



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

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 taught undergraduate and postgraduate students*

<b>Policy or regulation updated</b>	<b>Further Guidance and Clarification</b>
<p>Conditions of Registration: campus enrolment</p>	<p>LSE expects all registered students to be present in London for on-campus teaching at the start of Michaelmas Term. However, the School recognises that some students might be delayed in starting their on-campus studies on time. LSE has introduced a new online registration process for 2020/21, which means that you can be a fully registered student without being on campus. During the registration process you will be asked if you need to study remotely (online only) for a fixed period because of the ongoing impact of COVID-19. It is currently not expected that this fixed period of remote study will extend beyond the end of the Michaelmas Term.</p> <p>You will be asked to indicate why, based on the following options, you need to study remotely:</p> <ul style="list-style-type: none"> <li>• travel restrictions beyond your control (this includes if you are prevented from travelling by your home institution);</li> <li>• delays in securing your visa in time for reasons beyond your control;</li> <li>• health related consequences of Covid-19, either for you or those in your care, that prevent you from attending in-person;</li> <li>• other COVID-19 related circumstances outside of your control that prevent you from attending in-person.</li> </ul> <p>Whilst you can fully register as a student online, to access in-person, on-campus teaching you will also need to successfully complete your on-campus enrolment.</p> <p>At the end of the confirmed fixed period of remote (online only) study, it is your responsibility to complete your campus enrolment and to ensure that you are resident in London or within a reasonable distance of the School in order to continue with your studies. Failure to complete your on-campus enrolment by the confirmed specified date will result in you being interrupted until the appropriate point in academic year 2021/22.</p>

Policy or regulation updated	Further Guidance and Clarification
<p>Conditions of Registration: payment of fees</p>	<p>As per Section 23.8 of the Conditions of Registration, you should note that by registering online and studying remotely during some period or all of the Michaelmas Term, 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>You should note that you will not be charged tuition fees if you withdraw before the end of the fourth week after the start of your programme, or until the end of the fourth week after your official registration date, whichever is later.</p>
<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. <b>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.</b> 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"> <li>• <b>Universal Face Coverings:</b> 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;</li> <li>• <b>Social Distancing:</b> 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;</li> <li>• <b>Self-Monitoring:</b> 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 <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>• <b>Track and Trace:</b> 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;</li> </ul>

Policy or regulation updated	Further Guidance and Clarification
Conditions of Registration: health and safety (continued)	<ul style="list-style-type: none"> <li>• <b>COVID-19 Reporting:</b> 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.</li> </ul>
Conditions of Registration: adherence to health & safety guidance	<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"> <li>• 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;</li> <li>• 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.</li> </ul>
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	The Timetable Policy states that the standard teaching day runs from 09:00-18:00, Monday to Friday and that teaching may be scheduled to take place from 18:00 to 21:00. For 2020/21, teaching may need to commence from 08:00, may need to be scheduled after midday on Wednesdays, and in some cases at weekends. The School will make every effort to keep teaching within core business hours where possible.

*Applicable to all new and continuing taught undergraduate and postgraduate students **for any assessments taken during the Michaelmas Term 2020** (including any January exams and assessments due at the start of the Lent Term 2021). Policies to be reviewed ahead of the Lent Term 2021.*

Policy or regulation updated	Further Guidance and Clarification
Extension Policy  (further information can be found <a href="#">here</a> )	A temporary adjustment to the <b>extension</b> policy applies for any assessment associated with teaching delivered in the Michaelmas Term 2020 (including the January 2021 exam period) to account for the exceptional circumstances facing students during the COVID-19 pandemic, including:

Policy or regulation updated	Further Guidance and Clarification
<p>Extension Policy (continued)</p> <p>(further information can be found <a href="#">here</a>)</p>	<ul style="list-style-type: none"> <li>• 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, which includes on-campus exams.</li> <li>• 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.</li> <li>• 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 <a href="#">evidential requirements</a> is in response to the anticipated difficulties students may experience when obtaining some forms of evidence, e.g. medical certificates.</li> </ul>
<p>Deferral Policy</p> <p>(further information can be found <a href="#">here</a>)</p>	<p>A temporary <b>deferral</b> policy applies for any assessment associated with teaching delivered in the Michaelmas Term 2020 (including the January 2021 exam period), allowing self-certified deferral for any assessments without the need to provide evidence or to seek Department approval. The School will review this self-certification deferral policy before Lent Term 2021, in light of the public health situation. Any change to this policy will apply to Lent and Summer Term assessments and will be communicated to students prior to the start of Lent term 2021.</p> <p>In the case of assessments with an assessment window of 24-hours or less (including on-campus exams or their online equivalents) 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 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>

Policy or regulation updated	Further Guidance and Clarification
<p>Exceptional Circumstances Policy</p> <p>(further information can be found <a href="#">here</a>)</p>	<p>A temporary <b>Exceptional Circumstances</b> policy applies for any assessment associated with teaching delivered in the Michaelmas Term 2020 (including the January 2021 exam period), with revised <a href="#">evidential requirements</a> in response to anticipated difficulties students may experience when obtaining some forms of evidence, e.g. for medical certificates.</p>

*Applicable to all taught undergraduate and postgraduate students*

Policy or regulation updated	Further Guidance and Clarification
<p><a href="#">General Academic Regulations – undergraduate students</a></p> <p>(to be read in conjunction with clauses 59-61)</p> <p><a href="#">General Academic Regulations – postgraduate students</a></p> <p>(to be read in conjunction with clauses 55-57)</p>	<p>Late Assessment Submission (addition) - The <b>penalties for late submission</b> have been adjusted to include:</p> <ul style="list-style-type: none"> <li>• Online coursework assessments of over 24 hours: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> <li>• 24-hour ‘take home’ assessments: A late penalty to be applied pro-rata of 5 percentage marks for every hour (or part) late.</li> <li>• Online ‘take home’ assessment with a limited time period within a 24-hour window or on campus exam: The usual ‘Fit to Sit’ policy applies, meaning that 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.</li> </ul>

*Applicable to all undergraduate students, excluding LLB, and postgraduate taught students*

Policy or regulation updated	Further Guidance and Clarification
<p><a href="#">General Academic Regulations – undergraduate students</a></p> <p><a href="#">General Academic Regulations – postgraduate students</a></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 (UG):</u></p> <p>32. Having taken assessments during the academic year, if a student is required to resit an assessment or defers an attempt</p>

Policy or regulation updated	Further Guidance and Clarification
<p><a href="#">General Academic Regulations – undergraduate students</a></p> <p><a href="#">General Academic Regulations – postgraduate students</a></p> <p>(continued)</p>	<p>at an assessment, the next opportunity to take the assessment will be in or before the end of the next IRDAP.</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><b><u>Addition:</u></b></p> <p>For the 2020/21 academic year, any student deferring an assessment or carrying a resit from the 2020/21 In-Year Resit and Deferred Assessment Period (IRDAP) will be able to take outstanding assessments during the normal assessment period(s) for the relevant course(s) during the following (2021/22) academic year, without being required to wait until the next IRDAP. This means that a student deferring assessment from the IRDAP assessment period for a course that is normally assessed in the May/June exam period will be able to take their deferred assessment in the May/June 2022 exam period rather than having to wait until the IRDAP following the 2021/22 academic year.</p>

**For continuing students who have taken assessment during the 2019/20 academic year**

*Applicable to all undergraduate students who have taken assessment during the 2019/20 academic year, excluding LLB*

Policy or regulation updated	Further Guidance and Clarification
<p><a href="#">Three Year Classification Scheme for BA/BSc Degrees</a> (clause 12.1)</p> <p><a href="#">Four Year Classification Scheme for BA/BSc Degrees</a> (clause 15.1)</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 aggregate <b>borderline criteria</b> 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"> <li>1. that the student is very close to the next higher classification boundary i.e. within 3 marks in a single course which has been used for classification i.e. one full-unit or two half-units; or, 10 marks on aggregate using the criteria determined in section 4; and</li> <li>2. that the student has marks in the higher classification range; and</li> </ol>

Policy or regulation updated	Further Guidance and Clarification
<p>(continued)</p> <p><a href="#">Three Year Classification Scheme for BA/BSc Degrees</a> (clause 12.1)</p> <p><a href="#">Four Year Classification Scheme for BA/BSc Degrees</a> (clause 15.1)</p>	<ol style="list-style-type: none"> <li>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</li> <li>4. that the student's performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.</li> </ol> <p><b>Borderline criteria for students who took assessment during 2020:</b></p> <ol style="list-style-type: none"> <li>1. that the student is very close to the next higher classification boundary i.e. within 3 marks in a single course which has been used for classification i.e. one full-unit or two half-units; or, <b>15 marks</b> on aggregate using the criteria determined in section 4; and</li> <li>2. that the student has marks in the higher classification range; and</li> <li>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</li> <li>4. that the student's performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.</li> </ol>

*Applicable to all continuing taught postgraduate students who have taken assessment during the 2019/20 academic year*

Policy or regulation updated	Further Guidance and Clarification
<p>Schemes for Taught Master's Degrees – details found <a href="#">here</a> 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 aggregate <b>borderline criteria</b> for award classifications will be expanded as follows (changes highlighted in bold and italicised):</p> <p><b>Usual borderline criteria:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. that the student has marks in the higher classification range; and</li> <li>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,</li> </ol>

Policy or regulation updated	Further Guidance and Clarification
<p>(continued)</p> <p>Schemes for Taught Master's Degrees – details found <a href="#">here</a> for:</p> <p>Four-Unit, Five-Unit, Eight-Unit (clause 5.1.1)</p>	<p>unforeseen, out of the student's own control and proximate to the assessment(s) in question; and</p> <ol style="list-style-type: none"> <li>4. that the student's performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.</li> </ol> <p><u>Borderline criteria for students taking assessment during 2020:</u></p> <ol style="list-style-type: none"> <li>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 <b>15 marks</b> on aggregate; and</li> <li>2. that the student has marks in the higher classification range; and</li> <li>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</li> <li>4. that the student's performance in the affected assessment(s) was significantly out of line with their performance in other, unaffected assessments.</li> </ol>
<p>Schemes for Taught Master's Degrees – details found <a href="#">here</a> 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 <b>borderline criteria</b> for the award of a postgraduate taught degree. This should be considered in addition to the expanded borderline criteria for degree classification above.</p> <p><u>The borderline criteria for award for students taking assessment during 2020 will be as follows:</u></p> <ol style="list-style-type: none"> <li>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 <b>within 10 marks away from achieving the compensation aggregate</b> (the sum of non-failed marks, which is 330 for 4-unit PGT programmes);</li> <li>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.</li> <li>3. Having passed three units; that the student is within three marks away from a Pass in one half unit.</li> <li>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.</li> <li>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</li> </ol>





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<p>(continued)</p> <p>Schemes for Taught Master's Degrees – details found <a href="#">here</a> for:</p> <p>Four-Unit, Five-Unit, Eight-Unit (clause 5.1.1)</p>	<p>the student's own control and proximate to the assessment(s) in question.</p> <p>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.</p>

**End.**