

GENERAL ACADEMIC REGULATIONS

(For undergraduate students starting in the 2018/19 academic year only)

These regulations are approved by the Academic Board.

Last updated: August 2018

Note: these regulations may be changed during the academic year to account for any improvements, or unavoidable alterations, to the School's programmes of study. The School will ensure that any such changes create the minimum amount of disruption and will provide any students who are likely to be affected with as much notice of these changes as is reasonably possible.

General

1. These Regulations apply to all persons having registered for an Undergraduate course or programme of study at the School in the 2018/19 academic year as new first year students. All other 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:

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| Assessment | An assessed component of a course such as an examination, essay, dissertation, field 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 the Certificate, First Degrees, Diplomas, Master's Degrees, Research Degrees and their associated classification schemes, as appropriate |
| Qualification | An academic award such as a First Degree, Graduate Certificate or Diploma, Master's Degree or Research 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 |
| Student | A person registered as a student of the School under these Regulations |
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 as a student shall not be entitled to take part in any activity in the School as a student. Students of the School may only receive teaching once registered as a student.
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 the Deputy Director of the PhD Academy 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 required to register in person at the School unless the Academic Registrar or their designated deputy prescribes an alternative procedure.
 12. Registration may be full or provisional. Full registration shall be valid until the end of the academic year or until the end of the programme or until withdrawal or exclusion from the School, whichever shall be the nearer. Provisional registration shall last until such time as the School shall prescribe in each case.
 13. 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.
 14. On full registration the Academic Registrar or their designated deputy 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.
 15. 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.
 16. 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.
 17. The normal maximum period of registration for a postgraduate programme will be as follows: two years for 9-, 10- and 12-month programmes; three years for 21-month programmes; and four years for part-time study of any programme. The normal maximum period of registration for Executive MSc programmes will be six years
 18. 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

19. The School may at its discretion permit an undergraduate or taught graduate 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

20. 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.
21. 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.
22. 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

23. The School will establish a School Board of Examiners for undergraduate programmes and a Graduate School Board of Examiners for taught graduate programmes. Each programme and course will be the responsibility of a departmental Sub-Board of Examiners which will report to the relevant 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.
24. 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.
25. Assessment procedures shall ensure that assessment is and can be demonstrated to be fair and impartial.
26. 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

27. 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.
28. 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.
29. A student will be assessed in each course, unless they have deferred or withdrawn under these Regulations.
30. 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.
31. The method(s) of assessment for each taught course and the weighting of each method of assessment will be specified in the Course Guides.
32. 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.
33. No fee is payable for the first attempt at an assessment.
34. Examinations take place in the week preceding the Lent Term, the Summer Term and 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. Students on 12 month Master's programmes are also expected to be in attendance throughout the dissertation period.
35. Students who are required to resit a failed assessment must have completed and submitted the failed assessment by the end of the resit and deferral assessment period in late summer. Students required to undertake assessments during the resit and deferral period will need to be in attendance during that period.
36. 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 resit and deferral period. Students deferring an assessment during the resit and deferral period defer to the next resit and deferral period. Students who fail an assessment in or by the end of the resit and deferral period, and are eligible to resit, can only do so in next resit and deferral period.
37. Where a course is assessed wholly or partially by a method other than an unseen examination, the 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 and with the Regulations on Assessment Offences: Plagiarism.
38. A student will not be re-assessed in any course or course component in which they have already received a pass mark¹.
39. Students who fail a course overall will be required to resit. 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 mark will be capped at the pass mark for the programme of study².
40. 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 Incomplete' and the need to resit that component of assessment, irrespective of the results of other components within the same course. In such cases the overall course mark will be capped at the pass mark for the programme of study².
41. All students are governed by the Regulations on Assessment Offences: Plagiarism and Regulations on Assessment Offences: Offences Other Than Plagiarism.
42. A student that 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.
43. 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

44. 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.
45. 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.
46. 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.

47. 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:
- 47.1 A student may request to defer one or more assessments to the resit and deferral period in accordance with the Schools published Deferral Procedure.
 - 47.2 A student may be permitted to sit an examination overseas in exceptional circumstances where there is clear evidence that the event would have a similarly devastating effect or other circumstances which, 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.
 - 47.3 A student who is unable to follow the Late Submission of Assessment 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

- 48. 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.
- 49. 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.
- 50. 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.
- 51. Results obtained at resit always supersede any previous attempt. Academic transcripts will show the course results of all attempts at assessment, unless discounted on the basis of exceptional circumstances, as described in paragraph 47.3

Eligibility for Award

- 52. To be eligible for the award of a qualification a student must have:
 - 52.1 completed to the satisfaction of the School the programme prescribed by the School for the qualification concerned; and
 - 52.2 shown a competent knowledge across the programme of study taken as a whole; and
 - 52.3 met all requirements set out in the General Academic Regulations, Degree Regulations and Programme Regulations.
- 53. A student upon whom a qualification has been conferred ceases to be eligible for consideration for any further award arising from that programme.
- 54. 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

- 55. 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.
- 56. A student may apply for an extension to published deadlines for summative assessment in accordance with the School's published Late Submission of Assessment Procedure.
- 57. If a student fails to submit by the set deadline (or extended deadline as appropriate) the following penalty will apply:
Five marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. Different regulations apply to coursework submission for course LSE100.

Information about Assessment Results

- 58. A list of students who have successfully completed their programme and have received an award will be published by the School each year.

59. Following each diet of assessments of taught courses, students may request an intermediate transcript of their marks or grades obtained at those assessments.
60. 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.
61. The School will provide a final transcript of marks or grades awarded for taught courses to every student on completion of the programme.

Copyright

62. Copyright in lectures is vested in the lecturers. Notes taken at lectures may be used only for the purpose of private study. Lectures may not be recorded without the lecturer's permission. Any recording permitted is subject to the conditions (if any) imposed by the lecturer and may not be used for anything except the student's private study.

Grievances and appeals

63. 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.
64. An undergraduate or taught graduate student may appeal against the decision of the examiners concerned, as set out in the Appeals Regulations. A research student may appeal against a decision to terminate registration, a decision not to upgrade to PhD or the result of an MPhil or PhD examination, as set out in the Appeals Regulations for Research Students. Appeals against the academic judgment of examiners are not permitted.

Notes

¹The exceptions are research students who may be permitted to resit an assessment required for progression which does not contribute to an award. Such students are entitled to one further attempt only.

²The pass mark for undergraduate programmes of study (BA, BSc) is 40%. The pass mark for graduate programmes of study (MA, MSc, MPA, MPP, MRes and Certificate) is 50%. The pass mark for Diplomas is defined in the relevant classification scheme and is either 40% or 50%.

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