Standards of Evidence

Students must attach an original version of official, corroborating evidence of their circumstances to their Exceptional Circumstances Form. Any evidence presented must normally* meet the following standards and should be:

- **Written by appropriately qualified professionals (e.g. health professional, police authority) who are independent from the student.**
- **On headed paper and signed and dated by the author.** Evidence presented by email may be acceptable in some circumstances but only if the email has been sent by the author from the official domain name of the author’s organisation. Where evidence is submitted in e-mail form the School reserves the right to request further information from the student.
- **Confirming specifically that the circumstances were witnessed on the relevant date as opposed to being reported retrospectively.**
- **In English.** If your evidence is not in English then the student must submit an original source-language copy of the evidence together with an officially translated copy. The translation must include a statement signed by a Notary Public, attesting that the translated text is an accurate and complete translation of the source-language text. The LSE Language Centre may be able to help with official translations of some languages. It is the student’s responsibility to attach all relevant documentation and to obtain an official translation at the time of submission.
- **Original.** Copies will only be accepted in exceptional circumstances or where the relevant procedures set out that copies are acceptable.
- **Unaltered.** Documentation that has been amended for any reason will be deemed inadmissible by the School.

If there is evidence that students have fraudulently presented documentation to the School the matter will be referred to the Disciplinary Regulations for Students.

It is the student’s responsibility to attach all relevant documentation and to obtain an official translation at the time of submission. The School will not obtain any documentation on a student’s behalf. For the avoidance of doubt, this includes circumstances where students have submitted evidence to the School through another procedure.

The table below explains the types of evidence the School would expect. Please note this list is not exhaustive.

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Required evidence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acute illness</strong></td>
<td>A medical certificate/letter dated from the time of the illness. It must confirm the nature of the student’s symptoms, the likely impact these symptoms may have on their performance, the diagnosis (if possible) and the time during which this has affected the student. This could include a flair up of a chronic condition.</td>
<td></td>
</tr>
<tr>
<td><strong>Hospitalisation</strong></td>
<td>As Acute Illness above but also confirming any time period during which the student was an inpatient.</td>
<td></td>
</tr>
<tr>
<td><strong>External Factors: e.g. Family illness; bereavement; victim of crime</strong></td>
<td>Evidence of external factors where possible. In the case of bereavement the student must normally provide a death certificate. The student must also normally provide evidence to confirm the impact this has had on their wellbeing and performance.</td>
<td></td>
</tr>
</tbody>
</table>
| **Unexpected financial problems**                 | The School expects students to have registered with sufficient funds for the duration of their programme of study. Therefore, students need to clearly demonstrate something unexpected has subsequently occurred to disrupt these arrangements or to cause additional expenditure. The unexpected circumstances must have occurred after the student commenced their studies. The School cannot consider students who have knowingly registered without sufficient funds for their fees and living costs. The types of evidence students need to provide are as follows:  
  - Medical certificates (as 1 above), if the financial difficulties relate to illness;  
  - A death certificate;  
  - Original scholarship/sponsorship letter and evidence of non-continuation;  
  - An employer's redundancy letter, if you or a member of your family has been made redundant;  
  - Suitable redacted bank statement from the time of affected assessment |  |
| **Pregnancy**                                     | Only where there is a specific illness or injury during pregnancy. Medical evidence must be provided as Acute Illness above.                                                                                         |  |
| **Sexual harassment or Sexual violence**          | A letter of support written by an LSE Safe Contact and/or appropriately qualified professionals (e.g. health professionals, police authority) who are independent from you. Please note that the Safe Contact will be unable to comment on any medical conditions. For medical conditions, the standard set out under “Acute illness” above will apply. |  |

The following evidence is normally not acceptable:

- Technical medical reports that do not contain the required information set out at Acute Illness above
- Prescriptions
- X-rays
- Photographs
- Statements from friends or family

*If students are unable to meet the standard as set out above then they should submit any corroborating evidence that they do have.

This information is available at lse.ac.uk/exceptionalcircumstances and lse.ac.uk/deferral