

CONDITIONS OF REGISTRATION – 2020/21 ENTRY

Last updated: July 2020

The School regulations relating to your programme are set out in your LSEforYou account and the School Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>), together with the Ethics Code, Rules of the Library, Conditions of Use of IT Facilities, and all other School regulations, policies and procedures. These apply to all students.

Please note that as per paragraph 24 onwards below, the School may make changes to its regulations, rules, codes and conditions after you have accepted your offer of a place. We will notify you of these changes as soon as possible. Your acceptance of the terms and conditions on the Student Verification Form binds you to abide by all of these and to the following Conditions of Registration:

1. You agree to your relationship with the School being governed by English Law and to the English Courts having exclusive jurisdiction over any legal matter.
2. You agree to complete your online registration prior to Welcome Week and your campus enrolment by no later than the published date of late registration/on-campus enrolment for your programme.
3. Once you have completed campus enrolment, you agree to stay in London or within reasonable distance of the School during term time and also for any summative assessment periods, for courses on which you are registered, which may fall outside the term dates. This includes but is not limited to on campus examinations in the week preceding Lent Term and in the resit and deferral period (where applicable) and for the duration of the dissertation period for Master's students. Term dates are published in the School Calendar. If you need to be absent from the School during term time, for reasons other than illness, you will first consult your Academic Mentor / supervisor. If you are to be absent for more than two weeks, you agree to inform your academic department in writing before you go. Email notification is acceptable.
4. You agree that if you are absent from the School through illness, you will inform your Academic Mentor / supervisor. If you are absent for more than two weeks, you will send a medical certificate to the Student Services Centre.
5. If you are an international student in the UK with student immigration permission, you must abide by the conditions of your visa as defined by the UK Visas and Immigration Service, including the mode of attendance and the completion of campus enrolment. Requests to transfer to study part-time whilst on a Tier 4 visa, will only be granted to registered students of the School in exceptional circumstances where agreed by the Academic Registrar or Deputy Director of the PhD Academy.
6. You agree that if you change your permanent home address and / or your term-time address, you will inform the School via your LSEforYou account of your new address details at once.
7. Your status as a Home / EU or Overseas student for fee purposes is determined by the relevant Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered. Registered students who believe they have been incorrectly classified have until 31 October following their first registration date to complete and submit a [fee status classification questionnaire](#) and supporting evidence.
8. Undergraduate students are not allowed to register on a part-time basis unless you have been given permission to partially repeat a year of study.
9. You agree that you are liable for fees while you are registered at the School, including any fees which a sponsor has agreed to pay on your behalf. This is the case irrespective of your completion of campus enrolment. You agree that if you decide to withdraw from, or interrupt your studies, no refund of fees can be made until you have notified the Student Services Centre of your decision in writing. If you withdraw from, or interrupt, your programme, your tuition fees will be calculated and charged in line with Section 9 of the School's [Tuition Fee Policy](#).
10. You agree that if you change your registration status (e.g. move from full-time to part-time study, interrupt your studies or withdraw from your programme), fees will be charged in line with Section 9 of the School's [Tuition Fee Policy](#), according to the date on which official permission for the change was given.
11. You agree that if you register for a programme lasting more than one year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for that current academic year in question and not at the rate for the academic year in which you first registered.
12. You agree to pay tuition fees in full or in instalments as arranged with the [Fees Office](#). You accept that if you fail to pay tuition fees by the due date, this will invalidate your registration. You accept also that if you are in debt to the School for tuition fees the School may end your registration and / or withhold official certification about your progress at the School, information about your results and any academic award made to you. Academic sanctions will not be applied if you are in debt for any payment to the School other than tuition fees.
13. You accept that:
 - 13.1 LSE collects and processes certain information on its students for essential administrative, academic and health and safety reasons, as shown on your registration form, Moodle, the School's electronic learning system and LSEforYou. This information is collected for the purpose of managing your contract/registration with the School, to support the School's public task of teaching and learning and where appropriate to ensure compliance with UKVI regulations and procedures. Your data will be treated in strict confidence and is covered by the General Data Protection Regulation. In particular, the School will use your personal information for its approved purposes only and will not pass it to unauthorised third parties without your explicit consent. You will be informed if any of your personal data is being stored in any new systems and is transferred to countries without similar data protection laws. You will also be informed if any data is being processed automatically.
 - 13.2 Your data will also be shared with local councils to confirm your student status for the student discount rate for council tax and with the Students' Union. Please let the School know before you commence your studies if you do not want the School to share your data with the Students' Union.

- 13.3 If you have any complaints about the way the School has managed your data, you will first contact the School's Data Protection Officer at glpd.info.rights@lse.ac.uk and then have the right to contact the Information Commissioner's Office if you are dissatisfied with the School's response.
- 13.4 You also have the right: to have incorrect information rectified; to have data which is no longer needed by the School erased; to have access to your information; to restrict or object to some processing; and to take your data to another higher education institution.
- 13.5 Your right to erasure will not apply to data relating to your academic progress up to and including your final degree classification as it is in the public interest that we keep this information. Other records, such as financial support and residences related information we are legally required to report on will also be kept, though destroyed within seven years of creation or when you leave the School, whichever is earlier. For instance, your data will form the basis of records of registered students the School is legally required to provide to the Higher Education Statistical Agency (HESA) as the Designated Data Body for England, which in turn are reported to the Office for Students (OfS). Further details about HESA collection notices relating to staff and students are set out [online](#).
- 13.6 Your final degree classification will be kept permanently. Supporting academic progress data will be kept for the year you leave the School plus 75 years to enable the School to provide transcripts. Examination scripts will be destroyed one year after the relevant Examination Board has met. Other data like contact information will be kept for the purposes of contacting you during your course and afterwards for alumni, fundraising and careers related purposes. You will contact the School's Data Protection Officer glpd.info.rights@lse.ac.uk if you do not want to be contacted after you leave the School.
14. Your LSE email account will be used for a variety of essential communications, including information on payment of your tuition fees. The School will assume that you open, read and act upon these emails.
15. Teaching sessions (lectures, seminars, workshops etc.), and appropriate assessments, may be recorded by the School and by attending, either in person or online, you give your consent to this recording and assign to the School any performance rights that you may have in relation to your participation in such events. You also agree not to copy, disseminate, download, post, publish, sell, or in any other way use the recording for any purpose other than your own private study. You must seek the written permission of the School to use a recording for any other purpose than your own private study.
16. On all matters connected with School and University regulations, you should contact the Student Services Centre for guidance. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing. In particular, you should always ask for written confirmation of any information relating to your tuition fees.
17. Academic Mentors may not be in a position to advise in relation to all School regulations and policies. As such, you may be required to seek clarification from the Student Services Centre on regulatory issues.
18. You should not expect Academic Mentors or other service divisions to pass on to the Student Services Centre information about your plans or, where applicable, about [exceptional circumstances](#) relating to your assessment performance. It is your own responsibility to inform the Student Services Centre and follow the appropriate procedures within the published deadlines.
19. As a member of LSE's Students' Union, you are also a member of the University of London Union (ULU), which is the union that represents all students studying at a college within the University of London. You agree that the School can pass on your name and LSE email address to ULU for the purpose of registering you to vote in the ULU elections.
20. You agree to conduct yourself in an orderly, responsible, and sober manner and at all times to respect the rights and views of others.¹ Failure to do so is a breach of the Conditions of Registration and an offence under the Disciplinary Procedure. The following list is indicative (but not exhaustive) of the type of offences which would constitute misconduct and you agree that you will not:
 - 20.1 engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
 - 20.2 cause, or threaten to cause, injury to, or endanger the safety of, a member of staff or student of the School, or a visitor to it;
 - 20.3 dishonest behaviour and/or fraudulent actions, which include submitting incorrect or misleading information to the School;
 - 20.4 engage in any form of conduct or communication, including that on social media, that can reasonably be considered to be bullying or harassment of a member of staff, another student, or any other member of the School community, as it is defined by the School's Discrimination, Harassment and Bullying Policy and the Sexual Harassment and Sexual Violence Policy;
 - 20.5 engage in any act that will, or is likely to, damage or deface property of the School;
 - 20.6 cause a Health and Safety concern, which includes failure to comply with School or UK government guidance;
 - 20.7 engage in any conduct or communication that will, or is likely to, bring the School into disrepute or unjustifiably harm the reputation of a member of it;
 - 20.8 a) breach one or more of the School's terms or conditions, policies or procedures, or rules and regulations, which includes but is not limited to, these Conditions of Registration, the School's Ethics Code and any penalties or measures that have been put in place under the School's disciplinary or any other procedure;
b) breach your LSE Accommodation Licence Agreement or the School's Student Accommodation Disciplinary Code (for those students who are living in an LSE Hall of residence);
 - 20.9 commit a criminal act, and/or a breach of discipline, which may or may not be punished in a court of law, on any of the premises that the School owns, or in any way administers or in relation to an offence committed outside of School premises as part of activities organised or authorised by the School and where they are related to the approved Business of the School;
 - 20.10 use any of the School's facilities improperly and / or breach the Conditions of Use of IT Facilities at the School;
 - 20.11 use the School's name or address in a public statement, or business or other venture, without obtaining the permission of the School;

- 20.12 use any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
- 20.13 record a lecture, meeting or other LSE event, or use such a recording, without the permission of the lecturer or person or group who organised the event;
- 20.14 breach the Data Protection Act 1998 or the General Data Protection Regulation.
- 21. The School considers academic integrity to be of the utmost importance. You agree that all your assessed coursework (essays, projects, field reports, literature reviews, dissertations etc.) will be your own work, i.e. work originally created by you during and for the purpose of your programme and may be analysed by plagiarism detection software².
- 22. You accept that while any assessment offence allegation made against you remains outstanding, the School may withhold official certification about your progress at the School, information about your results and any academic award made to you.
- 23. The School will have the power to terminate your registration if any of the following conditions apply:
 - 23.1 you complete your programme of study for which you were registered;
 - 23.2 you voluntarily withdraw from your programme for which you were registered;
 - 23.3 you fail to satisfy the academic requirements for your programme, including but not limited to failing to meet completion or progression criteria, lack of industry or failing to enter for an element of assessment after completing the normal course;
 - 23.4 you fail to satisfy the requirements for registration, re-registration or campus enrolment;
 - 23.5 you fail to achieve an award within the maximum period of registration;
 - 23.6 you are expelled under the Disciplinary Procedure for Students, the Regulations on Assessment Offences: Plagiarism or the Regulations on Assessment Offences: Offences Other Than Plagiarism.
 - 23.7 any other good academic cause;
 - 23.8 you fail to pay all tuition fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School.

Changes to Regulations

- 24. Regulations that are common to all students and by which the School regulates its community may be changed from time to time. Such changes will usually be brought into effect at the start of the academic year and the changes will be published as part of the School's Calendar prior to the start of the academic year. However, the School may make changes to such regulations during the academic year to address unanticipated circumstances that affect the quality, standards or the delivery of a programme or to comply with a recommendation, direction or order made by a court, the Office for Students (OfS), the Quality Assurance Agency for Higher Education (QAA), the Office of the Independent Adjudicator for Higher Education (OIA) or other external regulatory, validating or accrediting body. In this case such changes will be notified to the students by email as well as being published on the School's website.
- 25. The School will use its best endeavours to bring such changes into effect at the start of the academic year; however it may change such regulations with respect to continuing students (that is students who have already registered as students of the School at the time of the proposed change) where the changes are:
 - 25.1 Non-material; and/or
 - 25.2 Beneficial to students; and/or
 - 25.3 Reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; and/or
 - 25.4 Reasonably required to comply with a recommendation, direction or order made by a court, the OFS, the QAA, the OIA or other external regulatory, validating or accrediting body; and/or
 - 25.5 Reasonably required to comply with the School's legal obligations (including but not limited to health and safety law obligations and equality law obligations); and/or
 - 25.6 Required as a result of circumstances outside the School's control; or
 - 25.7 The majority of affected students have, directly or via their representatives, agreed to the change.
- 26. Where the School relies on 25.1 to 25.7, it shall endeavour to provide reasonable notice in advance of any such changes and such changes will be notified to the students by email as well as being published on the School's website
- 27. Where it is not reasonably practicable to apply previous versions of regulations to part-time students or students who will not complete within the usual period for the specific programme or course (including where a student has had a break from studies) then due to the potential length of the period of registration until they complete their programme, the School may make changes to such regulations. Such changes will usually be brought into effect at the start of the academic year and the changes will be notified to the students by email as well as being published as part of the School's Calendar.
- 28. The School may make alterations to programmes and/or courses where the changes are:
 - 28.1 Non-material; and/or
 - 28.2 Beneficial to students; and/or
 - 28.3 Reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; and/or
 - 28.4 Reasonably required to comply with a recommendation, direction or order made by a court, the OFS, the QAA, the OIA or other external regulatory, validating or accrediting body; and/or
 - 28.5 Reasonably required to comply with the School's legal obligations (including but not limited health and safety obligations and equality obligations); and/or
 - 28.6 Required as a result of circumstances outside the School's control; or
 - 28.7 The majority of affected students have, directly or via their representatives, agreed to the change.
- 29. Sometimes circumstances may arise that are beyond the control of the School and require changes to the content and/or location of a course. Examples of such circumstances include but are not limited to:
 - 29.1 industrial action by University staff or third parties;

- 29.2 the unanticipated absence of key members of University staff,
 - 29.3 acts of terrorism;
 - 29.4 damage or interruption to buildings, facilities or equipment;
 - 29.5 pandemic or other health and safety issue;
 - 29.6 severe weather conditions;
 - 29.7 the acts of any governmental or local authority;
 - 29.8 where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.
30. In these circumstances, the School will provide as much notice as is reasonably possible and take all reasonable steps to minimise the inconvenience and disruption by, for example, changing the delivery, location or schedule of a module. To the fullest extent possible under English law, the School excludes liability for any loss and/or damage suffered by any applicant or student as a result of such circumstances.

Notes

¹ The LSE-LSESU Student Charter (<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/stuCha.pdf>), while not a contractual or regulatory document, sets out what you can expect of LSE and what LSE expects of you, in its articulation of the values the LSE community strives to uphold and the educational experience LSE offers you.

² Copies of all papers submitted to the software will be retained as source documents in the iParadigms reference database (held in the US) solely for the purpose of detecting plagiarism. Use of the Turnitin UK service shall be subject to such Terms and Conditions of Use as may be agreed between iParadigms and LSE from time to time and posted on the Turnitin UK website.

See the [Calendar](#) for further information about Programme Regulations, Course Guides, School and academic Regulations.