



Addendum - LSE School Regulations for 2020/21: guidance and clarification in response to the continuing impact of COVID-19

For Executive Masters (eMSc) students and Atlantic Fellows only.

This Addendum should be read in conjunction with the School Regulations 2020/21 and associated policies and procedures to which it adds further guidance and interpretation. It comprises a set of supplementary regulations specific to the arrangements the School will operate in 2020/21 in response to the ongoing COVID-19 situation. The regulations in the addendum will for 2020/21, where relevant, supersede those set out in the Conditions of Registration and elsewhere in the School's regulatory framework.

For the purpose of this Addendum, 'Department' also refers to institutes or any other academic unit of the School that delivers a programme of study which leads to an academic qualification.

Applicable to all new and continuing Executive Masters (eMSc) students and Atlantic Fellows

Policy or regulation updated	Further Guidance and Clarification
Conditions of Registration: campus enrolment	<p>LSE expects all registered students to be present in London for on-campus teaching at the start of Michaelmas Term. However, given the particular nature of your Programme, you may have been permitted to study in an alternative way for some, or all, of academic year 2020/21. You will have been informed of specific arrangements for your Programme for 2020/21 by your Programme Manager and/or Programme Director.</p> <p>Whilst you can be a fully registered student online, to access in-person, on-campus teaching you will also need to successfully complete your on-campus enrolment. If campus enrolment is appropriate for your Programme, you will be notified of the day/time of your enrolment by your Department.</p>
Conditions of Registration: payment of fees	<p>As per Section 23.8 of the Conditions of Registration, you should note that by registering online and studying remotely during some part or all of academic year 2020/21, you remain liable to pay your tuition fees by the due date. Failure to pay tuition fees by the due date may result in the School terminating your registration.</p> <p>First year students on the MSc in Health Economics, Policy and Management or the Executive MSc in Health Economics, Outcomes and Management in Cardiovascular Sciences who withdraw on or before the fourth day of teaching in December will not be charged fees. Students who withdraw after this date will be charged half the annual fee if they have attended one unit of teaching, and the full annual fee if they have attended two units of teaching. First year students on other executive programmes who withdraw on or before the fourth day of teaching during their first module will not be charged fees. Students who withdraw after this date will be charged pro-rata according to the amount of teaching they have taken.</p>

Policy or regulation updated	Further Guidance and Clarification
<p>Conditions of Registration: health and safety</p>	<p>LSE takes your health and safety very seriously and will always, as a minimum, follow the latest UK Government advice to ensure that you are safe whilst on campus. This may include asking students to self-isolate or quarantine for specific periods in accordance with UK Government guidance in effect at a particular time. The success of all our planning for the coming academic year rests with each member of our community consistently taking steps to help keep themselves and our community safe. To help prevent the spread of COVID-19, every person on campus must adhere to the following requirements:</p> <ul style="list-style-type: none"> • Universal Face Coverings: everyone must wear a face covering over the nose and mouth in School buildings, and in designated campus areas when others are present unless they are exempt from doing so for medical or disability related reasons; • Social Distancing: classrooms, study spaces and communal areas are being reconfigured to provide at least the government recommended distance between people, and while on campus, everyone is expected to maintain this recommended physical distance from others where possible; Self-Monitoring: anyone coming to campus must self-monitor for symptoms and stay at home if they have potentially been exposed to COVID-19 or have had any symptoms over the past two weeks. Anyone with symptoms should self-isolate and get tested for Coronavirus. For further guidance on symptoms and related matters please see https://www.nhs.uk/conditions/coronavirus-covid-19/ • Track and Trace: we ask that you utilise any School track and trace system to enable the School to look after your health, safety and wellbeing, as well as that of other members of our community. In accordance with section 13.1 of the Conditions of Registration any data collected will be treated in strict confidence and is covered by the General Data Protection Regulation. We also ask that you cooperate with the NHS and UK Government’s test-and-trace guidance where applicable; • COVID-19 Reporting: If you test positive for COVID-19 you must self-isolate as per the NHS guidance and inform the School via its track and trace system as soon as possible.
<p>Conditions of Registration: adherence to health & safety guidance</p>	<p>If you cause a health and safety concern; for example, by not wearing an appropriate face covering whilst on campus, you could face disciplinary action by the School. In addition to this you are asked to note that:</p> <ul style="list-style-type: none"> • If you fail to abide by the School’s health and safety guidance, any member of staff may ask you to leave a particular area of the School’s premises, such as a teaching room or the library, for a specified period; for example, to the end of the teaching session;

Policy or regulation updated	Further Guidance and Clarification
Conditions of Registration: adherence to health & safety guidance (continued)	<ul style="list-style-type: none"> If you refuse to comply with the request, you may be excluded from the School campus for 24 hours by the Head of Security or their Deputy.
School Regulations 2020/21	For the avoidance of doubt, “attendance” should be taken to refer to both in-person attendance and pre-approved online attendance. You should note that as per the General Academic Regulations, class/seminar/workshop attendance is compulsory. After you have completed your on-campus enrolment attendance will be required in person as appropriate.
Timetable Policy	Your Department will notify you of the specific timetable for your Programme.

Applicable to all new and continuing taught postgraduate students (including eMSc students and Atlantic Fellows) for any assessments taken during the 2020/21 academic year. These policies were initially implemented for assessments associated with Michaelmas Term and Lent Term teaching and have been reviewed and extended to include the Summer Term. The policies will be reviewed again ahead of the 2021/22 academic year.

Policy or regulation updated	Further Guidance and Clarification
Extension Policy (further information can be found here)	<p>A temporary adjustment to the extension policy applies to account for the exceptional circumstances facing students during the COVID-19 pandemic, including:</p> <ul style="list-style-type: none"> Extensions can only be considered and granted for assessments with a duration longer than 24 hours. Extensions will not be granted for assessments lasting 24 hours or less. For assessments with durations of three weeks or less, the maximum extension permitted is 50% of the assessment period concerned; e.g. for a two-week assessment, the maximum permitted extension will be one week. Students are required to give a reason for an extension request, with a clear supporting statement, but evidence may not necessarily be required. This revision of evidential requirements is in response to the anticipated difficulties students may experience when obtaining some forms of evidence, e.g. medical certificates.

Policy or regulation updated	Further Guidance and Clarification
<p>Deferral Policy (further information can be found here)</p>	<p>A revised deferral policy applies, allowing self-certified deferral for any assessments without the need to provide evidence or seek Department approval.</p> <p>In the case of assessments with an assessment window of 24-hours or less students can only defer assessment up until the start of the affected assessment. Any requests received after an assessment has started or has been released will not be accepted. For assessments longer than 24-hours, the normal deferral policy will apply and students are permitted to defer up until the submission date of the relevant assessment.</p> <p>Students may change their mind and decide to attempt an assessment they have previously signalled that they would like to defer, i.e. they can cancel the original deferral. However, in such instances the School will consider that despite the earlier deferral request, the student has declared themselves fit to sit/submit and the mark will stand. Students do not need to inform the Student Services Centre (SSC) if they choose to cancel a deferral and should simply attempt the assessment. The deferral will automatically be voided, and the assessment will be marked in the normal way. If students view/access an online assessment they will be considered to have declared themselves fit to submit and any previous deferral for the assessment will be voided automatically.</p>
<p>Exceptional Circumstances Policy (further information can be found here)</p>	<p>A revised Exceptional Circumstances policy applies, with revised evidential requirements in response to anticipated difficulties students may experience when obtaining some forms of evidence, e.g. for medical certificates.</p>

Applicable to all taught postgraduate students (including eMSc students and Atlantic Fellows)

Policy or regulation updated	Further Guidance and Clarification
<p>General Academic Regulations – postgraduate students (to be read in conjunction with clauses 55-57)</p>	<p>Late Assessment Submission (addition) - The penalties for late submission have been adjusted to include:</p> <ul style="list-style-type: none"> • Online assessments of over 24 hours: <ul style="list-style-type: none"> ○ For the first 24 hours after assessment submission deadline: a pro-rata penalty of 5 percentage marks for every half-day (12 hours), or part, late. This will result in a maximum penalty of 10 percentage marks for the first 24 hours. ○ For beyond the first 24 hours after assessment submission deadline: the above penalty for the first 24-hour period and then a pro-rata penalty of 5 percentage marks per day (all days not just working days), or part, thereafter. • 24-hour assessments: A late penalty to be applied pro-rata of 5 percentage marks for every hour (or part) late.

Policy or regulation updated	Further Guidance and Clarification
<p>General Academic Regulations – postgraduate students (continued)</p> <p>(to be read in conjunction with clauses 55-57)</p>	<ul style="list-style-type: none"> Time-limited assessments with a common start/finish time for all students, or time-limited assessments to be taken at any time within a 24-hour window: The usual ‘Fit to Sit’ policy applies, meaning that late submissions will not be marked outside of the assessment window. A student who does not submit on time will receive a mark of zero for non-submission.

Applicable to all postgraduate taught students (including eMSc students and Atlantic Fellows)

Policy or regulation updated	Further Guidance and Clarification
<p>General Academic Regulations – postgraduate students</p>	<p>To facilitate students who have been impacted by COVID-19 being able to sit resits or deferred assessments as soon as possible, the following addition has been made to clause 32:</p> <p><u>Current regulation (PG):</u></p> <p>32. Having taken assessments during the academic year, if a student is required to resit an assessment or defers an attempt at an assessment, the next opportunity to take the assessment will be in or before the end of the next postgraduate In-Year Resit and Deferred Assessment Period (IRDAP) – which is during the week preceding the Lent Term.</p> <p><u>Addition:</u></p> <p>Any student deferring an assessment or carrying a resit from the Postgraduate Resit and Deferred Assessment Period will be able to take outstanding assessments during the next Summer Term assessment period, without being required to wait until the next Postgraduate Resit and Deferred Assessment Period. This means that a student who has assessments outstanding after the January 2022 IRDAP will take them in the Summer Term 2022 assessment period rather than having to wait until the next Postgraduate Resit and Deferred Assessment Period in January 2023. .</p>

Applicable to all continuing taught postgraduate students (including eMSc students and Atlantic Fellows) who have taken assessment during the 2019/20 or 2020/21 academic year

Policy or regulation updated	Further Guidance and Clarification
<p>Schemes for Taught Master's Degrees – details found here for:</p> <p>Four-Unit, Five-Unit, Eight-Unit (clause 5.1.1)</p>	<p>Exam Boards will be mindful of the impact of COVID-19 on all students. One of the ways that this has been recognised is that the borderline criteria for award classifications will be expanded as follows (changes highlighted in bold and italicised):</p> <p><u>Usual borderline criteria:</u></p> <ol style="list-style-type: none"> 1. that the student is very close to the next higher classification boundary i.e. within three marks in either one or two classification marks (i.e. three marks in one full/half unit or three marks in each of two half units) or ten marks on aggregate; and 2. that the student has marks in the higher classification range; and 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 4. that the student's performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments. <p><u>Updated borderline criteria for students taking assessment during 2019/20 or 2020/21:</u></p> <ol style="list-style-type: none"> 1. that the student is very close to the next higher classification boundary i.e. within four marks in either one or two classification marks (i.e. four marks in one full/half unit or four marks in each of two half units) or 15 marks on aggregate; and 2. that the student has marks in the higher classification range; and 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 4. that the student's performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.
<p>Schemes for Taught Master's Degrees – details found here for:</p> <p>Four-Unit, Five-Unit, Eight-Unit (clause 5.1.1)</p>	<p>As above, Exam Boards will be mindful of the impact of COVID-19 on all students. One of the ways that this has been recognised is with the creation of an aggregate borderline criteria for the award of a postgraduate taught degree. This should be considered in addition to the expanded borderline criteria for degree classification above.</p>

Policy or regulation updated	Further Guidance and Clarification
<p>(continued)</p> <p>Schemes for Taught Master's Degrees – details found here for:</p> <p>Four-Unit, Five-Unit, Eight-Unit (clause 5.1.1)</p>	<p><u>The borderline criteria for award for students taking assessment during 2019/20 or 2020/21 will be as follows:</u></p> <ol style="list-style-type: none"> 1. That the student is very close to meeting the compensation aggregate for award. Passing three units plus one unit of good fail and; either 3 marks away from achieving a mark of 60 in one unit OR <i>within 10 marks away from achieving the compensation aggregate</i> (the sum of non-failed marks, which is 330 for 4-unit PGT programmes); 2. Having received a Bad Fail, that the student is within three marks away from achieving a “good fail” which would allow for an award. 3. Having passed three units; that the student is within three marks away from a Pass in one half unit. 4. That the student is within three marks away from achieving a Pass in a course deemed “critical to assessment” which if passed would allow for an award. 5. 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. 6. That the student has demonstrated that their performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.

End.

This addendum was last updated on 12 July 2021.