

This policy applies (but is not limited) to the following procedures:

[Academic Appeals Regulations](#) – evidence is normally required for appeals on the basis of exceptional circumstances

[Academic integrity](#) (either a plagiarism allegation made against you, or where you submit work after the published or agreed extended deadline) – evidence is normally required where circumstances concern health and personal circumstances

[Exceptional Circumstances](#) – evidence is normally required where circumstances concern health and personal circumstances

[Extension requests](#) – evidence is not compulsory but you are advised to submit where possible

[Repeat Teaching applications](#) - evidence is normally required for all applications, but students should discuss this with their Academic Mentor or Programme Director

*Last updated March 2021*

This policy has been amended for the 2020/21 academic year in light of the Covid-19 pandemic. Table A below explains the types of evidence you should try to obtain in the first instance. Table B explains what type of evidence might be acceptable in light of the anticipated impact of the Covid-19 pandemic where it may not be possible to access health or other services in the normal way or where such services are unable to provide formal documentation.

Where evidence relates to a third party, please ensure their name has been fully redacted. You do not need to redact names from a death certificate.

## Table A\*

Please note this list is not exhaustive.

Circumstance	Required evidence
<b>Acting as a carer</b>	(Either in a full-time capacity or caring for someone or the dependants of someone with Covid-19 or another acute medical condition) A medical certificate/letter confirming that person's ill health or incapacity or that they had tested positive for Covid-19 as below.
<b>Acute illness (non Covid-19)</b>	A medical certificate/letter dated from the time of the illness. It must confirm the nature of your symptoms, the likely impact these symptoms may have had on your performance, the diagnosis (if possible) and the time during which this has affected you. This could include a flare-up of a chronic condition.
<b>Covid-19 Illness</b>	As above and/or evidence of a positive test which may include screen shots from the NHS Covid-19 app and/or LSE Trace
<b>Hospitalisation</b>	Same as "Acute Illness" above but also confirming any time period during which you were an inpatient.
<b>External Factors: e.g. Family illness; bereavement; victim of crime</b>	Evidence of external factors where possible. In the case of bereavement you must normally provide a death certificate. You must also normally provide medical evidence to confirm the impact any external factor has had on your own wellbeing and performance.
<b>Key Worker</b>	Contract or letter from employer showing job type, number of hours or additional hours worked and date/time period worked. For example, evidence to demonstrate that you were required to work during an assessment period.
<b>Unexpected financial problems</b>	The School expects students to have registered with sufficient funds for the duration of their programme of study. The School cannot consider students who have knowingly registered without sufficient funds for their fees and living costs. Therefore, you 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 you commenced your studies. The types of evidence you need to provide are as follows: <ul style="list-style-type: none"> <li>• Medical certificates (as 1 above), if the financial difficulties relate to illness;</li> <li>• A death certificate, if the financial difficulties relate to bereavement;</li> <li>• Original scholarship/sponsorship letter and evidence of non-continuation;</li> <li>• An employer's redundancy letter, if the financial difficulties relate to you or a member of your family being made redundant;</li> <li>• Suitably redacted bank statement from the time of affected assessment</li> </ul>
<b>Pregnancy</b>	Only where there is a specific illness or injury during pregnancy. Medical evidence must be provided as Acute illness above.
<b>Sexual harassment or domestic or sexual violence</b>	A letter of support written by an <a href="#">LSE Safe Contact</a> and/or appropriately qualified professionals (e.g. health professionals, police authority, support worker) 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.
<b>Stay in "quarantine hotel"</b>	A formal letter/confirmation that can corroborate dates spent in hotel and hotel amenities, e.g. room type, internet connection, etc.

## Table B\*

Please note this list is not exhaustive.

Circumstance	Suggested evidence
<b>Acute illness</b>	If you are experiencing a flare-up of a chronic health condition please provide up to date evidence of that condition (for example, a recent doctor's letter that can confirm your current health status); evidence of seeking medical attention (e.g. screenshot evidence of doctor's appointment or on-line consultation. The date must be clear); and/or evidence of contacting the School's <a href="#">Student Wellbeing Service</a> (SWS) if you did so at the time. SWS will be able to provide you with evidence of any appointments you had with their counsellors or advisors (though please note, they will not be able to confirm what was discussed at these meetings).
<b>External Factors: e.g. Family illness; bereavement; victim of crime</b>	Evidence of seeking medical attention (e.g. screenshot evidence of doctor's appointment or on-line consultation. The date must be clear); and/or evidence of contacting the School's <a href="#">Student Wellbeing Service</a> (SWS) if you did so at the time. SWS will be able to provide you with evidence of any appointments you had with their counsellors or advisors (though please note, they will not be able to confirm what was discussed at these meetings).. Evidence of contacting other support services at the time, e.g. police, Citizens Advice or other charity /advice service, legal services etc.
<b>- Technology failure - Hardware/software problems - Connectivity issues/failure</b>	The following examples are not exhaustive: <ul style="list-style-type: none"> <li>• Screen shots of malfunction;</li> <li>• Evidence of seeking engineer or repair at the time;</li> <li>• Receipts for goods at the time (e.g. purchase of replacement laptop);</li> <li>• Evidence of contacting Department/School of issue at the time.</li> </ul>

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

Any evidence presented from a health professional or other professional body listed under Table A or relating to a chronic health condition 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 you 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.

The following evidence is normally not acceptable:

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

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

It is your responsibility to submit all relevant documentation you want the School to consider and if necessary to obtain an official translation at the time of submission.

The School will not obtain any documentation on your behalf. For the avoidance of doubt, this includes evidence you have submitted to the School through another procedure.