declare interests and manage appropriately possible conflicts.
- 2.4. Be transparent and consistent in our decision making.
- 2.5. Maintain our independence in engaging with outside parties.
- 2.6. Conduct fundraising activities in line with the principles set out in the Ethics Code.

Further Information

Policy against Bribery and Fraud
Data Protection

3. Intellectual Freedom

In order to uphold our commitment to intellectual freedom, we will:

- 3.1. Protect individuals' freedom of expression.
- 3.2. Uphold the freedom to research and convey research findings.

Further Information

Code of Practice on Free Speech
Research Ethics Policy
Research Policy Documents

4. Equality of Respect and Opportunity

To uphold our commitment to equality of respect and opportunity, we will treat all people with dignity and respect and ensure that no person will be treated less favourably because of her/his role at the School, age, disability, gender (including gender reassignment), race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.

Further Information

HR Strategy and Policies, including Equality, Diversity and Wellbeing policies
Harassment and Bullying Policies: Staff and Students
Rules Relating to Student Activities
Single Equality Scheme
Student Charter

5. Collegiality

In order to uphold our commitment to collegiality, we will promote within the School an inclusive and participatory working and social environment in which we encourage, support and behave appropriately to one another.

Further Information

Codes of Good Practice for Undergraduate, Taught Masters, and Research Students
Disciplinary Regulations for Students
General Academic Regulations
Harassment and Bullying Policies: Staff and Students
Rules Relating to Student Activities
Student Charter

6. Sustainability

In order to uphold our commitment to sustainability, we will minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

Further Information

Environmental Policy
Statement on Socially Responsible (Ethical) Investment
Financial Regulations, including Procurement policies and procedures

See the Ethics website for further information (<http://www.lse.ac.uk/intranet/LSEServices/ethics/home.aspx>).

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

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

Last updated: July 2015

Introduction

This Code sets out 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 informs students of what they may reasonably expect and informs departments of what they are expected, at a minimum, to provide. Each department will publish a detailed statement of its provision under this Code in its handbook and on its departmental website. These statements will provide a basis for monitoring the academic activity of departments through the Academic and Student Affairs Committee and its internal reviews of teaching.

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 those responsibilities that an academic adviser is normally expected to carry out are:
 - To provide academic guidance and feedback on the students' progress and performance and to discuss any academic problems they might 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 Inclusion Plans for students with long-term medical conditions, specific learning difficulties and/or disabilities in liaison with the School's Disability and Wellbeing Service.
 - To maintain regular contact with students 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 students' 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 services within the School.
- 1.5 Each adviser must publicise 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 process 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.
 - Authorising, where appropriate, a student's request for course choice outside the degree regulations.
 - Authorising, 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 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, for liaising with class teachers to ensure that the classes are properly coordinated with their lectures, and for 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 Individual departmental Assessment and Feedback Statements are the definitive source of information about departmental feedback practices. The practices set out in departmental statements are underpinned by the School-level feedback rules at paragraphs 2.10 and 2.11, below. These rules are de facto minimum feedback requirements. Departmental practices will be at or above this minimum threshold.
- 2.10 Feedback on coursework is an essential part of the teaching and learning experience at the School. Class teachers must mark **formative** coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Class teachers must record the marks, or the failure to submit coursework, regularly via LSEforYou. Students will also receive feedback on any **summative** coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.
- 2.11 Some programmes require students to submit dissertations. Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.
- 2.12 Class teachers must record student attendance on a weekly basis via LSEforYou.
- 2.13 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.
- 2.14 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 might impact on their studies should contact an Adviser in the Disability and Wellbeing Service in good time to negotiate reasonable adjustments. These will be set out in an Inclusion Plan. Students 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 on time, whether it is summative coursework (i.e. work that counts towards the final mark) or formative work (that does not count towards the final mark). In submitting coursework, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.

14 School Regulations

- 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 programme 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 As well as the likelihood of taking action through the Courts, the School may impose relevant penalties for any outstanding debt that students fail to clear by any specified deadlines. For example, the School will normally withhold a student's academic transcript and/or certificate if s/he failed to pay his/her academic fees.
- 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 All Departments must publish assessment criteria. 'Statements of assessment criteria' are verbal descriptors of what a department expects from students, which distinguish between different grades. Where expectations are similar across different forms of assessment (e.g. course essays, dissertations, exams) it may be sufficient to have a single set of criteria; where expectations are very different for different pieces of work, then different sets of criteria may be necessary. Within each programme, the Chair of the Sub-Board of Examiners is responsible for ensuring the publication of assessment criteria in-line with this requirement.
- 4.2 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are set out 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 Assessment Offence Regulations: Plagiarism and the Statement on Editorial Help.
- 4.3 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.
- 4.4 Students who regularly miss classes and/or do not provide required coursework may be denied permission to sit an examination.
- 4.5 Any student who requires individual examination adjustments must contact an adviser in the Disability and Wellbeing Service so that reasonable adjustments can be recommended. Applications for individual examination adjustments should normally be made no later than seven weeks before the date of the student's first examination.
- 4.6 Any exceptional (mitigating) circumstances in the period preceding or during the examinations that might 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 seven days after her/his last exam.

Notes

For the purposes of this Code, the term 'department' comprises both departments and institutes.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

REGULATIONS FOR CERTIFICATES

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

Last updated: June 2015

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.

Programmes of Study

2. Programmes and the assessments associated with them shall be organised to fall into one or both of the following categories:
 - 2.1 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 take assessments at the end of that period, or at a time specified in the programme regulations;
 - 2.2 a period of part-time study of between two and four years, during which students will be assessed in accordance with the individual programme regulations.
3. 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 assessed.
4. If a student is taking a full-time programme of 12-months' duration or longer, s/he 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.
5. 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.

Assessment

6. 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.
7. A dissertation, where indicated in the scheme of assessment, will be assessed on one occasion only in each year. The date for submission will be set out in the programme regulations. A student may re-submit the dissertation early provided s/he meets one of the two following criteria:
 - 7.1 the student has failed his / her programme because of a failed dissertation and has failed no other courses;
 - 7.2 the student has not completed his / her programme, has deferred his / her dissertation submission and has completed all other courses.

The early re-submission date for such students will be set by the relevant department.

Re-assessment

8. If a student who has been assessed in all elements of an assessment or of part of an assessment for which s/he has entered fails to satisfy the examiners, they may decide that s/he be exempted from re-assessment in one or more of the following:
 - (i) one or more of the written papers;
 - (ii) dissertation;
 - (iii) assessed coursework;
 - (iv) practical examinations.
9. A student who does not at his / her first attempt successfully pass the assessment or part of the assessment for which s/he has entered and who has not been given an overall pass in his / her certificate may repeat that assessment on one occasion only. The right to repeat will be subject to the agreement of the Repeat Teaching Panel if it requires repeat tuition and in accordance with paragraph 30 of the General Academic Regulations.

16 School Regulations

Illness and Other Exceptional Circumstances

10. In only the most exceptional cases where the exceptional circumstances are sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question, Sub-Boards of Examiners may recommend to the Graduate School Board of Examiners that:
 - (i) the student's result(s) in the affected assessment(s) be discounted, and that s/he be allowed to repeat it (them);¹
 - (ii) the student's result(s) in the affected assessment(s) not be discounted, but that s/he be allowed an exceptional additional attempt at it (them);¹
 - (iii) the student be awarded a Certificate. Sub-Boards may not make this recommendation for a student who made no serious attempt at a summative assessment, as set out in paragraph 33 of the General Academic Regulations.
11. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

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, 3, 4 | The appropriate Programme Director |
| 8 | The appropriate Sub-Board of Examiners |

Footnotes

¹ Sub-Boards of Examiners may also recommend under paragraphs 10 (i) and (ii) that the student may, where relevant and appropriate, progress into the next year of study.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

REGULATIONS FOR FIRST DEGREES

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

Last updated: June 2015

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.

Programmes of Study

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 three year degree is six years from the initial date of registration. The normal maximum period for completing a four year degree is seven 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. All undergraduate students are enrolled on LSE100 in addition to the courses specified by his / her programme regulations.
5. All undergraduates are awarded a mark for the compulsory additional course, LSE100, which is represented on their transcript but does not count towards progression requirements or their final degree classification. The regulations regarding examinations for LSE100 are published separately to students as course-specific guidance.
6. Students registered on the BSc Philosophy, Politics and Economics will be enrolled on the Interdisciplinary Research Seminar course. Whilst the marks for this course will appear on an academic transcript, the mark will not be counted for the purpose of classification.

Recognition of Previous Study

7. The School may exempt a student from part of a programme and may exempt such a student additionally from part of the assessments 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:
 - 7.1 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;
 - 7.2 the Diploma in Economics of the University, obtained by external study;
 - 7.3 any other qualification obtained by written examination, which is recognised by the School for the purpose;
 - 7.4 qualifications other than those above and / or experience relevant to the programme. Such a person may be required to sit a qualifying examination.
8. 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.
9. A student admitted under paragraph 7 or 8 may be granted exemption from courses and assessments, or may be subjected to additional requirements, in accordance with the relevant programme regulations.
10. When considering an application under paragraphs 7,8 or 9 the School shall consider the following:
 - 10.1 the standard and content of courses and assessments taken elsewhere, certified by the appropriate officer or officers of the relevant institution, and their relevance to the intended programme at the School;
 - 10.2 the compatibility of the study previously undertaken with the proposed programme, to allow a smooth transition into that programme;
 - 10.3 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

11. 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.
12. The School may exceptionally permit a student to spend up to one year of his / her 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
 - 12.1 that the institution has been approved for this purpose by the School, and
 - 12.2 that the study carried out in that institution coheres with the remainder of the programme, and

18 School Regulations

- 12.3 that any arrangements for the assessment of the student's performance in assessments in respect of the courses followed at that institution to be accepted in lieu of the assessments prescribed by Course Guides or programme regulations have been approved for this purpose by the School, and
- 12.4 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.

13. A student receiving permission under section 12
 - 13.1 shall be exempted from the requirements of the programme by no more than a value of four course-units, from those elements of the assessment which the student would have taken in the year or part thereof that s/he spent at another institution, and
 - 13.2 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 assessments.

Assessments

14. A student will normally be assessed in courses up to the value of four course units by the end of each year. A student will not be re-assessed in any course which s/he has already passed other than under paragraph 17.
15. The School may at its discretion exclude from an examination a student who has not satisfactorily attended the course in that year of study or who has not completed the work required in that course. Examinations from which students are barred count as an attempt at the course in question, as set out in paragraph 16 and in accordance with paragraph 30 of the General Academic Regulations.
16. A student who has failed a summative assessment and who has not been awarded a degree will normally be required to repeat the failed assessment at the first possible opportunity, but no LLB assessment or first year BA/BSc assessment shall be attempted more than three times and no second, third or fourth year BA/BSc assessment shall be attempted more than twice. For this purpose a student who makes no serious attempt at a summative assessment for which s/he has registered shall be regarded as having attempted it unless the board of examiners, having considered the facts of the case, shall decide otherwise in accordance with paragraphs 33 and 38.4 of the General Academic Regulations.
17. A student registered on an LLB programme who has failed
 - 17.1 in assessments to the value of two or more course units in one year shall normally repeat all assessments taken in the year.
 - 17.2 in any assessment may be required to repeat any or all of the assessments taken in that year.
18. A student registered on an LLB programme who is re-sitting examinations where the assessment includes an essay and who has passed in that course shall not re-sit that paper and his / her existing mark in it shall remain unchanged. A student who has failed in that course may resubmit the essay, and at their discretion the examiners may conduct an additional oral examination of the student which may concern not only the content of the essay but also its wider background.
19. Notwithstanding the provisions of paragraphs 14 to 18, a student registered on the General Course is only entitled to repeat a failed assessment at the first possible opportunity. If such a student makes no serious attempt at a summative assessment, as set out in paragraph 33 of the General Academic Regulations, without reasons approved by the School or withdrew, a repeat is not normally permitted.

Progression from One Year to Another

20. A student registered on a BA or BSc programme who has completed the first year of the programme and who has passed assessments in courses to the value of at least three course units will be eligible to progress to the second year. 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 failed first year courses as appropriate.
21. A student registered on an LLB programme will be eligible to progress to the second year of study in that programme if s/he has completed the first year of the programme and has passed the assessments for all courses either at the first sitting or at re-sit. 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.
22. A student registered on a BA or BSc programme who has completed the second year of the programme and who has passed assessments in courses to the value of at least seven course units will be eligible to progress to the third year. The School may consider an application to progress to the third 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 failed second year courses as appropriate.
23. A student registered on an LLB programme will be eligible to progress to the third year of the programme if s/he has completed the second year of the programme and
 - 23.1 has passed or had failure condoned in all assessments required to complete the year successfully, either at first sitting or after repeating; or
 - 23.2 at the discretion of the School has been permitted to repeat any failed assessment concurrently with the assessments of the third year.

24. A student who extends his / her three year programme by one year through participating in an overseas exchange programme will be eligible to proceed to the fourth year of the programme if

24.1 s/he has completed the second year of the programme and has passed all assessments required in that year and

24.2 s/he 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 assessing university and regarded by the School as equivalent to those which would have entitled him/her to the offer of an Aegrotat degree, s/he may be permitted to enter the final year of the programme.

25. A student registered on a four year BA or BSc non-exchange programme who has passed assessments in courses to the value of at least eleven course units will be eligible to progress to the fourth and final year. The School may consider an application to progress to the fourth 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 failed third year courses as appropriate.

Illness and Other Exceptional Circumstances

26. In only the most exceptional cases where the exceptional circumstances are sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question, Sub-Boards may recommend to the School Board of Examiners that:

(i) the student's result(s) in the affected assessment(s) be discounted, and that s/he be allowed to repeat it (them);¹

(ii) the student's result(s) in the affected assessment(s) not be discounted, but that s/he be allowed an exceptional additional attempt at it (them);¹

(iii) the student be awarded a degree. Sub-Boards may not make this recommendation for a student who has made no serious attempt a summative assessment, as set out in paragraph 33 of the General Academic Regulations.

27. The School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

The Award of a Degree

28. To be eligible for an award a student must have:

28.1 satisfied the requirements of all applicable regulations and must have attempted and completed every element of the assessment for courses to the value of

28.1.1. eight course units, for second year direct entry students to a three year programme

28.1.2. twelve course units, for students on a three year programme

28.1.3. sixteen course units for students on a four year programme

28.2 no more than three unredeemed fails in courses listed in the programme regulations. A second year direct entry candidate may have no more than one unredeemed fail in a course listed in the second and third years of the corresponding programme regulations

29. These requirements will apply except where and to the extent that the special provisions under section 34 apply.

30. A student registered on a four year BA or BSc non-exchange programme who has completed all assessments in the third year but is unable to continue to the fourth year, due to non-academic and exceptional circumstances, may apply to the School for classification under the three year degree classification scheme in the department in which the four year degree is based.

31. A student registered on a four year BA or BSc non-exchange programme who has completed all assessments in the final year and has exhausted all their attempts and cannot be awarded the four year degree will be awarded a three year degree in the department in which the four year degree is based. The award classification will be calculated using only the marks from the first nine classification marks (i.e. marks from years one to three of the programme) under the three year degree classification scheme with the addition of a drop in one class in the award classification. This drop in class will be in addition to any penalty applied under section 8 of the three year degree classification scheme.

32. In the case of second year direct entry students, the classification of results will not take into account the student's performance during previous studies at another institution.

33. A student awarded a degree will be awarded First Class Honours, Upper Second Class Honours, Lower Second Class Honours, Third Class Honours or, in the case of a student who does not qualify for Honours, a Pass Degree.

Special Provisions

34. A student 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 / her performance has been adversely affected by any of the above causes may receive special consideration on the basis of a medical certificate or other statement of the exceptional circumstances, as set out in paragraph 38.4 of the General Academic Regulations. Such requests for consideration must be supported by evidence of the medical and / or exceptional circumstances, by records of the student's performance during the course and by assessments provided by the student's teachers, as follows:

20 School Regulations

34.1 the student may be offered the award of either an Honours or Pass degree if absent from assessments to the value of no more than two full units but otherwise satisfying the School under section 28. The student has the right to accept or decline the offer within a reasonable time specified by the School. In the event that the student has re-entered for assessments the offer will lapse.

34.2 the student may be offered an Aegrotat degree if satisfying the School under section 28 but not recommended for an Honours or Pass degree. The student has the right to accept or decline the offer within a reasonable time specified by the School. In the event that the student has re-entered for assessments, the offer will lapse. An Aegrotat degree will be unclassified.

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 |
| 13 | Chair of Undergraduate Studies Subcommittee |
| 7-9 | Head of Department |
| 13 (re-sit permission) | School Board of Examiners for BA and BSc degrees School Board of Examiners for LLB degrees |
| 23-25, 34 | School Board of Examiners for BA and BSc degrees |
| School Board of Examiners for LLB degrees | Dean of Undergraduate Studies |
| 15 | Dean of Undergraduate Studies |
| 20-22 | Repeat Teaching Panel |
| 13 (fee date) | Academic Registrar |

Footnotes

¹ Sub-Boards of Examiners may also recommend under paragraphs 26 (i) and (ii) that the student may, where relevant and appropriate, progress into the next year of study.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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

(other than four-year BA/BSc degrees)

This Classification Scheme is approved by the School Board of Examiners for BA/BSc Degrees.

Last updated: June 2015

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

Award of Marks

1. The examiners for each course will decide a numerical mark for each student 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 |

Eligibility for Award

2. A student will only be eligible for the award of a degree if s/he meets the criteria set out in the General Academic Regulations, the Regulations for First Degrees and the relevant Programme Regulations.

Classification Marks and the Aggregate

3. The classification of each student shall be based on nine 'classification marks', comprising:
 - 3.1 the marks achieved in all eight second and third year papers¹;
 - 3.2 a ninth mark being the average² of the best three marks in first year papers¹. For second-year direct entry students, the ninth mark will be the average of all eight second and third year papers¹.
4. The aggregate for each student is the sum of the nine 'classification marks'. In all cases, the 'classification marks' shall be based on the marks obtained by the student in her/his latest attempt at each element of assessment for each course.
5. The mark for LSE100 is not a classification mark.

Treatment of Half Units

6. This Classification Scheme, including its penalty rules, is based on the marks achieved by students 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 according to paragraph 6.4;
 - all remaining single half-units from different departments shall be paired according to paragraph 6.4;
 - 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.

Degree Classification, Including Penalty Rules

7. Subject to the application of the penalty rules for failed papers¹ in section 8 below, the classification of an award shall be calculated as follows:
 - 7.1 **For first class honours:** Five first class marks; or four first class marks and an aggregate of at least 590
 - 7.2 **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
 - 7.3 **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
 - 7.4 **For third class honours:** Eight third class marks (or above)

22 School Regulations

7.5 **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 8 below or, despite being eligible for an award, failing to meet the criteria for a third class honours degree as set out in paragraph 7.4 above.

8. The classification of an award for a student with an unredeemed fail in any paper¹ taken in fulfilment of the programme regulations shall be calculated as follows (n.b. paragraphs 8.1 and 8.2 do not apply for a second-year direct entry student):

- 8.1 a drop of one class in the award classification shall result where a student has: (a) made no serious attempt at an element of the assessment for a course, as set out in paragraph 33 of the General Academic Regulations, and / or (b) unredeemed fails in two papers¹.
- 8.2 the degree shall be capped at 'pass' where a student has unredeemed fails in three papers¹.

For the avoidance of doubt, an unredeemed fail in a half unit which is paired will not be taken into account under paragraphs 8.1 or 8.2 if the paper¹ to which it contributes receives a pass mark after the paired mark is calculated according to section 6. Any unredeemed fail(s) in a first year paper¹ (or papers) will be taken into account under paragraphs 8.1 and 8.2.

General Proviso

9. 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 student as a direct result of exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. The following conditions also apply:

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

Notes

- ¹ Under the programme regulations for all of the School's three year BA/BSc degrees, students have to complete four 'papers' in each of their three years of study. Second year direct entry students 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.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

CLASSIFICATION SCHEME FOR THE BA/BSC DEGREES FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2015/16

(other than three-year BA/BSc degrees)

This Classification Scheme is approved by the School Board of Examiners for BA/BSc Degrees.

Last updated: June 2015

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

Award of Marks

1. The examiners for each course will decide a numerical mark for each student 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 |

Eligibility for Award

2. A student will only be eligible for the award of a degree if s/he meets the criteria set out in the General Academic Regulations, the Regulations for First Degrees and the relevant Programme Regulations.

Classification Marks and the Aggregate

3. The classification of each student shall be based on thirteen 'classification marks', comprising:
 - 3.1 the marks achieved in all twelve second, third and fourth year papers¹;
 - 3.2 a thirteenth mark being the average² of the best three marks in first year papers¹.
4. The aggregate for each student is the sum of the thirteen 'classification marks'. In all cases, the 'classification marks' shall be based on the marks obtained by the student in her/his latest attempt at each element of assessment for each course.
5. The marks for LSE100 and the Interdisciplinary Research Seminar are not classification marks.

Treatment of Half Units

6. This Classification Scheme, including its penalty rules, is based on the marks achieved by students 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 according to paragraph 6.4;
 - all remaining single half-units from different departments shall be paired according to paragraph 6.4;
 - 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.

Degree Classification, Including Penalty Rules

7. Subject to the application of the penalty rules for failed papers¹ in section 8 or the application of paragraphs 9 or 10 below, the classification of an award shall be calculated as follows:
 - 7.1 **For first class honours:** Seven first class marks; or six first class marks and an aggregate of at least 850
 - 7.2 **For upper second class honours:** Seven upper second class marks (or above); or six upper second class marks (or above) and an aggregate of at least 745
 - 7.3 **For lower second class honours:** Seven lower second class marks (or above); or six lower second class marks (or above) and an aggregate of at least 635
 - 7.4 **For third class honours:** Twelve third class marks (or above)

24 School Regulations

7.5 **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 8 below or, despite being eligible for an award, failing to meet the criteria for a third class honours degree as set out in paragraph 7.4 above.

8. The classification of an award for a student with an unredeemed fail in any paper¹ taken in fulfilment of the programme regulations shall be calculated as:

- 8.1 a drop of one class in the award classification shall result where a student has: (a) made no serious attempt at an element of the assessment for a course, as set out in paragraph 33 of the General Academic Regulations, and / or (b) unredeemed fails in two papers¹.
- 8.2 the degree shall be capped at 'pass' where a student has unredeemed fails in three papers¹.

For the avoidance of doubt, an unredeemed fail in a half unit which is paired will not be taken into account under paragraphs 8.1 or 8.2 if the paper¹ to which it contributes receives a pass mark after the paired mark is calculated according to section 6. Any unredeemed fail(s) in a first year paper¹ (or papers) will be taken into account under paragraphs 8.1 and 8.2.

9. A fourth year student who has completed the fourth year of the programme but is not eligible for the award of the degree as set out above may be awarded a degree from the department in which the four year degree is based in accordance with the three year BA/BSc classification scheme. The degree awarded will be subject to a drop by one classification after the application of the three year Classification Scheme. A student will also be subject to the application of the penalty rules for failed papers in section 8 of the three year scheme.

10. A student who has completed the third year of the programme may apply to the School to be classified if they are unable to continue to the fourth year due to non-academic and exceptional circumstances. If accepted, they may be awarded a degree from the department in which the four year degree is based in accordance with the three year BA/BSc classification scheme.

11. Students awarded a degree under paragraphs 9 and 10 above will be classified on the basis of nine classification marks; namely, the average² of the best three marks in first year papers plus all eight second and third year papers. Half units will be treated as set out in section 6 above. In all cases, the 'classification marks' shall be based on the marks obtained by the student in her/his latest attempt at each element of assessment for each course

General Proviso

12. 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 student as a direct result of exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. The following conditions also apply:

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

Notes

- ¹ Under the programme regulations for all of the School's four year BA/BSc degrees, students have to complete four 'papers' in each of their four 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.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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 take place in the LLB re-sit period.

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.

Last updated: July 2013

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.
- 2.3 All LSE undergraduate students are enrolled on course LSE100. However, LSE100 is not counted for the purposes of classification.

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.

26 School Regulations

(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.

5.6 For candidates registered from 2011/12 onwards:

A candidate whose marks include a mark gained in a non-Law course and who would normally be classified in a particular class, division or pass grade under rule 5.1.2., 5.2.2, 5.3.2, 5.4.2, or 5.52 [the "normal aggregate" rules] will not be so classified where the examiners consider that it would be inequitable to do so.

6. Appeals and Offences

Appeals against decisions of Sub-Board of Examiners will be handled according to the Appeals Regulations. 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 the LLB re-sit period, 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 LLB (re-sit period) Part I Examination

- (10.1) Candidates who are referred are entitled to re-sit all failed subjects in the LLB (re-sit period) Part I Examination.
- (10.2) Candidates who fail are entitled to re-sit the entire Part I Examination in the LLB (re-sit period) 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) (i) 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)
- (ii) If a student starting in or after the 2010/11 session fails the Part II examination she/he must re-sit all subjects at the next available opportunity.

D. The Part II Examination

- (6) The Part II examination is only held once a year. There is no LLB (re-sit period) for the Part II examination.
- (7) If a student starting in or after the 2010/11 session, is referred in one or two subjects and passes the re-sit(s) they will have the mark(s) achieved entered on their official transcript. However, for the purposes of classification of the law degree the mark(s) of 40 will be considered to be the mark(s) that they attained.

E. The number of attempts at the Part II Examination

- (8) 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 LLB (re-sit period) Intermediate Examination

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

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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

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

Last updated: July 2015

Introduction

This Code sets out 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 informs students of what they may reasonably expect and informs departments of what they are expected, at a minimum, to provide. Each department will publish a detailed statement of its provision under this Code, in its departmental handbook and on its website. These statements will provide a basis for monitoring the academic activity of departments through the Academic and Student Affairs Committee and its internal reviews of teaching.

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 academic guidance and feedback on students' progress and performance and to discuss any academic problems they might 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 Inclusion Plans for students with disabilities, in liaison with the School's Disability and Wellbeing Service.
 - To maintain regular contact with students 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 students' progress on their termly class reports via LSEforYou.
 - To agree students' course choices via LSEforYou
 - To inform the Programme Director and School of any students whose 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 services within the School.
- 1.5 Each adviser must publicise 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 process for arranging a change of adviser.
- 1.7 Programme Directors' responsibilities include:
 - Authorising, where appropriate, a student's request for course choice outside the degree regulations;
 - Authorising, 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 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, for liaising with class teachers to ensure that classes are properly coordinated with their lectures, and for 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.

30 School Regulations

- 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.
- 2.9 Individual departmental Assessment and Feedback Statements are the definitive source of information about departmental feedback practices. The practices set out in departmental statements are underpinned by the School-level feedback rules at paragraphs 2.10 and 2.11, below. These rules are de facto minimum feedback requirements. Departmental practices will be at or above this minimum threshold.
- 2.10 Feedback on coursework is an essential part of the teaching and learning experience at the School. Class teachers must mark formative coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Class teachers must record the marks, or the failure to submit coursework, regularly via LSEforYou. Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.
- 2.11 Some programmes require students to submit dissertations. Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.
- 2.12 Class teachers must record student attendance on a weekly basis via LSEforYou.
- 2.13 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.
- 2.14 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 seminar chairs and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which might impact on their studies should contact an Adviser in the Disability and Wellbeing Service in good time to negotiate reasonable adjustments. These will be set out in an Inclusion Plan. Students 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 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 on time, whether it is summative coursework (i.e. work that counts towards the final mark) or formative work (that does not count towards the final mark). In submitting coursework, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 3.7 Students should ensure the accuracy of the information regarding their programme 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 As well as the likelihood of taking action through the Courts, the School may impose relevant penalties for any outstanding debt that students fail to clear by any specified deadlines. For example, the School will normally withhold a student's academic transcript and/or certificate if s/he failed to pay his/her academic fees.
- 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 All Departments must publish assessment criteria. 'Statements of assessment criteria' are verbal descriptors of what a department expects from students, which distinguish between different grades. Where expectations are similar across different forms of assessment (e.g. course essays, dissertations, exams) it may be sufficient to have a single set of criteria; where expectations are very different for different pieces of work, then different sets of criteria may be necessary. Within each programme, the Chair of the Sub-Board of Examiners is responsible for ensuring the publication of assessment criteria in-line with this requirement.
- 4.2 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are set out 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 Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 4.3 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.
- 4.4 Any student who requires individual examination adjustments must contact an Adviser in the Disability and Wellbeing Service so that reasonable adjustments can be recommended. Applications for individual examination adjustments should normally be made no later than 7 weeks before the date of the student's first examination.
- 4.5 Any exceptional (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' compromises both departments and institutes.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

REGULATIONS FOR DIPLOMAS

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

Last updated: June 2015

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.

Programmes of Study

2. Programmes shall be so organised as to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall be not less than one academic year, the assessments being completed by the end of that period;
 - 2.2 a period of part-time study of between two and four years, during which students will be assessed in accordance with the individual programme regulations.
3. 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.
4. 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.

Assessment

5. If an essay, report or dissertation is adequate except that it requires minor amendment the examiners may require the student to make within one month the amendments specified by them or one of their number nominated by them.

Re-assessment

6. A student who does not at his / her first attempt successfully complete the assessment or part of the assessment for which s/he has entered and who has not been given an overall pass at any level in his / her diploma may, subject to the agreement of the School when such re-entry would involve further attendance at the School, repeat that assessment on one occasion only.

Illness and Other Exceptional Circumstances

7. In only the most exceptional cases where the exceptional circumstances are sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question, Sub-Boards may recommend to the Graduate School Board of Examiners that:
 - (i) the student's result(s) in the affected assessment(s) be discounted, and that s/he be allowed to repeat it (them);¹
 - (ii) the student's result(s) in the affected assessment(s) not be discounted, but that s/he be allowed an exceptional additional attempt at it (them);¹
 - (iii) the student be awarded a diploma. Sub-Boards may not make this recommendation for a student who made no serious attempt at a summative assessment, as set out in paragraph 33 of the General Academic Regulations.
8. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

The Award of a Diploma

9. To be eligible for the award of a diploma a student must satisfy the examiners in the assessments 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.
10. A student awarded a diploma will be awarded a Pass, Merit or Distinction.

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 |
|------------|------------------------------------|
| 3, 9 | The appropriate Programme Director |

Footnotes

¹ Sub-Boards of Examiners may also recommend under paragraphs 7 (i) and (ii) that the student may, where relevant and appropriate, progress into the next year of study.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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: June 2015

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

Grade and Mark for a Course

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

| | |
|-------------|----------|
| Distinction | 70 - 100 |
| Merit | 60 - 69 |
| Pass | 40 - 59 |
| Fail | 0 - 39 |

Eligibility for Award

2. A student will only be eligible for the award of a diploma if s/he meets the criteria set out in the General Academic Regulations, the Regulations for Diplomas and the relevant programme regulations.

Treatment of Half Units

3. This Classification Scheme is based on the marks achieved by students 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.

Calculation of the Award

4. The overall classification of an award shall be calculated as follows:

Pass

5. A Pass diploma shall be awarded for the following combination of minimum marks:

| | | | | |
|-----|-------------------|----|----|----|
| 5.1 | 3-unit programmes | 40 | 40 | 40 |
| 5.2 | Or | 50 | 40 | 20 |
| 5.3 | 4-unit programmes | 40 | 40 | 40 |
| 5.4 | Or | 50 | 40 | 20 |

Merit

6. A diploma with Merit shall be awarded for the following combination of minimum marks:

| | | | | |
|-----|-------------------|----|----|----|
| 6.1 | 3-unit programmes | 60 | 60 | 60 |
| 6.2 | Or | 70 | 60 | 50 |
| 6.3 | 4-unit programmes | 60 | 60 | 50 |
| 6.4 | Or | 70 | 60 | 40 |

Distinction

7. A diploma with Distinction shall be awarded for the following combination of minimum marks:

| | | | | |
|-----|-------------------|----|----|----|
| 7.1 | 3-unit programmes | 70 | 70 | 50 |
| 7.2 | 4-unit programmes | 70 | 70 | 60 |
| 7.3 | Or | 70 | 70 | 50 |

Failure to Achieve an Award

8. If a student has not been awarded a diploma, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and in accordance with paragraph 30 of the General Academic Regulations. Results obtained at repeat shall bear their normal value.
9. If a student has passed courses on a repeat 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 exceptional circumstances and subject to the requirements of section 10.

General Proviso

10. 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 student as a direct result of medical and / or exceptional circumstances. Such circumstances would need to be extraneous to the normal assessment process and would apply to that student only. The following conditions also apply:
 - 10.1 the student must be very close to the next higher classification boundary (within 3 marks in a single paper);
 - 10.2 the student must have marks in that higher classification range;
 - 10.3 the student must be able to demonstrate that the assessment or set of assessments in question were significantly affected by exceptional circumstances that were sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question;
 - 10.4 the student must also be able to demonstrate that his / her performance in the affected assessment(s) was significantly out of line with his / her performance in other, unaffected assessment(s).

Notes

- ¹ Under the programme regulations for all of the School's diplomas, students 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.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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

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

Last updated: July 2015

Introduction

This Code sets out general School practices for all taught graduate 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 informs students of what they may reasonably expect and informs departments of what they are expected, at a minimum, to provide. Each department will publish a detailed statement of its provision under this Code, in its departmental handbook and on its website. These statements will provide a basis for monitoring the academic activity of departments through the Academic and Student Affairs Committee and its internal reviews of teaching.

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 arrangements for supervision and the role of the academic adviser. Among the adviser's responsibilities are:
 - To provide academic guidance and feedback on students' progress and performance and to discuss any academic problems they might 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 Inclusion Plans for students with disabilities, in liaison with the School's Disability and Wellbeing Service.
 - To maintain regular contact with students 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 students' progress on their termly class reports via LSEforYou.
- 1.3 To agree students' course choices via LSEforYou.
 - To inform the Programme Director and School of any students whose progress is not satisfactory.
- 1.4 Each adviser must have a good working knowledge of the structure and regulations of degree programmes in the department.
- 1.5 Each adviser must have a good working knowledge of the various academic and pastoral support services within the School.
- 1.6 Each adviser must publicise regular periods of time when they are available to meet with their students.
- 1.7 If the relationship between an adviser and student is unsatisfactory, the department must have in place an appropriate process for arranging a change of adviser.
- 1.8 Programme Directors' responsibilities include:
 - Authorising, where appropriate, a student's request for course choice outside the degree regulations;
 - Authorising, 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, for liaising with seminar teachers to ensure that seminars are properly coordinated with their lectures, and for 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. Seminar sizes should not normally exceed 15 students.

- 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 Individual departmental Assessment and Feedback Statements are the definitive source of information about departmental feedback practices. The practices set out in departmental statements are underpinned by the School-level feedback rules at paragraphs 2.10 and 2.11, below. These rules are de facto minimum feedback requirements. Departmental practices will be at or above this minimum threshold.
- 2.10 Feedback on coursework is an essential part of the teaching and learning experience at the School. Seminar teachers must mark formative coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Seminar teachers must record the marks, or the failure to submit coursework, regularly via LSEforYou. Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.
- 2.11 Some programmes require students to submit dissertations. Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.
- 2.12 Seminar teachers must record student attendance on a weekly basis via LSEforYou.
- 2.13 Seminar reports are an integral part of the School's monitoring system on the academic progress of its students. Seminar 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.
- 2.14 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 adviser and seminar chairs and, where the absence is for more than a fortnight, the Student Services Centre.
- 3.2 Students with disabilities which might impact on their studies should contact an Adviser in the Disability and Wellbeing Service in good time to negotiate reasonable adjustments. These will be set out in an Inclusion Plan. Students 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 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 seminars 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 on time, whether it is summative coursework (i.e. work that counts towards the final mark) or formative work (that does not count towards the final mark). In submitting coursework, students must abide with the School's policy on plagiarism as set out in the School's Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 3.7 Students should ensure the accuracy of the information regarding their programme 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.

38 School Regulations

- 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 As well as the likelihood of taking action through the Courts, the School may impose relevant penalties for any outstanding debt that students fail to clear by any specified deadlines. For example, the School will normally withhold a student's academic transcript and/or certificate if s/he failed to pay his/her academic fees.
- 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 All Departments must publish assessment criteria. 'Statements of assessment criteria' are verbal descriptors of what a department expects from students, which distinguish between different grades. Where expectations are similar across different forms of assessment (e.g. course essays, dissertations, exams) it may be sufficient to have a single set of criteria; where expectations are very different for different pieces of work, then different sets of criteria may be necessary. Within each programme, the Chair of the Sub-Board of Examiners is responsible for ensuring the publication of assessment criteria in-line with this requirement.
- 4.2 Students must complete all elements of assessed work for each course. Methods of examination and assessment for each course are set out 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 Assessment Offences Regulations: Plagiarism and the Statement on Editorial Help.
- 4.3 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.
- 4.4 Any student who requires individual examination adjustments must contact an Adviser in the Disability and Wellbeing Service so that reasonable adjustments can be recommended. Applications for individual arrangements should normally be made no later than 7 weeks before the date of the student's first examination.
- 4.5 Any exceptional (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.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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: June 2015

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

Programmes of Study

2. Programmes and the assessments associated with them shall be so organised as to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall normally be not less than one calendar year, the assessments being completed by the end of that period;
 - 2.2 a period of part-time study of between two and four years, during which students will be assessed in accordance with the individual programme regulations.
3. 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 assessed.
4. Where a student is pursuing a programme extending over not less than one calendar year s/he 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.
5. 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.

Assessment

6. Schemes of assessment 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.
7. If the essay, report or dissertation is adequate except that it requires minor amendment the examiners may require the student to resubmit a revised version within one month.

Re-assessment

8. If a student who has been assessed in all elements of an assessment or of part of an assessment for which he/ she has entered fails to satisfy the examiners, the examiners may determine that s/he may on re-assessment 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.
9. A student who does not at his / her first attempt successfully complete the assessment or part of the assessment for which s/he has entered and who has not been given an overall pass at any level in his / her degree may, subject to the agreement of the School when such re-entry would involve further attendance at the School, repeat that assessment on one occasion only and in accordance with paragraph 30 of the General Academic Regulations.

The Award of a Degree

10. To be eligible for the award of a degree a student must have satisfied the examiners in the assessments prescribed for the programme on completion of each course. In special cases the School may allow later assessment.
11. A student awarded a degree will be awarded a Pass, Merit or Distinction.

40 School Regulations

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 |
|------------|---|
| 3, 4 | The appropriate Programme Director |
| 9 | Repeat Teaching Panel on recommendation of the appropriate Sub-Board of Examiners |

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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: June 2015

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.

Programmes of Study

2. Programmes and the assessments associated with them shall be so organised as to fall into one or both of the following categories:
 - 2.1 a period of full-time study, the length of which shall be prescribed in the individual programme regulations but which shall normally be not less than one calendar year. Students will attempt assessments at the end of that period;
 - 2.2 a period of part-time study of between two and four years, during which students will be assessed in accordance with the individual programme regulations.
3. 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 normal maximum period of registration for the following Executive MSc programmes will be six years; MSc Diplomacy and International Strategy, MSc Finance (Part-time), MSc Global Management or "Global MiM", MSc Health Economics, Policy and Management, MSc Health Economics, Outcomes and Management in Cardiovascular Sciences, TRIUM Global Executive MBA, Executive MPA programme and Executive LLM. The School shall determine, subject to the provisions of the individual programme regulations, the method by which the student is assessed.
4. If a student is taking a full-time programme of 12-months' duration or longer, s/he 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.
5. 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.

Assessment

6. 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.
7. A dissertation, where indicated in the scheme of assessment, will be assessed on one occasion only in each year. The date for submission will be set out in the programme regulations. A student may re-submit the dissertation early provided s/he meets one of the two following criteria:
 - 7.1 the student has failed his / her programme because of a failed dissertation and has failed no other courses;
 - 7.2 the student has not completed his / her programme, has deferred his / her dissertation submission and has completed all other courses.

The early re-submission date for such students will be set by the relevant Department.

Re-assessment

8. If a student who has been assessed in all elements of an assessment or of part of an assessment for which he / she has entered fails to satisfy the examiners, they may decide that s/he be exempted from re-assessment in one or more of the following:
 - (i) one or more of the written papers;
 - (ii) dissertation;
 - (iii) assessed coursework;
 - (iv) practical examinations.

42 School Regulations

9. A student who does not at his / her first attempt successfully pass the assessment or part of the assessment for which s/he has entered and who has not been given an overall pass in his / her degree may repeat that assessment on one occasion only and in accordance with paragraph 30 of the General Academic Regulations. The right to repeat will be subject to the agreement of the Repeat Teaching Panel if it requires repeat tuition.

Illness and Other Exceptional Circumstances

10. In only the most exceptional cases where the exceptional circumstances are sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question, Sub-Boards may recommend to the Graduate School Board of Examiners that:
 - (i) the student's result(s) in the affected assessment(s) be discounted, and that s/he be allowed to repeat it (them);¹
 - (ii) the student's result(s) in the affected assessment(s) not be discounted, but that s/he be allowed an exceptional additional attempt at it (them);¹
 - (iii) the student be awarded a degree, or higher class of degree. Sub-Boards may not make this recommendation for a student who has made no serious attempt at a summative assessment, as set out in paragraph 33 of the General Academic Regulations.
11. The Graduate School Board of Examiners shall be the sole authority in deciding whether to uphold such recommendations.

The Award of a Degree

12. A student awarded a degree will be awarded a Pass, Merit or Distinction.

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 |
|------------|---|
| 3, 4 | The appropriate Programme Director |
| 38 | The appropriate Sub-Board of Examiners |
| 9 | Repeat Teaching Panel on recommendation of the appropriate Sub-Board of Examiners |

Footnote

¹ Sub-Boards of Examiners may also recommend under paragraphs 10 (i) and (ii) that the student may, where relevant and appropriate, progress into the next year of study.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

TAUGHT MASTERS DEGREES

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

(other than MSc Economic History (Research); MRes Economics (Track 1); MSc Economics and Philosophy; MRes Finance (Route 1); MSc Global Health; MSc Health Policy, Planning and Financing; MSc International Health Policy; MSc International Health Policy (Health Economics); MSc Management (all streams); MPA Degrees (all streams)).

This Classification Scheme is approved by the Graduate School Board of Examiners.

Last updated: June 2015

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

1. Mark and Grade for a Course:

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

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

Each department shall specify the value of x as 19, 29 or 39 for all its courses, and this shall be clearly published in the School Calendar and in departmental student handbooks³.

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Masters Degrees.

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

3. Calculation of the Award

3.1 The Sub-Board of Examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course¹.

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

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

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

3.2.3. A Fail (but not a Bad Fail) in a course(s) to the value of 1.0 unit will result in an overall Fail unless compensated either:

(i) by a mark of at least 60% in: a) one full unit course; or b) each of two half unit courses; or

(ii) by a compensation aggregate mark of 165 in the non-failed courses.

If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded².

3.2.4. A department can apply to the Graduate School Board of Examiners to establish a compensation mark of 55% in respect of 3.2.3 (i) and / or an aggregate mark of 160 in respect of 3.2.3 (ii). Where

44 School Regulations

approved, this shall be published in the School Calendar and in programme handbooks².

3.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.2 above, be calculated as follows:

3.3.1. For a Distinction:

- (a) marks of a Distinction grade in courses to the value of 3.0 units or more;
- (b) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of 1.0 unit

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

- (c) marks of a Distinction grade in courses to the value of 2.5 units and a mark of a Merit grade in a course of 0.5 unit value;
- (d) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade in courses to the value of at least 1.0 unit and an overall Distinction aggregate mark of at least 260²

3.3.3. For a Merit:

- (e) marks of a Distinction grade in courses to the value of at least 2.0 units;
- (f) marks of a Merit grade (or higher) in courses to the value of 3.0 units or more;
- (g) a mark of a Distinction grade in a course of 0.5 unit value and marks of a Merit grade (or higher) in courses to the value of 2.0 units.

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

- (h) marks of a Distinction or Merit grade in courses to the value of 2.5 units;
- (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 units

3.3.5. For a Pass

- (j) marks of at least a Pass grade in courses to the value of 3.5 units;
- (k) marks of at least a Pass grade in courses to the value of 3.0 units with compensation for the failed course(s) as described under section 3.2.

4. Failure to Achieve an Award

4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.

4.2 If a student has met the requirements for the award of a degree having repeated failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 5.

5. General Proviso

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

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

Footnotes

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

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

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

| Department | Bad Fail |
|--|--|
| Accounting (all courses prefixed with 'AC') | 39 |
| Anthropology (all courses prefixed with 'AN') | 29 |
| Economic History (all courses prefixed with 'EH') | 39 |
| Economics (all courses prefixed with 'EC' except EC4B3, EC4V8 and EC4B4) | 29 (19 for students starting before 2010/11) |
| Economics (EC4B3, EC4V8 and EC4B4 only) | 39 |
| Employment Relations and Organisational Behaviour Group (all courses prefixed with 'ID') | 29 (39 for students starting before 2012/13) |
| European Institute (all courses prefixed with 'EU') | 39 |
| Finance (all courses prefixed with 'FM', other than FM436, FM437, FM481, FM482, FM502 and FM503) | 39 |
| Finance (FM436, FM437, FM481, FM482, FM502 and FM503 only) | 29 (19 for students starting before 2012/13) |
| Gender Institute (all courses prefixed with 'GI') | 39 |
| Geography and Environment (all courses prefixed with 'GY') | 39 |
| Government (all courses prefixed with 'GV') | 39 |
| International Development (all courses prefixed with 'DV') | 39 |
| International History (all courses prefixed with 'HY') | 39 |
| Information Systems and Innovation Group (all courses prefixed with 'IS') | 29 (39 for students starting before 2012/13) |
| International Relations (all courses prefixed with 'IR') | 39 |
| Law (all courses prefixed with 'LL') | 39 |
| Management (all courses prefixed with 'MG', other than MG411, MG412, MG413, MG417, MG431, MG406E and MG407E) | 29 (39 for students starting before 2012/13) |
| Management (MG422 only) | 29 |
| Management (MG411, MG412, MG413, MG417 and MG431 only) | 29 (19 for students starting before 2012/13) |
| Management (MG406E and MG407E only) | 39 |
| Management Economics and Strategy Group (all courses prefixed with 'MN') | 29 |
| Management Science Group (all courses prefixed with 'OR') | 29 (19 for students starting before 2012/13) |
| Mathematics (all courses prefixed with 'MA', other than MA498) | 19 |
| Mathematics (MA498 only) | 39 (19 for students starting before 2015/16) |
| Media and Communication (all courses prefixed with 'MC') | 39 |
| Methodology Institute (all courses prefixed with 'MY') | 29 |
| Philosophy (all courses prefixed with 'PH', other than PH419) | 39 |
| Philosophy (PH419 only) | 29 (39 for students starting before 2012/13) |
| Social Policy (all courses prefixed with 'SA', other than SA481) | 39 |
| Social Policy (SA481 only) | 29 |
| Social Psychology Institute (all courses prefixed with 'PS') | 29 |
| Department | Bad Fail |
| Sociology (all courses prefixed with 'SO') | 39 |
| Statistics (all courses prefixed with 'ST') | 19 |

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

TAUGHT MASTERS DEGREES

MSC ECONOMIC HISTORY (RESEARCH)

MRES ECONOMICS (TRACK 1)

MSC ECONOMICS AND PHILOSOPHY

MRES FINANCE (ROUTE 1)

MSC GLOBAL HEALTH

MSC HEALTH POLICY, PLANNING AND FINANCING

MSC INTERNATIONAL HEALTH POLICY

MSC INTERNATIONAL HEALTH POLICY (HEALTH ECONOMICS)

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.

Last updated: June 2015

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

1. Mark and Grade for a Course:

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

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

Each Department, Institute and Group shall specify the 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.

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Masters Degrees.

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

3. Calculation of the Award

3.1 The Sub-Board of Examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course¹.

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

- 3.2.1. A Bad Fail mark in any course of any unit value will result in an overall Fail for the degree.
- 3.2.2. A Fail (but not a Bad Fail) in a course of 0.5 unit value does not require compensation.
- 3.2.3. A Fail (but not a Bad Fail) in a course(s) to the value of 1.0 unit will result in an overall Fail unless compensated either:
 - (i) by a mark of at least 60% in: a) one full unit course; or b) each of two half unit courses; or
 - (ii) by a compensation aggregate mark of 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 awarded².

3.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.2 above, be calculated as follows:

- 3.3.1. For a Distinction:
 - (a) marks of a Distinction grade in courses to the value of 3.5 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
- 3.3.2. Either a Distinction (if no failed course) or a Merit according to the 'local rules' of the Sub-Board¹
 - (c) marks of a Distinction grade in courses to the value of 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 320²
- 3.3.3. 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.
- 3.3.4. Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board¹
 - (h) marks of a Distinction or Merit grade in courses to the value of 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
- 3.3.5. 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) as described under section 3.2.

4. Failure to Achieve an Award

4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.

4.2 If a student has met the requirements for the award of a degree having repeated failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 5.

5. General Proviso

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

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

48 School Regulations

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

Footnotes

- ¹ Each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.
- ² The aggregate will be calculated by taking the sum of all relevant courses weighted according to their relative value in terms of half or full units. A half unit mark is halved for aggregate purposes, e.g. a half unit mark of 60 adds 30 to the aggregate and a half unit mark of 55 adds 27.5. Once all marks have been added, the final aggregate total is rounded up if necessary. A compensation aggregate will only be calculated using the marks in passed courses.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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 BEFORE THE ACADEMIC YEAR 2015/16

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

Last updated: June 2015

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

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

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

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

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award of Degree

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Masters Degrees.

2.3 A student will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 3.3 or, if in the judgement of the examiners, the fail is a direct result of medical and / or exceptional circumstances in accordance with section 10 of the Regulations for Taught Masters Degrees.

3. Calculation of the Award of Degree

3.1 The Masters in Management Programme (MIM) regulations include assessed courses to value of 8.5 units. However, for the purposes of classification, the best 8 units worth of marks are used. The best 8 units will always include the marks achieved in the compulsory courses. The lowest mark in an optional course will therefore be discounted for classification purposes. If the lowest mark is a full-unit mark, a half-unit's worth of this value (mark) is included in the classification.

3.2 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 Please refer to Local Rules for details of courses which are critical to assessment.

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

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

3.3.2. A Fail (but not a Bad Fail) in a course(s) of 0.5 or 1.0 unit value does not require compensation.

3.3.3. A Fail (but not a Bad Fail) in courses of 1.5 or 2.0 unit value will result in an overall Fail unless compensated either:

(i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.

(ii) by a compensation aggregate mark of 330 in the non-failed courses.

50 School Regulations

If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded².

3.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.3 above, be calculated on the basis of the best marks in courses to the value of 8 units as follows:

3.4.1. 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.

3.4.2. 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 520²

3.4.3. 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.

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

- (h) marks of a Distinction or Merit grade in courses to the value of 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.

3.4.5. For a Pass

- (j) marks of at least a Pass grade in courses to the value of 7.0 units;
- (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s) as described under section 3.3.

4. Failure to Achieve an Award of Degree

4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.

4.2 If a student has met the requirements for the award of a degree having repeat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 5.

5. General Proviso

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

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

Footnotes

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

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

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

To be eligible to proceed into the second year, students must attain at least a Pass grade in the six compulsory courses (MG431, MG434, MG458, MG459, MG461 and MG462). If a student fails one compulsory course up to the value of 0.5 units, they will not be permitted to progress unless the fail can be compensated by a mark of Merit standard in another of the compulsory courses to the same value. If a student fails more than one of these compulsory courses they will not be allowed to progress to year two. If students 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 Repeat Teaching Panel may consider an application for repeat tuition in any failed courses from a student. Results obtained following a repeated attempt at assessment shall bear their normal value.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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 2015/16

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

Last updated: August 2015

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

1. Mark and Grade for a Course:

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

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

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

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award of Degree

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Masters Degrees.

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

3. Calculation of the Award of Degree

3.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.¹ Please refer to Local Rules for details of courses which are critical to assessment.

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

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

3.2.2. A Fail (but not a Bad Fail) in a course(s) of 0.5 or 1.0 unit value does not require compensation.

3.2.3. A Fail (but not a Bad Fail) in courses of 1.5 or 2.0 unit value will result in an overall Fail unless compensated either:

(i) by a mark of at least 60% in courses of an equivalent value. For the avoidance of doubt, a mark of at least 60% is required in each course providing compensation.

(ii) by a compensation aggregate mark of 330 in the non-failed courses.

If compensated, a Fail shall result in a drop in the overall award classification where a Distinction or Merit would otherwise have been awarded. It shall have no further impact where a Pass is to be awarded².

3.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.2 above, be calculated on the basis of the best marks in courses to the value of 8 units as follows:

3.3.1. For a Distinction:

- (a) marks of a Distinction grade in courses to the value of 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.

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

- (c) marks of a Distinction grade in courses to the value of 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 520²

3.3.3. For a Merit:

- (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
- (f) marks of a Merit grade (or higher) in courses to the value of 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.

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

- (h) marks of a Distinction or Merit grade in courses to the value of 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.

3.3.5. For a Pass

- (j) marks of at least a Pass grade in courses to the value of 7.0 units;
- (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s) as described under section 3.2.

4. Failure to Achieve an Award of Degree

4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.

4.2 If a student has met the requirements for the award of a degree having repeat failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 5.

5. General Proviso

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

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

Footnotes

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

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

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

To be eligible to proceed into the second year, students must attain at least a Pass grade in the six compulsory courses (MG431, MG434, MG458, MG459, MG461 and MG462). If a student fails one compulsory course up to the value of 0.5 units, they will not be permitted to progress unless the fail can be compensated by a mark of Merit standard in another of the compulsory courses to the same value. If a student fails more than one of these compulsory courses they will not be allowed to progress to year two. If students 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 Repeat Teaching Panel may consider an application for repeat tuition in any failed courses from a student. Results obtained following a repeated attempt at assessment shall bear their normal value.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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 UP TO AND INCLUDING THE ACADEMIC YEAR 2010/11

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

Last updated: June 2015

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

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

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

Each Department, Institute and Group shall specify the 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.

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Masters Degrees.

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

3. Calculation of the Award

3.1 The Sub-Board of examiners can designate a full-unit course (or equivalent) as being critical to assessment for a programme and establish a 'local rule' whereby it will be given special consideration in the awarding of the degree: for example, a degree cannot be awarded unless the designated course has been passed or the award classification cannot be higher than the result awarded in the designated course.¹

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

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

3.2.2. A Fail (but not a Bad Fail) in a course(s) of 1.0 unit value does not require compensation.

3.2.3. 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.

56 School Regulations

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.

A Fail (but not a Bad Fail) in a course(s) of more than 2.0 units will result in an overall Fail for the degree.

3.3 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.2 above, be calculated on the basis of the best marks in courses to the value of 4.0 units from each year of the programme² as follows:

3.3.1. 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.

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

- (c) marks of a Distinction grade in courses to the value of 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

3.3.3. For a Merit:

- (e) marks of a Distinction grade in courses to the value of at least 4.0 units;
- (f) marks of a Merit grade (or higher) in courses to the value of 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.

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

- (h) marks of a 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.

3.3.5. For a Pass

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

4. Failure to Achieve an Award

4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.

4.2 If a student has met the requirements for the award of a degree having repeated failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 5.

5. General Proviso

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

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

Footnotes

- 1 Each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.
- 2 The 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 at LSE and who has passed assessments 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 repeat any failed courses only (on one occasion), in accordance with paragraph 30 of the General Academic Regulations. The Repeat Teaching Panel may consider an application for repeat tuition in any failed courses from a student. Results obtained following a repeated attempt at assessment shall bear their normal value.

A student who has completed year one and is unable to complete year two of the programme will not receive an interim award.

The dual MPA degree

A student registered on the Dual MPA degree who has completed the first year at LSE and who has passed assessments in courses to the value of 4 units will be eligible to progress to the second year of the degree at the partner institution.

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.

A student who has completed year one and is unable to complete year two of the programme will not receive an interim award.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

MPA EUROPEAN PUBLIC AND ECONOMIC POLICY

MPA INTERNATIONAL DEVELOPMENT

MPA PUBLIC AND ECONOMIC POLICY

MPA PUBLIC POLICY AND MANAGEMENT

MPA PUBLIC AND SOCIAL POLICY

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 2011/12

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

Last updated: June 2015

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

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

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

Each Department, Institute and Group shall specify the 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.

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Masters Degrees.

2.3 A student will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 3.3 or, if in the judgement of the examiners, the fail is a direct result of medical and / or exceptional circumstances in accordance with section 10 of the Regulations for Taught Masters Degrees.

3. Calculation of the Award

3.1 The following classification rules apply to students completing the MPA through two years of study at the LSE. Students completing a dual MPA programme will be classified on the basis of the courses studied at the LSE only. Classification for students on dual programmes will therefore be calculated using the School's standard classification scheme for four unit taught Masters degrees.

3.2 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

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

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

3.3.2. A Fail (but not a Bad Fail) in a course(s) of 0.5 or 1.0 unit value does not require compensation.

3.3.3. A Fail (but not a Bad Fail) in courses to the value of 1.5 or 2.0 units will result in an overall Fail unless all failed courses are compensated either:

- (i) by a mark of at least 60% in courses of an equivalent value for each failed course. 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.²

A Fail (but not a Bad Fail) in courses of more than 2.0 units will result in an overall Fail for the degree.

3.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.3 above, be calculated as follows:

- 3.4.1. 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.
- 3.4.2. 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 aggregate mark of at least 520²
- 3.4.3. 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 (or higher) in courses to the value of 4.0 units.
- 3.4.4. Either a Merit (if no failed course) or a Pass according to the 'local rules' of the Sub-Board¹
 - (h) marks of a Distinction or Merit grade in courses to the value of 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.
- 3.4.5. For a Pass
 - (j) marks of at least a Pass grade in courses to the value of 7.0 units;
 - (k) marks of at least a Pass grade in courses to the value of 6.0 units with compensation for the failed unit(s) as described under section 3.3.

4. Failure to Achieve an Award

- 4.1 If a student 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, in accordance with paragraph 30 of the General Academic Regulations.
- 4.2 If a student has met the requirements for the award of a degree having 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 exceptional circumstances, subject to the provisions of section 5.

5. General Proviso

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

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

Footnotes

- ¹ Each Sub-Board of Examiners shall establish clear 'local rules' about: (i) what special consideration will be given to any course designated as 'critical to assessment' and (ii) when and how the overall classification of an award will be determined where two options are available. Each Sub-Board will also ensure its 'local rules' are published in the relevant departmental student handbook(s). The Academic Registrar's Division will also maintain an authoritative central website about 'local rules'.
- ² The aggregate will be calculated by taking the sum of all relevant courses weighted according to their relative value in terms of half or full units. A half unit mark is halved for aggregate purposes, e.g. a half unit mark of 60 adds 30 to the aggregate and a half unit mark of 55 adds 27.5. Once all marks have been added, the final aggregate total is rounded up if necessary. A compensation aggregate will only be calculated using the marks in passed courses.

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

- 1.1 Students who attain at least a Pass grade in each of the first year courses will be eligible to proceed into the second year of the MPA or Dual MPA programme.
- 1.2 A student on the MPA programme who has attained a Fail grade in courses to the value of 1.0 unit and at least a Pass grade in the remaining courses to the value of 3.0 units will be eligible to proceed into the second year.
- 1.3 A student holding an offer on the Dual MPA for their second year, who has attained a Fail grade in courses to the value of 1.0 unit, may only progress if a mark of at least 60% has been achieved in courses of an equivalent value or an aggregate mark of at least 165 has been achieved in the non-failed courses.
- 1.4 A student who receives a Bad Fail in any course or who otherwise fails to meet the above criteria for progression will not be able to progress to the second year of the MPA or Dual MPA programme and will be entitled to repeat the failed courses as follows:
A student shall normally be entitled to repeat any failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations. The Repeat Teaching Panel may consider an application for repeat tuition in any failed courses from a student. Results obtained following a repeated attempt at assessment shall bear their normal value.
- 1.5 A student who has completed year one and is unable to complete year two of the MPA or Dual MPA programme will not receive an interim award.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXECUTIVE MSC BEHAVIOURAL SCIENCE

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 sixteen month part-time programme. It features three two-week intensive teaching sessions and a full unit dissertation. Assessment for each taught course will take place after the relevant teaching session. Assessment for all taught courses consists of a combination of essays and take-home exams. Students wishing to defer sitting one or more assessments must seek permission according to the **Regulations for Taught Masters Degrees**.

Classification

All marks count towards classification.

Local rules

1. Course critical to assessment: The MSc degree cannot be awarded unless **SA4M5E** has been passed.
2. Distinction/Merit borderline (**scheme paragraph 3.3.2**): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (**scheme paragraph 3.3.4**): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

Bad Fail marks:

Please see Paragraph 3 of the Classification Scheme for a list of Bad Fail marks for courses from each Department.

Resits:

Students submit their dissertation at the end of November and the Sub-Board will meet in late January/early February to determine classifications, which will then be ratified at the Graduate School Board of Examiners(GSBE) Business meeting. Students will attend the July graduation ceremony.

Exit options

Diploma

Students who cannot complete the Executive MSc Behavioural Science due to unforeseen circumstances may be eligible for a 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.

Students eligible for the award of a Diploma will have registered on the Executive MSc Behavioural Science programme and then cease their studies after completing courses to the value of 3.0 full units (three teaching sessions). Results from each of the three units (or equivalent where half unit courses have been taken) count towards the Diploma classification. Students must achieve a mark of 50 or higher in each of the three courses (or equivalent where half unit courses have been taken) to achieve an overall Pass in the Diploma.

Certificate

Students who cannot complete the Executive MSc Behavioural Science due to unforeseen circumstances, and who are not eligible for a Diploma, may be eligible for a Certificate.

Students wishing to earn a Certificate will have registered on the Executive MSc Behavioural Science programme and then cease their studies after completing courses to the value of 2.0 full units (two teaching sessions).

The certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in each of the two units (or equivalent where half unit courses have been taken) for students to be eligible for the award of the Certificate. Higher marks in one course cannot compensate a Fail mark in another course.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXECUTIVE MSC HEALTH ECONOMICS, POLICY AND MANAGEMENT

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

Last updated: June 2015

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 programme. It features two intensive teaching sessions each year. Assessment for all courses consists of a combination of unseen examinations, take home examinations and coursework. Students must take total courses to the value of 4.5 full units, namely, four compulsory half units in Year One, four 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 marks that will count towards the degree classification. Any failed or Bad Failed courses that count towards classification will be treated in accordance with paragraph 3.2 of the Classification Scheme above. A degree cannot be awarded where a candidate receives a Bad Fail mark in any course.

Progression

Students wishing to defer attempting one or more assessments must seek permission according to section 38 of the General Academic Regulations. Students failing one but not more than one of the four compulsory half units in Year One will be able to proceed to Year Two, although this fail will count toward degree classification according to the Scheme for the Award of a Taught Masters Degree for Students Entering In or After Academic Year 2008/09. Students are permitted to repeat failed assessments in line with the School's General Academic Regulations and 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) |
|---|--------------|---|

Students take optional courses to the value of two full units as follows:

6 December of Year 2:

Students select one of the following courses:

SA4G3 Pharmaceutical Economics and Policy (H) or

SA4K8 Health Care Quality Management (H)

Students select one of the following courses:

SA4G6 Measuring Health System Performance (H) or

SA4F2 Principles of Evidence-Based Medicine and Clinical Trials (H)

June of Year 2:

Students select one of the following courses:

SA4K9 Advanced Health Economics (H) or

SA4K7 Health Care Negotiations (H)

Students select one of the following courses:

SA4G4 Statistical Methods in Health Care Economic Evaluation (H) or

SA4N7 Economics of Health and Wellbeing (H)

Diploma

Students who cannot complete the MSc in Health Economics, Policy and Management due to unforeseen circumstances may be eligible for a Diploma. This Diploma is classified according to the Scheme for the Award of a Diploma.

Students may be eligible for the award of a Diploma if they leave the programme after completing the four compulsory half units in Year One and two half units in Year Two. All courses count towards the Diploma classification. A Pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the Diploma. Students wishing to defer attempting one or more assessments must seek permission according to section 38 of the General Academic Regulations. Students are permitted to repeat failed assessments in line with the School's General Academic Regulations and 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 one full unit:

| | |
|--------------|---|
| SA4F2 | Principles of Evidence-Based Medicine and Clinical Trials (H) |
| SA4G3 | Pharmaceutical Economics and Policy (H) or |
| SA4G4 | Statistical Methods in Health Care Economic Evaluation (H) or |
| SA4G6 | Measuring Health System Performance (H) or |
| SA4K7 | Health Care Negotiations (H) or |
| SA4K8 | Health Care Quality Management (H) |
| SA4K9 | Advanced Health Economics (H) or |
| SA4N7 | Economics of Health and Wellbeing (H) |

Certificate

Students who cannot complete the MSc in Health Economics, Policy and Management due to unforeseen circumstances, and who are not eligible for a Diploma, may be eligible for a Certificate. Students may be eligible for the award of a Diploma if they leave the programme after completing the four compulsory half units in Year One. The certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the certificate. Higher marks in one course cannot compensate a Fail mark in another course. Students wishing to defer attempting one or more assessments must seek permission according to section 38 of the General Academic Regulations. Students are permitted to repeat failed exams in line with the School's General Academic Regulations and 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) |

MSC, DIPLOMA AND CERTIFICATE IN HEALTH ECONOMICS, OUTCOMES AND MANAGEMENT IN CARDIOVASCULAR SCIENCES

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

- four compulsory half units in Year One
- one compulsory half unit in Year Two
- three optional half units in Year Two
- half unit dissertation in Year Two

Classification

Eight marks count towards classification:

- four compulsory courses in Year One,
- one compulsory course in Year Two
- the dissertation
- the best two 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 a student must not have any Fail marks.

Progression

Students wishing to defer sitting one or more examinations must seek permission according to the **Regulations for**

Taught Masters Degrees. Students failing one but not more than one of the four compulsory half units in Year One will be able to proceed to Year Two, although this fail will count toward degree classification according to the **Scheme for the Award of a Taught Masters Degree for Students Entering In or After Academic Year 2008/09**. Students are permitted to re-sit failed exams in line with the School's **Regulations for Taught Masters Degrees**.

| Paper | Course number and title |
|---------------|---|
| Year 1 | |
| 1 | SA4M6E Economic Analysis for Health Policy (H) |
| 2 | SA4M7E Quality and Outcomes in Cardiovascular Sciences (H) |
| 3 | SA4M8E Economic Evaluation in Health Care (H) |
| 4 | SA4M9E Systematic Review and Meta-analysis (H) |
| Year 2 | |
| 5 | SA4N1E Cardiovascular Epidemiology and Prevention (H) |
| 6 | SA4N2E Dissertation in Health Economics, Outcomes, and Management in Cardiovascular Sciences (H) |
| 7 | Students take optional courses to the value of three half units from the following: SA4E1 Health Administration and Management (H) SA4G1 Financing Health Care (H) SA4G4 Statistical Methods in Health Care Economic Evaluation (H) SA4G6 Measuring Health System Performance (H) SA4K8 Health Care Quality Management (H) SA4N3E Behavioural Science for Health (H) SA4N9E Principles of Health Technology Assessment (H) SA4P1E Research Design for Evaluating Health Programs and Policies (H) |

Diploma

This Diploma is classified according to the **Scheme for the Award of a Diploma**.

Students may be eligible for the award of a Diploma if, as a result of exceptional and unforeseen circumstances, they must leave the MSc programme after completing the four compulsory half units in Year One and two half units in Year Two. All courses count towards the degree classification. A Pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the Diploma. Students wishing to defer sitting one or more examinations must seek permission according to the **Regulations for Diplomas**. Students are permitted to re-sit failed exams in line with the School's **Regulations for Diplomas**.

| Paper | Course number and title |
|---------------|---|
| Year 1 | |
| 1 | SA4M6E Economic Analysis for Health Policy (H) |
| 2 | SA4M7E Quality and Outcomes in Cardiovascular Sciences (H) |
| 3 | SA4M8E Economic Evaluation in Health Care (H) |
| 4 | SA4M9E Systematic Review and Meta-analysis (H) |
| Year 2 | |
| 5 & 6 | Students take optional courses to the value of two half units from the following: |
| | SA4E1 Health Administration and Management (H) |
| | SA4G1 Financing Health Care (H) |
| | SA4G4 Statistical Methods in Health Care Economic Evaluation (H) |
| | SA4G6 Measuring Health System Performance (H) |
| | SA4K8 Health Care Quality Management (H) |
| | SA4N3E Behavioural Science for Health (H) |
| | SA4N9E Principles of Health Technology Assessment (H) |
| | SA4P1E Research Design for Evaluating Health Programs and Policies (H) |

Certificate

Students may be eligible for the award of a Certificate if, as a result of exceptional and unforeseen circumstances, they must leave the MSc programme after completing the four compulsory half units in Year One. The Certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the Certificate. Higher marks in one course cannot compensate a Fail mark in another course. Students wishing to defer sitting one or more examinations must seek permission according to the **Regulations for Certificates**. Students are permitted to re-sit failed exams in line with the School's **Regulations for Certificates**.

| Paper | Course number and title |
|---------------|---|
| Year 1 | |
| 1 | SA4M6E Economic Analysis for Health Policy (H) |
| 2 | SA4M7E Quality and Outcomes in Cardiovascular Sciences (H) |
| 3 | SA4M8E Economic Evaluation in Health Care (H) |
| 4 | SA4M9E Systematic Review and Meta-analysis (H) |

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXECUTIVE MASTER OF LAWS (ELLM)

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

Last updated: June 2015

This scheme should be read in conjunction with the General Academic Regulations, Regulations for Taught Masters Degrees, the relevant Taught 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.

The masters degree is classified according to the Scheme for the Award of a Taught Masters Degree for Students Entering in or after Academic Year 2008/09

Exit Options

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.

Students wishing to earn a diploma will have registered as Executive LLM students and then cease their studies after completing six courses (3 full units). All courses count towards the diploma classification. A Pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the diploma. Assessments for each of the courses will take place at the beginning of the next teaching session. Students wishing to defer attempting one or more assessments must seek permission according to the General Academic Regulations no later than eight weeks prior to the assessment date except in the case of exceptional circumstances, as set out in paragraph 38.4 of the General Academic Regulations. Students are permitted to repeat failed assessments in line with the School's General Academic Regulations and Regulations for Diplomas.

Certificate

Students wishing to earn a certificate will have registered as Executive LLM students and then cease their studies after completing four courses (2 full units). The certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the certificate. Higher marks in one course cannot compensate a Fail mark in another course. Students wishing to defer attempting one or more assessments must seek permission according to the General Academic Regulations no later than eight weeks prior to the assessment date except in the case of exceptional circumstances, as set out in paragraph 38.4 of the General Academic Regulations. Students are permitted to repeat failed assessments in line with the School's General Academic Regulations and Regulations for Certificates.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXECUTIVE MASTER OF POLITICAL ECONOMY OF EUROPE

SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT HALF UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2013/14

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

Last updated: June 2015

This scheme should be read in conjunction with the General Academic Regulations, Regulations for Taught Masters Degrees, the relevant Taught 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.

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:

Exit Options

Diploma

Students who cannot complete the Executive MSc Political Economy of Europe due to unforeseen circumstances can obtain a 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. Students wishing to earn a diploma will have registered on the Executive MSc Political Economy of Europe programme and then cease their studies after completing courses to the value of 3.0 full units (three sessions/1.5 years). All courses count towards the diploma classification. A Pass mark of 50 must be achieved in all courses for students to achieve an overall Pass in the diploma. Assessments for each of the courses will take place at the beginning of the next teaching session. Students wishing to defer attempting one or more assessments must seek permission according to the General Academic Regulations no later than eight weeks prior to the exam date except in the case of exceptional circumstances, as set out in paragraph 38.4 of the General Academic Regulations. Students are permitted to repeat failed assessments in line with the School's General Academic Regulations and Regulations for Diplomas.

Certificate

Students who cannot complete the Executive MSc Political Economy of Europe due to unforeseen circumstances can obtain a certificate.

Students wishing to earn a certificate will have registered on the Executive MSc Political Economy of Europe programme and then cease their studies after completing courses to the value of 2.0 full units (two sessions/1 year). The certificate is classified on a Pass/Fail basis only. A Pass mark of 50 needs to be achieved in all courses for students to be eligible for the award of the certificate. Higher marks in one course cannot compensate a Fail mark in another course. Students wishing to defer attempting one or more assessments must seek permission according to the General Academic Regulations no later than eight weeks prior to the assessment date except in the case of exceptional circumstances, as set out in paragraph 38.4 of the General Academic Regulations. Students are permitted to repeat failed exams in line with the School's General Academic Regulations and Regulations for Certificates. Students who cease their studies after completing fewer than 2.0 full unit's value of courses may receive a certificate of attendance.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXECUTIVE MASTER OF PUBLIC ADMINISTRATION (EMPA)

SCHEME FOR THE AWARD OF A TAUGHT MASTERS DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT HALF UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2014/15

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

Last updated: June 2015

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

1. Mark and Grade for a Course:

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

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

Each Department, 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.

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Master's Degrees.

2.3 A student will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 3.3 or, if in the judgement of the examiners, the fail is a direct result of medical and / or exceptional circumstances in accordance with section 10 of the Regulations for Taught Master's Degrees.

3. Calculation of the Award

3.1 The following classification rules apply to students completing the EMPA through twenty months of study at the LSE.

3.2 The Sub-Board of examiners can designate a half-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

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

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

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

3.3.3. A Fail (but not a Bad Fail) in courses to the value of 1.0 units will result in an overall Fail unless all failed courses are compensated either:

(i) by a mark of at least 60% in courses of an equivalent value for each failed course.

(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.

3.3.4. A Fail (but not a Bad Fail) in a course(s) of more than 1.0 unit will result in an overall Fail for the degree.

3.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.3 above, be calculated as follows

3.4.1. For a Distinction:

- (a) marks of a Distinction grade in courses to the value of 3.0 units or more;
- (b) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of 1.0 unit.

3.4.2. 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 aggregate mark of at least 520

3.4.3. 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.

3.4.4. 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 unit.

3.4.5. 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 unit(s) as described under section 3.3.

4. Failure to Achieve an Award of Degree

- 4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 30 of the General Academic Regulations.
- 4.2 If a student has met the requirements for the award of a degree having repeated failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 7.

5. Diploma

Students who achieve passing grades (50 and above) in at least 6 half units are eligible for the award of Diploma. Candidates can opt for this award either once they have completed six courses (i.e. all courses in Year One plus two further half units) or once they have completed the programme if they are not eligible for the award of the degree. The Diploma is classified according to the Scheme for the Award of a Diploma.

6. Certificate

Students who have achieved passing grades (50 and above) in at least 4 half units are eligible for the award of Certificate. The Certificate is classified on a Pass/Fail basis only. Higher marks in one course cannot compensate a Fail mark in another course. The award of a Certificate or Diploma is subject to the application of the General Academic Regulations and the Certificate/Diploma regulations and classification schemes. The Certificate and Diploma are final exit awards with no option to subsequently be awarded the degree of Executive Master of Public Administration or Executive Master of Public Policy.

7. General Proviso

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

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

Footnotes

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

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXECUTIVE MASTER OF PUBLIC POLICY (EMPP)

SCHEME FOR THE AWARD OF A TAUGHT MASTER'S DEGREE: PROGRAMMES COMPRISING COURSES TO THE VALUE OF EIGHT HALF UNITS FOR STUDENTS ENTERING IN OR AFTER THE ACADEMIC YEAR 2015/16

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

Last updated: November 2015

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

1. Mark and Grade for a Course:

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

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

Each Department, 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.

1.2 The grade of Bad Fail will be used internally to indicate when a fail cannot be compensated and, therefore, must be re-attempted. It will not appear on official transcripts.

2. Eligibility for Award

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

2.2 A student who makes no serious attempt at any element of summative assessment for a course, as set out in paragraph 33 of the General Academic Regulations, will be considered not to have completed the course. Moreover, the absence of a serious attempt will count as one of the attempts allowed for the course unless it is authorised by the Chair of the Sub-Board of Examiners responsible for the programme, in accordance with section 10 of the Regulations for Taught Master's Degrees.

2.3 A student will not be recommended for the award of a degree if s/he has failed courses to the value of one or more units, subject to the penalty rules for failed courses in section 3.3 or, if in the judgement of the examiners, the fail is a direct result of medical and / or exceptional circumstances in accordance with section 10 of the Regulations for Taught Master's Degrees.

3. Calculation of the Award

3.1 The following classification rules apply to students completing the EMPP through twenty months of study at the LSE.

3.2 The Sub-Board of examiners can designate a half-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

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

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

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

3.3.3. A Fail (but not a Bad Fail) in courses to the value of 1.0 units will result in an overall Fail unless all failed courses are compensated either:

- (i) by a mark of at least 60% in courses of an equivalent value for each failed course.
- (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.

3.3.4. A Fail (but not a Bad Fail) in a course(s) of more than 1.0 unit will result in an overall Fail for the degree.

3.4 The overall classification of an award shall, subject to the penalty rules for failed courses in section 3.3 above, be calculated as follows

72 School Regulations

3.4.1. For a Distinction:

- (a) marks of a Distinction grade in courses to the value of 3.0 units or more;
- (b) marks of a Distinction grade in courses to the value of 2.5 units and marks of a Merit grade in courses to the value of 1.0 unit.

3.4.2. 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 aggregate mark of at least 5202

3.4.3. 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.

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

- (h) marks of a Distinction or Merit grade in courses to the value of 2.5 units;
- (i) marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 unit.

3.4.5. 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 unit(s) as described under section 3.3.

4. Failure to Achieve an Award of Degree

- 4.1 If a student has not been awarded a degree, s/he shall normally be entitled to repeat the failed courses only (on one occasion) and at the next normal opportunity, in accordance with paragraph 31 of the General Academic Regulations.
- 4.2 If a student has met the requirements for the award of a degree having repeated failed courses, s/he can only be recommended for the award of a Pass degree unless, in the judgement of the examiners, the initial failure(s) was at least in part a direct result of medical and / or exceptional circumstances, subject to the provisions of section 7.

5. Diploma

Students who achieve passing grades (50 and above) in at least 6 half units are eligible for the award of Diploma. Candidates can opt for this award either once they have completed six courses (i.e. all courses in Year One plus two further half units) or once they have completed the programme if they are not eligible for the award of the degree. The Diploma is classified according to the Scheme for the Award of a Diploma.

6. Certificate

Students who have achieved passing grades (50 and above) in at least 4 half units are eligible for the award of Certificate. The Certificate is classified on a Pass/Fail basis only. Higher marks in one course cannot compensate a Fail mark in another course.

The award of a Certificate or Diploma is subject to the application of the General Academic Regulations and the Certificate/Diploma regulations and classification schemes. The Certificate and Diploma are final exit awards with no option to subsequently be awarded the degree of Executive Master of Public Administration or Executive Master of Public Policy.

7. General Proviso

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

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

Footnotes

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

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

EXAM SUB-BOARD 'LOCAL RULES'

Please read the following local rules in conjunction with the relevant scheme paragraph in the Classification Scheme for each programme:

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

MSC ACCOUNTING AND FINANCE

MSC ACCOUNTING, ORGANISATIONS AND INSTITUTIONS

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC ANTHROPOLOGY AND DEVELOPMENT

MSC ANTHROPOLOGY AND DEVELOPMENT MANAGEMENT

MSC CHINA IN COMPARATIVE PERSPECTIVE

MSC LAW, ANTHROPOLOGY AND SOCIETY

MSC SOCIAL ANTHROPOLOGY (RELIGION IN THE CONTEMPORARY WORLD)

MSC SOCIAL ANTHROPOLOGY

MSC SOCIAL ANTHROPOLOGY (RESEARCH)

MSC SOCIAL ANTHROPOLOGY (LEARNING AND COGNITION) (FORMERLY MSC PSYCHOLOGICAL ANTHROPOLOGY AND MSC ANTHROPOLOGY OF LEARNING AND COGNITION)

1. Course critical to assessment: No.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): 3.3.2 (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 will obtain an overall classification of a Distinction; 3.3.2 (d) marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade of at least 65 in courses to the value of 2.0 units; OR, marks of a Distinction grade in courses to the value of 2.0 units, marks of a Merit grade in courses to the value of 2.0 units, and an overall aggregate mark of at least 275 will obtain an overall classification of a Distinction.
3. Merit/Pass borderline (scheme paragraph 3.3.4): 3.3.4 (h) marks of a Merit grade in courses to the value of 2.5 units will obtain an overall classification of a Merit; 3.3.4 (i) marks of a Distinction grade in courses to the value of 1.0 unit, marks of a Merit grade in courses to the value of 1.0 unit, and marks of a Pass grade of at least 55 to the value of 2.0 units will obtain an overall classification of Merit.

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

MSC APPLICABLE MATHEMATICS

MSC FINANCIAL MATHEMATICS

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved either an aggregate score of 280 or marks of 80 or above in one unit's worth of MA courses.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Merit if they have achieved an aggregate score of 240.

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

EXECUTIVE MSC IN BEHAVIOURAL SCIENCE

1. Course critical to assessment: The MSc degree cannot be awarded unless SA4M5E has been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2):
Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4):
Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC CITY DESIGN AND SOCIAL SCIENCE

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 280
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 240

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

MSC COMPARATIVE POLITICS (ALL STREAMS)

MSC COMPARATIVE POLITICS (RESEARCH) (WITHDRAWN 14/15)

MSC CONFLICT STUDIES

MSC GLOBAL POLITICS

MSC GLOBAL POLITICS (GLOBAL CIVIL SOCIETY) (WITHDRAWN 16/17)

MSC POLITICAL THEORY

MSC POLITICAL THEORY (RESEARCH) (WITHDRAWN 14/15)

MSC POLITICAL SCIENCE AND POLITICAL ECONOMY

LSE-PKU DOUBLE DEGREE IN PUBLIC ADMINISTRATION AND GOVERNMENT

MSC PUBLIC POLICY AND ADMINISTRATION

MSC PUBLIC POLICY AND ADMINISTRATION (RESEARCH) (WITHDRAWN 14/15)

1. Course critical to assessment: A degree cannot be awarded unless GV499 Dissertation has been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

76 School Regulations

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

MSC CONTEMPORARY URBANISM

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an average of > 67.5%
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Merit if they have achieved an average of > 57.5%

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

MSC DEVELOPMENT MANAGEMENT

MSC DEVELOPMENT STUDIES (RESEARCH)

MSC DEVELOPMENT STUDIES

MSC INTERNATIONAL DEVELOPMENT AND HUMANITARIAN EMERGENCIES

1. Course critical to assessment: Students must obtain a mark of at least 65 in the dissertation in order to be awarded an overall Distinction.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC INTERNATIONAL STRATEGY AND DIPLOMACY

(Previously MSc Diplomacy and International Strategy)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MRES ECONOMICS (TRACK 1)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC ECONOMETRICS AND MATHEMATICAL ECONOMICS

MSC ECONOMETRICS AND MATHEMATICAL ECONOMICS (TWO-YEAR PROGRAMME)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an aggregate score of 280.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For students who undertake the Finance options under Paper 4 of the Programme Regulations (courses starting FM), the final mark for the purpose of classification will be determined by calculating the average of the marks of the exam and the essay of each course taken, producing a single final mark.

MSC ECONOMIC HISTORY (RESEARCH)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an average of > 67.5%
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC ECONOMICS

MSC ECONOMICS (TWO YEAR PROGRAMME)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): A Distinction will *not* be awarded for students with a mark profile of 3.3.2 (c)
A Distinction will *not* be awarded for students with a mark profile of 3.3.2 (d)
3. Merit/Pass borderline (scheme paragraph 3.3.4): Students with mark profiles falling into this range will always be awarded a Pass degree.

For students who undertake the Finance options under Paper 4 of the Programme Regulations (courses starting FM), the final mark for the purpose of classification will be determined by calculating the average of the marks of the exam and the essay of each course taken, producing a single final mark.

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

MSC ECONOMICS AND MANAGEMENT (FORMERLY MSC MANAGEMENT AND ECONOMICS)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Students with a mark profile of 3.3.2 (c) will be awarded a Distinction overall.
A Distinction will *not* be awarded for students with a mark profile of 3.3.2 (d)
3. Merit/Pass borderline (scheme paragraph 3.3.4): Students with mark profiles falling into this range will always be awarded a Merit degree.

MSC ECONOMICS AND PHILOSOPHY

1. Course critical to assessment: Course PH499 is designated as critical to assessment in determining borderline degree classifications, under 3.3.2 of the Five-unit masters classification scheme.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to another local rule: Distinction if and only if mark in dissertation (PH499) ≥ 65
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC EMPLOYMENT RELATIONS AND ORGANISATIONAL BEHAVIOUR (RESEARCH) (WITHDRAWN)

MSC INTERNATIONAL EMPLOYMENT RELATIONS AND HUMAN RESOURCE MANAGEMENT (WITHDRAWN 2015/16)

MSC MANAGEMENT AND HUMAN RESOURCES (FORMERLY MSC HUMAN RESOURCE MANAGEMENT) (WITHDRAWN 2015/16)

MSC ORGANISATIONAL BEHAVIOUR (WITHDRAWN 2015/16)

MSC HUMAN RESOURCES AND ORGANISATIONS

1. Course critical to assessment: A degree cannot be awarded unless the designated course MG493 (formerly ID499 Dissertation or ID496 Dissertation) had been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction if aggregate > 260
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Merit awarded if aggregate > 240

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

MSC ENVIRONMENT AND DEVELOPMENT

MSC ENVIRONMENTAL POLICY AND REGULATION

MPA/MSC JOINT ENVIRONMENT MASTER'S PLAN (THESE RULES APPLY ONLY TO THE PROGRAMME STUDENTS STUDY WHILE AT LSE)

For students entering from 2008-09 and before 2012-13

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: students must gain average of >67.5 across the number of courses taken to be awarded a Distinction.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: students must gain average of >57.5 across the number of courses taken to be awarded a Merit.

For students entering from 2012-13 and after:

MSC ENVIRONMENT AND DEVELOPMENT

MSC ENVIRONMENTAL ECONOMICS AND CLIMATE CHANGE

MSC ENVIRONMENTAL POLICY AND REGULATION

MPA/MSC JOINT ENVIRONMENT MASTER'S PLAN (THESE RULES APPLY ONLY TO THE PROGRAMME STUDENTS STUDY WHILE AT LSE)

1. Course critical to assessment: None

2. Distinction/Merit borderline (scheme paragraph 3.3.2): A Distinction will be awarded if an overall aggregate mark of 270 or above [an average mark of 67.5% or above] is achieved, if an aggregate mark of below 270 [an average mark of below 67.5%] is achieved then a Merit will be awarded. (NB Half units are weighted).
3. Merit/Pass borderline (scheme paragraph 3.3.4): A Merit will be awarded upon achieving marks of a Merit grade in courses to the value of 2.5 units and overall aggregate mark of at least 230. Or 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 1.00 unit and an overall Merit aggregate mark of at least 230.

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

EXECUTIVE MSC POLITICAL ECONOMY OF EUROPE

MSC POLITICAL ECONOMY OF EUROPE (FORMERLY MSC EUROPEAN POLITICAL ECONOMY)

MSC IN EUROPEAN STUDIES: IDEAS, IDEOLOGIES AND IDENTITIES (FORMERLY MSC EUROPEAN STUDIES: IDEAS AND IDENTITIES)

MSC EUROPEAN STUDIES (RESEARCH)

MSC IN EU POLITICS (FORMERLY MSC POLITICS AND GOVERNMENT IN THE EUROPEAN UNION)

LSE-SCIENCES PO DOUBLE DEGREE IN EUROPEAN STUDIES

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

EXECUTIVE MASTER'S IN PUBLIC ADMINISTRATION

EXECUTIVE MASTER'S IN PUBLIC POLICY

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 5.4.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 5.4.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MPA DUAL DEGREE

MPA EUROPEAN PUBLIC AND ECONOMIC POLICY

MPA INTERNATIONAL DEVELOPMENT

MPA PUBLIC AND ECONOMIC POLICY

MPA PUBLIC POLICY AND MANAGEMENT

MPA PUBLIC AND SOCIAL POLICY

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.4.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.4.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

80 School Regulations

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

MSC EUROPEAN STUDIES (RESEARCH)

1. Course critical to assessment: Students must pass MY451 but the course does not count towards the degree classification.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MRES FINANCE (TRACK 1)

1. Penalty rules (scheme paragraph 3.2.3. (1)):

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 55% in one full unit course; or ii) by a compensation aggregate mark of 220 in the non-failed courses.

2. Course critical to assessment: None
3. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
4. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MRES FINANCE (TRACK 2)

1. Penalty rules (scheme paragraph 3.2.3. (1)):

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 55% in one full unit course; or (ii) by a compensation aggregate mark of 165 in the non-failed courses.

2. Course critical to assessment: None
3. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
4. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC FINANCE (FULL-TIME)

MSC FINANCE (PART-TIME)

MSC FINANCE AND PRIVATE EQUITY

1. Course critical to assessment: None *
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an aggregate score of 275.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Merit if the student has achieved an aggregate score of 240.

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

MSC FINANCE AND ECONOMICS

MSC FINANCE AND ECONOMICS (RESEARCH)

1. Course critical to assessment: None *
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
4. Condoning a Fail Mark (scheme paragraph 3.2.4):

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

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

MSC GENDER

MSC GENDER, DEVELOPMENT AND GLOBALISATION

MSC GENDER, MEDIA AND CULTURE

MSC GENDER, POLICY AND INEQUALITIES (FORMERLY MSC GENDER AND SOCIAL POLICY)

MSC GENDER (RESEARCH)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC ECONOMIC HISTORY

MSC GLOBAL HISTORY

MA GLOBAL STUDIES: A EUROPEAN PERSPECTIVE (THESE RULES APPLY ONLY TO THE PROGRAMME STUDENTS STUDY WHILE AT LSE)

LSE-SCIENCES PO DOUBLE DEGREE IN DEVELOPMENT ECONOMICS AND ECONOMIC HISTORY (THESE RULES APPLY ONLY TO THE PROGRAMME STUDENTS STUDY WHILE AT LSE) (WITHDRAWN)

MSC POLITICAL ECONOMY OF LATE DEVELOPMENT

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: a Distinction if the student has achieved an average of > 67.5%
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC HEALTH, COMMUNITY AND DEVELOPMENT

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed.
(Pre-2012/13 students had to pass PS498 Dissertation in Health, Community and Development).

82 School Regulations

2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS461 or PS497 to be awarded a Distinction overall.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC HEALTH POLICY, PLANNING AND FINANCING

1. Course critical to assessment: No
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

EXECUTIVE MSC HEALTH ECONOMICS, OUTCOMES AND MANAGEMENT IN CARDIOVASCULAR SCIENCES

1. Course critical to assessment: No
2. Award of an overall Merit (scheme paragraph 3.3.3) or Distinction (scheme paragraph 3.3.1):
Students must not have any fail marks. This includes in the half unit course which does not count towards the classification.
3. Distinction/Merit borderline (scheme paragraph 3.3.2):
Classification for students with mark profiles falling into this range will always be determined to the advantage of the student as long as there are no fail marks (as above).
4. Merit/Pass borderline (scheme paragraph 3.3.4):
Classification for students with mark profiles falling into this range will always be determined to the advantage of the student as long as there are no fail marks (as above).

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

MSC EMPIRES, COLONIALISM AND GLOBALISATION (FORMERLY MSC HISTORY OF EMPIRES)

MA/MSC HISTORY OF INTERNATIONAL RELATIONS

MSC THEORY AND HISTORY OF INTERNATIONAL RELATIONS

LSE-COLUMBIA UNIVERSITY DOUBLE DEGREE MA INTERNATIONAL AND WORLD HISTORY

LSE-PEKING UNIVERSITY DOUBLE DEGREE MSC INTERNATIONAL AFFAIRS

1. Course critical to assessment: A degree cannot be awarded unless HY499 Dissertation (or HY458 in the case of LSE-PKU Double Degree in International Affairs) has been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula:
Discretion in Regulation 3.3.2 d), International History will have its own aggregate rule: Distinction+ Distinction+ Merit +Pass = DISTINCTION with an aggregate of 267 or more
Distinction+ Distinction+ Merit +Pass = MERIT with an aggregate of 266 or less
Distinction+ Distinction+ Merit +Merit = DISTINCTION (without the need for a minimum aggregate)
[N.B. 3.3.2 c) - to the advantage of the student]
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC HUMAN GEOGRAPHY AND URBAN STUDIES (RESEARCH)

MSC LOCAL ECONOMIC DEVELOPMENT

MSC REGIONAL AND URBAN PLANNING STUDIES

MSC URBANISATION AND DEVELOPMENT

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Distinction awarded if student achieves 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. Or 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 and an overall Distinction aggregate marks of at least 260. MSc Regional and Urban Planning Studies students are required to achieve a Distinction aggregate of at least 270.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Merit awarded if student achieves marks of a Merit grade in courses to the value of 2.5 units. Or 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 1.00 unit.

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

MSC EMPLOYMENT RELATIONS AND ORGANISATIONAL BEHAVIOUR (RESEARCH) (WITHDRAWN)

MSC INTERNATIONAL EMPLOYMENT RELATIONS AND HUMAN RESOURCE MANAGEMENT (WITHDRAWN 2015/16)

MSC MANAGEMENT AND HUMAN RESOURCES (FORMERLY MSC HUMAN RESOURCE MANAGEMENT) (WITHDRAWN 2015/16)

MSC ORGANISATIONAL BEHAVIOUR (WITHDRAWN 2015/16)

MSC HUMAN RESOURCES AND ORGANISATIONS

1. Course critical to assessment: A degree cannot be awarded unless the designated course MG493 (formerly ID499 Dissertation or ID496 Dissertation) had been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction if aggregate > 260
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Merit awarded if aggregate > 240

MSC HUMAN RIGHTS

For students entering in and after the 2009-10 session

1. Course critical to assessment: A degree cannot be awarded unless the designated course SO424 has been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined according to an aggregate formula: to be awarded a Distinction students must gain an aggregate of 260.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: to be awarded a Merit at both 3.3.4 (h) and 3.3.4 (i) students must gain an aggregate of 235 and achieve at least 55% in both SO424 Approaches to Human Rights and SO496 The Dissertation.

84 School Regulations

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

MSC INTERNATIONAL POLITICAL ECONOMY

MSC INTERNATIONAL POLITICAL ECONOMY (RESEARCH)

MSC INTERNATIONAL RELATIONS

MSC INTERNATIONAL RELATIONS (RESEARCH)

MSC INTERNATIONAL RELATIONS THEORY

LSE-SCIENCES-PO DOUBLE DEGREE IN AFFAIRES INTERNATIONALES

1. Course critical to assessment: Students must obtain a mark in the Merit range or above in course IR499 in order to obtain a Distinction overall in the degree.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC CULTURE AND SOCIETY

MSC ECONOMY, RISK AND SOCIETY

MSC INEQUALITIES AND SOCIAL SCIENCE

MSC INTERNATIONAL MIGRATION AND PUBLIC POLICY

MSC POLITICAL SOCIOLOGY

MSC SOCIOLOGY

MSC SOCIOLOGY (CONTEMPORARY SOCIAL THOUGHT)

MSC SOCIOLOGY (RESEARCH)

1. Course critical to assessment: A degree cannot be awarded unless the following designated course has been passed in each respective programme:
MSc Culture and Society = SO493
MSc Economy, Risk and Society = SO495
MSc Inequalities and Social Science = SO497
MSc International Migration and Public Policy = SO499
MSc Political Sociology = SO494
MSc Sociology = SO499
MSc Sociology (Contemporary Social Thought) = SO499
MSc Sociology (Research) = SO499
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

EXECUTIVE LLM

1. Course critical to assessment: No
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

LLM

1. Course critical to assessment: Students must achieve at least a Merit in the dissertation LL4F9 *Legal Research and Writing Skills* (H) in order to be awarded a Distinction overall.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC LAW AND ACCOUNTING**MSC LAW, ANTHROPOLOGY AND SOCIETY**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC MANAGEMENT**MSC MANAGEMENT (CEMS MIM)**

1. Course(s) critical to assessment: Courses MG410 and MG420 must be passed by students on MSc Management, MSc Management (CEMS MIM) or MiM Exchange.
2. Distinction/Merit borderline (scheme paragraph 3.3.2 for students starting in 2015/16 or 3.4.2 for students starting before 2015/16): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4 for students starting in 2015/16 or 3.4.4 for students starting before 2015/16): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC MANAGEMENT AND REGULATION OF RISK**MSC RISK AND FINANCE**

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined always to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined always to the advantage of the student.

MSC MANAGEMENT OF INFORMATION SYSTEMS AND DIGITAL INNOVATION (FORMERLY MSC MANAGEMENT, INFORMATION SYSTEMS AND INNOVATION)

1. Course critical to assessment: The award classification cannot be higher than the result awarded in the designated course MG4D9 Dissertation: MSc MISDI (formerly IS499)

86 School Regulations

- 2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
- 3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

EXECUTIVE GLOBAL MSC IN MANAGEMENT (GMIM)
MSC MANAGEMENT, ORGANISATIONS AND GOVERNANCE
MSC PUBLIC MANAGEMENT AND GOVERNANCE

- 1. Course critical to assessment: None except for MSc Management, Organisations and Governance; students must pass MG416 (Dissertation) to be awarded the degree.
- 2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
- 3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC MANAGEMENT SCIENCE (DECISION SCIENCES)
MSC MANAGEMENT SCIENCE (OPERATIONAL RESEARCH)

- 1. Course critical to assessment: A degree cannot be awarded unless MG4C7 Applied Management Science (*formerly* OR440) or MG4C9 Dissertation: MSc Management Science (*formerly* OR499) have been passed and the mark in the course must be Merit or above for an overall classification of Distinction to be awarded.
- 2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 270 for 4 units (540 for 8 half units) and subject to the critical course mark being Merit or above for an overall classification of Distinction.
- 3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula of 240 for 4 units (480 for 8 half units).

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

MSC INTERNATIONAL MANAGEMENT
MSC MANAGEMENT AND STRATEGY

- 1. Course critical to assessment: None
- 2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
- 3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC MEDIA AND COMMUNICATIONS (RESEARCH)

- 1. Course critical to assessment: A degree cannot be awarded unless the designated courses (MC499 and MC4M2) have been passed.
- 2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC MEDIA, COMMUNICATION AND DEVELOPMENT

MSC MEDIA AND COMMUNICATIONS

MSC MEDIA AND COMMUNICATIONS (DATA AND SOCIETY)

MSC MEDIA AND COMMUNICATIONS (MEDIA AND COMMUNICATION GOVERNANCE)

MSC POLITICS AND COMMUNICATION

1. Course critical to assessment: A degree cannot be awarded unless the designated course (MC499 Dissertation: Media and Communications) had been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC GLOBAL MEDIA AND COMMUNICATIONS (WITH FUDAN OR USC)

1. Course critical to assessment: A degree cannot be awarded unless the designated course (MC499 Dissertation: Media and Communications) had been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

Exceptionally, students are permitted to resit failed courses where they cannot achieve an LSE or other degree based on a partner institutions requirements.

Such additional marks cannot be used to improve an LSE award where this has already been conferred in line with the LSE classification scheme. Such additional marks will not be included on a students official LSE transcript.

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

MSC OPERATIONAL RESEARCH (WITHDRAWN)

MSC DECISION SCIENCES (WITHDRAWN)

1. Course critical to assessment: A degree cannot be awarded unless OR404 Applied Operational Research and OR418 Applied Decision Sciences have been passed and the mark in the course must be Merit or above for an overall classification of Distinction to be awarded.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: 270 for 4 units (540 for 8 half units) and subject to the critical course mark being Merit or above for an overall classification of Distinction.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula of 240 for 4 units (480 for 8 half units).

88 School Regulations

MSC ORGANISATIONAL AND SOCIAL PSYCHOLOGY

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed.
(Pre-2012/13 students had to pass PS434).
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS404 or PS497 to be awarded a Distinction overall.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC PHILOSOPHY OF SCIENCE (FORMERLY MSC PHILOSOPHY AND HISTORY OF SCIENCE)

MSC PHILOSOPHY OF THE SOCIAL SCIENCES

MSC PHILOSOPHY AND PUBLIC POLICY

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to another local rule:
3 Distinctions + 1 Pass = Distinction if and only if the mark in dissertation (PH499) ≥ 58
2 Distinctions + 2 Merits = Distinction if and only if mark in dissertation (PH499) ≥ 65
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MRES POLITICAL SCIENCE (TRACK 1), MRES POLITICAL SCIENCE (TRACK 2)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction - If average $>$ or $= 68\%$ or $>= 70\%$ in majority of courses
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Pass - If average between 50-59% or Merit - If average between 60-67%

MSC RACE, ETHNICITY AND POST COLONIAL STUDIES (WITHDRAWN IN 2014-15)

1. Course critical to assessment: None.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC REAL ESTATE ECONOMICS AND FINANCE

1. Course critical to assessment: No
2. Distinction/Merit borderline (scheme paragraph 3.3.2): A Distinction will be awarded if an overall aggregate mark of 270 or above [an average mark of 67.5% or above] is achieved, if an aggregate mark of below 270 [an average mark of below 67.5%] is achieved then a Merit will be awarded. (NB Half units are weighted).

3. Merit/Pass borderline (scheme paragraph 3.3.4): A Merit will be awarded upon achieving marks of a Merit grade in courses to the value of 2.5 units. Or 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 unit.

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

MSC REGULATION

MSC REGULATION (RESEARCH) (WITHDRAWN 14/15)

1. Course critical to assessment: A degree cannot be awarded unless LL499 Dissertation has been passed.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

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

MSC RISK AND STOCHASTICS

MSC STATISTICS

MSC STATISTICS (RESEARCH)

MSC STATISTICS (FINANCIAL STATISTICS)

MSC STATISTICS (FINANCIAL STATISTICS) (RESEARCH)

1. Course critical to assessment: None
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: for a Distinction the aggregate must be 270.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: for a Merit the aggregate must be 240.

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

MSC CRIMINAL JUSTICE POLICY

MSC GLOBAL HEALTH - CLASSIFICATION SCHEME LSE.AC.UK/INTRANET/LSESERVICES/TQARO/CALENDAR/SCHEMETAUGHTMASTER_FIVEUNITS.PDF

EXECUTIVE MSC HEALTH ECONOMICS, POLICY AND MANAGEMENT - CLASSIFICATION SCHEME LSE.AC.UK/INTRANET/LSESERVICES/TQARO/CALENDAR/SCHEMEMSCDIPLOMACERT_HEPM.PDF

MSC HEALTH, POPULATION AND SOCIETY

MSC INTERNATIONAL HEALTH POLICY - CLASSIFICATION SCHEME LSE.AC.UK/INTRANET/LSESERVICES/TQARO/CALENDAR/SCHEMETAUGHTMASTER_FIVEUNITS.PDF

MSC INTERNATIONAL HEALTH POLICY (HEALTH ECONOMICS) - CLASSIFICATION SCHEME LSE.AC.UK/INTRANET/LSESERVICES/TQARO/CALENDAR/SCHEMETAUGHTMASTER_FIVEUNITS.PDF

MSC POPULATION AND DEVELOPMENT

MSC SOCIAL POLICY AND DEVELOPMENT

MSC SOCIAL POLICY AND DEVELOPMENT: NON-GOVERNMENTAL ORGANISATIONS (FORMERLY MSC NON-GOVERNMENTAL ORGANISATIONS AND DEVELOPMENT)

MSC SOCIAL POLICY (EUROPEAN AND COMPARATIVE SOCIAL POLICY) (FORMERLY MSC EUROPEAN SOCIAL POLICY)

MSC SOCIAL POLICY (RESEARCH)

MSC SOCIAL POLICY (SOCIAL POLICY AND PLANNING) (FORMERLY MSC SOCIAL POLICY AND PLANNING)

90 School Regulations

1. Course critical to assessment: None except for:
MSc Social Policy and Development; SA472 Dissertation critical to assessment.
MSc Social Policy and Development: Non-Governmental Organisations; SA470 Dissertation critical to assessment.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC SOCIAL AND CULTURAL PSYCHOLOGY

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed.
(Pre-2012/13 students had to pass PS433).
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS400 or PS497 to be awarded a Distinction overall.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC SOCIAL AND PUBLIC COMMUNICATION

1. Course critical to assessment: A degree cannot be awarded unless the designated course PS497 Dissertation has been passed.
(Pre-2012/13 students had to pass PS408).
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined according to the result in a specific course: Students must achieve a Distinction in either PS429 or PS497 to be awarded a Distinction overall.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

MSC SOCIAL RESEARCH METHODS

1. Course critical to assessment: For students entering from 2013/14 a Fail in either MY421 or MY452 shall result in a drop of one class 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.
A Fail in courses to the value of 1.0 unit which includes a Fail in MY421 and/or MY452 cannot be compensated under rules 3.2.3(i) or 3.2.3(ii), and shall result in an overall Fail. Where a student has substituted a more advanced course for MY452 and/or MY421, rule 1 shall apply to the substituted course(s) in place of the course(s) they replace. Any such substitution must be approved by both the MSc Programme Director and the Chair of the Sub-Board of Examiners.
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Distinction if aggregate is 270 or higher.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will be determined according to an aggregate formula: Merit if aggregate is 240 or higher.

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

MSC CULTURE AND SOCIETY

MSC ECONOMY, RISK AND SOCIETY

MSC INEQUALITIES AND SOCIAL SCIENCE

MSC INTERNATIONAL MIGRATION AND PUBLIC POLICY

MSC POLITICAL SOCIOLOGY

MSC SOCIOLOGY

MSC SOCIOLOGY (CONTEMPORARY SOCIAL THOUGHT)

MSC SOCIOLOGY (RESEARCH)

1. Course critical to assessment: A degree cannot be awarded unless the following designated course has been passed in each respective programme:
MSc Culture and Society = SO493
MSc Economy, Risk and Society = SO495
MSc Inequalities and Social Science = SO497
MSc International Migration and Public Policy = SO499
MSc Political Sociology = SO494
MSc Sociology = SO499
MSc Sociology (Contemporary Social Thought) = SO499
MSc Sociology (Research) = SO499
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

LSE AND SCIENCES PO DOUBLE DEGREE IN URBAN POLICY

1. Course critical to assessment: No
2. Distinction/Merit borderline (scheme paragraph 3.3.2): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.
3. Merit/Pass borderline (scheme paragraph 3.3.4): Classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For further information on Exam Sub-Board local rules, please contact Martin Johnson m.johnson@lse.ac.uk

REGULATIONS FOR RESEARCH DEGREES

These Regulations are approved by the Academic Board.

Last updated: June 2015

Where these regulations require a member of the School's staff or a body of the School to act, this authority may be delegated where appropriate.

Where these regulations require communication to be 'in writing' this will include communication by letter and/or email.

General

1. These regulations are made subject to the General Academic Regulations of the School and the Conditions of Registration. They apply to every student taking a programme of study leading to the degree of Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) in the School.
2. For students registered on an MRes/PhD programme, the Regulations for Taught Masters Degrees will apply for the MRes stage of the programme. Local regulations will also apply for each programme of study leading to a research degree in respect of arrangements for student progression, monitoring, upgrade to PhD and termination of registration. If a conflict occurs between local and School regulations, the latter will normally take precedence.

Registration

3. Except where the School has given permission for initial registration for the PhD degree alone, each student will register initially for an MPhil or MRes programme. Such a programme will not result in examination for a PhD unless the student has been upgraded in accordance with regulations 22-25 or, for MRes programmes, in accordance with local regulations.
4. At the discretion of the teaching department and the Research Degrees Subcommittee Chair, students may be exempted for part of the MPhil or PhD programme if they have already begun a programme for that (or an equivalent) degree at another university. This can include exemption from taught course(s) requirement(s), but will not normally include exemption from the School's upgrade requirements.

Part-time registration

5. Switching to part-time registration is available to students who need to spread their studies over a longer period if they are in one or more of the following categories and can provide documentary evidence:
employed or self-employed where the employment is in excess of 20 hours per week;
on the basis of a protected characteristic recognised in the Equality Act 2010.

Programme length

6. Except by special permission of the Research Degrees Subcommittee the minimum length of the programme will be two calendar years of full-time study or the equivalent in part-time study. A student exempted from part of a programme under regulation 4 must follow the programme at the School for not less than one calendar year or its equivalent in part-time study.
7. Unless the regulations for a programme state otherwise, the maximum length of registration will be four years for full-time and eight years for part-time students. Where a student follows periods of both full- and part-time study the maximum length will be adjusted according to the length of registration spent in each mode.
8. Exceptionally, the Research Degrees Subcommittee Chair may permit a student to continue in registration beyond the maximum length. A student should normally submit a request for extension of registration by the end of the penultimate year of his/her registration. The decision of the Chair is final. If granted, no further extensions will usually be permitted.

Absence and interrupting registration

9. If a student is absent from the School for longer than 2 weeks other than permitted absences under regulations 10 and 17, he or she should first notify their supervisor/department and then the Research Degrees Unit.
10. A programme must be followed continuously except by permission of the Research Degrees Subcommittee Chair. Students who want to interrupt their studies must apply in advance for permission to do so and provide the appropriate documentary evidence. Retrospective interruptions will not normally be approved. Where the School has permitted a student to interrupt his or her studies, no fee will be payable for the period of interruption; and the period will not count towards the period of study required by regulation 6 or allowed by regulation 7. Interruption will not normally be allowed for more than a total of two years overall and will not normally be permitted within the first year of study.

Registration following a final MPhil/PhD examination

11. Where a student receives an outcome from a final examination that requires a period of revision (under regulations 52 and 54) and wishes to be registered for this period, he/she will need to request re-registration from the Research Degrees Unit.

Supervision arrangements

12. Every student is entitled to a lead supervisor who:
 - 12.1 has knowledge of a student's subject area and theoretical approach;
 - 12.2 is a permanent member of the academic staff of the School¹;
 - 12.3 has passed major review;
 - 12.4 is usually assigned for the duration of a student's programme;
 - 12.5 has no more than eight primary supervisees.
13. Every student will normally have additional supervision that may take the form of:
 - 13.1 co- or joint supervision that can include supervision across departments in the School;
 - 13.2 an adviser; or
 - 13.3 team supervision.
14. Secondary supervision may be allocated either after registration (and by the end of a student's first term of registration) or before depending on departmental procedures. In exceptional circumstances, external (to the School) secondary supervision may be permitted: should the Doctoral Programme Director determine such arrangements, seeking permission from the Research Degrees Subcommittee Chair.
15. Full-time students have the right to see their supervisor at least three times a term in the first year and twice a term thereafter. Part-time students have the right to see their supervisor at least twice a term in the first year and once a term thereafter.
16. If the initial allocation of supervisor turns out to be inappropriate, the Doctoral Programme Director or Head of Department may agree a change on the initiative of the student or supervisor. However, a change of supervisor cannot be guaranteed, nor is it possible to guarantee a change to a particular academic.

Studying away from the School

17. All students are required to be in regular attendance at the School for the purpose of attending courses, supervisions and other seminars required by their programme. The Research Degrees Subcommittee Chair may allow students to be absent from the School for fieldwork or study elsewhere and will set the conditions which will apply. These will include regular contact with their supervisor(s). Absence from the School will not normally be allowed in the first year of registration. A fee will be payable for the period of absence, and the period will count towards the minimum and maximum number of years of study required by regulations 6-7. Students undertaking fieldwork or study elsewhere must carry out a risk assessment in collaboration with their supervisor before starting the period of absence.
18. In exceptional circumstances, the Research Degrees Subcommittee Chair may permit a student to reside outside the UK during their period of registration. Non-resident registration status will not normally be permitted in the first year or in any subsequent years where a student is required to attend classes at the School.

Progress Review

19. The department will formally review the progress of each student at the end of the first, second and third year of full-time registration (and as deemed by the department as equivalent for part-time students) in accordance with its published procedures.
20. Such procedures should:
 - 20.1 confirm the members of staff involved in the progress review, which should include at least one member of the academic staff other than the supervisor;
 - 20.2 detail what written work and/or examinations the student is required to submit and/or sit. Requirements for written work should be based on an appropriate area of the student's research/thesis;
 - 20.3 (where relevant) include what grade a student is required to achieve in any assessment resulting from a taught course;
 - 20.4 include a review of the student's training and professional development needs;
 - 20.5 include an assessment of any ethics review required for the student's research undertaken in accordance with the School's research ethics policy;
 - 20.6 include the submission and review of a completion timetable clearly setting out the work completed and remaining on the student's research/thesis. The completion timetable at the end of year three should ensure the examination entry is made;
 - 20.7 confirm whether an opportunity is provided for the student to defend his/her progress orally to the progress review panel; and
 - 20.8 include consideration of any information provided by the student on exceptional circumstances.
21. Progress reviews may result in continued registration, with or without conditions, or termination of registration. The Research Degrees Manager will, if applicable, inform the student in writing of the outcome with the reasons for imposing conditions or terminating registration. A student has the right of appeal against a decision to terminate his or her registration. Appeals will be conducted in accordance with the Appeal Regulations for Research Students.

94 School Regulations

Upgrade to PhD

22. The department will make a decision whether to upgrade a student from the MPhil to the PhD programme at the first formal review or within one year (or two years for part-time students) of it.
23. Upgrade procedures are agreed by each department but should:
 - 23.1 specify the amount and type of written materials a student is required to produce and indicate the deadlines for submission;
 - 23.2 require the student's written materials to include a clear framework for the research and a timetable for completion;
 - 23.3 provide for an upgrade panel that can include the student's supervisor(s) and include at least one member of the department who is not directly involved in the student's supervision. Where a student's supervisor is not included on the upgrade panel, his/her view should be sought before the Panel reaches a decision;
 - 23.4 include an opportunity for the student to defend his/her written materials orally.
24. If a student is not upgraded he/she is entitled to resubmit work and be re-examined under the same principles governing the first attempt within a further six months for a final decision.
25. Where a final upgrade attempt is unsuccessful the student will normally be permitted to continue in registration and submit for the degree of MPhil if he/she so wishes. The Research Degrees Manager will inform the student in writing of a final decision, and the reasons for it, not to upgrade to PhD status. Every student has the right of appeal against decisions not to upgrade to PhD status in accordance with the Appeals Regulations for Research Students.

Plagiarism

26. Students must make themselves familiar with the School's Regulations on Assessment Offences (of which there are separate versions on plagiarism and other offences) and the School's Statement on Editorial Help.
27. 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

28. All students must ensure their research complies with the School's Research Ethics Policy.

Requirements for all theses submitted for the degrees of MPhil and PhD

29. Most of the work submitted in a thesis must have been done after the initial registration for a research degree at the School, except that in the case of a student accepted under regulation 4 there will be allowance for the fact that his or her registration began at another institution.
30. Except where the School has agreed to a collaborative arrangement with another institution, a candidate will not be allowed to submit a thesis which has been submitted for a degree or comparable award of any institution. He or she may however incorporate in the thesis any work that is the result of previous study, provided that the work which has been incorporated is indicated on the thesis.
31. In addition to the special requirements set out in regulations 33 to 36 for both the PhD and the MPhil, the thesis will:
 - 31.1 consist of the candidate's own account of his or her investigations. Work already published, either by the candidate or jointly with others, may be included only if it forms an integral part of the thesis and so makes a relevant contribution to its main theme and is in the same format as the rest of the thesis. The student must clearly state the part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers;
 - 31.2 be an integrated whole and present a coherent argument
 - 31.3 alternatively, a series of papers, with an introduction, critical discussion and conclusion, may be submitted instead of a conventional thesis provided that such a format is permitted by the student's department and that the thesis conforms to the department's guidelines. A thesis that contains only joint papers is not acceptable. It must contain linking materials which must be solely the work of the candidate. The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers must be clearly stated by the student;
 - 31.4 be written in English (except where the Research Degrees Subcommittee Chair has given permission for it to be written in another language) and must be presented in line with published School guidance;
 - 31.5 include a full bibliography and references.
32. For the examination, the candidate will be required to provide the Research Degrees Unit with enough copies of his or her thesis, submitted in accordance with the School's instructions.

Additional requirements for a PhD thesis

33. The scope of the thesis will be what might reasonably be expected after three or at most four years of full-time study.
34. The thesis will:

- 34.1 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;
- 34.2 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;
- 34.3 demonstrate research skills;
- 34.4 be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals); and
- 34.5 not exceed 100,000 words (including footnotes but excluding bibliography and appendices). In appropriate circumstances the Research Degrees Subcommittee Chair may grant permission for a thesis to exceed the normal length.

Additional requirements for an MPhil thesis

- 35. The scope of the thesis will be what might reasonably be expected after two or at most three years of full-time study.
- 36. The thesis will:
 - 36.1 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;
 - 36.2 give a critical assessment of the relevant literature, describe the method of research and its findings, and include a discussion on those findings;
 - 36.3 not exceed 60,000 words (including footnotes but excluding bibliography and appendices). In appropriate circumstances the Research Degrees Subcommittee Chair may grant permission for a thesis to exceed the normal length.

Submission of an MPhil or PhD thesis and examination entry

- 37. Students will be examined or re-examined in accordance with regulations 37 to 60 as in force when they apply to enter the examination. They must apply in the form prescribed in the Guidelines for MPhil and PhD Examinations to the Research Degrees Unit 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 must be registered students at the time of submission. The decision to submit a thesis rests with the candidate alone. Only candidates who have been successfully upgraded in accordance with the School's regulations can submit a thesis for the PhD award.
- 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 authorise that, if a degree is awarded, an electronic copy of my thesis will be deposited in LSE Theses Online (in accordance with the published deposit agreement) held by the British Library of Political and Economic Science and that, except as provided for in regulation 41 it will be made available for public reference.
 - 39.4 I authorise the School to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
 - 39.5 I will include the following statement at the beginning of my thesis:
 - (a) The copyright of this thesis rests with the author. Quotation from it is permitted, provided that full acknowledgement is made. In accordance with the Regulations, I have deposited an electronic copy of it in LSE Theses Online held by the British Library of Political and Economic Science and have granted permission for my thesis to be made available for public reference. Otherwise, this thesis may not be reproduced without my prior written consent.
 - (b) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
- 40. If the candidate has not submitted his or her thesis for examination within twelve months of submitting the examination entry form, the examination will be cancelled, unless the Research Degrees Manager 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. Such a request can be on the grounds, for example, of commercial exploitation or patenting or for the protection of individuals. Alternatively, a candidate may apply to the Chair for an embargo period of up to one year. Such a request can be made on the grounds, for example, of a publication contract. In all other circumstances, a thesis will be placed in the public domain immediately after the award of the degree.

MPhil and PhD examinations

42. The Research Degrees Subcommittee will appoint the examiners, having paid particular attention to their independence, expertise and relevant experience. It will appoint two, or exceptionally three, examiners for each candidate. The examiners are required to be experts in the field of the thesis and to be able to make an independent assessment of the student and the thesis. There will be an examiner appointed from one of the colleges of the University of London (including LSE) and a second examiner appointed from outside the University. With the permission of the Chair of the Research Degrees Subcommittee both examiners may be appointed from within the University, or both may be appointed from outside the University. Only one examiner may be appointed from within LSE. The candidate's supervisors or advisers may not be examiners.
43. 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 candidate and with the permission of the appropriate Pro-Director, the School may suspend the requirement for an oral examination.
44. Candidates must attend for examination at a place and time the School determines. They must bring with them an additional copy of the thesis paginated in the same way as that submitted for examination.
45. Prior to the examination the examiners will prepare and exchange independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held).
46. The oral examination will normally be held in London. The Research Degrees Subcommittee Chair may, however, agree to different arrangements.
47. Unless the candidate indicates otherwise on the entry form, the supervisor(s) will be invited to attend the oral examination as an observer. The supervisor(s) do(es) not have the right to take part in the examination but may contribute if invited to do so by the examiners with the agreement of the candidate. Otherwise the oral examination will be held in private.
48. After any oral examination, the examiners will prepare a joint final report. It will indicate whether the thesis meets the requirements specified in these regulations and will include a statement of the examiners' reasons for their judgment of the candidate's performance against the criteria. The examiners may, at their discretion, consult the supervisor(s) before completing their report.
49. Copies of the reports will be sent to the Research Degrees Unit who will forward a copy of it to the candidate together with the preliminary reports unless the examiners have specified otherwise.
50. Examiners have the right to make comments in confidence to the appropriate Pro-Director in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover other matters that they wish to draw to the attention of the School.
51. If the examiners are unable to agree on the result of the examination, the Research Degrees Manager will advise them and if necessary will refer the matter to the Research Degrees Subcommittee Chair, who will determine the action to be taken.

Outcome of the PhD examination

52. The options open to examiners in determining the result of the examination are as follows:
 - 52.1 If the thesis meets the criteria set out in these regulations and the candidate satisfies the examiners in the oral examination, they will recommend that the candidate should be awarded the PhD degree. The thesis may contain minor errors deemed by the examiners to have no academic impact.
 - 52.2 If the thesis otherwise meets the criteria but requires minor amendments, and the candidate satisfies the examiners in the oral examination, they may require him/her to make amendments they specify. The examiners shall indicate the length of time permitted to the candidate to make the required amendments, which shall not be longer than six months. The candidate must submit the amended thesis to both examiners or one of their number nominated by the examiners for confirmation that the amendments are satisfactory.
 - 52.3 If the thesis, though inadequate, seems of sufficient merit to justify such action, the examiners may allow the candidate to re-present it in a revised form for re-examination. They will indicate the length of time they consider he/she will need to complete the revisions, which shall be between seven and twelve months. Examiners may not, however, make such a decision without having submitted the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination. On resubmission of a thesis under this regulation, examiners must reach a final decision according to regulations 52.1, 52.2, 52.4, 52.5 or 52.6.
 - 52.4 If the thesis meets the criteria but the candidate fails to satisfy the examiners at the oral examination, they may allow him/her to re-present the same thesis and take a further oral examination within a period specified by them not exceeding 12 months.

52.5 If, after completion of the oral examination or re-examination for the PhD, the examiners decide that a candidate has not reached the standard required under regulations 33-34, they will consider whether the thesis does, or might be able to, satisfy the criteria for the award of the MPhil degree. If they so decide, they will submit a report that shows either how the criteria for the MPhil degree are met or what action the student needs to take to meet them. Examiners will have discretion to waive the thesis length for the MPhil degree if appropriate. Thereafter the following conditions and procedures will apply:

- (a) The candidate will be told that he/she has been unsuccessful in the examination for the PhD degree, but has reached the standard required for the award of the MPhil, or with amendment to the thesis may be able to satisfy the criteria for the MPhil.
- (b) A candidate considered for the award of the MPhil degree under this regulation will not be required to submit the thesis, as required under the regulations for the MPhil degree, or to undergo a further oral examination, but will be required to fulfil the requirements for the MPhil in all other respects.
- (c) A candidate offered an MPhil degree under these regulations must make any amendments the examiners require within a period they specify, but not exceeding twelve months. The candidate must submit the amended thesis to the examiners who will decide whether he/she has completed the amendments to their satisfaction.

52.6 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.

53. Students have the right of appeal against a decision taken under regulations 52.3, 52.4, 52.5 or 52.6, in accordance with the Appeals Regulations for Research Students.

Outcome of the MPhil 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 examination, they will recommend that the candidate should be awarded the degree of MPhil. The thesis may contain minor errors deemed by the examiners to have no academic impact.
- 54.2 If the thesis otherwise meets the criteria but requires minor amendments and the candidate satisfies the examiners in the examination, they may require him/her to make amendments they specify. The examiners shall indicate the length of time permitted to the candidate to make the required amendments, which shall not be longer than six months. The candidate must submit the amended thesis to both examiners or one of their number nominated by the examiners for confirmation that the amendments are satisfactory.
- 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. In such circumstances, they will indicate the length of time they consider he/she will need to complete the revisions, which shall be between seven and twelve months. Examiners may not, however, make such a decision without having submitted the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination. On resubmission of a thesis under this regulation, examiners must reach a final decision according to regulations 54.1, 54.2 or 54.5.
- 54.4 If the thesis meets the criteria but the candidate fails to satisfy the examiners at the oral examination, they may allow him/her to re-present the same thesis, and undergo a further oral examination within a period specified by them not exceeding 12 months
- 54.5 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.

55. Students have the right of appeal against a decision taken under regulations 54.3, 54.4 or 54.5, in accordance with the Appeals Regulations for Research Students.

Notification of award of MPhil and PhD

56. After the examiners have confirmed their decision, the Research Degrees Unit will notify the candidate of the result. The degree will not be awarded until the candidate has provided a copy of the successful thesis, in accordance with regulation 39.3.

57. The Research Degrees Unit 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.

58. Where the authorities of the School notify the Academic Registrar that the student has not settled or made acceptable arrangements to settle any account outstanding, the Academic Registrar will withhold certification until the same authority certifies that the student has made payment in full.

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

98 School Regulations

Revocation of award

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

Notes

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

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

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 Ethics Committee 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 DBS (Disclosure and Barring Service) check may be required if the research will involve working with children or other vulnerable groups. See: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

RESEARCH ETHICS POLICY AND PROCEDURES

Statement of Principles

1. The Research Ethics Policy forms a part of the School's over-arching Ethics Code¹.
2. Researchers in the social sciences have responsibilities: to society at large; to those who fund their research; the institutions that employ them or at which they study; to their colleagues and the wider academic and research community; to the people who take part in their research; and for their own safety and wellbeing. Reconciling those responsibilities can be difficult and may entail ethical judgement. The intention informing this policy statement is that the School should provide a procedural framework to assist staff and students in exercising such judgement.
3. The policy relates to research - whether funded or unfunded - involving human participants², or involving data relating to directly identifiable human subjects (whether living or recently deceased), conducted by researchers³. It does not relate to other ethical judgements. For the purposes of this policy, the term 'researcher' includes members of the School's academic, contract research staff, postgraduate research and Master's students, and undergraduate students. 'Research' is defined variously according to the Frascati definition or the HEFCE definition used for the Research Excellence Framework.
4. The policy has been adopted in support of the School's wider commitments to intellectual freedom and research excellence. Sound ethical standards are a pre-requisite for excellent research. Equally, disproportionate, over-burdensome and narrowly framed research ethics procedures can be an obstacle to excellent research, and thus themselves create an ethical challenge.
5. The procedures instituted in pursuit of this policy are intended:
 - to facilitate, not inhibit, research;
 - to promote a culture within the School whereby researchers conscientiously reflect on the ethical implications of their research;
 - to apply a principle of subsidiarity whereby responsibility for research ethics will be embraced by researchers, supervisors, departments or institutes at a level as close as appropriately possible to the actual conduct of the research.
6. The policy is subject to oversight by the Research Ethics Committee, which is accountable to the Research Committee, the Ethics Policy Committee, Academic Board and ultimately Council. It will be reviewed periodically. The policy is freely available to potential research funding agencies in the interests of transparency and to avoid possible pre-contractual misunderstandings. This document has been drawn up with regard to ethical guidelines relevant to research within the School. Any researcher considering research ethics should do so in conjunction with the resources and policies listed in Annex A.

Policy

Research ethics applications

7. Where research involves human participants, or involves data relating to directly identifiable human subjects, researchers are required to complete a Research Ethics Review Checklist (see Annex B). The purpose of the Checklist is to require researchers to reflect on the potential ethical implications of their research and the risk of harm that might be caused to the participants.
8. Having completed the Checklist, if researchers (or in the case of student researchers, their supervisors) judge (i) that no significant ethical issues are raised by their research or (ii) that adequate safeguards in relation to such issues can and will be put in place, they may self-certify the project by signing Part II of the Review document and submitting this to the relevant Head of Department or Director of Research Centre, or their administrations, in a form allowing each to be retrieved for up to seven years or until the completion of the research, whichever is the later. Where self-certification is appropriate, departments, centres and institutes may - in consultation with the Research Ethics Committee - devise informal procedures (including alternative discipline-specific forms) in order to guide researchers in the framing of necessary ethical safeguards.
9. If your research may be subject to ethics review by an external body, please refer to section 15 below.
10. Where the researcher is unable to self-certify then the Questionnaire (part III of the Review document) should be completed. This may be because, in the judgment of the researcher (or the supervisor in the case of students), or in the judgement of the relevant Head of Department or Research Centre (or any departmental committee or subcommittee having responsibility for research ethics) or in the judgement of the Chair of the Research Ethics Committee (where it comes to his/her attention):
 - i) significant ethical issues are raised by the research and self-certification of the measures taken to address them would not be appropriate (which includes research characterised by one or more of the features set out in section 13 below - in summary, research involving deception and/or research involving risk of harm to participants); and/or
 - ii) the researcher wants to seek the advice of the Research Ethics Committee; and/or
 - iii) external obligations (for instance, funder requirements, data access requirements) require it; and/or

- iv) the research will be undertaken by a student or member of staff who has not received appropriate training or expert advice on research ethics (see section 25, below).

11. Having completed the Questionnaire, the Review and any accompanying documents must be submitted for scrutiny by the Research Ethics Committee by email to research.ethics@lse.ac.uk. Note that ethical approval will usually be required before the commencement of research covered by this policy, or else at a particular point in the development of the project, if required by the research funder⁴.
12. The Research Ethics Committee may undertake an expedited review (where the review is carried out by the Chair, who may consult one or more members of the Research Ethics Committee) where this is appropriate in the view of the Chair - generally where research involves no deception, where participants will have consented to participate and/or to the use of their data by the researcher(s), and where the potential of the research to cause a risk of harm to participants and others affected by it is not deemed significant. Decisions taken by expedited review will be reported to the Research Ethics Committee. Decisions to refuse an application cannot be taken by expedited review but must be referred to the Research Ethics Committee for full review.
13. Applications relating to the following kinds of research should always be subject to full review by the Research Ethics Committee, and decisions on such applications should only be taken following discussion (which may take place electronically) amongst a quorum of REC members:
 - (i) Research involving deception of participants, or that is intentionally conducted without their full and informed consent at the time the study is carried out or when the data are gathered
 - (ii) Research which involves or may lead to the publication of confidential information
 - (iii) Research involving more than minimal risk of harm to participants, for instance arising from:
 - research involving vulnerable groups;
 - research involving sensitive topics⁵;
 - research involving groups where permission of a gatekeeper is normally required for initial access to members;
 - research which would induce unacceptable psychological stress, anxiety or humiliation or cause more than minimal pain.

Where there is doubt, advice should be sought from the Research Governance Manager and/ or the Chair of the Research Ethics Committee (via research.ethics@lse.ac.uk).

14. Substantial research projects and projects presenting significant ethical challenges will on occasions require Project Advisory Panels to be established to oversee the progress of the project and in such instances, it may be appropriate that a member of the Research Ethics Committee should sit on the Advisory Panel.
15. Duplication of ethics reviews will be avoided where possible, especially in regard to research that may fall under the rubric of other ethics review bodies (e.g. NHS Research Ethics Committees). In these cases the researcher should send their completed ethics review Checklist to the Research Governance Manager (research.ethics@lse.ac.uk) for reference and submit their research for ethics approval to the appropriate body. 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. In general, research falling under the auspices of the NHS National Ethics Research Service (NRES) will be managed by NRES ethics committees. Once ethics approval has been granted a copy of the letter of approval and relevant documentation should be sent to research.ethics@lse.ac.uk for the records of the LSE Research Ethics Committee. Notwithstanding the principle of avoiding duplication, if deemed appropriate the School will consider the ethical implications of the research in its own right (regardless of whether approval has already been granted externally).

Informed consent

16. Where information is to be collected from human participants, other than in very particular circumstances informed consent will have to be obtained from those subjects for any use of their information, orally or in writing. Second, where the research exposes its subjects to a risk of harm, the researcher has an ethical duty to consider these risks, even where the subject has consented to participate in the study. It is particularly important to think through carefully the likely impact on vulnerable groups; for example children or people with learning disabilities, 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 Annex A for links to further guidance regarding informed consent).
17. Research that does not entail the direct participation of living human persons may nonetheless indirectly but significantly affect living persons. Researchers may be assessing information about identifiable individuals, the publication or analysis of which may have ethical (and indeed legal) implications. For example, collection and use of archive, historical, legal, online or visual materials may raise ethical issues (e.g. for families and friends of people deceased), and research on provision of social or human services may impact provision for individuals and groups of service users who did not contribute or consent to, or were not consulted about the research. Researchers should so far as possible consider such implications.

Multi-funder and multi-performer projects

18. Where there are a number of funders of a project the LSE Research 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.
19. 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 Research Ethics Committee of the institution where the Principal Investigator is based.

Research conducted outside the UK

20. Where research is to be conducted outside the UK, the researcher must 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. The ethical standards that the School expects for UK research apply equally to work undertaken outside the UK.

Legal and data protection requirements

21. Researchers must comply with legal requirements. In particular, they must ensure compliance with the UK Data Protection Act 1998 and, where appropriate, submit to a Disclosure and Barring Service check (see Annex A).
22. It remains the responsibility of the researcher to ensure that arrangements are in place to maintain the integrity and security of research data. Please refer to Annex A for guidance on LSE research data management. If further guidance is required regarding the security of data then the matter may be referred to the Research Ethics Committee.
23. Secondary use of datasets must be given careful consideration by the researcher and the Research Ethics Committee, especially where reliance is being placed on a presumed consent by subjects to the use of their information, or where there is a potential risk of disclosure of sensitive information. Researchers who collect primary data that are to be archived and may be used by others for secondary analysis should be mindful that the consent obtained from the persons providing such data and the safeguards applied to protect their identity should be sufficient for that secondary purpose.

Health and Social Care research

24. The Department of Health's Research Governance Framework for Health and Social Care (RGF) applies to any research, whether funded or unfunded, that relates to the responsibilities of the Secretary of State for Health.⁶ Under the RGF, the researcher carries defined responsibilities as does the School in its capacity as the employer of the investigator. In addition to the ethics procedures outlined here, documentation will be held on record demonstrating compliance with the RGF. The Director of the Research Division will provide written confirmation of compliance on behalf of the School, as required by the RGF, seeking advice from the Chair of the Research Ethics Committee where necessary.

Training

25. All students and staff undertaking research are required in the course of their studies or career to have undertaken appropriate training or to have had significant relevant experience before embarking on an evaluation of the ethical implications of their research or other aspects of this Policy. Students and staff must responsibly consider whether their training or experience sufficiently qualifies them to evaluate the ethical implications of their research. If not, they should in the first instance seek appropriate advice from within their department or centre and/ or from colleagues within their discipline with specific expertise in relation to research ethics. Thereafter, in the event of any remaining uncertainty as to the propriety of their research, they are required to submit their research plans to the Research Ethics Committee.
26. This policy should be formally incorporated into any undergraduate/postgraduate training programme/documentation offered at departmental level. All degree programmes (undergraduate, Master's and research degrees) must incorporate at least one lecture, seminar or support session that covers research ethics. All students undertaking research for a dissertation or thesis should have access through their supervisor to appropriate advice and support in relation to research ethics. For further information on training please contact research.ethics@lse.ac.uk.
27. All academic members of the Research Ethics Committee are required to have undertaken appropriate training and/ or to have had significant relevant experience before taking up their responsibilities on the Committee.
28. Members of the Policy Team of the Research Division, the Director of the Research Division and the Deputy Director of the Research Division, or any other member of the School's administration, are required satisfactorily to have undertaken suitable training or to have had significant relevant experience before providing advice on the implementation of this Policy.

Procedures

29. Applications should be submitted to the Research Ethics Committee via the Research Governance Manager in the Research Division (research.ethics@lse.ac.uk). Researchers should incorporate an appropriate lead-time into planning of their research, following consultation with the Research Division. The Chair (in the case of expedited review) or the Committee (in the case of full review) will reach a decision on the application as promptly as reasonably possible, having regard to the circumstances and the urgency with which approval may be required

30. Where a case is submitted for full review, the Research Ethics Committee will make decisions using a majority voting procedure. Where the Committee decline to approve an application, the Chair will consult with the applicant with a view to devising a solution that is acceptable to the Committee. 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. Decisions made by the Research Ethics Committee for each proposal will be minuted and provided to the relevant researcher(s). The decision will be kept on file for a period of at least seven years or for the duration of the project (whichever is longer).
31. Where the Committee declines to accept a proposal, the researcher has the right to request that the decision is considered by the Ethics Appeals Panel.
32. Appeals should be made in writing to the Chair of the Ethics Appeals Panel providing all the documentation considered by the Research Ethics Committee and a covering letter setting out sufficient information to allow the grounds for appeal to be understood and demonstrating clearly the basis of the appeal.
33. The Ethics Appeals Panel will consist of the following:
 - (i) Pro-Director for Research as Chair (the Pro-Director has the right to appoint another senior member of academic staff in his or her absence)
 - (ii) A senior academic appointed by the Chair
 - (iii) The Director of the Research Division (who also acts as the Secretary of the Panel)
 - (iv) If additional expertise is required, the Chair may invite up to two further members of academic staff with relevant expertise but who have not been involved in the initial decision to join the panel.
34. All members of the Panel must be fully apprised of and familiar with the School's Research Ethics Policy.
35. Unless the Panel decides to uphold the appeal, hearings must provide the researcher with the opportunity of presenting his/her case in person. Following the withdrawal of the researcher, the Panel will determine its decision and provide clear justification for its decision, whether the appeal has been successful or unsuccessful.
36. Any complaints against the Research Ethics Committee received from external organizations will be considered by the Pro-Director for Research 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.

Institutional monitoring

37. In the first instance it will be the responsibility of the researcher to monitor the conduct of research that has received ethical approval (for students, in consultation with supervisors). The researcher, together with any Project Advisory Panel or Group where relevant, 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 researcher to alert the Chair of the Research Ethics Committee if any further ethical implications arise. It is the responsibility of the researcher to ensure that data are securely held and preserved.
38. The Research Ethics Committee may periodically conduct a selective audit of current research projects.
39. Where significant concerns have been raised about the ethical conduct of a study, the Research Ethics Committee can request a full and detailed account of the research for a further ethical review.
40. Where the Research Ethics Committee considers that a study is being conducted in a way which is not in accord with the conditions of its original approval it may consider withdrawal of its approval and require that the research be suspended or discontinued. It is the duty of the Research Ethics Committee to inform the appropriate funding body that ethical approval has been revoked.

Failure to comply with this Policy

41. Failure to undertake a review of the ethical implications of research or to comply with any other aspect of this Policy or failure to apply reasonable care in assessing the likely ethical implications of a research project, may constitute research misconduct under the School's research misconduct policy and procedures (see Annex A)

Notes

- ¹ <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf>
- ² Should it arise, researchers conducting investigations involving sentient creatures other than humans should consider such elements of this policy as may apply, as well as any other relevant guidelines. See Annex A
- ³ Research involving secondary analysis of established data sets from which it would not be possible to identify any living or recently deceased person need not be subject to the procedure, but wherever it is necessary for data to be effectively anonymised by LSE researchers, the procedure applies.
- ⁴ For example, the ESRC requires full ethical scrutiny and approval only after the confirmation of award. The European Commission requires ethical controls to be described in advance of application, and ethical approval after confirmation of award.
- ⁵ See excerpt from Dixon-Swift, V. et al. Undertaking Sensitive Research in the Health and Social Sciences - at http://assets.cambridge.org/9780521718233/excerpt/9780521718233_excerpt.pdf

⁶ This is defined as: research concerned with the protection and promotion of public health, research undertaken in or by the Department of Health, its non-Departmental Public Bodies and the NHS, and research undertaken by or within social care agencies. It includes clinical and non-clinical research; research undertaken by NHS or social care staff using the resources of health and social care organisations; and any research undertaken by industry, charities, research councils and universities within the health and social care systems that might have an impact on the quality of those services. See: <https://www.gov.uk/government/publications/research-governance-framework-for-health-and-social-care-second-edition>

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

ANNEX A: USEFUL EXTERNAL AND SCHOOL RESOURCES

1. External Resources

Department of Health Research Governance Framework for Health and Social Care (RGF). The Framework applies to any research, whether funded or unfunded, that relates to the responsibilities of the Secretary of State for Health. See: <https://www.gov.uk/government/publications/research-governance-framework-for-health-and-social-care-second-edition>

ESRC Framework for Research Ethics. The ESRC requires that the research it supports is designed and conducted in such a way that it meets certain ethical principles; that it is subject to proper professional and institutional oversight in terms of research governance.

<http://www.esrc.ac.uk/files/funding/guidance-for-applicants/esrc-framework-for-research-ethics-2015/>

ESRC Postgraduate Training Guidelines. Available through the ESRC's Training and Development Board. Training guidance may be available for a student's own subject area and visiting the websites of the relevant associations and learned societies is encouraged.

<http://www.esrc.ac.uk/files/skills-and-careers/studentships/postgraduate-training-and-development-guidelines-2015/>

European Commission: How to complete your ethics Self-Assessment

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

European Science Foundation European Code of Conduct for Research Integrity. The code addresses the proper conduct and principled practice of systematic research in the natural and social sciences and the humanities in Europe.

<http://www.esf.org/media-centre/ext-single-news/article/the-european-code-of-conduct-for-research-integrity-endorsed-by-european-science-foundations-gove.html>

Information Commissioner's Office produces a code of practice for Anonymisation: managing data protection risk. This includes methods for anonymising data.

http://ico.org.uk/for_organisations/data_protection/topic_guides/anonymisation

Nuffield Council on Bioethics: The ethics of research involving animals.

See: <http://nuffieldbioethics.org/project/animal-research/>

RCUK Policy and Guidelines on the Governance of Good Research Conduct. The policy aims to help researchers and research organisations to manage their research, and provides guidance of the reporting and investigation of unacceptable research misconduct.

<http://www.rcuk.ac.uk/Publications/researchers/grc/>

The Research Ethics Guidebook. An online guide for social science researchers

<http://www.ethicsguidebook.ac.uk/>

UKRIO Code of Practice for Research: Promoting good practice and preventing misconduct. An essential reference tool to support researchers in the conduct of their research.

<http://www.ukrio.org/what-we-do/code-of-practice-for-research/>

Disclosure and Barring Service criminal record checking guidance.

See: <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

Universities UK Concordat to support research integrity. The Concordat sets out five commitments that will provide assurances to government, the wider public and the international community that research in the UK continues to be underpinned by sound standards of rigour and integrity.

<http://www.universitiesuk.ac.uk/highereducation/Pages/Theconcordattonosupportresearchintegrity.aspx>

2. Relevant Statutes

The Research Ethics Policy has been drawn up with due regard to relevant statutes, including:

The Data Protection Act (1998)

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

For the School's guidance on handling the Data Protection aspects of research data, see
<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/datProRes.pdf>

Further advice specifically written for researchers is available from JISCLegal, see:

<http://jiscleg.al/DPResearchQandA>.

The Information Commissioner's Office has a code of practice on writing privacy notices (data collection notices), which is available here:

http://ico.org.uk/for_organisations/data_protection/topic_guides/~/media/documents/library/Data_Protection/Detailed_specialist_guides/PRIVACY_NOTICES_COP_FINAL.ashx

If you are engaged in social research with or for a commercial client, you will find this guide helpful:
<http://the-sra.org.uk/wp-content/uploads/MRS-SRA-DP-Guidelines-updated-April-2013.pdf>.

The Mental Capacity Act (2005) <http://www.legislation.gov.uk/ukpga/2005/9/contents>

3. LSE Resources

The Research Ethics Policy should be read in conjunction with other School regulations, policies and procedures, including:

Code of Research Conduct (incorporating research misconduct policy and procedures)
<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/codResCon.pdf>

Data Storage and Management: For details of the School's Records Management Policy see:
<http://www2.lse.ac.uk/intranet/LSEServices/legalAndCompliance/recordsManagement/Home.aspx>

For information on research data management see the Library guidance at:

<http://www.lse.ac.uk/library/usingTheLibrary/academicSupport/ManagingResearchData.aspx>

Ethics Code: The LSE Ethics Code is a set of six core principles, including Responsibility and Accountability and Integrity (including declaring conflicts of interest).

See: <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf>

Freedom of Information (FOI) obligations. The LSE is obliged to meet the requirements of the FOI Act 2000. The School should maintain a list of the information it makes available as a matter of routine. Any person making a request for information is entitled to be informed in writing whether the School holds the information specified in the request, and if that is the case, to have that information communicated to them.

<http://www2.lse.ac.uk/intranet/LSEServices/legalAndCompliance/FOI/Home.aspx>

Information Security Policy. The LSE Information Security policy can be found at:

<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/infSecPol.pdf>

Informed consent: The School's guidance on informed consent is currently under review. The UK Data Archive provides detailed guidance concerning informed consent, see:

<http://www.data-archive.ac.uk/create-manage/consent-ethics/consent>

Procedures for the Ethical Screening of Grants and Donations.

<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/proEthScr.pdf>

Word version at: <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/resEthPolProForm.docx>

ANNEX B: RESEARCH ETHICS REVIEW

This form should be completed for every research project that involves human participants or the use of information relating to directly identifiable individuals.

| PART I - CHECKLIST | | | | | |
|---|--|-------------------------|---------------------|-----------------|--|
| <p>The Checklist is designed to identify the nature of any ethical issues raised by the research.</p> <p>This checklist must be completed before potential participants are approached to take part in any research.</p> | | | | | |
| 1. Name of Researcher: | | | | | |
| | Status (mark with an 'X' as appropriate) | Undergraduate student | | Masters student | |
| | | Research degree student | | Staff | |
| | Email | | Telephone number | | |
| | Department | | | | |
| 2. Student Details if applicable. Name: | | | | | |
| | Degree programme: | | | | |
| | Supervisor's name: | | Supervisor's email: | | |
| | Supervisor's department: | | | | |
| 3. Title of the proposal and brief abstract | | | | | |
| <p>i) Title:</p> <p>ii) Abstract <i>(approx. 150-200 words. Your abstract should outline in non-technical language the purpose of the research and the methods that will be used.)</i></p> | | | | | |
| 4. Funding | | | | | |
| <p>Is it proposed that the research will be funded?</p> <p>If so by whom?</p> | | | | | |
| 5. Where the research will be conducted | | | | | |
| <p>In what country/ies will the research take place?</p> <p>If the research will be conducted abroad, have you referred to the LSE Fieldwork Policy Statement and completed the relevant fieldwork assessment form? (see Note 1)</p> | | | | | |

| Please mark an X in the appropriate right-hand column/box | | Yes | No | Not certain |
|---|---|-----|----|-------------|
| 6. Research that <i>may</i> need to be reviewed by an external (non-LSE) Ethics Committee | | | | |
| i | Will the study require Health Research Authority approval? (See Note 2) | | | |
| ii | Does the study involve participants lacking capacity to give informed consent? (See Note 3) | | | |
| iii | Is there any other reason why the study may need to be reviewed by another external (non-LSE) Ethics Committee? If yes, please give details here | | | |
| If your research will be reviewed by an external (non-LSE) ethics committee, go to Part II, C (there is no need to complete the rest of the Checklist) | | | | |
| 7. Consent | | | | |
| i | Does the study involve participants who are potentially or in any way vulnerable or who may have any difficulty giving meaningful consent to their participation or the use of their information? (See Note 4) | | | |
| ii | Are subjects to be involved in the study without their knowledge and consent (e.g. through internet-mediated research, or via covert observation of people in public places)? | | | |
| iii | Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited? <i>(Answer 'yes' to this question only if the involvement of a gatekeeper in your study might raise issues of whether participants' involvement is truly voluntary or of whether the gatekeeper might influence potential participants in some other way.)</i> | | | |
| 8. Research Design / Methodology | | | | |
| i | Does the research methodology involve the use of deception? (See Note 5) | | | |
| ii | Are there any significant concerns regarding the design of the research project? For example: <ul style="list-style-type: none"> where research intrudes into the private sphere or delves into some deeply personal experience; where the study is concerned with deviance or social control; where the study impinges on the vested interests of powerful persons or the exercise of coercion or domination; or where the research deals with things that are sacred to those being studied that they do not wish profaned. | | | |
| iii | If the proposed research relates to the provision of social or human services is it feasible and/or appropriate that service users or service user representatives should be in some way involved in or consulted upon the development of the project? | | | |
| 9. Financial Incentives | | | | |
| i | Are there payments to researchers/participants that may have an impact on the objectivity of the research? | | | |
| ii | Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants? | | | |
| 10. Research Subjects | | | | |
| i | Could the study induce unacceptable psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life? Will the study involve prolonged or repetitive testing? | | | |
| ii | Will the study involve discussion of sensitive topics? For example (but not limited to): sexual activity, illegal behaviour, experience of violence or abuse, drug use, etc.). (Please refer to the Research Ethics Policy, § 13). | | | |

| <i>Please mark an X in the appropriate right-hand column/box</i> | | Yes | No | Not certain |
|--|---|------------|-----------|--------------------|
| iii | Are drugs, placebos or other substances to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind? | | | |
| 11. Confidentiality | | | | |
| i | Will research involve the sharing of data or confidential information beyond the initial consent given? | | | |
| ii | Is there ambiguity about whether the information/data you are collecting is considered to be public? | | | |
| iii | Will the research involve administrative or secure data that requires permission from the appropriate authorities before use? | | | |
| iv | Will the research involve the use of visual/vocal methods that potentially pose an issue regarding confidentiality and anonymity? | | | |
| 12. Legal requirements | | | | |
| | The Data Protection Act 1998 will apply to any data-processing activities entailed by this research. Is there any cause for uncertainty as to whether the research will fully comply with the requirements of the Act? (See Note 6) | | | |
| 13. Dissemination | | | | |
| | Are there any particular groups who are likely to be harmed by dissemination of the results of this project? | | | |
| 14. Risk to researchers | | | | |
| | Do you have any doubts or concerns regarding your (or your colleagues) physical or psychological wellbeing during the research period? | | | |
| 15. Sensitive research materials | | | | |
| | Will the research involve accessing security-sensitive material, such as material related to terrorism or to violent extremism of any kind, including, but not limited to, Islamist extremism and far-right extremism. (See Note 7) | | | |

Please continue to Part II

PART II: SELF CERTIFICATION AND/OR NEXT STEPS

A If, after careful consideration, you have answered **No** to all the questions, you do not need to complete the questionnaire in Part III, unless you are subject to some external requirement that requires you to seek formal approval from the School's Research Ethics Committee. You select **A** in the **Self-Certification Section** below, sign as appropriate and submit the form to your Head of Department, Research Centre Director, or their administrations as appropriate. Occasional audits of such forms may be undertaken by the School. Students who self-certify their research proposals should do so in consultation with their supervisors.

B If you have answered **Yes** or **Not certain** to any of the questions in sections 7-14 of the checklist you will need to consider more fully how you plan to deal with the ethical issues raised by your research. Answering the relevant questions in the Questionnaire in Part III below may assist you. Alternatively, your own department or institute may have alternative forms or procedures to assist you. If having done so you are wholly assured that adequate safeguards in relation to the ethical issues raised can and will be put in place, you may select **B** in the Self-certification Section below, sign as appropriate and submit the form to your Head of Department, Research Centre Director, or their administrations as appropriate. Occasional audits of such forms may be undertaken by the School.

C If you have answered **Yes** in section 6 that your research will be subject to an external ethics committee, please select **C** below and send the Checklist (questions 1-6) to **research.ethics@lse.ac.uk**. You should submit your research for ethics approval to the appropriate body. Once approval is granted please send a copy of the letter of approval to **research.ethics@lse.ac.uk**.

D If you are unable to self-certify your proposed research you should complete the questionnaire in Part III below and the 'Refer to Research Ethics Committee Section' at the end of the form.

SELF-CERTIFICATION

Select A, B or C (delete as appropriate):

I have read and understood the LSE Research Ethics Policy and the questions contained in the Checklist above and confirm:

- A** that no significant ethical issues are raised by the research, or
- B** that adequate safeguards in relation to such issues can and will be put in place, or
- C** that the research will be subject to an external ethics review

Please complete the box below and sign the relevant section

Summary of any ethical issues identified and safeguards to be taken (expand box as necessary):

Staff: I hereby confirm that I have undertaken training and/or have had significant experience in research ethics in the course of my career and/or have sought and obtained expert advice in connection with the ethical aspects of the proposed research:

Students: I hereby confirm that I have undertaken training in research ethics in the course of my studies and/or that I have consulted and been advised by my supervisor or other expert with regard the ethical implications of my proposed research.

| | | | |
|-----------------------|--|-------|--|
| Staff signature: | | Date: | |
| Student signature: | | Date: | |
| Supervisor signature: | | Date: | |

By signing here the supervisor confirms that the student has been advised in relation to any ethical issues raised by her/his research; these have to the best of the supervisor's understanding been adequately addressed in the research design; and the student has been made aware of her/his responsibilities for the ethical conduct of her/his research.

QUESTIONNAIRE

The questionnaire enables you to explain how the ethical issues relating to your research will be addressed. If you are intending to submit your proposal to the Research Ethics Committee it needs to be completed in full.

15. Research aims

Please provide brief (no more than 500 words) details in non-technical language of the research aims, the scientific background of the research and the methods that will be used. This summary should contain sufficient information to acquaint the Committee with the principal features of the proposal. A copy of the full proposal should nonetheless be attached to this document in case it is required for further information.

16. Informed consent

| | |
|-----|--|
| i | Will potential participants be asked to give informed consent in writing and will they be asked to confirm that they have received and read the information about the study? If not, why not? <i>Please attach your proposed information sheet/consent form</i> |
| ii | If the research takes place within an online community, explain how informed consent will be obtained? What arrangements are in place for ensuring that participants do not include vulnerable groups or children? |
| iii | How 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? |
| iv | Has information (written and oral) about the study been prepared in an appropriate form and language for potential participants? At what point in the study will this information be offered? (see Annex A of the research ethics policy for links to guidance on informed consent). |
| v | How will potential participants be informed of whether there will be adverse consequences of a decision not to participate? Or of a decision to withdraw during the course of the study? |
| vi | What provision has been made to respond to queries and problems raised by participants during the course of the study? |

17. Research design and methodology

| | |
|-----|---|
| i | Where relevant, how does the research methodology justify the use of deception? |
| ii | If the proposed research involves the deception of persons in vulnerable groups, can the information sought be obtained by other means? |
| iii | How will data be collected and analysed during the project? |
| iv | How have the ethical and legal dimensions of the process of collecting, analyzing and storing the data been addressed? |

| | |
|---|--|
| v | What concerns have been taken into account with regard to the preparation and design of the research project? If agencies, communities or individuals are to be directly affected by the research (e.g. participants, service users, vulnerable communities or relations), what means have you devised to ensure that any harm or distress is minimized and/or that the research is sensitive to the particular needs and perspectives of those so affected? |
| | |
| 18. Ethical questions arising from the provision of incentives | |
| i | Are any incentives being offered to participants? If so, please provide details |
| | |
| 19. Research participants | |
| i | Who do you identify as the participants in the project? Are other people who are not participants likely to be directly impacted by the project? |
| | |
| ii | What are the specific risks to research participants or third parties? |
| | |
| iii | If the research involves pain, stress, physical or emotional risk, please detail the steps taken to minimize such effects. |
| | |
| 20. Confidentiality | |
| <p>What arrangements have been made to preserve confidentiality for the participants or those potentially affected, and compliance with data protection law?</p> | |
| | |
| 21. Dissemination | |
| <p>Will the results of the study be offered to those participants or other affected parties who wish to receive them? If so, what steps have been taken to minimize any discomfort or misrepresentation that may result at the dissemination stage.</p> | |
| | |
| 22. Risk to researchers | |
| <p>Are there any risks to researchers? If so, please provide details.</p> | |
| | |

REFER TO RESEARCH ETHICS COMMITTEE

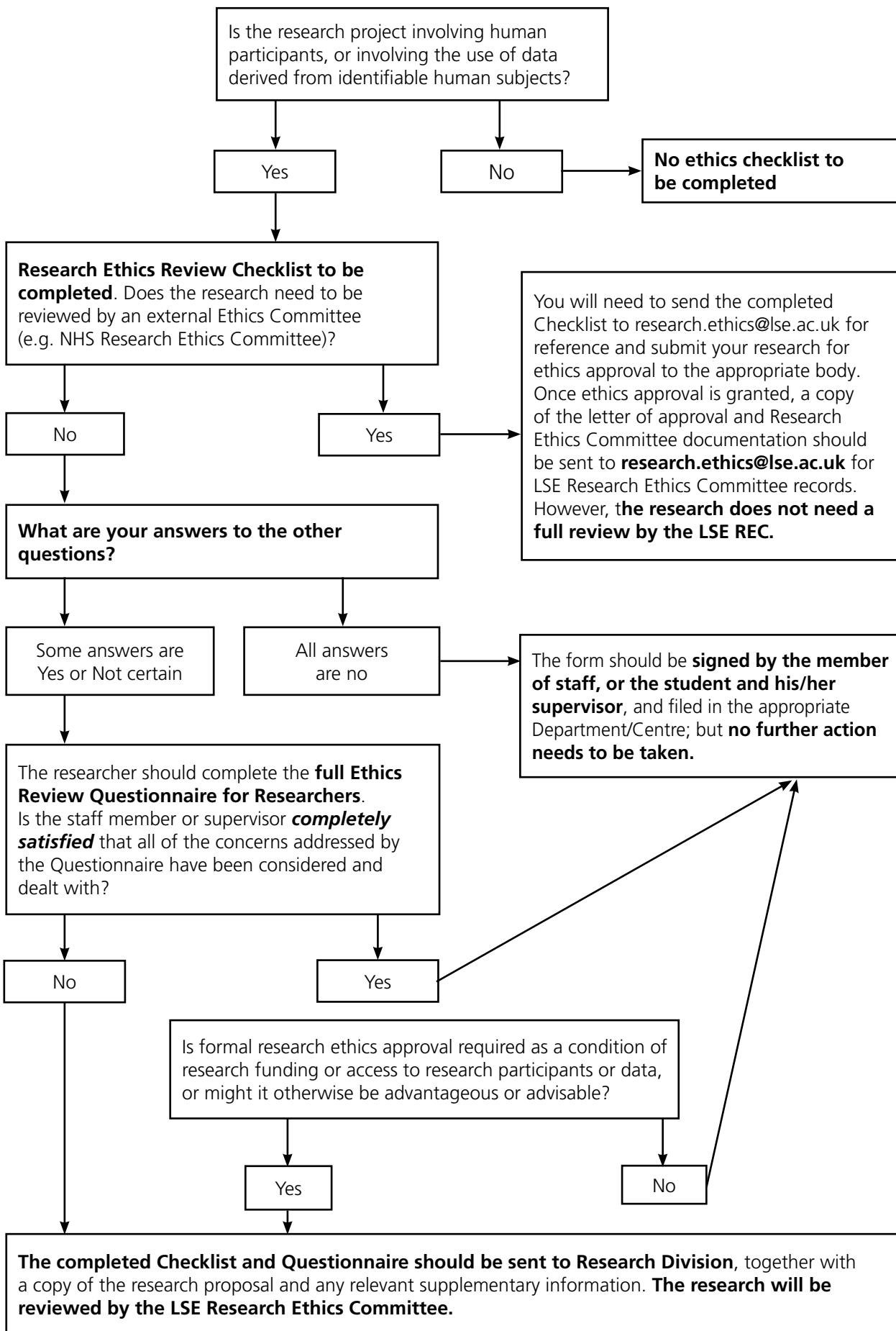
Approval is required by the Research Ethics Committee on one or more of the following grounds (please mark with an 'X' in the appropriate place in the right-hand column):

| | | |
|----|---|--|
| a. | <p>Significant ethical issues are raised by the research, including research characterised by one or more of the following features:</p> <ul style="list-style-type: none"> (i) Research involving deception of participants, or which is conducted without their full and informed consent at the time the study is carried out or when the data is gathered, or which involves the use of confidential information. (ii) Research involving more than minimal risk of harm to participants, such as: <ul style="list-style-type: none"> o research involving vulnerable groups o research involving personally intrusive or ethically sensitive topics o research involving groups where permission of a gatekeeper is normally required for initial access to members o research which would induce unacceptable psychological stress, anxiety or humiliation or cause more than minimal pain | |
| b. | The researcher wants to seek the advice of the Research Ethics Committee | |
| c. | External obligations (for instance, funder requirements, data access requirements) require it | |
| d. | Research undertaken by a student or member of staff who has not received appropriate training or has insufficient experience in research ethics and has been unable to access appropriate advice or support. | |

NOTES

1. For work to be conducted outside the UK please refer to the LSE Fieldwork Policy Statement <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/fieWorPol.pdf> and complete the relevant fieldwork assessment form: <http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx>
2. If your research involves NHS patients, staff or premises then it will most likely fall under the remit of the NHS Research Ethics Committees; similarly, social care research involving adults, intergenerational social care studies involving adults and children or families and some proposals for social science studies situated in the NHS will fall under the remit of the Social Care Research Ethics Committee. For further guidance see: <http://www.hra.nhs.uk/research-community/before-you-apply/determine-which-review-body-approvals-are-required/>
3. Under the Mental Capacity Act 2005, research involving adults aged 16 or over with learning difficulties or who otherwise 'lack capacity' will be subject to approval by an NHS REC if that research is deemed to be 'intrusive'. For guidance see: <http://www.hra.nhs.uk/resources/research-legislation-and-governance/questions-and-answers-mental-capacity-act-2005/>
4. As general guidance, research participants under the age of 18 may be vulnerable. Also, see Note 3 above re the Mental Capacity Act.
5. Deception can occur at a variety of levels: for example, at one level, experimental methods may depend on participants being deliberately misled as to the true nature or purpose of the research in which they are taking part; at another, covert participant observation may entail an implicit deception as to the true identity and role of the researcher. Deception may be a legitimate and necessary feature of social scientific research, but its use must always be properly justified.
6. Please refer to the School's guidance on handling the Data Protection aspects of research data: <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/datProRes.pdf> Further information about the Data Protection Act 1998 can be found in Annex A of the research ethics policy
7. Where staff or students are planning research projects that will entail accessing security-sensitive material, it is important we ensure that the necessary safeguards are in place to protect both the researcher and the School. Even where there are no ethical issues raised by the research (inasmuch that there are no human participants) it is very important that we have a log of any such research so that students or staff do not run the risk of being wrongly accused of accessing such materials for other/non-research reasons. If your research will involve accessing such material please email research.ethics@lse.ac.uk

ANNEX C: FLOW CHART OF THE RESEARCH ETHICS REVIEW PROCESS



CODE OF RESEARCH CONDUCT

(Incorporating procedures for the investigation of allegations of research misconduct)

I Principles

1. The School is committed to maintaining the integrity and probity of academic research. All research should be conducted to the highest levels of ethics and integrity and it is of fundamental importance that the conduct of research and the dissemination of the results of research should be in accordance with the principles of independence, rigour, objectivity, fairness and professionalism, to ensure that findings are robust and defensible.
2. This Code of Research Conduct applies to all members of the School (including students, academic and research staff, honorary and visiting staff) in line with requirements set out by national and international regulatory bodies, professional and regulatory research guidance and research ethics frameworks issued in appropriate areas. It accompanies the School's Research Ethics Policy¹ which applies to all research involving human participants or involving data relating to directly identifiable human subjects, and forms a part of the School's overarching Ethics Code². It applies to all outputs identified by the author as research, explicitly or implicitly, and all outputs communicating the outcomes, findings or conclusions of research, but does not apply to the outputs of those drawing from research, whether in editorials, op-eds, blogs and other such communications.
3. This Code of Research Conduct is consistent with the UUK Concordat to support research integrity³, RCUK Policy and Guidelines on the Governance of Good Research Conduct⁴, and the UKRIO Code of Practice for Research: Promoting Good Practice and Preventing Misconduct⁵, and the UKRIO Procedure for the Investigation of Misconduct in Research⁶.
4. It is the responsibility of all individuals to ensure their own compliance with this Code and related policies. Links to the relevant School policies and resources regarding good research conduct can be found at Annex A. Similarly, the School accepts its responsibilities as the employer of investigators.
5. All allegations of breaches of the Code will be investigated by the School in accordance with the Procedures for the investigation of allegations of misconduct outlined in section IV below. A flowchart of the procedure can be found at Annex B.
6. Any comments or queries regarding the Code should be addressed in the first instance to the Research Governance Manager via research.ethics@lse.ac.uk

II Code of Research Conduct

7. All LSE staff and students (and any non-LSE staff undertaking research on behalf of LSE or using LSE facilities) are expected to observe the highest standards of integrity, honesty and professionalism and to embed good practice in every aspect of their work. This includes the interpretation and presentation of research results and contributions to the peer review process and the training of new researchers, staff and students as well as the conduct of the research itself. Research is deemed to follow good practice if it is conducted and disseminated in accordance with the principles of honesty, openness, transparency and research rigour, as set out in the School's Ethics Code, and in accordance with the School's Research Ethics Policy.
8. In addition, specific requirements for good practice in research include:
 - Robust and appropriate research design
 - Documenting of methods and outcomes
 - Honesty in the reporting of findings
 - Acknowledging the contribution of others, whether they be researchers, funders or other stakeholders
 - Honesty and fairness with respect to the attribution of authors of any research outputs. This should include appropriate recognition of the work of research students or other researchers who have contributed to the research and/or publication. (It is recommended that researchers refer to the guidance on authorship provided by the International Committee of Medical Journal Editors (ICMJE), the relevant sections of which are provided in Annex C of this document.)
 - Honesty in the citing of others' research and also of one's own previous relevant or similar research
 - Acknowledging the funders of the research in any research outputs
 - Transparency in reporting any impartiality or conflicts of interest of the researchers or other stakeholders involved in the research
 - Conducting the research in line with relevant ethical standards
 - Responsible data management, including the effective storing and archiving of data in accordance with relevant standards and policies, including those of Open Access. (For guidance see the Library's pages on research data management⁷.)
 - Responsible use of research funds
 - Responsibility for the needs and training of early career researchers

Researchers may find it useful to refer to the UKRIO 'Checklist for researchers' when designing, conducting and disseminating their work. See Annex D

9. *Unacceptable* conduct includes the following (the list is not exhaustive):

- **Fabrication:** This includes the creation of false data or other aspects of research, including documentation and participant consent.
- **Falsification:** This includes the inappropriate manipulation and/or selection of data, imagery and/or consents.
- **Plagiarism:** This includes the copying or misappropriation of ideas (or their expression), text, software, or data (or some combination thereof) without permission and due acknowledgement. Researchers are strongly encouraged to agree and record in advance with any co-authors and research assistants how any work carried out by them will be attributed in publications.

Self-plagiarism ("presenting one's own previously published work as though it were new"⁸) while not considered to be misconduct is deemed poor practice in all but limited circumstances⁹.

- **Misrepresentation:** this includes:

- mis-representation of data, for example suppression of relevant findings and/or data, or knowingly, recklessly or by gross negligence, presenting a flawed interpretation of data;
- undisclosed duplication of publication, including undisclosed duplicate submission of manuscripts for publication;
- misrepresentation of interests, including failure to declare material interests either of the researcher or of the funders of the research, including failure to disclose the fact that research has been funded by the subject or commissioner of the research;
- misrepresentation of qualifications and/or experience, including claiming or implying qualifications or experience which are not held;
- misrepresentation of involvement, such as inappropriate claims to authorship and/or attribution of work where there has been no significant contribution, or the denial of authorship or full acknowledgement where another researcher or author has made a significant contribution.

- **Mismanagement or inadequate preservation of data and/or primary materials.** This includes failure to:

- keep clear and accurate records of the research procedures followed and the results obtained, including interim results;
- hold records securely in paper or electronic form;
- make relevant primary data and research evidence accessible to others for reasonable periods after the completion of the research: data should normally be preserved and accessible for seven years, but for projects of clinical or major social, environmental or heritage importance, for 20 years or longer;
- manage data according to the research funder's data policy and all relevant legislation;
- wherever possible, deposit data permanently within a national collection. Responsibility for proper management and preservation of data and primary materials is shared between the researcher and the research organisation.

- **Breach of duty of care**, which may involve but not be limited to the following:

- deliberately, recklessly or by gross negligence: disclosing improperly the identity of individuals or groups involved in research without their consent, or other breach of confidentiality; placing any of those involved in research in danger, whether as subjects, participants or associated individuals, without their prior consent, and without appropriate safeguards even with consent; this includes reputational danger where that can be anticipated;
- not taking all reasonable care to ensure that the risks and dangers, the broad objectives and the sponsors of the research are known to participants or their legal representatives;
- failing to ensure appropriate informed consent is obtained properly, explicitly and transparently;
- not observing legal and reasonable ethical requirements including those of the LSE's Research Ethics Policy;
- improper conduct in peer review of research proposals or results (including manuscripts submitted for publication); this includes failure to disclose conflicts of interest; inadequate disclosure of clearly limited competence; misappropriation of the content of material provided for the purposes of peer review; breach of confidentiality or abuse of material provided in confidence for peer review purposes;

- **Collusion** by the deliberate participation in the research misconduct of another person, or concealment of such action by others.

- **Interference** by the intentional damage to, withholding or removal of, the research-related property of another person.

- **Negligence** by the culpable serious departure from contemporary legal, institutional and ethical practices in research, including unjustifiable departure from accepted practices, procedures and protocols.

- **Failure to declare or resolve a conflict of personal interest** in research, including failure to disclose the source of funding for the research where the funder has an interest in the outcome of the research.

- **Breach of confidentiality** required by external research contractors.

- Failure to comply with the School's Research Ethics Policy is deemed to be in breach of this Code of Research Conduct, as is failure to deal properly with allegations of misconduct.

III Upholding the Code

Responsibilities of researchers

- All Members of the School are under a general obligation to preserve and protect the integrity and probity of research and to uphold the principles of good research conduct as set out in section II above. Failure to uphold the Code of Research Conduct and the LSE Research Ethics Policy will be deemed to be research misconduct. If any member of the School has good reason to suspect any research misconduct, they should report their suspicions as prescribed below. Staff and students may, in the first instance, raise any concerns with the Principal Investigator of their research project, their mentor, HoD or supervisor as appropriate. In line with the School's Whistle-blowing (Public Interest Disclosure) policy (see Annex A), anyone making such an allegation will be protected from any type of punitive action, provided the disclosure is made in good faith. However, members of the School should bear in mind that an allegation of academic impropriety is serious and potentially defamatory, and if made maliciously could lead to the threat (or even the instigation) of legal proceedings.
- There is a distinction between poor practices, such as weak record-keeping, which can be corrected or prevented by training, and unacceptable types of research misconduct such as those highlighted in §9 above. Minor infractions, where there is no evident intention to deceive, may be addressed informally through mentoring, education and guidance.
- Researchers should comply with the Researcher Safety Policy (currently under development¹⁰) and work with the relevant professional services divisions to ensure that duty of care is provided.

Responsibilities of the School

- As per §11 above, individuals are responsible for ensuring compliance with the Code. However, Departments, Institutes and Research Centres are responsible for promoting standards of good research conduct and ensuring that all staff and students receive appropriate training in standards of research conduct and research ethics as appropriate to their research. The School undertakes to provide the appropriate environment to promote good research conduct and will endeavour to underpin all of its work with the highest standards of ethics and integrity and to ensure that research is conducted in accordance with the principles of independence, rigour, objectivity, fairness and professionalism. The School also undertakes to ensure that transparent, robust and fair processes are in place to handle allegations of misconduct fairly and effectively.
- The School will monitor, and where necessary improve, the suitability and appropriateness of the mechanisms in place to provide assurances over the ethics and integrity of research conducted by those subject to this Code.

IV Procedures for the investigation of allegations of misconduct

- The following principles will underpin the investigation of allegations:
 - Investigation is a neutral act to establish whether it is necessary to invoke the formal disciplinary procedures.
 - Any investigation will be carried out as fully, fairly and expeditiously as possible.
 - Confidentiality will be maintained throughout the investigatory stage.
 - No one making an allegation of misconduct in research will be victimised for having made an allegation.
 - However, it is recognised that the School must protect staff from allegations which are mischievous, frivolous and malicious or reckless or wholly without substance; appropriate action will be taken against any person who is found to have made a malicious or reckless allegation.
 - Researchers who are found not to have committed research misconduct will be supported and appropriate steps taken to restore their reputation and that of any relevant research project(s).
 - A member of staff against whom an allegation of misconduct is formally made and investigated will be given full details of the allegation and may be accompanied when interviewed as part of the investigatory process
- In order to uphold the reputation of the School, and to protect the interests of any relevant funding bodies or publishers, investigations of research misconduct will not be terminated on account of the member of staff or student under investigation leaving the School. Staff and students who have left the institution will be invited to continue to participate. Should they choose not to, the School may continue to consider the allegations against them in their absence.
- This procedure will be followed for allegations of research misconduct received in the context of the School's Whistleblowing (Public Interest Disclosure) Policy¹¹.
- Any conflicts of interest must be avoided and those who have any personal interest, real or perceived, in the allegation should be disqualified from acting as Screener or undertaking any other role in the investigation.
- The following definitions apply for the purposes of this Policy:

Research: this policy adopts the definition used by the Funding Councils for REF2014:

"...research is defined as a process of investigation leading to new insights, effectively shared. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research."

Complainant: the person, or persons, bringing an allegation of research misconduct. The Complainant may or may not be a member of the University.

Named Person: the individual nominated by LSE to have responsibility for receiving allegations of research misconduct. They will initiate and supervise the procedure for investigating allegations of research misconduct. The Named Person is the LSE Provost. In the case of any conflicts of interest a nominated alternate will carry out this role.

Respondent: the person, or persons, against whom the allegation of research misconduct is made.

Screeners: the person nominated to investigate the allegation and determine whether there is a *prima facie* case for a formal investigation.

Prima facie case: a case where the Named Person has concluded that the Complainant has presented sufficient evidence to support a claim of research misconduct.

Preliminary investigation

21. An allegation of research misconduct must be made in writing, supported by a detailed written statement substantiating the allegation, to the Provost (the Named Person) via the email address **research.ethics@lse.ac.uk**. (Allegations against the Provost must be made to the Director of the School). The Provost (supported by the Research Governance Manager) will formally acknowledge receipt of the allegation in writing to the Complainant and advise him/her of the Procedure that will be followed.
22. The identity of the Complainant shall be kept confidential. Exceptionally, if the Provost judges that revelation of the identity of the Complainant is essential to the fairness of the proceedings, then the Complainant will be asked to agree to the disclosure of his/her identity, or to withdraw the allegation.
23. Where necessary, immediate action will be taken to prevent any further consequences/risks of the alleged misconduct.
24. The Provost will review the nature of the allegations and assess whether there is a *prima facie* case that warrants further investigation (i.e. whether the complaint falls within definition of research misconduct as outlined above). This should be completed within 10 working days.
25. If the Provost deems that the allegation is not serious or may be the result of a misunderstanding or dispute between individuals, attempts will be made to resolve the situation by informal discussion, arbitration or dispute resolution.
26. If the Provost determines that the allegation is mistaken or malicious, the allegations will be dismissed, and this will be communicated in writing to the Complainant (and any other party who had been informed initially of the allegation), setting out the reasons why the allegation cannot be investigated under the Procedure.
27. If the Provost decides that the allegation is vexatious, malicious or otherwise an abuse of process then s/he may invoke appropriate disciplinary action against the Complainant, or legal action if the Complainant is not a member of the School.
28. Those who have made allegations in good faith will not be penalized.
29. If the Provost determines that the allegations cannot be discounted, he/she will inform the Respondent of the allegation and the procedures under which it is to be investigated. The Respondent will be given the opportunity to respond to the allegations
30. The Provost will inform the Director and the relevant Head of Department or Research Centre Director that the allegation has been received. Where necessary the directors of Human Resources, Research Division, and Finance will also be informed. Any such communications will emphasize that the allegations are as yet unproven and that the information is confidential.

Screening stage

31. Where the Provost has determined that the allegation cannot be discounted, s/he will appoint a Screener to investigate the allegation and determine whether there is substance to the case. The Screener will collect relevant documentary evidence from the Complainant and the Respondent. This may include, but will not be limited to, research notebooks, papers, witness statements and computer records. If necessary, the Screener may seek advice in writing from experts both within the School and outside.
32. Within 30 working days of appointment of the Screener, the Screener will submit a confidential written report to the Provost together with any documentation collected during the investigation and any written comments submitted by the Respondent. The report will advise the Provost either:
 - i) the allegation has no substance, or:

- ii) the allegation has substance.

33. The Provost will review the advice and findings of the Screener and will decide:

- i) That the allegation has no substance and is dismissed, or:
- ii) that the allegation has substance but may be dealt with under informal procedures, or:
- iii) That the allegation has substance and may constitute good cause for disciplinary proceedings to be taken in accordance with the relevant section of the Academic Annex¹² (in relation to Academic staff or contract researchers) or the appropriate disciplinary regulations (in relation to other staff and to students).

34. The Provost will notify both the Complainant and the Respondent in writing of his/her decision within 30 working days of his/her receipt of the advice and findings of the Screener. S/he will also notify the Director and the relevant Head of Department or Director of Research Centre of the decision.

35. As per §27 above, if the Provost decides that the allegation is vexatious, malicious or otherwise an abuse of process then s/he may invoke appropriate disciplinary action against the Complainant, or legal action if the Complainant is not a member of the School.

36. Those who have made allegations in good faith will not be penalized.

Formal investigation

37. As per §33(iii) above, where the Provost has decided that an allegation has substance and that a formal investigation under the Academic Annex is appropriate, such an investigation will be undertaken. To avoid duplication, evidence gathered as part of the screening conducted under this Code of Research Conduct may be used in the subsequent formal investigation and in the course of any disciplinary proceedings, as appropriate.

38. The Provost will ensure that appropriate administrative action is taken as necessary to protect the interests of any relevant funding bodies or publishers and to meet all contractual obligations.

39. All documents relating to the investigation must be collected and forwarded to the Director of the Research Division to be filed for a period of six years. The data will be kept securely and in accordance with the rights of the data subjects.

40. A report on allegations of misconduct and their outcome, where appropriate, will be made to the Research Committee annually. The Higher Education Funding Council for England also requires an annual report as a condition of their Financial Memorandum. Data will be anonymised.

ANNEX A: SCHOOL AND EXTERNAL RESOURCES

1. LSE Resources

Academic Annex. The Academic Annex can be found at:

<https://www.lse.ac.uk/intranet/staff/humanResources/internal/pdf/academicAnnex.pdf>

Data protection policy. The policy can be found at:

<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/datProPol.pdf>

And guidance regarding the Data Protection and Research is at:

<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/datProRes.pdf>

Data Security policies, procedures and guidelines. Please refer to the guidance and links at:

<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/home.aspx>

Ethics Code: A set of six core principles underpinning life at the LSE. All members of the LSE community, including students, staff, visiting appointments and governors, are expected to behave in line with these principles.

<http://www2.lse.ac.uk/intranet/LSEServices/ethics/home.aspx>

Health and Safety, travel and field work (School policies and legislation): Information on the measures that the School is taking to ensure the health, safety, and welfare of everyone who works, studies or visits the premises or may be affected by the activities of the School, as well as those undertaking fieldwork, can be found at:

<http://www2.lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx>

See also Researcher Safety guidance below.

Intellectual Property: currently under development – contact the Director of the Research Division for more information.

Research Data Management: Guidance can be found at:

<http://www.lse.ac.uk/library/usingTheLibrary/academicSupport/RDM/home.aspx>.

Research Ethics Policy and Guidelines: Details of the School's Research Ethics Policy and procedures.

<http://www2.lse.ac.uk/intranet/researchAndDevelopment/researchPolicy/ethicsGuidanceAndForms.aspx>

Researcher Safety Policy and Guidance: Currently under development. In the meantime, for any issues concerning safety please contact: Health.And.Safety@lse.ac.uk

Whistleblowing Policy (Public Interest Disclosure).

See: <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/lsePubIntDisPro.pdf>

A revised policy is due in 2016.

2. External resources

UUK Concordat to support research integrity

<http://www.universitiesuk.ac.uk/highereducation/Pages/Theconcordattonosupportresearchintegrity.aspx>

RCUK Policy and Guidelines on the Governance of Good Research Conduct

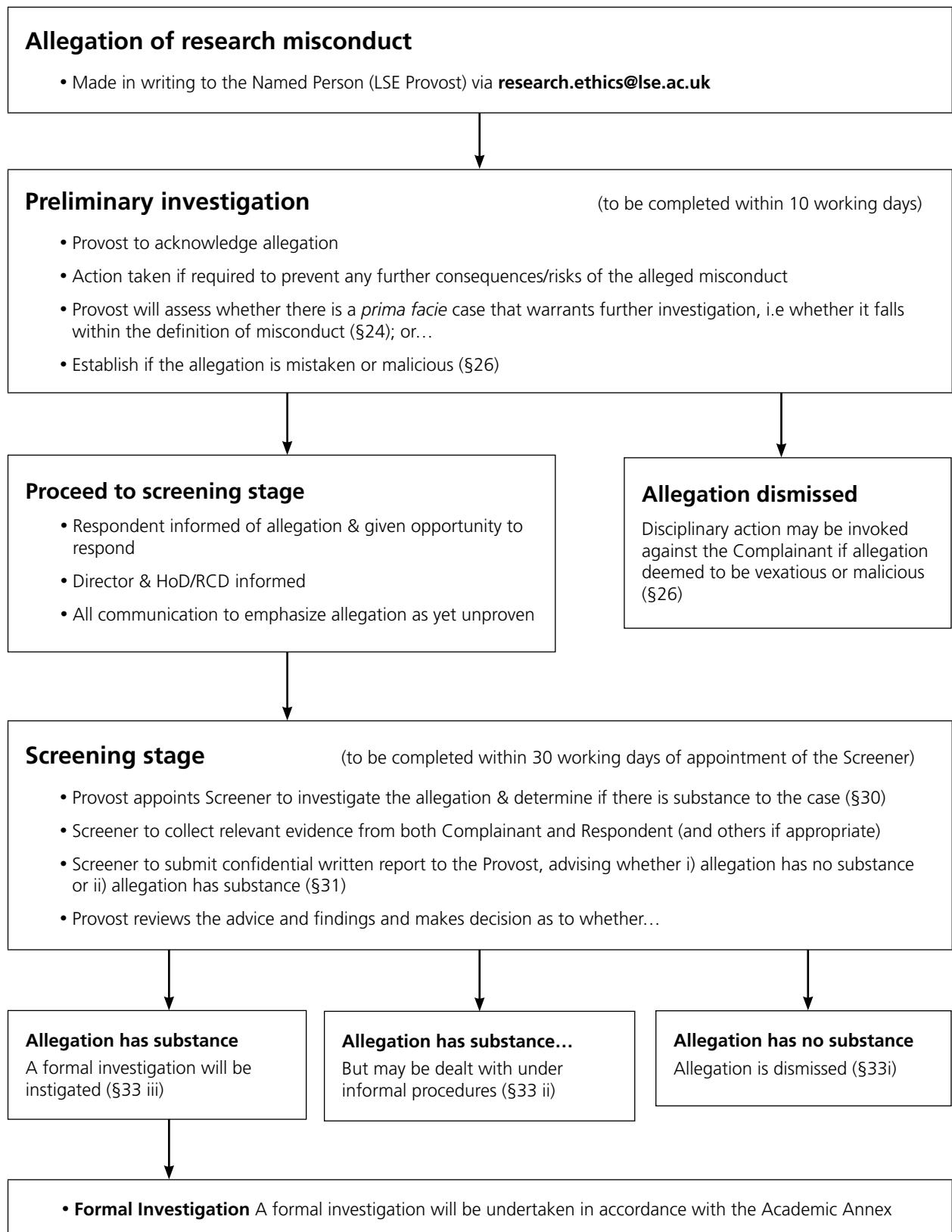
<http://www.rcuk.ac.uk/RCUK-prod/assets/documents/reviews/grc/>

[RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf](http://www.rcuk.ac.uk/RCUK-prod/assets/documents/reviews/grc/RCUKPolicyandGuidelinesonGovernanceofGoodResearchPracticeFebruary2013.pdf)

UKRIO Code of Practice for Research: Promoting Good Practice and Preventing Misconduct.

<http://www.ukrio.org/what-we-do/code-of-practice-for-research/>

ANNEX B: FLOWCHART OF THE RESEARCH MISCONDUCT PROCEDURE



ANNEX C: PUBLICATION ETHICS

The following sections are from the International Committee of Medical Journal Editors (ICMJE) guidance on authorship (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)

The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged—see Section II.A.3 below. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria; it is not the role of journal editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. If agreement cannot be reached about who qualifies for authorship, the institution(s) where the work was performed, not the journal editor, should be asked to investigate. If authors request removal or addition of an author after manuscript submission or publication, journal editors should seek an explanation and signed statement of agreement for the requested change from all listed authors and from the author to be removed or added.

[...]

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients", "participated in writing or technical editing of the manuscript").

ANNEX D: UKRIO CHECKLIST FOR RESEARCHERS

Recommended checklist for researchers

The Checklist lists the key points of good practice in research for a research project and is applicable to all subject areas. More detailed guidance can be found in section 3. A PDF version is available from www.ukrio.org

Before conducting your research, and bearing in mind that, subject to legal and ethical requirements, roles and contributions may change during the time span of the research:

1. Does the proposed research address pertinent question(s) and is it designed either to add to existing knowledge about the subject in question or to develop methods for research into it?
2. Is your research design appropriate for the question(s) being asked?
3. Will you have access to all necessary skills and resources to conduct the research?
4. Have you conducted a risk assessment to determine:
 - a. Whether there are any ethical issues and whether ethics review is required;
 - b. The potential for risks to the organisation, the research, or the health, safety and well-being of researchers and research participants; and
 - c. What legal requirements govern the research?
5. Will your research comply with all legal and ethical requirements and other applicable guidelines, including those from other organisations and/or countries if relevant?
6. Will your research comply with all requirements of legislation and good practice relating to health and safety?
7. Has your research undergone any necessary ethics review (see 4(a) above), especially if it involves animals, human participants, human material or personal data?
8. Will your research comply with any monitoring and audit requirements?
9. Are you in compliance with any contracts and financial guidelines relating to the project?
10. Have you reached an agreement relating to intellectual property, publication and authorship?
11. Have you reached an agreement relating to collaborative working, if applicable?
12. Have you agreed the roles of researchers and responsibilities for management and supervision?
13. Have all conflicts of interest relating to your research been identified, declared and addressed?
14. Are you aware of the guidance from all applicable organisations on misconduct in research?

When conducting your research:

1. Are you following the agreed research design for the project?
2. Have any changes to the agreed research design been reviewed and approved if applicable?
3. Are you following best practice for the collection, storage and management of data?
4. Are agreed roles and responsibilities for management and supervision being fulfilled?
5. Is your research complying with any monitoring and audit requirements?

When finishing your research:

1. Will your research and its findings be reported accurately, honestly and within a reasonable time frame?
2. Will all contributions to the research be acknowledged?
3. Are agreements relating to intellectual property, publication and authorship being complied with?
4. Will research data be retained in a secure and accessible form and for the required duration?
5. Will your research comply with all legal, ethical and contractual requirements?

NOTES

- ¹ <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/resEthPolPro.pdf>
- ² <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf>
- ³ <http://www.universitiesuk.ac.uk/highereducation/Pages/Theconcordattosupportresearchintegrity.aspx>
- ⁴ <http://www.rcuk.ac.uk/RCUK-prod/assets/documents/reviews/grc/>
- ⁵ <http://www.ukrio.org/what-we-do/code-of-practice-for-research/>
- ⁶ <http://ukrio.org/wp-content/uploads/UKRIO-Procedure-for-the-Investigation-of-Misconduct-in-Research.pdf>
- ⁷ <http://www.lse.ac.uk/library/usingTheLibrary/academicSupport/RDM/home.aspx>
- ⁸ American Psychological Association (2010) *The Publication Manual of the American Psychological Association. Sixth Edition*, p.170.
- ⁹ *Ibid*, p.16
- ¹⁰ In the meantime researchers should contact **Health.And.Safety@lse.ac.uk** for any issues concerning safety.
- ¹¹ See <http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/lsePublIntDisPro.pdf> A revised policy is due in 2016
- ¹² <https://www.lse.ac.uk/intranet/staff/humanResources/internal/pdf/academicAnnex.pdf>

APPEALS REGULATIONS FOR RESEARCH STUDENTS

These Regulations are approved by the Academic Board.

They apply to any new and continuing research student who wants to appeal against a decision made by LSE academic departments (in relation to upgrade and de-registration) and by examiners (in relation to a final examination outcome) in and after the 2015/6 academic year. They do not apply to MRes students who should use the Appeals Regulations for taught students <http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/AppealsRegulations.pdf>

Procedure for making an appeal

1. You can appeal against upgrade and de-registration decisions made by LSE academic departments and decisions made by examiners appointed by the LSE following an MPhil or PhD examination.
2. These Regulations govern the procedure for making an appeal. They do not apply to complaints about issues affecting the provision of teaching, learning and supervision. For information on such complaints, see the Student Complaint Procedure.
3. If you want to make an appeal, you must do so within 20 working days from when the School has confirmed a final upgrade outcome, a de-registration decision or an MPhil or PhD examination outcome. To make an appeal, you should complete the appeal form.
4. This appeal procedure is an internal process and not a legal process. We expect you to represent yourself. However, you can get advice from the LSE Students' Union Advice Centre.
5. You can withdraw your appeal at any stage without completing the procedure by confirming this in writing (by email) to the Research Degrees Manager.

Decisions you can appeal against

6. You can appeal against:
 - 6.1 your department's decision that you have not met the requirements to be upgraded to the PhD;
 - 6.2 your department's decision that you have not met the progression requirements of your programme and should be de-registered from it;
 - 6.3 your examiners' decision not to award you an MPhil or PhD degree;
 - 6.4 your examiners' decision that you are required to complete major revisions to your thesis and be re-examined for the MPhil or PhD degree.

Grounds for an appeal: departmental decision on upgrade or de-registration

7. For an appeal against a departmental decision on upgrade or de-registration, you can make an appeal on any or all of the following grounds (reasons):
 - 7.1 that the department did not follow the correct procedure such that there is reasonable doubt that the decision would have been the same if the department had followed the correct procedure;
 - 7.2 that there is evidence of bias, prejudice or inadequate assessment on the part of one or more members of the panel involved in the decision such that the result should not be allowed to stand;
 - 7.3 that there is new information about exceptional circumstances affecting your performance that the panel was not aware of when it took its decision and that this produced an unfair result.
8. There are no other reasons for making an appeal. Specifically, you cannot appeal because you want to question the academic judgement¹ of academic staff involved in making a decision or of individual examiners.

Grounds for an appeal: examiners' decision on MPhil or PhD award

9. For an appeal against the examiners' decision about an MPhil or PhD award, you can make an appeal on any or all of the following grounds (reasons):
 - 9.1 that the examiners did not follow the correct examination procedure such that there is reasonable doubt that the decision would have been the same if the examiners had followed the correct procedure;
 - 9.2 that there is evidence of bias, prejudice or inadequate assessment on the part of one or both examiners such that the result of the examination should not be allowed to stand;
 - 9.3 that your performance at the oral examination (viva) was affected by exceptional circumstances of which the examiners were not aware when they took their decision and that this produced an unfair result.
10. There are no other reasons for making an appeal. Specifically, you cannot appeal because you want to question the academic judgement² of academic staff involved in making a decision or of individual examiners.

Submitting an appeal

11. If you want to make an appeal, you must do so within 20 working days of the School confirming the upgrade, de-registration or examination decision with you. To make an appeal you should complete the appeal form.
12. You must include all reasons (permitted under paragraphs 7 or 9) for appeal at this time. It is not permissible to introduce new reasons at a later stage of this procedure.

126 School Regulations

13. You must provide all the necessary evidence and information at the time you make the appeal. You cannot provide material later without our agreement.
14. Specifically, if you are appealing under reasons 7.3 or 9.3 above, you must provide:
 - 14.1 evidence of why you did not report the exceptional circumstances at the time; and
 - 14.2 evidence of the exceptional circumstances.
15. All evidence must be in English and you are responsible for getting any official translations if necessary.

Accepting or rejecting an appeal

16. When the Research Degrees Manager receives your appeal, he/she will email you to confirm this.
17. The Research Degrees Manager (or a member of staff with authority to act for him/her) will consider your appeal and the evidence you provide. He/she will also consider any relevant information from your academic record. The Manager will decide, normally within 5 working days of receiving your appeal, either that:
 - 17.1 you do not have a valid reason for appeal (under paragraphs 7 or 9 above) and it should be dismissed (see paragraphs 18 to 22 below); or
 - 17.2 you do have a valid reason for appeal and it should be considered (see paragraphs 23 to 27 below).

Procedure when there is no valid reason for appeal

18. If the Research Degrees Manager finds that you do not have a valid reason, the Academic Registrar (or a member of staff with authority to act for him/her) will be asked whether or not the appeal should be dismissed.
19. The Academic Registrar will then, normally within 10 working days of receiving the recommendation from the Research Degrees Manager, either:
 - 19.1 accept the recommendation and dismiss the appeal (see paragraphs 20 to 22); or
 - 19.2 reject the recommendation and ask the Manager to progress your appeal to the next stage (see paragraphs 23 to 27 below).
20. The Academic Registrar will confirm his/her decision and the reasons for it, to the Research Degrees Manager.
21. If he/she dismisses your appeal under paragraph 19.1, he/she will also consider whether there are any matters in it that should be referred to another LSE procedure (such as the **Student Complaint Procedure**).
22. The Research Degrees Manager will confirm with you a decision taken under paragraph 19.1 in writing, with a copy of the response received under paragraph 20. He/she will do so normally within 5 working days of receiving the decision. If the Academic Registrar decides to dismiss your appeal, that decision is final. He/she will send you a Completion of Procedures letter to explain the decision and confirm that you cannot appeal further through our internal processes. If you are still dissatisfied, you can take your case to the **Office of the Independent Adjudicator for Higher Education**.

Procedure when there is a valid reason for appeal

23. If your appeal is accepted under paragraphs 17.2
 - 23.1 the Head of your academic department, in cases of an appeal submitted under paragraph 7 above; or
 - 23.2 your examiners, in cases of an appeal submitted under paragraph 9 above.
24. The Head of Department or the examiners will be asked to consider all the information presented and will either:
 - 24.1 uphold the original decision (see paragraphs 28 to 33 below); or
 - 24.2 make a new decision. This decision could be to either:

in the case of an appeal against an upgrade decision:

 - (i) nullify the final upgrade attempt and allow you a new attempt; or *in the case of an appeal against a de-registration decision:*
 - (ii) amend the decision and allow you to re-register. This might be subject to specified conditions if you had previously failed to meet the academic requirements of the programme; or *in the case of an appeal against a decision on an MPhil or PhD award:*
 - (iii) allow you a further attempt at the viva examination; and/or
 - (iv) reach a new decision on the original examination in accordance with the outcomes prescribed in the **Regulations for Research Degrees**.
25. The Head of Department or the examiners will normally reach a decision within 15 working days of receiving the appeal and will confirm this in writing, with the reasons for it, to the Research Degrees Manager.
26. The Head of Department may consult with members of the upgrade or progress review panel or other members of staff in the Department involved in making the original decision. The examiners may consult with members of LSE staff for advice on the procedure.

27. The Research Degrees Manager will confirm with you a decision taken under paragraph 24 normally within 5 working days of receiving it. He/she will provide you with a copy of the written response submitted under paragraph 25.

Procedure when the original decision is upheld

28. If a Head of Department or your examiners decide to uphold the original decision (under paragraph 24.1) the Research Degrees Manager will give you an opportunity to submit a written response to it within 10 working days of receiving the decision.

29. You are permitted to submit new evidence at this stage, but this must relate to the original reason(s) for appeal (permitted under paragraphs 7 or 9).

30. The Research Degrees Manager will send all information received under this procedure to the Research Degrees Subcommittee Chair (or a member of staff with authority to act for him/her) who will be asked to consider it and decide either that:

30.1 there is no evidence to uphold your appeal and it should be dismissed (see paragraphs 34 to 47); or

30.2 there is evidence to uphold your appeal. He/she will then decide either to:

in the case of an appeal against an upgrade decision:

(i) determine that the final upgrade attempt should be cancelled and a new upgrade event held. This might include a recommendation that a new upgrade panel with new members be convened; or

in the case of a de-registration decision:

(ii) determine that the de-registration decision should be cancelled and ask the Department to conduct a new progress review. This might include a recommendation for a new panel with new members to be convened; or

in the case of a MPhil or PhD examination decision:

(iii) ask the examiners to reconsider their original decision. The examiners will normally be expected to conduct another oral examination before reaching a decision as to whether the result should be changed; or

(iv) determine that the original examination should be cancelled and a new examination, with new examiners is held. The new examiners will not be given any information about the previous examination or the appeal. The new examination will be conducted in accordance with the Regulations in force at the time you originally entered for the examination and will be an examination of the thesis you submitted at that time.

31. The RDSC Chair can seek the view of other members of the Subcommittee where necessary before reaching a decision. He/she can also seek clarification from you and/or your department/examiners concerning information submitted under this procedure. You can request to meet with the Chair to offer clarification on the information submitted; reasonable requests to do so will normally be granted. Where a meeting takes place in person, you are not normally permitted to be accompanied or represented at it. The School will take a written note of the meeting which will form part of the information for the appeal.

32. He/she will normally reach a decision within 15 working days of receiving the appeal and will confirm his/her decision in writing, with the reasons for it, to the Research Degrees Manager.

33. The Research Degrees Manager will confirm a decision taken under paragraph 30 normally within 5 working days of receiving it and provide you with a copy of the response submitted under paragraph 32.

Requesting a review of a decision taken under this procedure

34. You can request that a review of a decision taken under paragraphs 24 and 30 of this procedure be conducted by an appropriate Pro-Director (or a member of staff with authority to act for him/her).

35. If you want to request a review of a decision on your appeal, you must do so in writing to the Research Degrees Manager within 10 working days from when the School notified you of it.

36. You can request a review for one or both of the following reasons:

36.1 that the appeal procedure was not followed correctly such that there is reasonable doubt that the decision would have been the same had the correct procedure been applied;

36.2 that you have new evidence, not available previously and that the School was not aware of when it took its decision and that this produced an unfair outcome.

37. You must include all reasons for requesting a review at this time. It is not permissible to introduce new reasons at a later stage of a review.

38. You must provide all the necessary evidence and information at the time you request a review. You cannot provide material later without our agreement.

39. Specifically, if you are requesting a review under reason 36.2, you must provide evidence of why you were prevented from submitting this information at the time of your original appeal.

40. All evidence must be in English and you are responsible for getting any official translations if necessary.

Procedure for reviewing an appeal outcome

41. Within 5 working days of receiving a review request, the Research Degrees Manager will send it and all information received under this procedure to the Pro-Director.
42. The Pro-Director will be asked to review the decision in light of all the evidence. He/she can seek clarification on the evidence provided from you or those involved in reaching the original decision. You can request to meet with the Pro-Director to offer clarification on the information submitted; reasonable requests to do so will normally be granted. Where a meeting takes place in person, you are not normally permitted to be accompanied or represented at it. The School will take a written note of the meeting which will form part of the information for the appeal.
43. The Pro-Director will determine whether you have provided evidence under reasons 36.1 and/or 36.2. He/she will also consider whether the decision on your appeal was reasonable in all the circumstances.
44. The Pro-Director will decide either:
 - 44.1 to uphold the original decision on your appeal; or
 - 44.2 to ask for the appeal procedure to be conducted again (under paragraphs 23 to 33 above). The Pro-Director will determine whether:
 - (i) to ask those involved in the original decision to reconsider the appeal; or
 - (ii) to appoint new members of staff to conduct the appeal procedure.
- or
- 44.3 to substitute his/her own decision on the appeal from the outcomes available under paragraph 30 above.

45. The Pro-Director will normally make a decision within 15 working days of receiving the review request. He/she will confirm the decision in writing, with the reasons for it, to the Research Degrees Manager.

46. The Research Degrees Manager will confirm the decision with you and send you a copy of the response received under paragraph 45 normally within 5 working days of receiving it.

47. The decision of the Pro-Director is final. If he/she reaches a decision under paragraphs 44.1 or 44.3, the Academic Registrar will send you a Completion of Procedures letter to explain the decision and confirm that you cannot appeal further through our internal processes. If you are still dissatisfied, you can take your case to the **Office of the Independent Adjudicator for Higher Education**.

Notes

¹ Academic judgement is the professional and scholarly knowledge and expertise which members of upgrade and review panels (in academic departments) and individual examiners draw upon in reaching an academic decision about your work (Higher Education Act, 2004).

² Academic judgement is the professional and scholarly knowledge and expertise which members of upgrade and review panels (in academic departments) and individual examiners draw upon in reaching an academic decision about your work (Higher Education Act, 2004).

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

STATEMENT ON EDITORIAL HELP FOR STUDENTS' WRITTEN WORK

GUIDANCE FOR STUDENTS, SUPERVISORS AND EXAMINERS

This statement was approved by the Academic Board, July 2012

- Any written work a student produces (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely his/her own work¹. Specifically, a student must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on his/her behalf².
- This guidance is for use when a student is considering whether to employ a third party such as a professional copy editing or proof reading company when producing work in draft or final version.
- It also applies when a student seeks editorial help from other, non-professional third parties, such as fellow-students or friends.
- It is not concerned with the regular and iterative interaction between student and tutor/supervisor(s) on draft versions of his/her work throughout the registration period. The student's tutor/supervisor is not regarded as a "third party" for this purpose.
- For research students, further guidance is included in the Supervisor's Handbook produced by the Teaching and Learning Centre.
- If a student contravenes this statement, this will be considered an assessment offence and investigated in accordance with the **Regulations on assessment offences: plagiarism**.

1. If the student chooses to employ a third party, it is his/her responsibility to give them a copy of this statement. When submitting work the student must acknowledge what form of contribution they have made, by stating for example, 'this thesis/essay/dissertation was copy edited for conventions of language, spelling and grammar by ABC Editing Ltd'.
2. A third party **cannot be used**:
 - 2.1 to change the text of the work so as to clarify and/or develop the ideas and arguments;
 - 2.2 to reduce the length of the work so that it falls within the specified word limit;
 - 2.3 to provide help with referencing;
 - 2.4 to correct information within the work;
 - 2.5 to change the ideas and arguments put forward within the work; and/or
 - 2.6 to translate the work into English.
3. A third party **can be used** to offer advice on:
 - 3.1 spelling and punctuation;
 - 3.2 formatting and sorting footnotes and endnotes for consistency and order;
 - 3.3 ensuring the work follows the conventions of grammar and syntax in written English;
 - 3.4 shortening long sentences and editing long paragraphs;
 - 3.5 changing passives and impersonal usages into actives;
 - 3.6 improving the position of tables and illustrations and the clarity, grammar, spelling and punctuation of any text in or under tables and illustrations; and
 - 3.7 ensuring consistency of page numbers, headers and footers.
4. The third party shall give advice by means of tracked changes on an electronic copy or handwritten annotations on a paper copy or other similar devices. The student must take responsibility for choosing what advice to accept, and must him/herself make the changes to the master copy of the work.

Notes

- ¹ Except where the School's regulations might permit it to include the work of others e.g., Regulations for Research Degrees (paragraph 31.1) permit a thesis to include the work of others and individual programme regulations for taught students permit group work.
- ² This does not preclude the use of a 'scribe' where verbatim dictation might be required for a student with a particular disability.

STUDENT COMPLAINT PROCEDURE

SECTION ONE

How to Raise a Complaint

Introduction

1. This Student Complaint Procedure ("this Procedure") sets out how the London School of Economics & Political Science (hereinafter "the School", "we", "us", "our") will deal with complaints that a student of the School ("you") may wish to pursue. Our aim is to make this Procedure accessible and understandable, as well as to encourage the early resolution of complaints in a way that is fair and reasonable. It should be read in conjunction with alphabetical guidance in Section Two. Comments or suggestions on how to improve this Procedure or the guidance should be sent to the School Secretary.
2. For the purpose of this Procedure, we consider you to be a student of the School if you hold either registered or non-registered status with us; as defined below:
 - 2.1. You are a registered student if you are pursuing an undergraduate or postgraduate programme of study for which you are receiving teaching and/or supervision, or from which you are on an authorised temporary absence that does not require interruption or an extension to the length of your programme of study;
 - 2.2. You are an un-registered student if you are on a period of interruption or have been suspended from your programme of study, or you are awaiting only to sit an exam to either progress, or complete your programme of study; and
 - 2.3. This Procedure is not available to you if you have been expelled or withdrawn from the School or have completed your programme of study (whether successfully or unsuccessfully) and the deadline for submitting a formal complaint has passed.
3. We define a complaint as an expression of dissatisfaction about an academic or administrative service or facility that we provide from your acceptance of our offer of a place at the School up to the end of your programme of study with us.
4. This Procedure aims to enable you to understand how we would normally handle complaints and other similar issues. Please get in touch with any of the people mentioned in this Procedure if you have any suggestions about how we may improve our complaint handling.

Departmental Level

5. If you wish to raise a complaint, you should first raise it at a departmental level, or undertake mediation, as soon as reasonably practicable. This will provide us with an opportunity to attempt to resolve the issue/s as efficiently and as amicably as possible.
6. You can present your complaint to the following people:
 - 6.1. If your complaint concerns an academic matter: your Academic Adviser, Personal Tutor, Supervisor, Programme Director or Head of your Academic Department, or either the Senior Adviser to Students or Dean of our General Course or; or
 - 6.2. If your complaint concerns an administrative matter: the person with whom you have been dealing, their line manager or the Service Leader of the relevant Division.
7. Unless there is good reason for not having raised your complaint at a departmental level, we will not normally investigate it as a formal complaint.

Formal Complaint

8. If you are dissatisfied with the outcome of a departmental resolution or mediation, or consider these stages to be inappropriate, then you can pursue a formal Complaint by submitting the Complaint Form (Appendix A) to the School Secretary ("the Secretary").
9. You must send your Complaint Form to the Secretary by no later than:
 - 9.1. **Twenty (20) working days** from the end of an attempt at departmental resolution or mediation; or
 - 9.2. **Twenty (20) working days** from the date of the incident/s, with an explanation of why you have not attempted a departmental resolution.
10. The Secretary will write to you within **five (5) working days** of receipt of your formal complaint to confirm:
 - 10.1. Whether they consider your complaint to be eligible under this Procedure, and:
 - 10.1.1. if it is eligible, how they intend to deal with it; or
 - 10.1.2. if it is not eligible, explain why it is not and how you can appeal against his/her decision under section 13 below;
 - 10.2. Whether they intend to put in place any alternative study or work arrangements while your complaint is investigated, which you and/or an affected party can appeal against under section 13 below; and
 - 10.3. If they have delegated the matter, the individual who will be responsible for investigating and/or making a

decision on your complaint. They can delegate decision-making powers on your complaint only to another member of the Director's Management Team (hereafter "the Secretary" includes a person that conducts an investigation and/or holds delegated decision-making powers).

11. The Secretary will conduct an investigation into your complaint and will take account of any evidence that you have presented to us. Any investigation may involve separate meetings with you and any other relevant parties. You and other parties have the right to be accompanied to any meetings and to comment on a written record of it. Please note that anyone who accompanies you or another party to a meeting, such as an adviser from the Students' Union, should do as a silent observer, unless a reason to do otherwise is presented to, and agreed by, the person who has requested the meeting.
12. Once the investigation into your complaint is complete, you will receive the **Secretary's Decision** in writing. It will:
 - Set out the reasons behind their decision;
 - Explain any actions that they may have decided to take; and
 - Inform you of whom you should contact if you wish to appeal.

Appeal

13. If you are dissatisfied with the Secretary's Decision, you may submit an **Appeal** to a Pro-Director within **five (5) working days** of receipt of the Secretary's Decision.
14. An Appeal is not an opportunity to re-submit your complaint for a second opinion. It is normally an assessment of whether the Secretary's handling of your complaint, including their final decision, was fair, reasonable, proportionate and timely in the circumstances. With these factors in mind, your Appeal should:
 - 14.1. Set out the grounds on which you are appealing;
 - 14.2. Attach any new evidence, along with an explanation as to why this evidence is being submitted at this late stage if the Procedure; and
 - 14.3. Be submitted to the Pro-Director within five (5) working days of your reading the Secretary's decision.
15. The Pro-Director will convey their decision on your Appeal to you in writing in a **Completion of Procedures Letter** within **ten (10) working days** of reading your Appeal. It will:
 - Set out the reasons behind their decision;
 - Explain any actions that they may have decided to take; and
 - Inform you of your right, and how, to approach the Office of the Independent Adjudicator for Higher Education.
16. If after receiving the Completion of Procedures Letter from a Pro-Director, you remain dissatisfied with the outcome of, or the way that we have handled, your complaint, you may approach the Office of the Independent Adjudicator for Higher Education (OIA). This organisation provides an independent scheme for the review of student complaints. The OIA normally require you to have completed our internal Procedure and received a Completion of Procedures Letter from us before you approach it by completing a Scheme Application Form. You can find more information on its website at www.oiahe.org.uk.

Approved by Council on 16 June 2015.

SECTION TWO

General Guidance

1. Advice and Alternative Procedures

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

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

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

- Your Academic Adviser or Head of Department.
- The Head of the relevant administrative department.
- The Senior Adviser to Students or Dean of the General Course.

- The LSE Students' Union Advice Centre.
- The Adviser to Male or Adviser to Female Students.
- The Warden or Sub-Warden of your hall of residence.
- The Head of the LSE Legal Team.
- The Ethics Manager.

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

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

2. Anonymous Complaints

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

3. Collaborative Programmes

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

4. Confidentiality

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

5. Criminal Investigations

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

6. Deviations from this Procedure

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

7. Equal Opportunities

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

8. Frivolous, Vexatious or Misleading Complaints

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

9. Group Complaints

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

10. Legal and Third Party Representation

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

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

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

11. Mediation

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

12. Procedural Bias

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

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

13. Procedural Delays

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

14. Procedural Deviations

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

15. Record Keeping

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

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

16. Protection

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

Appendix A: Complaint Form

Student ID:

Surname:

First Name:

Address/Email:

Telephone:

Date of incident :

Summary of complaint:

[This should include what the incident is that is referred to, where the incident happened, the parties involved, the basis of the complaint and, where appropriate, the outcome sought.]

Signed:

Dated:

For latest version and information about, see **lse.ac.uk/policies** and search by title.

Appendix B: Complaint Process

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

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

Raise the complaint at Departmental Level.

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

The School Secretary will decide:

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

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

Grounds of Appeal

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

Completion of Procedures Letter issued

APPEALS REGULATIONS

These Regulations are approved by the Academic Board.

They apply to any new and continuing undergraduate and taught postgraduate student who wants to appeal against a decision made by LSE examination boards in or after the 2013/4 academic year.

They set out the procedure for making an appeal. Decisions made by LSE Examination Boards are governed by:

- Regulations for First Degrees;
- Regulations for Taught Masters;
- Schemes for Awards; and
- the procedure for submitting exceptional (mitigating) circumstances.

Last updated: July 2013

Procedure for making an appeal

1. You can appeal against decisions made by LSE examination boards, including the School Board of Examiners, the Graduate School Board of Examiners, any sub-board of Examiners, and the LLB Board of Examiners.
2. These Regulations govern the procedure for making an appeal. They do not apply to complaints about issues affecting the provision of teaching, learning, and supervision. For information on such complaints, see the **Student Complaint Procedure**.
3. If you want to make an appeal, you must do so within 10 working days from when the School tells you your examination results. To make an appeal, you should complete the appeal form.
4. This appeal procedure is an internal process and not a legal process. We expect you to represent yourself when using it rather than having a representative. However, you can get advice from the LSE Students' Union Advice Centre.

Decisions you can appeal against

5. You can appeal against:
 - 5.1 a final degree classification;
 - 5.2 a decision not to award you a degree or to class you as 'Final Fail';
 - 5.3 a mark or grade of Absent, Incomplete or Fail.

Grounds for an appeal

6. You can make an appeal on either or both of the following grounds (reasons):
 - 6.1 that the examination board did not follow the correct procedure such that there is reasonable doubt that the decision would have been the same if board had followed the correct procedure;
 - 6.2 that there is new information about exceptional (mitigating) circumstances that affected the examination outcome. If you are appealing against a final degree classification for this reason you must also be able to meet the following conditions:
 - (a) that your mark profile is no more than three marks below the next higher classification in a single course; and/or
 - (b) that your mark profile is no more than five marks away from the next higher classification on aggregate.
7. If appealing under paragraph 6.2, you must provide:
 - 7.1 evidence of why you did not report those circumstances at the time, as set out in the procedure for submitting exceptional (mitigating) circumstances; and
 - 7.2 evidence of the exceptional circumstances.
8. You must provide all the necessary evidence at the time you make the appeal. You cannot provide material later without our agreement.
9. All evidence must be in English, and you are responsible for getting any official translations if necessary.
10. There are no other reasons for making an appeal. Specifically, you cannot appeal because you want to question the academic judgement¹ of an examination board or individual examiners.

Accepting or rejecting an appeal

11. When the Assessment Regulations Team receives your appeal, they will email you to confirm this.
12. The Assessment Regulations Team will consider your appeal and the evidence you provide. They will also consider any relevant information from your academic record. The team will decide, normally within 10 working days of receiving your appeal, either that:
 - 12.1 you do not have a valid reason for appeal and it should be dismissed (see paragraphs 13 and 14 below); or
 - 12.2 you do have a valid reason for appeal and it should be considered (see paragraphs 15 to 18 below).

Procedure when there is no valid reason for an appeal

13. If the Assessment Regulations Team find that you do not have a valid reason, the Academic Registrar (or a member of staff with authority to act for him/her) will be asked whether or not the appeal should be dismissed. The Academic Registrar will then, normally within 10 working days of receiving the recommendation from the Assessment Regulations Team, either:
 - 13.1 accept the recommendation and dismiss the appeal; or
 - 13.2 reject the recommendation and ask the Assessment Regulations Team to send your appeal to the relevant School Board Chair² (see paragraphs 15 to 18 below).
14. If the Academic Registrar decides to dismiss your appeal, that decision is final. He/she will send you a Completion of Procedures letter to explain the decision and confirm that you cannot appeal further through our internal processes. If you are still dissatisfied, you can take your case to the Office of the Independent Adjudicator for Higher Education.

Procedure when there is a valid reason for appeal

15. If your appeal is accepted, the Assessment Regulations Team will, normally within 5 working days, send it and all supporting documents to the relevant School Board Chair. The Chair will normally consider the appeal within 15 working days.
16. The School Board Chair will give the Chair of the relevant sub-board of Examiners³ an opportunity to give his/her opinion on the appeal. It will be open to the Sub-Board Chair to consult other members of the sub-board. The Sub-Board Chair will normally give his/her opinion within 5 working days.
17. When the School Board Chair has considered all the information presented, he/she will either:
 - 17.1 uphold the examination board's original decision; or
 - 17.2 make a new decision. This decision could be to:
 - (i) award you a degree; or
 - (ii) award you a higher degree classification; or
 - (iii) allow you to take another attempt at a course or courses, or parts of a course or courses that you have previously failed.

If the Chair makes a new decision under (i) or (ii), the original marks for individual courses and parts of courses will not be changed.
18. The Chair's decision will be final. The Academic Registrar will send you a Completion of Procedures letter to explain the decision and to confirm that you cannot appeal further through our internal processes. If you are still dissatisfied, you can take your case to the Office of the Independent Adjudicator for Higher Education.

Notes

1. Academic judgement is the professional and scholarly knowledge and expertise which members of examination boards and individual examiners draw upon in reaching an academic decision about your work (Higher Education Act, 2004).
2. A School Board Chair will not consider an appeal submitted by a student from his/her own Department. In such cases, the relevant Deputy School Board Chair will be asked to consider it.
3. The Chair of the Bachelor of Laws (LLB) Examination Board will be given this opportunity if the appeal has been made by an LLB student.

See the Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>) for further information about Programme Regulations, Course Guides, School and academic Regulations.

REGULATIONS ON ASSESSMENT OFFENCES: PLAGIARISM

APPLICABLE FOR ALL STUDENTS

These Regulations are approved by the Academic Board

Last updated: July 2016

These Regulations apply to all allegations of plagiarism against work (as defined by Regulations 9 and 10) submitted for assessment from 1 October 2016. All allegations for assessments submitted before this date will be considered under the **Regulations on Assessment Offences: Plagiarism** that were in place for the 2015/16 academic year.

Preamble

Assessment is the means by which the academic standards that students achieve are made known to the School and beyond. It also provides students with impartial feedback on their performance. Assessment 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 the student's own work.

What is academic misconduct?

1. All work for classes and seminars (which could include, for example, written assignments, group work, presentations, and any other work, including computer programs) must be the student's own work. Direct quotations from other work must be placed properly within quotation marks or indented and must be cited fully. All paraphrased material must be clearly acknowledged. Infringing this requirement, whether deliberately or not, or passing off the work of others as the student's own work, 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 considered as an offence under these Regulations.
3. Students should also take care in the use of their own previous work. A piece of work may only be submitted for assessment once either to the LSE or elsewhere. Submitting the same work twice will be regarded as an offence of 'self-plagiarism' and will be considered 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 acceptable to the department and the work is properly referenced. Students wanting to use earlier work must seek clarification from the relevant department or institute.
4. Students must ensure they submit the correct and final version of their summative work to the School. Normally, the department or institute must treat and mark summative work submitted by the student as a genuine first attempt even where a student claims to have submitted the incorrect version. It will be open to the department to run all submissions through text matching software (for example Turnitin). For the avoidance of doubt, all work received in connection with summative assessments is subject to the School's assessment Regulations.
5. Each department and institute will provide instructions to 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.
6. The LSE's **Statement on editorial help for students' written work** sets out what the School considers to be and not to be permissible by way of editorial help with their written work. Contravention of the statement, whether deliberately or not, is an assessment offence.
7. Other examples of assessment offences under these Regulations could include but are not limited to commissioning (i.e. buying or paying for) another person to complete an assignment which is then submitted as the student's own work; and, falsification of data, e.g. the presentation of any quantitative or qualitative data, based on work purporting to have been carried out by the student, but which has been bought or invented by the student or altered, copied or obtained by unfair means.
8. Allegations of academic misconduct in an assessment taken under supervised examination conditions will normally be considered under a separate procedure called: **Regulations on Assessment Offences: Offences Other Than Plagiarism**.

Procedure under these Regulations

9. In these Regulations the following definitions apply:
 - 9.1 The Assessment Regulations Team will be referred to as the "ART";
 - 9.1 "work" means summative work of any kind submitted for assessment or opinion by staff of the School, including material submitted for upgrade to PhD status;
 - 9.2 all allegations relating to MPhil/PhD work should be referred directly to the PhD Academy. The ART will refer any allegations it receives relating to MPhil/PhD work to the PhD Academy. For allegations relating to MPhil/PhD work all actions described in these Regulations as being undertaken by the ART will be undertaken by the PhD Academy.

- 9.3 "examination board" means the body of examiners that initially considers the work of the student;
- 9.4 "source" means the published primary and secondary material from any source whatsoever (including websites and/or online material), and includes information and opinions gained directly from other people, including students and tutors;
- 9.5 "year" means the academic session in which a proven offence was committed.
- 9.6 the Head of the relevant department or institute or their nominated delegate will be referred to as the "departmental representative."
- 10. These Regulations apply to allegations of plagiarism or other academic misconduct (except for exam misconduct) against any student. Allegations of assessment offences can take place in any work, though these Regulations cover only alleged academic misconduct in summative assessed work submitted in connection with the requirements for an LSE programme or course. Allegations of academic misconduct 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**.
- 11. The department or institute responsible for the work in question will be responsible for conducting an investigation into any allegations. The department or institute must determine if the allegation is major or minor and whether it is appropriate to deal with the allegation at a local level or if it must be referred to an Assessment Misconduct Panel under Regulation 28. The student has the right to respond to any allegation and seek impartial advice from the Students' Union Advice Team. In all cases the department or institute should normally seek advice from the ART before taking any formal action under these Regulations.
- 12. If a student infringes these Regulations they will be liable to action under these Regulations or under the Disciplinary Regulations for Students.
 - 12.1 All action under these Regulations, whether by the student or by the School, should be conducted promptly.

Making an allegation in work submitted in connection with the requirements for a programme or course:

- 13. Any member of the School or an external examiner may make the allegation to the Head of the department or institute concerned. Where an examiner intends to make an allegation, they should consult any co-examiner(s) of the work concerned before contacting the Head. The Head may delegate to a senior member of the department or institute any actions and decisions within this part of the Regulations. The representative cannot be the student's Academic Advisor, Supervisor or have had any previous involvement with the candidate outside of the anonymous marking procedure.
- 14. The departmental representative may consult an external examiner. For allegations relating to MPhil/PhD work the external examiner must not have previously examined the work. The departmental representative will also seek such evidence and advice as they 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 Advice Team. The department will keep a formal record of the interview which may be referred to by a Panel if one is convened under Regulation 29.
- 15. On the basis of the evidence and advice collected under Regulation 14, the departmental representative will determine whether there is sufficient cause for the student to be required to answer a formal allegation.
- 16. Where the departmental representative determines there is no case to answer they may dismiss the allegation, in which case no further reference will be made to it and no information about it will be added to the student's file.
- 17. Where the departmental representative determines there is a case to answer, they must also determine whether it is a **minor** or **major** allegation. The severity of the allegation will determine how the matter should be considered under these Regulations. A minor allegation concerning just one piece of work can be dealt with at a local level and a major allegation must be dealt with at a School level. The department must consider the following factors when deciding the level of an allegation:
 - 17.1 The extent of alleged plagiarism in the assessment as a whole.
 - 17.2 The extent to which key ideas that are central to the assessment appear to have been plagiarised.
 - 17.3 The extent to which the use of data that is central to the assessment appears to have been plagiarised (this may include but is not limited to data that appears to be falsified, invented, altered, copied, or obtained by unfair means).
 - 17.4 On the balance of probabilities, the extent of a premeditated intention to deceive or otherwise gain advantage through deception or fraudulent means. The department should consider whether there is any evidence to suggest the student has made an attempt to reference the source material or if the evidence suggests that the student has deliberately attempted to change minor aspects of plagiarised text to give the impression that it is their own work.
- 18. Before proceeding under any of the Regulations set out at 19 to 28 the department must inform the ART of all of the details of the case, whether it is a **major** or **minor** case and reasons for this decision.
 - 18.1 The ART will advise whether or not the allegation should be treated as **major** or **minor** within the context of both the alleged offence itself and past precedent.

18.2 Once the department has consulted appropriately with the ART, the departmental representative may present the allegation to the student.

Dealing with minor allegation(s)

19. Where the department representative determines the allegation is minor it can be dealt with at a local level.

19.1 The department must determine whether to deal with the matter as a disposal or apply a penalty.

19.2 The department should not come to a decision about what penalty to apply under Regulation 23 until more information about the case is established; namely, the department should consider the student's response to the allegation, investigate the use and origin of sources referenced by text matching software and the ART should be consulted.

20. Before proceeding under these Regulations the department should take appropriate steps to check whether or not the student has a declared disability and/or an Individual Student Support Agreement or Inclusion Plan. Where this is the case the department must check with the Disability and Wellbeing Service to determine if there are any appropriate adjustments that must be applied before taking any action under Regulations 21 to 28 (e.g. present the allegation face to face and not just in writing and/or allow the student extra time to consider and respond to the allegation).

21. The departmental representative (subject to ratification by the relevant Sub-Board Chair, who may consult with other Sub-Board members), or the Doctoral Programme Director in the case of MPhil/PhD students, may take one of the following actions listed below:

Disposal

21.1 If, in the opinion of the departmental representative, 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 for undergraduate or taught graduate students and there is no other justification for further time being spent on the allegation, then they may invite the student to consent to a disposal.

21.2 The departmental representative should present the offer of a disposal formally and in writing to the student. The allegation of plagiarism should be fully explained, specifying the passages of any work thought to be affected and if relevant including the suspected sources and any related evidence which will normally include reports generated by text matching software. The student must be given a time limit of not less than five working days to either accept or decline the disposal.

21.3 Where the student chooses to accept this offer they must do so formally and in writing. A note will then be placed on their central file held by the Student Services Centre identifying that the offence was alleged and considered. The Academic Advisor or Supervisor may counsel the student as to their future behaviour. The examination board for undergraduate or taught graduate students will be informed of the decision; if the student's overall mark profile is borderline and they have submitted exceptional circumstances, the board will be entitled to take the allegation into account when deciding whether or not to apply the normal application of the classification scheme.

21.4 Normally the affected work should have already been marked and that mark should be returned. Where a mark has not yet been agreed, a mark should be determined by excluding the plagiarised material and assigning a mark only to the non-plagiarised material. A department or institute will normally use text matching software to determine the plagiarised material to be excluded. Once marked by internal examiners the external examiner must be consulted. For the avoidance of doubt, where the work has not yet been marked the student must be informed of the way in which the work will be marked and accept the offer of a disposal before a mark is returned.

21.5 If the student does not so consent, the allegation will be considered by an Assessment Misconduct Panel set up under Regulation 29.

Applying a penalty

22 The departmental representative should present the allegation formally and in writing to the student, specifying the passages of any work thought to be affected and where practicable including the suspected sources and any related evidence which will normally include reports generated by text matching software.

22.1 The departmental representative should invite the student to state whether the allegation is true or false and to provide a statement and/or any evidence or information about their circumstances relevant to the case, giving a time limit of not less than ten working days for them to respond, and

22.2 The departmental representative should advise the student they can seek advice from the Students' Union Advice Team and optionally from their Academic Advisor if they are not directly involved in the allegation or (if a research student), from the Supervisor or Doctoral Programme Director.

22.3 Once a response has been received from the student the department must consider all of the evidence, the student's explanation and any exceptional circumstances (provided there is appropriate corroborating evidence) provided by the student. It should also consider whether the level of support and information the department has provided about plagiarism to its students was appropriate. The department must then determine whether an assessment offence has occurred.

- 22.4 The department's decision will not be affected by the unwillingness of the student, to reply to questions, either orally or in writing. Before considering whether an assessment offence has occurred in the absence of a response from the student, the department must satisfy itself that it has fulfilled Regulations 22 to 22.2 and that the student has had a reasonable opportunity to respond. Where the department determines that the student has had a reasonable opportunity to respond but is unwilling to reply, it may draw reasonable inferences from that refusal.
- 22.5 Where the department determines there is no case to answer they may dismiss the allegation, in which case no further reference will be made to it and no information about it will be added to the student's file.
- 22.6 Where the department determines an offence has been committed it must use its academic judgement to determine the most appropriate penalty to apply listed at Regulations 23.1 to 23.4. Each penalty will be subject to the application of the degree regulations.

Penalties for minor offences

- 23. Before presenting the penalty to the candidate the department must consult with the ART and explain the reasons for the proposed penalty. The ART will advise whether or not the proposed penalty is appropriate within the context of both the alleged offence itself and past precedent.
- 23.1 (For all students taking taught courses) That a new mark be determined for the work by excluding the plagiarised material and assigning marks only to the non-plagiarised material in accordance with normal assessment criteria. A department or institute will normally use text matching software to determine the plagiarised material to be excluded. Once marked by internal examiners the external examiner must be consulted. An agreed mark should be released to the student within an appropriate timescale.
- 23.2 (For all students taking taught courses) That the student be awarded a zero mark for the assessed work only, which can include an assessment worth up to 100% of a half or full unit course. The student will have the right to re-submit the work in the following year provided they have not run out of attempts to do so and only where this penalty (or their other marks) results in them not being awarded the degree.
- 23.3 (For MPhil/PhD students only) Where a minor offence has occurred in material submitted for upgrade, the student can either revise the work and resubmit for a second attempt at the upgrade (where a second attempt remains), or where the second attempt has already been taken, the Upgrade Panel should determine on the basis of the non-plagiarised material whether or not the student can be upgraded in accordance with the School's regulations.
- 23.4 (For MPhil/PhD students only) Where a minor offence has occurred in the final thesis, the examiners should be made aware of the plagiarised material within the thesis, but the student can be examined in accordance with the School's regulations.

Accepting a penalty

- 24. The departmental representative must present the student with the proposed penalty in writing and advise them that they may seek impartial advice from the Students' Union Advice Team. The student must be offered the opportunity to either accept the penalty or to request that this matter proceed to an Assessment Misconduct Panel which will consider the matter afresh. The student must be allowed at least five working days to respond. The student should be informed that an Assessment Misconduct Panel has the authority to dismiss an allegation but that it may apply the same penalties available to the department (listed at Regulations 23.1 to 23.4) or more severe sanctions as set out under Regulation 48.
 - 24.1. If the student formally accepts the penalty in writing, a note will be placed on their central file held by the Student Services Centre identifying the allegation, outcome and that the matter was resolved under these Regulations.
 - 24.2. Where a student requests the matter to be considered by an Assessment Misconduct Panel, the department representative will follow the instructions at Regulation 28.

Escalating a minor allegation to a major allegation

- 25. If there is more than one allegation or if a second allegation in separate work comes to light then all allegations will normally be considered by an Assessment Misconduct Panel.
- 26. If a second allegation occurs after a candidate has had a previous allegation resolved under these Regulations the second allegation must be considered by an Assessment Misconduct Panel.
- 27. If, during the course of an investigation, a departmental representative establishes new evidence or aggravating factors, which can include any information received from the student under Regulation 22.1, the allegation can be considered by an Assessment Misconduct Panel.

Dealing with major allegations

- 28. All major allegations must be considered by an Assessment Misconduct Panel which will convene according to Regulation 29. The student will have the right to be presented with the allegation and formally respond in writing before the Panel convenes and at the Panel meeting itself. A departmental representative must attend this meeting to present the allegation to the Panel.

142 School Regulations

- 28.1 Before an allegation can be considered by a Panel the departmental representative must present the allegation formally and in writing to the student, specifying the passages of any work thought to be affected and where practicable including the suspected sources and any related evidence which may include reports generated by text matching software. The departmental representative should advise the student that a member of the ART will contact them separately to inform them about the procedure.
- 28.2 The departmental representative must pass a copy of all of the case papers to the ART. The ART will make arrangements to convene an Assessment Misconduct Panel and will request a statement from the student and advise them of the procedure.
- 28.3 All students presented with a major allegation will have their results withheld until the allegation has been formally concluded under these Regulations. This may mean the student will not be permitted to attend the graduation ceremony if this matter has not been fully concluded when the ceremony takes place.

The Assessment Misconduct Panels

29. An Assessment Misconduct Panel will normally comprise four members. The Chair of the Undergraduate Studies, Graduate Studies Sub-Committee 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 a deputy 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.
- 29.1 No person directly involved with the assessment in question or connected in any way with the allegation, investigation or the student will serve as a member when the Panel considers a case. A member of the ART will act as secretary to the Panel. All relevant documentation will be placed before the Panel.
30. The role of the Panel is:
 - 30.1 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
 - 30.2 where the allegation is found proved, to apply a penalty from the list set out at Regulation 23 or 48.
31. 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

32. Any actions under Regulations 22 to 56, including for the avoidance of doubt notifying the student of the allegation, will normally be delayed if the student is due to sit any examinations or submit any summative assessments within four weeks from when the allegation would have been put to them. This Regulation does not apply to any action taken under Regulations 21.1 to 21.4.
 - 32.1 A candidate may be notified of the allegation within this time frame if it is deemed to be in their best interests to know about the allegation (e.g. to prevent them from committing any further possible misconduct in their future work). The Panel hearing itself will normally be held in abeyance until after the exam or essay has been submitted.
33. The secretary to the Panel will:
 - 33.1 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, and
 - 33.2 invite the student to state whether the allegation is true or false and to provide a statement and/or any evidence or information about their circumstances relevant to the case, giving a time limit of not less than ten working days for them to respond, and
 - 33.3 advise the student to seek advice from the Students' Union Advice Team and optionally from their Academic Advisor if they are not directly involved in the allegation or, if a research student, from the Supervisor or Doctoral Programme Director.
34. The secretary to the Panel will pass the student's submissions to the departmental representative who may provide a written response within five working days for consideration by the Panel.
35. All submissions received under Regulations 33.2, 34 and 37.5 will be made available to the Panel.
36. A meeting of the Panel will normally be called to consider the allegation. The only exception to this requirement will be where a student submits medical evidence indicating that participation in a formal hearing would clearly be detrimental to their health and wellbeing. On the basis of this evidence the Chair of the relevant Sub-Committee, in consultation with the Disability and Wellbeing Service, will determine whether or not it is appropriate to convene a Panel hearing. Where it is determined a Panel hearing is not appropriate, the ART, the department/institute concerned and the Panel Chair must all agree to an appropriate outcome; namely, to either dismiss the allegation or to apply a penalty as set out at Regulation 23 or 48. The student has the right to appeal this decision under Regulation 52.
37. The secretary to the Panel will:
 - 37.1 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, the department representative(s) who will attend and of any witnesses who will attend, and of their right to call witnesses;

- 37.2 provide the student with a copy of any response received under Regulation 34 and any other material that the Panel will consider;
- 37.3 invite the student to attend the hearing of the allegation and to make representations, present evidence and question any witnesses;
- 37.4 inform the student that they may be accompanied or represented according to the conditions set out in Regulation 39; and
- 37.5 inform the student that they 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.
- 37.6 There is no obligation for a student to attend the hearing in person. It will normally be possible for the student to participate by conference call as long as they have informed the secretary at least three days in advance of the hearing. The Panel recognises that students may not be located in the UK at the time of the hearing and it will not draw any inferences if a candidate cannot participate in person.

Assessment Misconduct Panel hearings

- 38. The departmental representative who has taken action under Regulations 13 to 18 and 28 is normally responsible for attending the hearing and presenting the case against the student. They will have the right to submit documents and other forms of evidence to the Panel (subject to the timeframe and terms set out in Regulation 37.5), 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.
- 39. The student may be accompanied by an officer of the Students' Union Advice Team or by a friend or representative. The student must 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.
- 40. Where the student has indicated that they will be accompanied by a legal representative the School reserves the right to recruit a legal representative to assist with the case.
- 41. If the student has a declared disability with the School then they may be entitled to adjustments (e.g. rest breaks during the Panel meeting). It is the student's responsibility to request adjustments at least five working days in advance of the hearing if they think they are eligible. The secretary will discuss all requests with the Disability and Wellbeing Service.
- 42. The student will have the right to submit documents and other forms of evidence to the Panel (subject to Regulation 37.5), 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 to accompany the student but the student is expected to respond to the allegation directly in the first instance.
- 43. In exceptional circumstances, 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, as long as it is received by the secretary at least five working days before the Panel reconvenes. Any evidence requested by the Panel will be disclosed to the student and their representative as well as the departmental representative, who will each be given the opportunity to comment upon it. Where a hearing has reconvened, its membership will be as originally appointed; no replacements will be allowed except in exceptional circumstances.
- 44. Any person who attended the initial hearing is entitled to attend the reconvened hearing. The student and the departmental representative 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.
- 45. The validity of the proceedings of the Panel will not be affected by the unwillingness of the student, or other person acting with or for them, to reply to questions, orally or in writing, or to appear before the Panel.
 - 45.1 Before considering an allegation in the absence of the student, the Panel must satisfy itself that the secretary to the Panel has fulfilled Regulations 32 to 44 and that the student has had a reasonable opportunity to respond. Where the Panel concludes that the student is unwilling to reply to a question or questions, it may draw reasonable inferences from that refusal.
 - 45.2 If the student cannot attend because of a disability they must inform the secretary straight away. The secretary may be able to arrange adjustments in accordance with Regulation 41.
- 46. 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 all evidence has been heard the Panel will meet in private, with its secretary in attendance, to make its decision. The Panel will determine whether an offence has been committed and if so whether or not the offence is minor or major in accordance with Regulation 17. The Panel will then determine what penalty listed at either Regulation 23 or 48 it is appropriate to apply. The Panel may seek advice from the secretary regarding the School regulations, procedures and case precedent.

The Assessment Misconduct Panel's decision and subsequent action

47. Having conducted the hearing:
 - 47.1 if the Panel decides that the allegation has not been proved, it will direct that no further action be taken, and no record of the allegation or the proceedings be included on the student's record. The secretary will confirm this decision in writing;
 - 47.2 if the Panel decides that an offence against these Regulations has been committed by the student, it will apply one of the penalties listed at Regulation 23 or 48, with a formal admonition to the student and a note being placed on their record. In doing so it will 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.
48. The penalties available to the Panel are any of those listed at Regulations 23.1 to 23.4 or as set out below:
 - 48.1 (for all students taking taught courses) that, despite the allegation being upheld, a mark be returned for the work in question. A new mark should be determined according to Regulation 23.1, or
 - 48.2 (For MPhil/PhD students only) where the offence has occurred in work submitted for an upgrade, the Upgrade Panel should determine whether or not the student should be upgraded in accordance with the School's regulations, or
 - 48.3 (For MPhil/PhD students only) where the offence has occurred in a final thesis, the examiners will examine the student in accordance with the School's regulations, or
 - 48.4 (For all students taking taught courses) that the student be awarded a zero mark, either for the assessed work or for the course as a whole. The student will have the right to re-submit the work in the following year provided they have not run out of attempts to do so and only where this penalty (or their other marks) results in them not being awarded the degree, or (for MPhil/PhD students only) results in them not being allowed to progress or be upgraded, or
 - 48.5 (For all students taking taught courses) that the student be awarded a zero mark for the work or course as a whole and in addition, a zero mark for one or more other pieces of assessed work or whole courses taken that year. The Panel will use its academic judgement to determine which other work and/or courses should be penalised. The student will have the right to re-submit the work or courses in the following year provided they have not run out of attempts to do so and only where this penalty (or their other marks) results in them not being awarded the degree, or (for MPhil/PhD students only) results in them not being allowed to progress or be upgraded, or
 - 48.6 (For all students taking taught courses) except where it may result in a postgraduate student receiving a Bad Fail mark, they be awarded a zero mark either for the assessed work or for the course as a whole and be denied the right to re-sit it or an equivalent course;
 - 48.7 (For all students taking taught courses) that the student be awarded a zero mark for all courses taken that year, or for all courses taken that year and all previous years, and also be expelled from the School, or
 - 48.8 (PhD students only) that the student only be examined for an MPhil award in accordance with the School's regulations.
 - 48.9 (For MPhil/PhD students only) that the student not be awarded any degree, and that they be denied the right of resubmission or right of appeal save as set out in Regulation 52 below, and that they also be expelled from the School.
49. The decision of the Panel under Regulations 23.1 to 23.4 or 47-48 will be applied subject to the normal application of the degree regulations.
50. If plagiarism is discovered after graduation, the student's degree may be revoked and they will be subject to one of the penalties set out at Regulation 23 or 48 (following the procedure set out in these Regulations).
51. Where practicable the decisions of the Panel will be given to the student orally by the Chair of the Panel and will be conveyed to the student in writing by the secretary to the Panel. The secretary to the Panel will also send the student a formal record of the hearing.
52. Where a Panel has decided that an offence against these Regulations has been committed by the student, the student will have the right to appeal against that decision on one or more of the following grounds:
 - 52.1 that the Panel was constituted in such a way that it was not impartial.
 - 52.2 that there has been a material breach of these procedures that affected the fairness of the Panel's decision.
 - 52.3 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.
 - 52.4 Any such appeal must be received by the secretary within ten working days of the date of the written confirmation of the Panel's decision sent under Regulation 51.
53. A Pro-Director will 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. It will be open to the Pro Director either:

- 53.1 to change the penalty decided by the Panel to one which in their opinion is less serious, or
- 53.2 to direct a rehearing by a different Panel constituted under Regulation 29, or
- 53.3 to reject the appeal on the basis that the student has not presented sufficient grounds to warrant reopening the hearing, which can include dismissing the submission of new evidence.
54. If the student does not appeal, they will receive final confirmation of the penalty and an explanation about its impact on their status with the School in a letter from the secretary on behalf of the Academic Registrar.
55. The consideration and conclusion of an appeal against the decision of a Panel under these Regulations will complete the procedures open to the student within the School. The appeal outcome will be confirmed in writing in a completion of procedures letter from the Academic Registrar. This letter will inform the student of their right to make a complaint to the **Office of the Independent Adjudicator for Higher Education**.
56. Upon the conclusion of a misconduct case under either Sections 54 or 55 the student's results will be released, subject to ratification from the relevant examination boards.

REGULATIONS ON ASSESSMENT OFFENCES: OFFENCES OTHER THAN PLAGIARISM

These regulations are approved by the Academic Board

Last updated: July 2013

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.

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. 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 16-21 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, or
 - 35.3 to reject the appeal on the basis that the student has not present sufficient grounds to warrant reopening the hearing.
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 student to take his or her case to the Office of the Independent Adjudicator for Higher Education.

DISCIPLINARY PROCEDURE FOR STUDENTS

This procedure is approved by Council. Last updated: June 2015

Purpose of this Procedure

1. The School's Memorandum and Articles of Association set out its main objectives of education and research. These can be met only if students, staff and visitors can conduct their business in conditions that permit freedom of thought and expression and in which they show respect to one another. The School's governing body has put this disciplinary procedure ("the Procedure") in place to maintain such conditions and to protect the School from actions that may harm it or its members.
2. It will be an offence under this Procedure if a registered or un-registered student is found to have breached one or more of the School's terms or conditions, policies or procedures, or rules or regulations. This list includes, but is not limited to, the School's Conditions of Registration, Anti-Bullying and Anti-Harassment Policy, Ethics Code and Conditions of Use of IT Facilities at LSE.

Status

3. The School's Council is responsible for the content of this Procedure, save for factual information; which will be the responsibility of the School Secretary ("the Secretary") to correct.

Application

4. This Procedure will apply to allegations of misconduct against registered and un-registered students of the School. For the avoidance of doubt:
 - 4.1. A registered student is a student that is pursuing an undergraduate or postgraduate programme of study for which s/he is receiving teaching and/or supervision, or from which s/he has an authorised temporary absence that does not require interruption or an extension to the length of their programme of study.
 - 4.2. An un-registered student is a student that is on a period of interruption or has been suspended from his/her programme of study, or is awaiting only to sit an exam to either progress, or complete his/her programme of study.
 - 4.3. This Procedure will not apply to students of the School who have been expelled or withdrawn from the School or to students who have completed their programme of study (whether successfully or unsuccessfully).
5. A local procedure that is specific to an area of the School may be used to resolve some allegations of misconduct. Examples of areas that sometimes use a local procedure are the LSE Summer School, LSE Executive Summer School or a hall of residence that is fully or partially populated by students the School. The application of a local procedure will not necessarily preclude the use of this Procedure.
6. The School and the School's Students' Union have separate disciplinary procedures: the School will use this Procedure to determine whether a student has breached any of its terms or conditions, policies or procedures, or rules or regulations; the Students' Union will use its own procedure to determine whether a student has breached the terms of his/her membership of the Union. This being the case, it is possible for one allegation of a breach of discipline to be considered separately under one or both of the procedures.
7. This Procedure may be applied to incidents that occur outside the School's premises and/or which involve a member of the public.
8. Deviations from this Procedure will not invalidate any action taken against a student unless the integrity of the process is compromised. The person who is overseeing an investigation, usually the Secretary, a Pro-Director or a Board of Discipline, will decide when and how to deviate from this Procedure, and explain to the affected parties the reason for doing so.

Equality and Diversity

9. Members of staff involved in a potential or actual disciplinary case must give thought to any equality and diversity matters which may be relevant, particularly in relation to the following diversity strands which are referred to in the Equality Act 2010: age, disability (including mental health and wellbeing), race, gender, gender reassignment, pregnancy and maternity, religion or belief and sexual orientation. Requests for reasonable adjustments should be made to the Secretary, Pro-Director or Board of Discipline (whichever is overseeing an investigation at the time).
10. In some instances, the Secretary, Pro-Director or Board of Discipline (whichever is overseeing an investigation at the time) may decide to postpone, interrupt or not pursue a disciplinary case because a key person is, for medical or other reasons, unfit to participate in it. This type of decision must be based on evidence that the Secretary, Pro-Director or Board of Discipline considers relevant and adequate. The Secretary, Pro-Director or Board of Discipline reserves the right to reject or ask for an independent assessment of evidence if its relevance or adequacy is doubted.

Criminal Offences

11. Where appropriate, the School will consider referring incidents to the Police, or if necessary, UK Visas and Immigration or the Home Office. Although the School would not ordinarily pursue disciplinary action against a student while they are the subject of a Police investigation, it reserves the right to do so; particularly if a student's

registration is due to expire before the conclusion of any criminal proceedings, or the safety of one or members of the School is at risk. The School also reserves the right to apply this Procedure after any Police investigation has concluded.

Victimisation

12. If necessary, the School will take steps to prevent any member of staff or a student from being victimised as a result of their involvement in a disciplinary matter. This may involve taking disciplinary action against the perpetrator and/or giving support to a complainant.

Confidentiality

13. The School will handle disciplinary cases in accordance with any of its own relevant confidentiality policies and the Data Protection Act 1998.

Informal Resolution

14. Informal resolutions are intended to be flexible and its aim is to resolve matters as quickly and amicably as possible, normally within 10 working days. As such, if any person believes that a student or group of students of the School has acted in a way that warrants investigation under this Procedure ("a Complainant"), they should first consider contacting the relevant Dean of the School ("the Dean"). If they prefer to do so, a student may prefer to speak to a relevant member of their academic department (e.g. their tutor, or a senior academic or administrator), the School's administration (e.g. adviser to female or male students) or the School's Students' Union before an approach is made to a Dean to consider an informal resolution.
15. The Dean will decide whether to resolve a case informally, and, if so, how. If they consider it appropriate, the Dean may refer the case to the Secretary to resolve under the formal stage of this Procedure and/or to ask whether the Police should be alerted to the case.
16. A student will be permitted to bring a silent observer, such as a friend or member of the Students' Union, to any meeting with the Dean. Legal representation is considered inappropriate. In exceptional circumstances, such as it constituting a reasonable adjustment, the Dean may permit the observer to actively contribute to the meeting.
17. The Dean will decide whether to put in place any kind of suspension or other measure/s while the informal resolution stage is ongoing. A student who is affected by a suspension or other measure/s may appeal in writing to a Pro-Director. The Pro-Director will respond to the appeal within three (3) working days.
18. The Dean will produce a report confirming the action/s taken to resolve a case informally and the outcome, and will disclose a copy of this report to the student/s and/or member/s of staff directly involved the case as a Complainant. The Dean will not normally disclose their report to people who are not members of staff or students of the School.
19. The Deans' report, either in full or any aspect of it, will not be recorded on a student's file, though it may be considered in any subsequent investigation under the formal stage of this Procedure.
20. If the alleged perpetrator fails to co-operate in an attempt at informal resolution, this may be considered as grounds for a formal investigation. Please note that any such failure to co-operate may also be taken into account as part of the formal investigation.

Formal Resolution

21. The School Secretary is responsible for deciding whether to resolve a case formally, regardless of how the matter is brought to their attention, and, if so, how. The Secretary will also consider whether to alert the Police. The Complaint Form at Appendix A should be used by anyone wishing to submit a formal complaint to the Secretary under this Procedure.
22. On deciding to resolve a case formally, the Secretary will decide whether to put in place any kind of suspension or other measure/s while the formal stage is ongoing. A student who is affected by a suspension or other measure/s may appeal in writing to a Pro-Director. The Pro-Director will respond to the appeal within three (3) working days.
23. The Secretary may ask a relevant member of staff (their "Nominee") who has had no prior involvement in the case, to conduct an investigation, although the Secretary will make the final decision on the case based on the findings of the Nominee's investigation. The Secretary may only delegate decision-making powers under this Procedure to another member of the Director's Management Team.
24. The form of any investigation will depend on a number of factors, such as the severity and complexity of the issue in question as well as the availability of evidence. However, the Secretary or their Nominee must ensure that any investigation is conducted fairly and is of a reasonable level in depth and scope.
25. The student subject to an allegation ('the Student') will be given an opportunity to present their case to the person conducting the investigation ("the Investigating Officer"). In exceptional circumstances, for example, when a Student's whereabouts are not known at the time of investigation, the Secretary or their Nominee may decide to conduct the investigation in the Student's absence.
26. The Investigating Officer must inform the Student of their right to be accompanied to any meeting relating to the investigation by a friend or a representative of the LSE Student' Union. The friend or representative will accompany the Student as a silent observer; save in exceptional circumstances, such as it constituting a reasonable adjustment, and with the permission of the Secretary or Investigating Officer.

152 School Regulations

27. An investigation would normally be completed within 10 working days from when the Secretary decided to resolve a case formally. The Secretary or their Nominee will inform the students involved of any delay, and the reason/s for the delay, as soon possible.

Outcome of a Formal Resolution

28. At the end of a formal investigation, the Secretary will decide whether to:
 - 28.1. Dismiss the allegation;
 - 28.2. Refer the case to other, more appropriate procedures in the School and/or the Police;
 - 28.3. Uphold the allegation and determine an outcome that is relevant and proportionate to the offence/s; or
 - 28.4. Convene a Board of Discipline (see Appendix C) to consider the allegation, and if necessary, determine an appropriate outcome.
29. The kind of measures that the Secretary may put in place under section 27.3 include, but are not limited to:
 - 29.1. A formal warning that may be put on the student's record;
 - 29.2. A fine or other form of recompense;
 - 29.3. Training; and/or
 - 29.4. Suspension from defined areas and/or facilities of the School for a defined period.
30. The Secretary will convey their decision and the reason/s for it, in writing to the Student and any member/s of staff or student/s of the School who have been directly involved in the case as a Complainant. The Secretary will also inform any other member of staff or student who he considers has a relevant interest in the case. The Secretary will not normally disclose their decision to people who are not members of staff or students of the School.
31. The Secretary's written response must inform the Student, and if applicable, the Complainant, of their right to appeal to a Pro-Director of the School (see the "Appeal" section below).

Appeal

32. An appeal against the Secretary's or a Board of Discipline's decision must be made using the Appeal Form at Appendix B, no later than 10 working days from the date of the Secretary's or a Board of Discipline's written decision.
33. An appeal must normally be made on one or more of the following grounds:
 - 33.1. A significant procedural flaw or irregularity that compromised the fairness of the process;
 - 33.2. New evidence, which must be supported by an explanation of why it is being submitted at this late stage; and
 - 33.3. An outcome being unreasonable or disproportionate.
34. The Pro-Director will decide how to review the case. A student will be permitted to bring a silent observer to any meeting. In exceptional circumstances, such as it constituting a reasonable adjustment, the Pro-Director may permit the observer to actively contribute to the meeting.
35. The Pro-Director will normally complete their review within 10 working days of receiving the appeal. They will convey their decision in writing to relevant parties in a Completion of Procedures Letter.
36. The Completion of Procedures Letter will contain the Pro-Director's decision and the reasons for it. Their letter will also confirm any course of action or sanction, which may differ to the outcome of the original investigation.

Office of the Independent Adjudicator for Higher Education

37. The Pro-Director's Completion of Procedures Letter will inform the recipients of their right to submit a complaint to the Office of the Independent Adjudicator for Higher Education ("the OIA"). The Pro-Director will also provide any relevant documents that may be required by the OIA. The OIA will not consider complaints from a member of staff.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

1. Policy Statement

- 1.1 The School is committed to a working and learning environment where people can achieve their full potential free of bullying and harassment. It will take appropriate action to try to eliminate bullying and harassment, as well as put in place procedures to resolve complaints as swiftly and amicably as possible. These procedures will also make provision for disciplinary action to be taken.
- 1.2 For the purposes of this Policy, references to 'the LSE community' includes all salaried and non-salaried members of staff, students and lay governors of the School. The School will try to ensure other relevant parties comply with the required standards of behaviour in this Policy by way of contract.

2. Action Against Bullying and Harassment

- 2.1 It should be noted that a member of the LSE community is personally liable for their actions, which in some instances could lead to criminal or civil action in the Courts under the Protection from Harassment Act 1997, Equality Act 2010 or other relevant legislation, such as the Crime and Disorder Act 1998.
- 2.2 The School and the LSE Students' Union may use their own separate procedures to investigate and take appropriate action to resolve the same allegation of bullying or harassment (i.e. the School considering a student's status at LSE, the Union considering a student's membership of its organisation).
- 2.3 The School will take appropriate steps to deal with behaviour, intentional or unintentional, that results in a breach of this Policy. The School will conduct confidential and impartial investigations into allegations of bullying and/or harassment. It will at all times comply with the Data Protection Act 1998.
- 2.4 Disciplinary action may be taken if allegations of bullying or harassment are found to be malicious or vexatious.

3. Scope of Policy

- 3.1 The School will not tolerate any form of bullying or harassment within its community or against its members, which may go beyond the physical premises and normal business hours of the School, such as conduct at events and trips abroad or on social media.
- 3.2 This Policy applies to the LSE community and relates to bullying or harassment perpetrated by:
 - a student against a student, member of staff or lay governor;
 - a member of staff against a student, member of staff or lay governor; and
 - a lay governor against a student, member of staff or lay governor.
 The above examples also include bullying and harassment by or against any other party who is contracted to abide by this Policy.
- 3.3 Bullying and harassment is not necessarily confined to the behaviour of senior staff towards more junior staff, or indeed staff towards students; it can take place between persons at the same level or involve staff or students behaving inappropriately towards more senior members of the School.

4. Definition of Bullying and Harassment

- 4.1 For the purpose of this Policy:
 - 4.1.1 Bullying is defined as offensive, intimidating, malicious or insulting behaviour, which may include an abuse or misuse of power, through means that threaten, undermine, humiliate, denigrate, take advantage of, or injure the recipient. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.
 - 4.1.2 Harassment is defined as unwanted conduct that has the purpose or effect of:
 - violating a person's dignity; or
 - creating an intimidating, hostile, degrading, humiliating or offensive environment.
 - 4.1.3 A person is also guilty of harassment if they treat a person less favourably because that person has rejected or submitted to unwanted conduct of a sexual nature or that is related to gender identity or sex, and which has had the purpose or effect described in this section. In this scenario, the person who is guilty of treating someone less favourably might not be the person who engaged in the unwanted conduct.
- 4.2 In deciding whether conduct is bullying or harassment, the School will take account of the following factors:
 - the alleged victim's (or victims') perception of the conduct;
 - the other circumstances of the case;
 - whether it is reasonable for the conduct to have had the effect of bullying or harassment.
- 4.3 Examples of the different types of bullying and harassment are included in Appendix A.

5. Responsibility of the LSE Community

5.1 All members of the LSE community can help to:

- prevent bullying and harassment by being sensitive to the reactions and needs of others, and ensuring that their conduct does not cause offence;
- discourage bullying and harassment by others by making it clear that such conduct is unacceptable, and supporting colleagues and peers who are taking steps to stop the harassment;
- understand bullying and harassment by attending training sessions and/or seeking advice from the School's Central Administration or Students' Union.

5.2 The School is responsible for:

- taking steps to eliminate bullying and harassment and other unlawful discrimination, as well as to actively promote equality to provide a collegiate, lawful and harmonious working environment;
- taking appropriate action when it is aware that bullying or harassment may be or is taking place;
- raising awareness to help members of the LSE Community identify and deal with bullying and harassment.

6. Monitoring of Bullying and Harassment Cases

6.1 The School will compile anonymous information about the number, nature and outcome of bullying and harassment cases each academic year, with a view to keeping the Ethics Policy Committee updated.

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|-----------------------------------|---|
| Approved by: Council (tbc) | Date: 17 May 2016 |
| Implementation date: | 1 August 2016 |
| Review period: | 3 years |
| Division: | Governance, Legal and Policy Division |
| Contact: | Kevin Haynes, Head of Legal Team: k.j.haynes@lse.ac.uk or 020 7955 7823 |

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

APPENDIX A: EXAMPLES OF BULLYING AND HARASSMENT

1. Introduction

Bullying and harassment are not always easy to identify and sometimes difficult to distinguish from one another. The purpose of this appendix is to describe some of the ways in which bullying and harassment can take place.

2. Bullying

Bullying may be physical or psychological in nature and conducted in an open environment or a secretive manner. It is behaviour that is often repetitive and intended to dominate another person or group by making them feel degraded, humiliated, intimidated or offended. It can cause a person to lose respect and confidence. The types of behaviour may include:

- unmerited criticism, exclusion, isolation and/or gossip;
- gossiping campaigns or spreading rumours about a person;
- stalking or persistently displaying unwanted conduct to a person face-to-face, online or by another means of communication;
- taunting, teasing, ostracising or ridiculing a person either directly or to a third party;
- shouting at or berating a person in a public environment, such as in an office, during a committee session or in a classroom;
- taking or hiding another person's property;
- undermining a person's ability to carry-out or take credit for their work by unfairly overloading them with menial tasks, taking their work away from them, or stealing or copying their work;
- physically or verbally threatening or intimidating a person; and
- making unwelcome sexual advances.

3. Harassment

Like bullying, harassment can occur in many different forms: orally, in writing, in person or on social media. The School considers any unwelcome behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment to be a breach of its Anti-Harassment Policy. Unwelcome behaviour may relate but is not restricted to a person's age, disability, gender identity, ethnicity, race, religion or belief, sex and/or sexual orientation. The kinds of actions or behaviour that is considered to be harassment include:

- jokes, offensive remarks or intimate questions conveyed orally or in writing directly to a person or about a person to a third party;
- producing, sending or displaying inappropriate and/or offensive images or other material to, or about, a person or group;
- abuse, threats or intimidation towards a person or group;
- damaging, defacing or removing a person's or group's property;
- breaching a person's confidentiality by disclosing their sensitive personal information;
- less favourable treatment by excluding a person from a benefit or opportunity that is open to others;
- unwanted physical conduct such touching, staring at or hitting a person; and
- sexually assaulting or making sexual advances towards another person.

Stalking is also considered a form of bullying and/or harassment, regardless of whether the perpetrator is known or a stranger to the victim. It is usually persistent and unwanted conduct of one or different kinds that meets the School's definition of bullying and/or harassment in its Anti-Bullying and Anti-Harassment Policy. It can be physical or psychological and take place directly against a person, or by approaching a third party about a person. Following a person home, sending or leaving them unwanted and repeated messages on their telephone or email, bullying them on social media or making intrusive or unwanted visits are examples of how stalking may take place.

Harassment may also involve the actions of a third party, if this third party treats a person less favourably because the person has rejected or submitted to unwanted conduct of a sexual nature or behaviour that is related to gender identity or sex. Examples could include a person being moved from a committee, department or study group, because the person being moved has rejected sexual advances of another member of the same group.

4. Information on the Anti-Bullying and Anti-Harassment Policy

LSE Contacts:

You are encouraged to approach one of the following members of School staff if you have any concerns about harassment and bullying:

- Your Academic Adviser, Supervisor or Departmental Tutor
- The Senior Adviser to Students (position currently vacant)
- The Adviser to Female Students, Dr Bingchun Meng at: **b.meng@lse.ac.uk**
- The Dean for the General Course, Mark Hoffman at: **gc.dean@lse.ac.uk**
- Head of Student Services, Hannah Bannister at: **h.r.bannister@lse.ac.uk**
- Head of Residential Life, Rachael Elliott at: **r.elliott@lse.ac.uk**
- The Ethics Manager, Stephanie Allison at: **ethics@lse.ac.uk**
- The Warden of your hall of residence.
- The Student Counselling Service at: **student.counselling@lse.ac.uk**
- The School's Equality, Diversity and Inclusion Taskforce at: **edi@lse.ac.uk**
- The Faith Centre at: **faithcentre@lse.ac.uk**
- Student Services Centre at: **ssc.advice@lse.ac.uk**

You can contact the Head of the School's Legal Team, Kevin Haynes at: **k.j.haynes@lse.ac.uk**, or Legal Officer, Caroline Hong at: **c.hong2@lse.ac.uk**, for advice on the Anti-Bullying and Anti-Harassment Policy.

LSESU Contacts:

The Students' Union has Sabbatical Officers, Part-time Officers and an Advice Team who will listen to you, represent your views on these issues and liaise with the School to tackle inappropriate behaviour.

- Sabbatical and Part-Time Officers, a list of whom can be found at:
<http://www.lsesu.com/democracy/student-reps/>
- LSESU Advice Team, which can be contacted at **su.advice@lse.ac.uk**
You can find more information at **<http://www.lsesu.com/advice/>**

Please get in touch with any of the following people if you have any questions or would like clarity on any aspect of the School's Anti-Bullying and Anti-Harassment Policy:

You can find more information on bullying and harassment, including a list of external organisations to contact, at the following address:

<http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/RegulationsAndPolicies/problems/victimHarassment.aspx>

PROCEDURE FOR CONSIDERING ALLEGATIONS OF HARASSMENT FROM STUDENTS AGAINST MEMBERS OF STAFF

Introduction

1. 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.
2. This procedure is for use by students who consider that they have been harassed by a member of staff.
3. The School is committed to investigating all complaints thoroughly.
4. Staff or students who have been the victim of a violent attack or sexual assault should inform the police immediately and seek medical help.
5. Nothing in this procedure prevents those who either claim to be harassed or are allegedly harassers from exercising their legal rights.

Exclusions and Conditions

6. Students cannot use this Procedure for grievances other than harassment. Separate procedures apply for other grievances, such as the School's Student Complaints Procedure.
7. All people involved in a harassment case, including witnesses, advisers and/or people chosen to accompany either party, must respect the confidentiality of all parties involved, particularly the Complainant, the Alleged Harasser and the members of an Investigation Team. The School will at all times comply with relevant legislation, such as the Data Protection Act 1998.
8. The identity of the Complainant will need to be disclosed to the Alleged Harasser. The Director of Human Resources (or Senior Adviser to Students for an informal resolution) will check that the Complainant understands this procedure before a disclosure is made.
9. The student making the allegation will be protected from reprisal or unfair treatment because of their decision to submit a complaint, unless there is substantial reason to believe that the allegation is based on information known to be false or has been made maliciously. Cases of deliberately false or malicious allegations of harassment will normally be investigated under the School's Disciplinary Procedure Students.
10. No record of an alleged case of harassment will be placed on a staff or student file unless it is required under this or another relevant procedure.
11. 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 Director of Human Resources, who will inform the Investigation Team and decide whether further action is required, such as training or alternative working arrangements, or disciplinary action if they decide that the complaint was originally submitted for malicious reasons.

Advice

12. Students who are concerned about harassment may wish to speak to one or more of:
 - Their Personal Tutor or Supervisor, the Senior Adviser to Students or the Dean of the General Course.
 - The Student Union Education Officer or Community and Welfare Officer.
 - The Adviser to Women Students.
 - The Student Union Advice & Counselling Centre.
 - The Student Counselling Service.
 - The Warden of their hall of residence.
13. **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
 - Their HR Partner.

Informal Procedure

14. 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, the formal procedure must be used to resolve serious cases, which, for example, concern an allegation of physical assault.
15. Where a student considers that they have been harassed by a member of staff, they should contact the Senior Adviser to Students or Dean of the General Course (hereafter included in any reference to the Senior Adviser to Students). This should take place no later than three months after the alleged incident/s occurred.
16. The Senior Adviser to Students will normally talk to both parties separately in the first instance in an attempt to facilitate an informal resolution of the alleged grievance. They will take notes of the meetings.

158 School Regulations

17. If all parties agree, the Senior Adviser to Students will arrange a face-to-face meeting between the Complainant and the Alleged Harasser. A second member of staff may be asked to attend as a silent observer and to take notes of the meeting.
18. The Complainant and/or Alleged Harasser can 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 their first language.
19. At the end of the informal process, the Senior Adviser to Students will send a written record of it to the Complainant and Alleged Harasser. Where agreement cannot be reached, the dissenting party will have the right to include in the record the reasons for their dissent. Copies of this record will be given to the Complainant and Alleged Harasser and held by the Senior Adviser to Students facilitating the process. The written record of this informal stage may be used in any formal procedure if it is subsequently instigated.

Formal Procedure

Making the allegation

20. 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).
21. To instigate the formal procedure, a formal written complaint (using the form at Appendix A) must be submitted to the Director of Human Resources no later than three months after the alleged incident/s occurred or within ten working days of the conclusion of an unsuccessful informal process. It should explain the reasons for the complaint and provide all available evidence.
22. Once the formal complaint has been lodged, the Director of Human Resources will arrange for an Investigation Team to be convened (see Appendix B). It will be composed of:
 - a member of the Academic Board appointed by the Vice Chair of the Academic Board; 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.
23. If the Complainant or the Alleged Harasser objects to the appointment of one or more of the Investigation Team, they must submit a written statement to the Director of Human Resources, explaining their reasons, within three working days of being informed of the names. If the Director of Human Resources 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.
24. If an Investigation Team believes that the Alleged Harasser should be suspended, or their duties altered, then it should ask the Director of Human Resources to instigate the relevant process. A member of staff may make such a request on their own behalf to the Director of Human Resources.

Investigation

25. As soon as the Complainant and Alleged Harasser have consented to the appointment of Investigation Team or if no response is received within three days of informing the Complainant and Alleged Harasser, the appointed members will be asked to begin their investigation.
26. 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.
27. The Investigation Team will meet the Complainant and Alleged Harasser, normally in person. The Investigation Team should find alternative means to speak to the Complainant or Alleged Harasser when it is too difficult to arrange a face-to-face meeting, such as by video link or a conference call.
28. The meetings will always include at least two members of the appointed Investigation Team. The Complainant and the Alleged Harasser have the right to be accompanied by a silent observer of their choice (e.g. a colleague, trade union member or Students' Union representative).
29. If the Investigation Team considers it necessary to meet witnesses, they must convey to them 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.
30. One of the Investigation Team will make a record of each meeting and ask the person present to confirm that it is a true and accurate record. Where agreement cannot be reached, the reservations will be included in the record.

Report

31. On completion of the investigation, the Investigation Team will submit a written report to the Director of Human Resources. 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 and any other information that the Investigation Team considers relevant.

Meeting

32. Normally within ten working days of receiving the Investigation Team's report, the Director of Human Resources will meet the Complainant and Alleged Harasser separately to inform them of the main elements of the Investigation Team's findings and to convey the decision they are minded to make. The Complainant and Alleged Harasser have the right to be accompanied to this meeting by a silent observer of their choice (e.g. by a trade union member, work colleague or the Students' Union Representative). A written statement of the decision will follow in five working days of the second meeting.
33. If the decision is not to uphold the allegation of harassment, the Director of Human Resources may nevertheless recommend that one or both of the parties involved in the case consider training, counselling, a voluntary transfer or change in the reporting relationship (if possible) if a working relationship has become untenable.
34. If an allegation of harassment is upheld, the Human Resources Director may invoke the disciplinary procedure for misconduct or gross misconduct.

Appeal

35. The Complainant or the Alleged Harasser may appeal against the outcome of a harassment case by writing to the Director of Human Resources within five working days of receiving their decision. It must set out the grounds on which the appeal is made. There is no route of appeal if the case is referred to staff or student disciplinary procedures.
36. The Director of Human Resources Director will refer the appeal to a Pro-Director, who will decide how to deal with it. If they decide to meet any of the parties involved, they must inform the person of their right to be accompanied by a silent observer.
37. The Pro-Director will inform the Complainant and the Alleged Harasser of their final decision normally within ten working days of the date the appeal was received by the Director of Human Resources. They must set out the reasons behind their decision and inform the Complainant of their right to complain to the Independent Adjudicator for Higher Education (this service is available to students only). The School's internal procedure is complete at this point.

Appendix A

CONFIDENTIAL

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Harassment Complaint Form

The completion of this form is not compulsory. It is intended to help the School understand and deal with a complaint as efficiently as possible. The Complainant should send a completed version of it to the Director of Human Resources.

1. Name of the person making the complaint
2. Name(s) of Alleged Harasser(s)
3. 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)
4. 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.

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.

Policy was agreed by council on 25th June 2002

For latest version and information about, see lse.ac.uk/policies and search by title.

STUDENT DRUGS AND ALCOHOL PROCEDURE

1. Purpose of procedure

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

2. Dealing with drug and alcohol related incidents

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

3. Different types of drug and alcohol related incidents

3.1 There are four broad types of drug and alcohol related incidents, as follows:

3.1.1 Emergency intoxication/influence:

where intoxication/influence involves a perceived threat to the health, wellbeing and/or safety of the individual(s) involved and others

3.1.2 Non-emergency intoxication/influence:

where no immediate danger is apparent

3.1.3 Discovery:

where an individual finds a student in possession of, or using what is thought to be, an illegal drug or drug-related paraphernalia (eg, syringe)

3.1.4 Disclosure, Suspicion or Rumour:

where an allegation is made by a third party that a student is misusing drugs and/or alcohol, where this allegation may be substantiated by evidence.

3.2. The School recognises the legal distinction between alcohol and other drugs, and so would not normally take disciplinary or other actions for excessive use of alcohol unless there was evidence that this was causing harm to the individual, to their studies, or resulting in unacceptable behaviour towards other people or School buildings and facilities. The School expects those in positions of authority to promote a responsible attitude among students regarding the consumption of alcohol.

4. Key stages for dealing with a drug or alcohol related incident

Each case will be handled differently, and may involve different personnel, but all will involve three key stages:

4.1 Stage 1: Assessment of incident and immediate action

A "front-line" person will make an initial assessment of the situation, and take any necessary immediate action, followed by referring the incident to a responsible person, which could be the Head of Security Team, or his/her deputy, the Front House Manager or the Warden for the Halls of Residence. This action may involve, as appropriate, confiscation of drugs/suspicious substances, contacting the police and ambulance services, and collecting of witness statements.

4.2 Stage 2: Referral

The responsible person will liaise with key individuals inside and outside the School (the Pro-Director and, as necessary, the Director of Residential Services, the LSE Health Service, SU Education and Welfare Officer, and the local Police station). The appropriate welfare referrals will be enacted and disciplinary procedures commenced where deemed necessary under the Code of Conduct for Disciplinary Proceedings in Halls or the Disciplinary Procedure for Students.

4.3 Stage 3: Recording

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

5. Sanctions

5.1 Each case will be considered on its own merits, and the sanctions applied via the Code of Conduct for Disciplinary Proceedings in Halls or the Disciplinary Procedure 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 Procedure 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 Procedure for Students.

This policy was agreed by council on 25th June 2002

For latest version and information about, see lse.ac.uk/policies and search by title.

LIBRARY RULES

Last updated June 2016

Admission to the Library

- The London School of Economics and Political Science exists for the purpose of public education. The School is a private institution and retains the right to revoke the permission of people to enter and use the estate if they are engaging in behaviour that is criminal, prejudices public safety, breaches the School's rules and procedures or diminishes or disrupts the experience of students through the misuse of School facilities.
- 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.
- All users must possess a current Library card and show it on request to Library staff and Security. Library users are responsible for the use of their Library card and should not allow others to use it. Users who are found to have allowed entry to unauthorised people will be subject to disciplinary procedures (see Enforcement below).
- Applicants for a Library card will be required to provide evidence of identification and status. See the **Membership pages** for full admissions policy details.
- Children under 12 are not allowed beyond the Library entrance turnstiles.

Conduct within the Library

- Noise, disturbance or inappropriate behaviour is prohibited, including abusive or threatening behaviour to Library staff and other Library users. As space is at a premium, users should not bring in large numbers of bags as these can make it difficult for other users to access study spaces.
- No food is permitted in the Library building, apart from in the Escape areas outside of the Library turnstiles. Soft drinks and hot drinks may be consumed in the Library as long as they are in non-spill containers, cartons, cans or bottles. Anyone found to be eating in the Library will be asked to dispose of the food or take it to one of the Escape areas on the ground floor. Food left unattended will also be removed.
- Alcohol cannot be consumed anywhere in the Library building.
- Smoking (including smoking of electronic and herbal cigarettes) is not permitted in the Library building or outside near external doorways.
- Mobile phones can be used in the Library but disruptive mobile phone use is prohibited. Phones should be set to silent mode in the Library building and cannot be used in the red Silent Zones.
- Library users are asked to treat other users with consideration.
- No material other than official notices from the Library or the School may be distributed or posted within the Library, without the permission of the appropriate Library manager.
- Library furniture, fittings or equipment must not be misused or their arrangement altered.
- Library users should not attempt to reserve study spaces by leaving personal belongings at desks when they have left the building. Belongings may be cleared to allow others to use study places. Note that any unattended belongings are left at the owner's risk and users are strongly advised not to leave valuables even if they will be away from the desk for a short time.
- Study space and group study room bookings take precedent over casual use of space and rooms. A user who has booked a study space or room can expect any other user occupying it, at the reserve time, to vacate it.
- Library users may be asked to present their bag for inspection by Library staff, as well as any books or folders they are carrying.
- 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.
- Photography is not permitted unless permission is sought - via Security staff in the first instance.

Loan facilities and terms of borrowing

- Current members of the School and certain categories of external users may borrow from the Library. Details of borrowing privileges are available online.
- Loans may normally be renewed if the book is not required by the Library for another user. Special rules may apply for items in high-use categories.
- Borrowing from the Course Collection is 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.
- Course Collection books make not be removed from the Collection unless issued on loan.
- A current Library card is required whenever borrowing items.
- 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.

- All Library materials borrowed must be returned within the stipulated loan period. Failure to do so will result in application of appropriate sanctions.
- 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 application of appropriate sanctions.
- Sanctions to be applied for the late return of borrowed or recalled material will be determined from time to time by the Library's management.
- Late return of materials borrowed, or failure to comply with sanctions, may result in suspension of borrowing privileges and access, in the case of external user categories.
- Where an item is lost or stolen, returned damaged, or not returned after a reasonable period of time, the borrower will be charged for the item at a level to be determined by the Library's management. An item charged for in this way remains the property of the Library. .
- No book or other Library property may be taken from the building at any time without authority.
- 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, from time to time, 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 facility. Locker keys must be returned by the date stipulated. Beyond this date, key deposits will not be refunded.
- Reading Room or administered by its staff.

Copyright

- Copyright law must be observed in all copying of Library and archive material and in all copying carried out within the Library, whether by reprographic or any other means. Current copyright licensing rules for Library material are displayed next to Library photocopiers and copyright guidelines for archive and historic print material are displayed on desks in the archives reading room.
- The Data Protection Act 1998 governs how personal data should be handled and applied to the use of information relating to living individuals found in our archive collections. Library users are responsible for ensuring that any data obtained relating to living individuals is treated in accordance with the principles of the Data Protection Act 1998. Guidance on Data Protection is displayed in the archives reading room, and further information and the full text of the Act are available on the **Information Commissioner's website**.

Use of information technology facilities within the Library

- 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 on **the IMT website**. By accessing and/or using the IT facilities, you agree to be bound by these Conditions of Use.
- The software, databases, websites and other electronic resources accessible via the Library are either owned by LSE or owned by various publishers and other third parties. Users may only access and use these resources in accordance with any applicable terms of use including any relevant licence.

Enforcement

- Failure to observe any of the foregoing provisions may, in the first instance, be dealt with by an authorised Library manager, who may take such action or apply such penalty as is reasonable in the circumstances.
- Any user who is aggrieved by a decision of a member of Library staff may appeal to the Director of Library Services, as set out in the **Library's Complaints Policy**.

For latest version and information about, see **lse.ac.uk/policies** and search by title.

POLICY STATEMENT ON THE USE OF INFORMATION TECHNOLOGY

Introduction

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.

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.

This policy overview provides a brief summary of the responsibilities of all members of LSE's community. A comprehensive list of the policies governing information technology at LSE can be found at <http://www.lse.ac.uk/intranet/LSEServices/IMT/about/policies/home.aspx>.

Scope

This policy statement covers:

- 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;
- 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
- the publication of any material relating to the School on systems within and outside of the School.

Authorised users

1. Any student registered with the School,
2. Any member of staff
3. Any other individual who has been provided with an LSE account, and as a condition of receiving it has signed IMT's Conditions of Use of IT Facilities at LSE form.

Obligations of users

Use of LSE's IT facilities is governed by the **Information Security Policy**

Users are also required to comply in every respect with the Conditions of Use of IT facilities at LSE. In doing so they must:

- Keep data in a manner suitable to its data classification, as defined in the School's **Information Classification Standard**
 - 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

Authorised users are also expected to be familiar with and comply with the following documents:

- 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)
- The Rules of the Computer Classrooms and Areas
- 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 the **JANET Acceptable Use Policy**.

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

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

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.

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 may be treated as serious misconduct.

Penalties

Failure to observe this policy will be considered a serious matter by the School and may result in the right to access 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.

Misuse of the School's IT systems may also result in court proceedings, including criminal liability.

Last updated: 14/04/15

For latest version and information about, see **lse.ac.uk/policies** and search by title.

CONDITIONS OF USE OF IT FACILITIES AT THE LSE

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.

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.

General

1. 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 users' use of the IT Facilities or access, corrupt or modify any other user's data without their consent.
2. You must not deliberately introduce a virus, worm, trojan horse, Spyware, or other similar code nor take any action to circumvent, or reduce the effectiveness of, any anti-virus or other malicious software detection, removal and protection precautions established by IMT.
3. 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.
4. You may use the IT Facilities for commercial activities only 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.
5. You must not install or play games on the IT Facilities.
6. You must not tamper with the configuration of any LSE computer or any cables or peripheral devices attached to LSE computers.
7. You must at all times adhere to the policies and procedures of the London School of Economics, in addition to all applicable laws.

Legal Requirements and Prohibited Uses

8. You must not use the IT Facilities in any way that could expose you or the School to any criminal or civil liability.
9. You must use the IT Facilities in accordance with the following:
 - a. 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 IMT.
 - b. rights in content - do not use third party text, images, sounds, trademarks and logos in materials such as emails, documents and web pages without the consent of the rights holder.
 - c. offensive material – you must not use the IT Facilities to access, store or distribute material that is obscene, indecent or pornographic. If the School suspects that you have accessed material that might give rise to criminal liability, it may notify the police. If staff or students create, store or transmit such material in the course of their research, written permission must be sought in advance from the appropriate Head of Department or the School Secretary. In all cases, access to any material must not be in breach of paragraph 7 above.
 - d. discrimination and harassment - you must not create, distribute or access material that is unlawfully discriminatory, including on the grounds of age, sex, sexual orientation, 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.
 - e. 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.
 - f. defamation – you should take care to avoid content which may be defamatory. Particular care is needed when sending material electronically or by posting material to the Internet (e.g., through web pages, or social media).
 - g. data – all data owned, processed or held by LSE, whether primary or secondary, must be accessed, stored, processed and backed up in a manner appropriate to its security classification. LSE's data classification guidelines can be found at <http://www2.lse.ac.uk/intranet/LSEServices/itservices/about/policies/documents/infoSecClassification.pdf>. Failure to appropriately classify and handle data is a breach of these terms and conditions.
 - h. 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 Records Manager for more advice on notification and the implications of the Act.

- i. 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.
- j. unsolicited and offensive e-mail – you must not send unsolicited e-mail or other mass e-mails (spam) to multiple recipients, except in accordance with the School's Mass, Unsolicited E-mailing Policy. This includes forwarding on chain letters, advertisements, or replying inappropriately to an entire mailing list. You must not send e-mail that any member of the School may reasonably find offensive or likely to cause annoyance or needless anxiety, in particular any that would be in breach of sub-paragraphs (c), (d) and (f) above.
- k. extremist material – under the Counter-Terrorism and Security Act 2015, LSE must have "due regard to the need to prevent people from being drawn into terrorism." The Act imposes certain duties under the Prevent programme, which is aimed at responding to "the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views." Under the Act, LSE must seek to ensure that its IT facilities are not used to draw people into terrorism.

If you do need to view extremist materials for legitimate research purposes, please contact IMT Information Security via the Service Desk (it.servicedesk@lse.ac.uk)

Monitoring and privacy

10. The School acts in accordance with applicable legislation and the Information Commissioner's Employment Practices Code, notably in relation to the monitoring of communications.
11. 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, malicious attack and other known threats. This does not normally involve the monitoring of individual communications or the disclosure of the contents of any user files.
12. The School reserves the right to monitor your use of the IT Facilities, including emails sent and received, and web pages and other online content accessed:
 - to protect the IT Facilities against viruses, hackers and other malicious attack;
 - to assist in the investigation of breaches of these Conditions of Use, as described in paragraphs 15-19 below;
 - to prevent or detect crime or other unauthorised use of the IT Facilities;
 - when legally required to do so, for example as part of a police investigation or by order of a court of law;
 - where such monitoring is necessary, to pursue the School's other pressing academic and business interests, for example by reviewing the emails of employees on long-term sick leave or to disclose documents under the Freedom of Information Act 2000.

In all cases, monitoring of individual content shall only be carried out if authorised by the Dean of Graduate Studies or the School Secretary for students, or the Director, a Pro Director, the School Secretary, or the Chief Financial Officer for members of staff. It is best to assume documents such as emails could become known to other users. For example, such material may be subject to the requirements on the School to disclose documents under the Freedom of Information Act 2000.

Personal use

13. 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 allowed to make personal use of the IT Facilities only 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

14. 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

15. If you publish information 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, available on our web site. Any use of cookies on websites that contain personal data should be accompanied by a notice informing users that cookies are being used and giving users the option to disable cookies.

Disciplinary regulations and enforcement

16. If you use the IT Facilities in breach of these Conditions of Use, the School may take disciplinary action.

170 School Regulations

17. Where an allegation has been made against a student under the Regulations on Assessment Offences in taught degrees and diploma courses, or against a research student under the Regulations for Research Degrees, 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.
18. Where an alleged breach of these Conditions of Use is brought to the attention of IMT, 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. Inspection and copying of a user's files shall only be undertaken if authorised by a Dean or the School Secretary for students, or the Director, a Pro Director, the School Secretary, or the Chief Financial Officer for members of staff. 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 appropriate Dean, the School Secretary or the Director, a Pro Director, or the Chief Financial Officer (as appropriate) is satisfied that such a step is unavoidable.
19. If a complaint or allegation is received your account may be immediately suspended for investigation. Wherever possible, users will be notified of such suspension. 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.

Working practices

20. Owing to the nature of IT systems, software and the internet, IMT 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 backups of data either in hard copy form, or to removable media, which should be stored securely.
21. 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.
22. If you do make use of the IT Facilities for personal use you should be aware that it may be possible for personal information to be inadvertently accessed during enforcement of these Conditions of Use. You may wish to consider using any of the third-party email facilities available online, for example, if you wish to keep your personal e-mail separate from your School e-mail account. All School-related e-mail must be sent from and stored within the School e-mail system, however, as storage elsewhere may be in breach of the Data Protection Act 1998.

Definitions

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

"The LSE's IT Facilities" means the property of the School or leased/rented to it; or on loan to the School from third parties; or the property of third parties affiliated to LSE located in the School, or attached to School computers, computer systems or networks. This also includes any software or systems that LSE is licensed to use, for example, library catalogues and database services. Users using personally owned equipment attached to LSE network are still bound by these Conditions.

These conditions apply to all users of the IT Facilities, including but not limited to, all members of staff, students (both full and part time), associates, visitors, temporary users and any other user of the IT Facilities.

Any use of IT Facilities must also conform to the JANET Policy on Acceptable Use, which is available on the Web here: <https://community.ja.net/library/acceptable-use-policy> or from Information Management and Technology (IMT).

Updated 06 November 2015

For latest version and information about, see lse.ac.uk/policies and search by title.

DATA PROTECTION POLICY

1. PURPOSE

- 1.1 This document sets out The London School of Economics and Political Science ("the School")'s policy on data protection. It provides an overview of data protection requirements and directs you to more detailed guidance as appropriate.
- 1.2 If you have any questions relating to this policy please contact the School's Data Protection Officers via glpd.info.rights@lse.ac.uk.

2. BACKGROUND TO THIS POLICY

- 2.1 The Data Protection Act 1998 ("DPA") establishes a framework of rights and duties which are designed to safeguard personal data. This framework balances the legitimate needs of organisations to collect and use personal data for business and other purposes with the right of individuals to retain the privacy of their personal details. The legislation is underpinned by a set of eight straightforward principles, which define how data can be legally processed.
- 2.2 These eight principles are:
 - 2.2.1 Personal data shall be processed fairly and lawfully.
 - 2.2.2 Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
 - 2.2.3 Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
 - 2.2.4 Personal data shall be accurate and where necessary kept up to date.
 - 2.2.5 Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
 - 2.2.6 Personal data shall be processed in accordance with the rights of data subjects under the DPA.
 - 2.2.7 Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
 - 2.2.8 Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- 2.3 The Act defines both **personal data** and **sensitive personal data**. Personal data is any information that can identify a living individual and can include such items as home and work address, personal email address, age, telephone number and schools attended, and even photographs and other images. Sensitive personal data consists of racial/ethnic origin, political opinion, religious or similar beliefs, trade union membership, physical or mental health or condition, sexual life and information relating to legal proceedings and convictions.
 - 2.3.1 Personal data comes under the categories of confidential or restricted information in the Information Classification Standard depending on the volume. Sensitive personal data comes under the category of confidential information only in the Information Classification Standard.
- 2.4 The DPA sets out a number of obligations with which an organisation that holds or uses personal data must comply to safeguard that personal data. In particular, certain conditions specified in the DPA must be satisfied to justify the holding or use of personal data. These conditions are set out in a basic manner in the School's Data Protection register entry. Staff who are unsure what conditions apply to personal data they intend to process should seek advice from the Data Protection Officers.

3. POLICY AND GUIDANCE

- 3.1 The School is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data.
- 3.2 This Policy and the further School guidance it refers to apply to all personal data processed for the School's purposes, regardless of where it is held and, in respect of automatically processed data, the ownership of the equipment used.
- 3.3 Links to relevant School guidance are set out at the end of this policy. This list is not exhaustive and all relevant guidance can be found at <http://www2.lse.ac.uk/intranet/LSEServices/legalAndCompliance/dataProtection/Home.aspx>.

4. APPLICATION OF THIS POLICY

- 4.1 The School holds personal information about individuals such as employees, students, graduates, research subjects and others, defined as **data subjects** in the DPA. Such data must only be processed in accordance with the DPA. This Policy and the School Guidance are written to ensure such compliance. Any breach of this Policy and/or the School Guidance may result in the School as the **Data Controller** (and in some cases individuals), being in breach of the DPA and therefore liable in law for the consequences of such breach.

172 School Regulations

- 4.2 Heads of Department and Service Leaders are responsible for ensuring that the School complies with the DPA. All students and staff must ensure they have read and understand this Policy and the School Guidance.
- 4.3 It is the responsibility of all users of personal data throughout the School to ensure that personal data is kept securely. Personal data should not be disclosed to any unauthorised third party in any form, either accidentally or otherwise.
- 4.4 Any breach of or failure to comply with this Policy or the School Guidance, particularly any deliberate release of personal data to an unauthorised third party, may result in disciplinary or other appropriate action.
- 4.5 The School will continue to perform periodic audits to ensure compliance with this Policy and the DPA and to ensure that all guidance and support is kept up to date.
- 4.6 Any unauthorised access to or disclosure of personal data or other data security breaches should be reported to the Data Protection Officers and/or the Information Security Manager as soon as possible.
- 4.7 The School Secretary is responsible for ensuring that the School community remain informed of their obligations under the Data Protection Act, with operational duties of advice and support devolved to the Data Protection Officers.

5. HANDLING OF PERSONAL DATA BY STUDENTS

- 5.1 A student should only use personal data for an academic or School-related purpose, with the knowledge and express consent of an appropriate member of staff. The use of personal data by students should be limited to the minimum consistent with the achievement of academic objectives.
- 5.2 For a postgraduate research student, this appropriate member of staff would be the supervisor. Research students are more likely than other students to be collecting personal data and creating datasets. They should seek advice from the Data Protection Officers at the earliest stage, and at all times comply with the policy.
- 5.3 For a postgraduate taught student, the appropriate member of staff would be the supervisor of their dissertation or the course leader of the relevant class/course. As with research students, any personal data collected as part of the dissertation should be kept in accordance with this policy.
- 5.4 For an undergraduate, responsibility would lie with the course leader of the relevant class/course. Wherever possible, data should be de-personalised so that students are not able to identify the subject.
- 5.5 Any confidentiality or consent agreements should normally be signed off by the School Secretary or the Head of Research Division. For advice, contact the Data Protection Officers

6. ACCESS TO DATA

- 6.1 The DPA gives data subjects a right to access to personal data held about them within a set timescale. Therefore it is important that the Data Protection Officers be notified of any request to the School for access to an individual's personal data as soon as they are received.
- 6.2 There are specific provisions which apply to examination marks.
- 6.3 If you have any questions relating to access to personal data please contact one of the Data Protection Officers.

7. RETENTION OF DATA

- 7.1 Personal data must only be kept for the length of time necessary to perform the processing for which it was collected. This applies to both electronic and non-electronic personal data. The School's retention schedule outlines the length of time various classes of records and other data should be kept. This extends to backups and copies made on removable media.

8. DATA TRANSFER

- 8.1 If data is being sent outside the European Economic Area by the School, the School needs to put in place certain safeguards. Please contact the Data Protection Officer if for any reason related to the School, as part of a supplier contract or for your studies, for example, you may need to send personal data outside the EEA.
- 8.2 Information published on the web must be considered to be an export of data outside the EEA. No web-based, or 'Cloud' services, should be used for storing or sending sensitive personal data unless this has been agreed with one of the Data Protection Officers.
- 8.3 Any transfers of personal data outside the EEA and/or extraordinary transfers of data should be signed off by the School Secretary.

10. CCTV AND ACCESS CONTROL

- 10.1 CCTV at the School will be used in line with the School's Code of Conduct on CCTV.
- 10.2 Access control systems are used at the School for the purposes of security, maintenance of IT and building systems and public safety.
- 10.3 Requests for information held within CCTV and access control systems made by police services under the relevant exemptions in the Data Protection Act will be handled by the School's Security Office.

10.4 Requests for information held within CCTV and access control systems made by any other individuals or organisations will be handled by the School's Information Governance Team.

11. COMPLIANCE, POLICY AWARENESS AND DISCIPLINARY PROCEDURES

11.1 The loss or breach of confidentiality of personal data is an infringement of the Data Protection Act 1998 and may result in criminal or civil action against LSE. Therefore all users of personal data at the School's information systems must adhere to the Data Protection Policy and its supporting policies as well as the Information Security Policy.

11.2 All current staff, students and other authorised users will be informed of the existence of this policy and the availability of supporting policies, codes of practice and guidelines.

11.3 Any breach of this policy will be handled in accordance with all relevant School policies, including the *Conditions of Use of IT Facilities at the LSE* and the appropriate disciplinary policies.

12. STATUS OF THIS POLICY

This Policy has been approved by Council on 11 January 2014. It is available in the policies and procedures section of the website.

Annex A – Further information

External resources

Data Protection Act

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

Information Commissioner's Office

<http://www.ico.gov.uk/>

Information Commissioner's Office Guidance on Cloud Computing

http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/online/~/media/documents/library/Data_Protection/Practical_application/cloud_computing_guidance_for_organisations.ashx

Register of Data Controllers

<http://www.ico.gov.uk/ESDWebPages/search.asp>

School Guidance

Records Management Policy:

<http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/recManPol.pdf>

Guidance on best practice for records management, including personal data: <http://www2.lse.ac.uk/intranet/LSEServices/legalAndCompliance/recordsManagement/recordsManagementGuidance.aspx>

The School's retention schedule: <http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/retSch.pdf>

Information Security Policy: <http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/infSecPol.pdf>

Guidance on cloud based services:

<http://www2.lse.ac.uk/intranet/LSEServices/itservices/guides/softwareAndTraining/using-cloud-based-services.aspx>

Data Protection Officers

Rachael Maguire, Room TW1 6.01, 020 7849 4622 r.e.maguire@lse.ac.uk

Or email: glpd.info.rights@lse.ac.uk

EQUITY, DIVERSITY AND INCLUSION (EDI) POLICY STATEMENT

LSE is committed to building a diverse, equitable and truly inclusive university.

With students and staff from over 140 countries around the world, diversity is integral to LSE. The School's dynamic mix of people and ideas underpins our global reputation for excellence in the social sciences, and makes studying and working at LSE a unique and enriching experience.

In support of the ongoing success of LSE students, staff and the wider School community, LSE is committed and accountable for advancing equity, diversity and inclusion in all its forms. LSE believes that diversity is critical to maintaining excellence in all of our endeavours.

We seek to enable all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity.

Through the implementation of transparent policies, practices and procedures, the School has due regard to our duties under the Equality Act 2010, and to the protected characteristics¹ detailed in the Act. The School seeks to fulfil this commitment by ensuring that our policies, training and development reflect the principles laid down in this statement, as well as our obligations under the law.

The School is committed to embedding and mainstreaming equity, diversity and inclusion through the following overarching areas of focus:

1. Encouraging applications for study from high-quality individuals from diverse backgrounds and addressing student inter-group disparities in areas such as representation, retention, learning outcomes and graduation rates.
2. Developing an inclusive educational experience by providing curricula, programmes and learning environments that reflect and promote the diversity of our community, and elevate inter-cultural awareness.
3. Recognising the importance and value of attracting, retaining and developing talented academics and professional services staff from a variety of different backgrounds.
4. Championing effective support for staff, including promoting equitable treatment with regard to workload, effective and innovative teaching, mentoring, recognition for performance, opportunities for personal development and progression, flexible working arrangements (including for those with parental and caring responsibilities), and assistance with special needs, professional and personal challenges and difficulties.
5. Fostering an inclusive institutional culture, which provides a safe environment of respect, open-mindedness and inclusion, based on diversity training for all staff, equitable governance structures, proactive support for individuals with differing needs at LSE, enabling LSE students and staff to be consulted and represented effectively, and ensuring that people are able to be themselves while studying and at work.
6. Communicating and monitoring policies, procedures and practices, to ensure that all are inclusive and equitable, that the record of the School is understood and evaluated effectively, that information is published and made available, that good practice is shared, that complaints are taken seriously and action is taken, and that new initiatives are proposed and implemented to foster equitable treatment for all at LSE.

This policy is applicable to all students, staff, applicants and visitors. The principles of non-discrimination and equity also apply to the way in which staff and students should treat each other, visitors, contractors, service providers, suppliers, former staff and students and any other persons associated with the functions of the School.

This policy should be read in conjunction with the **LSE Strategy 2020** and the **LSE Ethics Code**.

¹ The nine protected characteristics under the Equality Act 2010 are 'age', 'disability', 'gender reassignment' (now commonly understood as 'gender identity'), 'marriage and civil partnership', 'pregnancy and maternity', 'race', 'religion or belief', 'sex', and 'sexual orientation'.

SCHOOL'S POLICY ON DISABILITY

The London School of Economics and Political Science is committed to complying with the disability provisions of the Equality Act 2010 and the preceding legislation including the Special Educational Needs and Disability Act 2001 (SENDA) by:

- Maximising accessibility to the School's services and activities for disabled staff, students, alumni, visitors, prospective staff and students, and taking all steps to ensure that no-one is treated less favourably on the ground of disability.
- Developing a culture of inclusion and diversity which celebrates disability as an equally valued diversity strand and in which people feel motivated and confident to disclose a disability, with a view to negotiating access requirements 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 Equality Act 2010 and the SENDA 2001 in addition to the Human Rights Act 1998 (HRA 1998), which includes the right not be denied access to education.
- Creating, maintaining and disseminating information about services and facilities available for disabled staff, students, alumni, visitors and prospective staff and students

For the purpose of this policy, the term 'disability' has the same meaning as that given in the Equality Act 2010 and SENDA 2001: "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.

While understanding the Medical Model nature of the definition used in The Equality Act 2012, LSE recognises the Social Model of Disability and is therefore committed to addressing disabling barriers to participation which are frequently external to individuals identified with impairments.

For latest version and information about, see lse.ac.uk/policies and search by title.

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 (August 2016). 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.

