

GROUP PROJECT

CODE OF CONDUCT AND PARTICIPATION POLICY

In Seminars 5-10, LSE100 students undertake an interdisciplinary group research project which is worth 50% of the LSE100 overall mark. Groups consist of 4-6 students, allocated by the seminar teacher in late Autumn Term, based on preferences for the topic of the project and disciplinary diversity.

The group project mark is composed of a mark for the **presentation** (25%) and the **digital report** (75%). Presentations take place **during the seminar in Winter Term Week 7/8**.

Group members are **jointly and individually responsible** for ensuring that their work is submitted in a timely manner, reflects the contributions of all group members, and respects principles of [academic integrity](#).

Group Mark: Each group receives a single **group mark** for their work. All group members receive the group mark, except in cases of serious absence or non-participation.

Code of Conduct:

Teams develop their own ways of collaborating and interacting over time. A key part of your groupwork experience is developing effective ways to work together and manage disagreements. Your group should develop their own norms and expectations, but at a minimum this should include:

- All group members are **equal**, and every team member's opinion and contribution to the project should be thoughtfully and respectfully considered. Treat each other with mutual respect, listen without interrupting, and ensure that everyone has opportunities to contribute. Harassment, bullying, threatening or intimidating behaviour will not be tolerated. See also the [LSE Student Charter](#) and [Ethics Code](#).
- Groups should make decisions by **consensus** wherever possible. If a group member is unable to attend a seminar or meeting, decisions taken should be communicated to them at the earliest opportunity.
- Group members should make efforts to deliver upon **commitments** in agreed timeframes. The group should set **reasonable expectations** of one another and hold each other accountable for delivering on their commitments. Difficulties encountered in upholding commitments should be honestly communicated to other group members at the earliest opportunity.
- Group members should provide **constructive feedback** on the ideas and work of their groupmates and should receive constructive feedback openly. The group shares collective responsibility for the quality of their work and should engage in collaborative editing.
- Groups should develop a shared understanding of how they will work together to produce their presentation and digital report. These expectations will be agreed in a **Team Charter**, will respect principles of [academic integrity](#), and will be in line with LSE100's [policy on the use of generative AI](#).

Attendance:

Attendance in all LSE100 seminars is compulsory. Absences from Seminars 5-10 when the group project is taking place may result in a penalty being applied to your assessment grade. Attendance is essential during these seminars as most of the group project will be completed during this time with your group members.

We understand that exceptional circumstances beyond your control (e.g., illness, bereavement) may prevent you from attending an LSE100 seminar. In these cases, you must submit a [Seminar Absence Form](#). Forms can be submitted any time before your seminar **or up to 14 days after the seminar takes place**. Forms received after this time will not be considered.

Approval will be granted for exceptional circumstances beyond your control, such as illness or bereavement. Absences for which a form is not received will be deemed an **unapproved absence**. We reserve the option to request supporting evidence where appropriate.

For students who have a [MyAdjustment plan](#) in place which includes an adjustment relating to attendance, please complete the Seminar Absence Form as usual and choose the *LSE Student Wellbeing "My Adjustments"* option under Evidence for approval of the absence.

Penalties for Absence:

- There are six seminars during the group project: one in Autumn Term (Weeks 9/10) and five in Winter Term (Weeks 1-10).
- Students who have **more than one unapproved absence** from these seminars will receive a penalty of **ten marks** with respect to the group mark, with an additional **five-mark** penalty for each subsequent unapproved absence (i.e., a penalty of 10 marks for 2 absences, 15 marks for 3 absences, etc.). The marks of other group members are unaffected.
- Any students who do not attend **at least two** group project seminars are considered not to have participated in the group project and will receive a mark of **zero** for this part of the course.
- Students **must attend their timetabled seminar**. One-off group changes are not possible.

Participation:

Active participation is a requirement for being considered present during a seminar and a key component of this project, enabling you to develop and refine your skills in collaboration and communication.

- Students who do not actively participate in groupwork during seminars will be marked as an *unapproved absence*, unless exceptional circumstances are demonstrated with evidence provided to the teacher.
- Participation can be demonstrated through verbal or written contributions. Assessment of participation is at the discretion of the seminar teacher.
- It is expected that group members will be prepared and attentive, and contribute throughout seminars, including completing any pre-reading or preparatory task assigned by the group or seminar teacher.
- Students who attend for less than **50 minutes** of the scheduled 80-minute seminar whether through late arrival or early departure will be considered an *unapproved absence*, unless exceptional circumstances are demonstrated with evidence provided.
- Students should **complete tasks as assigned** by their group. In the event of non-completion of assigned tasks, group members should first communicate with one another as agreed in the Team Charter to attempt to clarify and resolve the situation. If a resolution cannot be reached, group members should contact their seminar teacher **as soon as possible**. Teachers are unlikely to be able to assist in resolving the situation if it is only reported close to the assessment deadline.
- Seminar teachers, with the agreement of the Chief Examiners, may impose mark penalties for **persistent non-completion** of assigned tasks at their discretion, independently of seminar attendance. Seminar teachers and the Chief Examiners may use evidence such as peer evaluation surveys to adjudicate issues of non-completion of assigned tasks and apply penalties.
- If you are unable to complete a task assigned by your group in a timely manner, notify your group members and seminar teacher as soon as possible. Seminar teachers may request evidence in the case of extenuating circumstances such as illness or bereavement.