

GENERAL ACADEMIC REGULATIONS

(For all undergraduate students registered in the 2020/21 academic year)

These regulations are approved by the Academic Board.

Last updated: July 2020

General

1. These Regulations apply to all persons having registered for an Undergraduate course or programme of study at the School in the 2020/21 academic year. Postgraduate students have their own set of General Academic Regulations. These regulations are made subject to the Articles of Association of the School and to the School bye-laws, where appropriate. Any disputes arising from the application of the Regulations shall be governed by the Laws of England currently in force.
2. In these regulations the following terms shall have the meanings given:

Assessment	An assessed component of a course such as an examination, essay, dissertation, project, presentation etc. which counts towards the award of a degree, also referred to elsewhere as summative assessment;
Course	A distinct part of a programme comprising lectures, classes, seminars, workshops and / or other learning activities;
Degree regulations	The Regulations for First Degrees and their associated classification schemes, as appropriate;
Qualification	An academic award such as a First Degree;
Programme	A whole programme of study, comprising courses, whether or not it is intended that it should lead to an award of the School;
Resit	In the context of assessment, an attempt at a failed assessment other than the first attempt, such as an examination resit or resubmission of a piece of written coursework;
School	The London School of Economics and Political Science;
Sitting	Entering an exam room to attempt an examination or attempting any other form of assessment (e.g. submitting coursework);
Student	A person registered as a student of the School under these Regulations;
Unredeemed fail	A failed course that is not passed (or redeemed) at resit
3. Communications the School sends to an individual student will apply to that student only.

Admission

4. An applicant for admission shall be required to:
 - 4.1 satisfy, or to be formally exempted by the School from, the entry requirements prescribed for the programme concerned, and
 - 4.2 apply through the prescribed procedure and to comply with subsequent administrative requirements.
5. The School may offer a place to an applicant on the programme applied for or on any other programme, or reject the application. An offer of a place may be conditional on the applicant obtaining a particular set of qualifications, either at pass level or at particular levels of pass, before a date determined by the School.
6. Competence in the English language is required of all applicants. The School will determine the level of competence required of each applicant and may make its achievement a condition of admission.
7. The School may from time to time determine the age or ages below which it will not admit students or will not admit them without special consideration.

Registration

8. A person who is not registered and has not completed on-campus enrolment shall not be entitled to take part in any activity in the School as a student. A person who is not registered as a student may not receive teaching at the School.
9. The Academic Registrar or their designated deputy may require any relevant documentation to be produced for inspection to establish the personal details and educational attainment of a person seeking registration.
10. A student is required to register annually during the programme of study, according to procedures determined by the Academic Registrar or their designated deputy. The requirements for registration beyond initial registration are as follows:
 - 10.1 to have satisfied the academic requirements for progression from the previous year of study or to have been granted repeat teaching, and
 - 10.2 to have completed all forms and / or provided all information required by the School as part of the re-registration process, and
 - 10.3 to have paid all fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School, and

- 10.4 not to have been barred from further registration at the time concerned by application of these or other Regulations.
11. Students are entitled to take part in all prescribed learning activities and to use all relevant services of the School for the period of their registration.
 12. On full completion of on-campus enrolment registration a School representative shall provide the student with a registration card. Any member of staff of the School may require production of this card at any time to establish entitlement to enter the School or to take part in its activities. A replacement may be obtained for a lost or damaged card, on payment of a fee to be determined by the Academic Registrar or their designated deputy.
 13. Registration may be withdrawn at any time under these and other Regulations. After withdrawal a student is no longer entitled without special permission to use any facilities or services of the School or to receive any teaching or to be assessed.
 14. An undergraduate programme leading to a degree normally extends over three or four consecutive academic years, as set out in the programme regulations. The normal maximum period for completing a three year degree is five years from the initial date of registration. The normal maximum period for completing a four year degree is six years from the initial date of registration. Failure to achieve an award within the maximum period of registration allowed will result in deregistration.
 15. A student may not register or remain registered, without the special permission of the School, if simultaneously registered for another programme of higher education.

Programme Interruptions

16. The School may at its discretion permit a student to interrupt their studies on grounds of illness or other relevant cause for a period of up to one year. In very exceptional circumstances, the School may permit a further interruption of up to one year. Requests to interrupt are usually only authorised on submission of evidence of exceptional circumstances. Guidance on requesting interruptions and responsibility for approval is published on the Student Services Centre website <https://info.lse.ac.uk/current-students/student-services/student-services-centre>

Programme Transfers and Variations

17. The offer of admission and acceptance of a place applies to the specific degree programme that is named in the offer letter. The School will not allow a successful applicant to transfer from one programme to another after registration, unless it considers that exceptional circumstances apply. Such permission will be given only on the recommendation of the directors for the student's current programme and for the programme into which they wish to transfer.
18. The regulations for the programme upon which the student has registered determine the courses of study available to them. This includes courses determined as compulsory and non-compulsory option courses.
19. A student may only change the courses for which they have initially registered within the published timeframe in each of the Michaelmas and Lent Terms. The School will not permit a student who has attended teaching during MT to drop MT half unit course(s) or full unit courses for which they have received teaching in the MT during a LT course change period.

Boards of Examiners

20. The School will establish a School Board of Examiners for undergraduate programmes. Each programme and course will be the responsibility of a departmental Sub-Board of Examiners which will report to the School Board. The Law Board of Examiners uniquely serves as both a Sub-Board and School Board for students studying on LLB and related degrees.
21. Each Sub-Board of Examiners shall include examiners who are not members of staff of the School, who shall have regard to the totality of each programme.
22. Assessment procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
23. Each Board of Examiners shall ensure inter alia that the application of approved classification schemes shall have regard to the totality of the programme and to the requirements for progression within it, and to the requirement for each student to achieve a satisfactory overall standard.

Assessment

24. By registering with the School a student agrees to be entered for assessment on the courses they are taking, at the time and place set by the School and by the methods prescribed in the relevant degree and programme regulations and in the School Calendar Course Guides.
25. A student is required to engage with their studies by attending classes, seminars, workshops, supervision sessions or other prescribed learning activities and producing promptly the work required. Dereliction, such as not attending classes/seminars or repeated failure to complete formative work or required summative assessment, will result first in a warning, and if continued will result in exclusion from future assessment or from the School as appropriate.
26. A student will be assessed in each course, unless they have deferred or withdrawn under these Regulations.

27. Students are bound by the regulations in force at the time of their first entry to the examination or other assessment, including the individual programme regulations.
28. The method(s) of assessment for each taught course and the weighting of each method of assessment will be specified in the Course Guides.
29. The School may when required and with reference to appropriate School policies e.g. the Alternative Assessment Policy permit a variation of the method(s) of assessment for a course, in respect of some or all students. In cases where students need to resit non-repeatable assessment tasks, an appropriate alternative task will be set.
30. No fee is payable for the first attempt at an assessment.
31. Examinations take place in the week preceding the Lent Term, the Summer Term and during the In-Year Resit and Deferred Assessment Period (IRDAP) in late summer. Students are required to be in attendance at the School for the duration of the periods in which their examinations take place and to be available until the end of the Summer Term.
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 IRDAP.
33. Students who defer and/or fail assessments taken during the IRDAP, and have attempts remaining, are required to take outstanding resit/deferred assessments during the next suitable opportunity.
34. All work submitted must be certified to be the student's own, and must comply with the School's Statement on Editorial Help for Students' Written Work, with the Regulations on Assessment Offences: Plagiarism and with the Regulations on Assessment Offences: Offences Other Than Plagiarism.
35. A student will not be re-assessed in any course or course component in which they have already received a pass mark. The only exceptions are First Year LLB students who fail to meet the compensation rules and/or receive a Bad Fail mark.
36. A student will not normally be re-assessed in any course or course component they have failed if they are eligible for the award of the degree.
37. Students who complete and fail a course overall, but are not eligible for an award and have attempts remaining will be required to resit all failed course components. Where a student is required to resit a failed course component, the pass mark(s) achieved in other passed components of that course shall count towards the new overall course mark, but the overall course grade will be capped at the pass mark of 40. A maximum mark of 40 will be used for calculating either the first year average if applicable, or the aggregate if a second, third or fourth year classification mark.
38. Students must attempt all components of assessment in every course, such as sitting an examination or submitting a piece of coursework, in order to be eligible for the award of a degree. Failure to do so will result in a mark of 'Zero Absent' in the assessment in question and the course overall if that assessment is worth 100% of the course; or, 'Zero Incomplete' in the course overall if the assessment is worth less than 100% of the course. In either case the student must resit that component of assessment, provided they have attempts remaining and irrespective of the results of other components within the same course. In such cases where a student is required to resit, the new overall course grade will be capped at the pass mark of 40.
39. Students may receive a Zero Fail mark for one or more components of assessment as a result of academic failure, academic misconduct, late submission or exceeding the word count etc. Such students will be expected to resubmit the failed work during the next suitable opportunity if the overall mark for the course is a Fail and the student is not otherwise eligible for an award. Students are not permitted to resit passed components of assessments; these marks are banked and used to calculate the new overall course mark.
40. Where such a student no longer has attempts at the assessment remaining or is in their final year, the School will consider them as having completed that assessment for the purposes of being eligible for the award of a degree. In either instance, a Zero Fail mark will be recorded and normally no further attempt permitted.
41. Students in any year of study who fail a component but have deferred other components of the same course at the first attempt may be permitted to resit those failed component(s) at the same time they attempt the deferred component(s). In such cases, where a student decides to resit the failed component(s) the following conditions will apply:
 - 41.1 After the deferred and resit components have been attempted, the School will first calculate the overall course mark using just the marks from the first attempts at all components of a course:
 - 41.2 Where this calculation results in an overall Pass mark, the student will pass the course overall. The resit mark will not be used, it will not appear on the transcript and the overall grade will not be capped. Or;
 - 41.3 Where this results in an overall fail mark for the course, the School will then apply any resit marks together with the mark achieved in the deferred assessment and/or any other banked marks. If this results in an overall pass mark then, because a resit mark has been

- applied, the grade for the course will be capped at 40 for the purposes of calculating the overall classification. Or;
- 41.4 Where this results in an overall fail the student shall resit any failed assessments in the normal way until they achieve a pass or until they have run out of attempts at each failed assessment.
 42. The same procedure set out at Paragraph 41 can also be applied to first year students who fail a course overall at the first attempt and have failed and deferred assessments within the same course at the second attempt. This will allow a student to attempt the resit at the earliest opportunity but normal capping rules will apply as set out in Paragraphs 37-39 and 52-54.
 43. A student that opts out of resitting the failed component(s) at the same time they attempt the deferred component(s) and subsequently receives an overall fail mark in that course may be allowed to resit all failed components at the next opportunity provided they still have attempts remaining.
 44. A student who completes a programme at the School and subsequently registers on to a new programme cannot retake as part of the requirements for the new programme any course which they have already passed during their time at the School.
 45. Any marks awarded for a previous programme of study for which an award has been made cannot count towards any further programmes of study taken at the School.

Adjustments to Assessment, Deferrals and Exceptional Circumstances

46. The School shall establish a procedure for determining reasonable adjustments to assessment for students with a disability, chronic medical condition or who experience an acute illness or injury during an assessment period.
47. Examiners / markers shall assess work without referring to medical and / or exceptional circumstances, unless they receive written instructions from the Student Services Centre to do so.
48. All students are required to sit examinations in London in accordance with the examination timetables which are published prior to each examination period. By submitting an assessment or attending an examination, the School considers the student to be declaring themselves fit to sit. If a student experiences disruption to their studies prior to this point from personal difficulties e.g. bereavement or illness, they should consider whether an extension or deferral is more appropriate and seek advice from the Student Services Centre and/or their academic department.
49. The School has established a set of procedures which students may access if they face exceptional circumstances which affect examinations or other forms of assessment:
 - 49.1 A student may request to defer one or more assessments in accordance with the Schools published Deferral Procedure.
 - 49.2 A student may be permitted to sit an examination overseas in exceptional circumstances where there is clear evidence that the event, in the School's view, would make it inadvisable for the student to return to the UK. The School will not agree to a request which is based solely on the student's personal convenience or the cost of travelling to London.
 - 49.3 A student who is unable to follow the Extension Procedure or Deferral Procedure must follow the Exceptional Circumstances Procedure in order to inform the Sub-Board of examiners about circumstances that may have affected their assessment(s). Such circumstances would normally be sudden, unforeseen, out of the student's own control and proximate to the assessment(s) in question. The Sub-board of Examiners may inform the relevant School Board of Examiners of these circumstances.

Full details and guidance on these procedures are published on the Student Services Centre website: <https://info.lse.ac.uk/current-students/student-services/student-services-centre>.

Re-sits

50. A student being re-assessed must take assessments for the same courses as they attempted previously, unless they obtain permission from their department and the Repeat Teaching Panel and satisfactorily complete assessments for different courses.
51. A student proposing to resit an assessment or attempt a deferred assessment whilst on interruption from their programme of study shall be permitted to undertake that assessment by the Academic Registrar or their designated deputy.
52. A student who resits an assessment when not registered at the School will be required to pay a fee determined by the School from time to time. A student who for medical or other reasons approved by the School does not attempt an assessment while in attendance at the School may be permitted to attempt such an assessment again without payment of a fee, whether or not in attendance at the School.
53. For students that have exhausted the maximum number of attempts at a course and have received a Zero Absent and/or Zero Incomplete mark in components of assessment for each attempt at the course, the Sub-Board should determine whether the student has attempted and completed the work in at least one of the previous attempts at each and every component of assessment. Where the Sub-board determines the student has attempted and completed the work in at least one of the

attempts at each and every assessment they can be considered eligible for the award of the degree.

54. The mark achieved at the latest attempt at the course can be used for the purpose of calculating the first year average mark if it is a first year course and will be used to calculate the overall aggregate if it is not a first year course. Academic transcripts will show the course results of all attempts at assessment, unless discounted on the basis of exceptional circumstances, as described in paragraph 49.3.

Eligibility for Award

55. To be eligible for the award of a qualification a student must have:
- 55.1 completed to the satisfaction of the School the programme prescribed by the School for the qualification concerned; and
 - 55.2 shown a competent knowledge across the programme of study taken as a whole; and
 - 55.3 met all requirements set out in the General Academic Regulations, Regulations for First Degrees and Programme Regulations.
56. A student will be awarded a qualification under the relevant classification scheme at the first point at which they become eligible. Students eligible for award with unredeemed failed assessments will not normally be given the opportunity to resit the failed assessments.
57. A student with an unredeemed Zero Incomplete or Zero Absent mark in a course that has run out of opportunities to attempt and complete the outstanding component of assessment within that course is no longer eligible for the award of the degree.
58. A student upon whom a qualification has been conferred ceases to be eligible for consideration for any further award arising from that programme.
59. No student will be recommended for the award of any qualification who has not settled any outstanding academic debt with the School or who has not made acceptable arrangements to settle any such account, and neither will any information on such a person's academic performance be communicated to that person or to any third party save as required by law.

Late Assessment Submission

60. All students must be given clear written instructions on what is required and the deadline for submission of assessments. This applies for both a first attempt and any subsequent resit or deferred attempts. Deadlines should not normally be set for a working day preceding a non-working day.
61. A student may apply for an extension to published deadlines for summative assessment in accordance with the School's published Extension Procedure.
62. If a student fails to submit by the set deadline (or extended deadline as appropriate) only the Sub-board Chair can decide whether or not to accept the work. If late work is accepted late penalties will apply. The full list of penalties can be found on the [Assessment Discipline and Academic Misconduct](#) web page.

Information about Assessment Results

63. A list of students who have successfully completed their programme and have received an award will be published by the School each year.
64. Following each diet of assessments of taught courses, students may request an intermediate transcript of their marks or grades obtained at those assessments.
65. A certificate of award will be dispatched to each student who is awarded a qualification. The certificate will state the title of the qualification and the date of conferment.
66. The School will provide a final transcript of marks or grades awarded for taught courses to every student on completion of the programme.

Copyright

67. Students should refer to the School's Intellectual Property policy.

Grievances and appeals

68. A student dissatisfied with any aspect of teaching provided by the School may pursue their case through the Student Complaint Procedure, unless the substantive subject of the grievance is covered by a separate procedure such as that on sexual harassment.
69. A student may appeal against the decision of the examiners concerned, as set out in the Appeals Regulations. Appeals against the academic judgment of examiners are not permitted.