

## CONDITIONS OF REGISTRATION AND ENROLMENT – 2024/25

Last updated: June 2024

The School regulations relating to your programme are set out in the School Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>), together with the Tuition Fee Policy, Credit Management Policy, [Ethics Code](#), [Library Rules and General Policies](#), [Conditions of Use of IT Facilities](#), [Student Complaints Procedure](#), [Disciplinary Procedure for Students](#), [the Discrimination, Harassment and Bullying Policy](#) and all other School regulations, policies and procedures. These apply to all students.<sup>1</sup>

Please note that as per paragraph 29 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 material changes as soon as possible. Your acceptance of the terms and conditions on the Student Verification or Offer Reply Forms bind you to abide by all of these and to the following Conditions of Registration and Enrolment:

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 pre-enrolment prior to Welcome Week and your on-campus enrolment by no later than the published date of late on-campus enrolment for your programme. You must complete both parts of the enrolment process to be a fully registered student<sup>2</sup> and enrolled student<sup>3</sup>; however, at the discretion of the Academic Registrar (or nominee) and subject to your immigration status in the UK, you may in very exceptional circumstances be permitted to fully register online. The School reserves the right to terminate your registration if all relevant documentation is not verified by the end of Autumn Term, the on campus enrolment window, or if at any point it transpires that you have provided incorrect or fraudulent information and/or documentation as part of your application.
3. You can neither register nor remain registered with the School, if you are in any way simultaneously registered, including an interrupted period of enrolment, at another higher education institution. You must notify the Academic Registrar if you are in any way simultaneously registered at another higher education institution. In such circumstances the School reserves the right to terminate your registration. Your tuition fees for your period of study will be calculated and charged in line with Section 9 of the School's [Tuition Fee Policy](#).
4. If you are a taught student returning from a break in your studies, you will be expected to campus enrol in person by the first day of teaching in the term that you are due to return. Research students can return from interruption at any suitable point during the academic year.
5. Once you have completed on-campus enrolment, you agree to stay in London or within reasonable distance of the School from which you can commute during term time, including the Spring Term, 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 Winter Term and in the resit and deferral period (where applicable) and for the duration of the dissertation period for Master's students; although once all other assessments have been submitted absences during the dissertation period only need to be noted at departmental level. There may be exceptions to the residence requirement for some Executive Masters programmes, but this will be confirmed as part of the programme information.
6. Expectations for research degree students are set out in the School's 'Statement on term dates, vacations and working during MPhil/PhD study'. Term dates are published [here](#).
7. 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 and obtain approval before you go. Email notification is acceptable. 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. Absences of longer than three weeks will not be approved and you should consider interrupting your studies. Sickness reporting and management processes for research degree students are set out in regulation 17 of the regulations for research degrees.
8. LSE's campus in London is the primary educational delivery point, and you are expected to arrive on time for the start of your taught programme for in-person teaching for the academic year 2024/25. Research degree students are also expected to be in London by the first day of the Autumn Term. In a public health emergency, and in line with UK Government policy, LSE would strive to retain as much as possible of its student education provision on campus. However, should the institution be called on to introduce a degree of social distancing and or respond to other contingencies, in the first instance lectures would be delivered partially or fully online with priority given to retaining classes and seminars on campus so that students

<sup>1</sup> In this document, references to 'research degree students' refer to (i) MRes/PhD students who have passed the upgrade process, and are undertaking the PhD stage of their programme, and (ii) MPhil/PhD students at all stages of their programme.

<sup>2</sup> **A registered student** has entered into a contractual agreement with LSE indicating that they unconditionally agree to the Conditions of Registration and Enrolment to study an approved programme and has provided proof of qualifications and any other document(s) required as part of the registration process. A student remains registered until they have: completed their programme and the appropriate award has been conferred, officially withdrawn, or had their registration terminated by the School. A student who has interrupted their studies, remains registered.

<sup>3</sup> **An enrolled student** has completed the formal School joining process, can select approved courses for their programme, gains access to course materials and other School services, and becomes liable for full fees.

are able to benefit from the active in-depth learning opportunities and face to face interactions with academics and peers. In the case of more stringent measures, all teaching provision and any campus-based assessments would also move to a fully online format based on pedagogic and disciplinary informed choices about the most appropriate combination of synchronous and asynchronous delivery.

9. If you are an overseas student in the UK who requires immigration permission to study at the School, you must abide by the conditions of your visa as defined by UK Visas and Immigration, including engaging with your teaching, mode of attendance and the completion of campus enrolment<sup>4</sup> and adhering to the working conditions. Requests to transfer to study part-time whilst on a student visa, will only be granted to enrolled students of the School in exceptional circumstances where agreed by the Academic Registrar or Deputy Director of the PhD Academy. The School may choose to withdraw sponsorship of your visa if you are not engaging with your studies as expected or are in breach of your conditions.
10. You agree that if you change your permanent home address and / or your term-time address, you will inform the School via Student LfY, or other relevant LSE platform, of your new address details as soon as is practicably possible. It is also your responsibility to ensure that your emergency contact details are up-to-date and accurate. This information will only be used in the case of an emergency or when we have good reason to believe that you are a serious risk to yourself or others.
11. Your status as a Home or Overseas student for fee purposes is determined by the relevant Admissions Office based on information that you have provided. This status cannot normally be changed after you have registered. Students that enrol at the start of the academic year and 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. Students who enrol at other points in the academic year must complete the fee status classification questionnaire with supporting evidence within three weeks of their enrolment.
12. 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.
13. You agree that you are liable for fees and any associated charges 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 on-campus enrolment. You agree that if you decide to withdraw from, or formally interrupt your studies, no refund of fees can be made until you have notified the Student Services Centre or the PhD Academy, as appropriate, of your decision in writing. If you withdraw from, or interrupt, your programme, your tuition fees will be calculated and charged in line with Appendix 8 of the School's [Tuition Fee Policy](#).
14. You agree that if you change your registration or enrolment 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 1 and Appendix 8 of the School's [Tuition Fee Policy](#), according to the date on which official permission for the change was given.
15. 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.
16. You agree to pay tuition fees in full or in instalments as arranged with Fees Income & Credit Control. You accept that if you fail to pay tuition fees by the agreed due date, or are in debt to the School for tuition fees the School may apply sanctions that prevent the release of your academic awards and results and which may affect your progress in line with the [Credit Management Policy](#). Academic sanctions will not be applied if you are in debt for any payment to the School other than tuition fees or associated charges.
17. You agree to pay your fees in accordance with the [Payment Policy](#) Terms and Conditions.
18. You accept that:
  - 18.1 LSE collects and processes certain data/information on its students for essential administrative, academic and health and safety reasons, as shown on your enrolment form, Moodle, the School's virtual learning environment, platforms integrated with Moodle (Turnitin and Gradescope) and Student LfY. The [Student Privacy Notice](#) sets out what and how we process personal data relating to students and applicants. 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 UK 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 unless in the case of an emergency. 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. For further details, please see the School's [Data Protection Policy](#).
  - 18.2 Your data will be shared with Turnitin and Gradescope. For further details, see [Turnitin Services Privacy Policy](#) and [Gradescope's Privacy Policy](#).
  - 18.3 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.
  - 18.4 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](mailto:glpd.info.rights@lse.ac.uk) and also have the right to contact the Information Commissioner's Office if you are dissatisfied with the School's response.

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<sup>4</sup> Research degree students must also maintain an accurate and up to date record of their supervisory interactions via the PhD Log.

- 18.5 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.
- 18.6 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](#).
- 18.7 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 kept for potentially 5 years after a student leaves due to Office for Students regulations, with the majority destroyed one year after the relevant Examination Board has met. Final copies of MPhil and PhD theses will be published via [LSE Theses online](#). 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](mailto:glpd.info.rights@lse.ac.uk) if you do not want to be contacted after you leave the School.
19. You understand and acknowledge that your LSE email account will be used for essential communications, including information on payment of your tuition fees. You must therefore regularly check, and where applicable, act upon these emails.
20. 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, or any written notes based on the lecture content, 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.
21. On all matters connected with School, University of London and immigration regulations, you should contact the Student Services Centre or the PhD Academy, as appropriate, 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.
22. Academic Mentors and research degree students' supervisors (hereafter, 'supervisors') may not be able to advise in relation to all School regulations, policies and procedures. As such, you may be required to seek clarification from the Student Services Centre or the PhD Academy, as appropriate, on regulatory, procedural or policy issues.
23. You understand and agree that you cannot rely on your Academic Mentors, supervisors or other service divisions to pass on to the Student Services Centre or PhD Academy 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 or PhD Academy, as appropriate, and follow the appropriate procedures within the published deadlines.
24. 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 your name and LSE email address to ULU for the purpose of registering you to vote in the ULU elections.
25. You agree to conduct yourself in an orderly, responsible, and sober manner and at all times to respect the rights and views of others. Failure to do so is a breach of these Conditions of Registration and Enrolment and an offence under the Student 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:
- 25.1 engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
- 25.2 Being registered for two or more programmes of higher education without obtaining written permission in advance for the simultaneous registrations;
- 25.3 fail to comply with the reasonable instructions provided by the School or by any individual or body authorised to act on behalf of the School; for example showing your ID on request;
- 25.4 Fail to inform the School if you are subject to criminal proceedings; i.e. police investigation and/or court proceedings during your registration at the LSE. You must notify your Head of Department and update them on the outcome of any investigation and/or proceedings;
- 25.5 cause, or threaten to cause, injury to, or endanger the safety of, a member of the LSE community, including but not limited to, members of staff, students of the School, visitors to it, or other third parties
- 25.6 engage in dishonest behaviour and/or fraudulent actions, which include submitting incorrect or misleading information to the School;
- 25.7 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](#);
- 25.8 engage in any act that will, or is likely to, damage or deface property of the School;
- 25.9 cause a Health and Safety concern, which includes failure to comply with School or UK government guidance;
- 25.10 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;

- 25.11 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 and Enrolment, the Discrimination, Harassment and Bullying Policy, 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;
- 25.11 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);
- 25.12 commit a criminal act which may or may not be punished in a court of law, and/or an alleged breach of discipline, which occurs on or off any of the premises that the School owns, or in any way administers (including on social media) where the alleged victim is the School itself, a student or member of staff of the School or others, including but not limited to: those visiting, working or studying at the School, and to alleged misconduct occurring during School approved and authorised activities (such as placements or fieldtrips). For the avoidance of doubt, the School may also consider third party allegations made against a student that is raised formally with it and where the School assesses there may be a risk to other members of the LSE community.
- 25.13 use any of the School's facilities improperly and / or breach the [Conditions of Use of IT Facilities](#) at the School;
- 25.14 use the School's name or address in a public statement, or business or other venture, without obtaining the permission of the School;
- 25.15 use any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
- 25.16 Use of your LSE email address for commercial purposes;
- 25.17 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. For the avoidance of doubt, the notes taken of lectures, meetings and LSE events can only be used for educational purposes and cannot be shared with a third party without the consent of the lecturer, meeting organiser or other LSE event organiser.
- 25.18 breach the Data Protection Act 2018, UKGDPR or the UK General Data Protection Regulation GDPR);
- 25.19 breach the conditions of your student visa
- 26. The School considers academic integrity to be of the utmost importance. You agree that you will follow all assessment and exam procedures and 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 text matching software<sup>5</sup>. Theses submitted for research degree examinations will be submitted to iThenticate.
- 27. 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.
- 28. The School will have the power to terminate your registration if any of the following conditions apply:
  - 28.1 you complete your programme of study for which you were registered;
  - 28.2 you voluntarily withdraw from your programme for which you were registered;
  - 28.3 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<sup>6</sup> or failing to enter for an element of assessment after completing the normal course;
  - 28.4 you fail to satisfy the requirements for registration, pre-enrolment, re-enrolment or campus enrolment;
  - 28.5 you fail to provide the correct documentation that proves your right to study in the UK;
  - 28.6 you fail to achieve an award within the maximum period of registration;
  - 28.7 you are expelled under the Disciplinary Procedure for Students or the [Assessment Misconduct Regulations](#).
  - 28.8 any other good academic cause;
  - 28.9 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;
  - 28.10 A Fitness to Study Panel determines that terminating your registration is appropriate.
  - 28.11 You take an unauthorised break from your studies for longer than an academic year.

#### Changes to Regulations, Conditions, Policies and Procedures

- 29. 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.

<sup>5</sup> 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 text matching against future submissions. 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.

<sup>6</sup> For research degree students, 'lack of industry' includes persistent failure to engage with supervision.

30. 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:
  - 30.1 Non-material; and/or
  - 30.2 Beneficial to students; and/or
  - 30.3 Reasonably required to address unanticipated circumstances that affect the quality, standards or the delivery of a course; and/or
  - 30.4 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
  - 30.5 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
  - 30.6 Required as a result of circumstances outside the School's control; or
  - 30.7 The majority of affected students have, directly or via their representatives, agreed to the change.
31. Where the School relies on 30.1 to 30.7, 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
32. 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.
33. The School may make alterations to programmes and/or courses where the changes are:
  - 33.1 Non-material; and/or
  - 33.2 Beneficial to students; and/or
  - 33.3 Reasonably required to address unanticipated circumstances that affect the quality, standards, or the delivery of a course; and/or
  - 33.4 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
  - 33.5 Reasonably required to comply with the School's legal obligations (including but not limited health and safety obligations and equality obligations); and/or
  - 33.6 Required as a result of circumstances outside the School's control; or
  - 33.7 The majority of affected students have, directly or via their representatives, agreed to the change.
34. Sometimes circumstances may arise that are beyond the control of the School and require changes to the content and/or structure, and/or location and/or delivery mode and/or assessment of a course. Examples of such circumstances include but are not limited to:
  - 34.1 industrial action by School staff or third parties;
  - 34.2 the unanticipated absence of key members of School staff,
  - 34.3 acts of terrorism;
  - 34.4 damage or interruption to buildings, facilities or equipment;
  - 34.5 epidemic, pandemic or other health and safety issue;
  - 34.6 severe weather conditions;
  - 34.7 the acts of any governmental or local authority;
  - 34.8 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.
35. 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.

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