



# Bye-Laws

## Bye-laws of the London School of Economics and Political Science

### Bye-Law 1

#### The Academic Board

- 1 There shall be an Academic Board which shall consist of the following persons as eligible voting members, namely:
  - a) the Director;
  - b) full-time and part-time professors, associate professors, assistant professors, readers, senior lecturers, and lecturers;
  - c) full-time and part-time teaching fellows;
  - d) full-time and part-time research officers, research fellows, senior research fellows, principal research fellows and professorial research fellows;
  - e) six students always including the General Secretary of the Students' Union, the Education Officer, the Postgraduate Officer, a Graduate Teaching Assistant, and three other students, one of whom must be a postgraduate;
  - f) such other persons whose presence will contribute positively to the business under consideration, to be co-opted by agreement between the Chair and VCAB.
- 2 Lay Governors, senior office holders of the School and representatives of other categories of staff may attend Board meetings at the invitation of the Chair or VCAB.
- 3 To the Academic Board are brought all major issues of general policy affecting the academic life of the School and its development. The Academic Board is responsible for monitoring and upholding the academic standards of the School and for regulating teaching. Specifically, its functions include:
  - (a) to make periodic reviews of the scope and content of the array of taught degree programmes and component courses and to guide its future development;
  - (b) to authorise the award of degrees (other than honorary degrees and honorary fellowships), diplomas, certificates and other distinctions to persons who have satisfied the conditions for the award thereof as prescribed in and pursuant to the Bye-laws;
  - (c) to prescribe the circumstances in which a student may be required or permitted to withdraw temporarily or permanently and either conditionally or unconditionally from all or any part of his or her programme of study on grounds other than disciplinary grounds;
  - (d) to appoint, remove or suspend examiners;
  - (e) to endorse for onward transmission to Council matters affecting the School's academic governance, management arrangements and academic strategy;
  - (f) to endorse for onward transmission to Council recommendations from APRC on the organisation of departments and other academic units;
  - (g) to approve recommendations in relation to academic and pastoral support for students as appropriate;
  - (h) to promote research within the School and to require reports from time to time on such research;
  - (i) to approve academic regulations and changes therein;

- (j) to recommend changes from time to time to the School's Bye-laws;
  - (k) to approve academic policies which have School-wide implications;
  - (l) to receive annual reports from its Standing Committees;
  - (m) to agree with Council those matters on which it will routinely consult with the Academic Board;
  - (n) to declare a position on any matter of interest to the Academic Board, and bring it to the attention of Council through a resolution.
- 4 The Director shall chair the Board. The Board shall appoint a Vice-Chair based on a nomination from a committee established for this purpose. The VCAB shall normally serve for a period of three years, and shall chair the Board in the absence of the Director.
  - 5 The School Secretary shall make arrangements to appoint a secretary to the Academic Board, subject to agreement by the VCAB.
  - 6 Fifty voting members of the Academic Board shall constitute a quorum. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting: save that, if a meeting starts and then becomes inquorate, it shall be open to the VCAB to direct that items included on the agenda for note, rather than for discussion or decision, shall be regarded as having been received and should therefore not be carried forward to the agenda for the following meeting.
  - 7 The Academic Board shall normally meet seven times in each academic year, including one meeting to receive reports from the Academic Planning and Resources Committee. Further meetings may be called by the Director or by any thirty members of the Academic Board acting together, provided that the nature of the business to be transacted shall be communicated in writing to all members via the Academic Board secretary at least seven days before the date set for the meeting.
  - 8 The Academic Board may establish and disestablish such committees, sub-committees and working groups as it shall think fit and shall regulate their memberships, terms of reference and modes of operation. It may delegate to such committees or sub-committees any or all of its powers under paragraph 3.

## Bye-Law 2

### **DEGREES, DIPLOMAS AND OTHER AWARDS GRANTED BY THE SCHOOL: GENERAL**

- 1 Subject to these bye-laws and to any Regulations, the Academic Board shall establish procedures by which the award of degrees, diplomas and other awards may be made in the name of the School.

#### **Conditions for award**

- 2 The Academic Board shall determine the conditions on which the School shall confer a degree, diploma or other award, subject always to the condition that by reason of debt or of student discipline it may withhold certification of any award from a person otherwise eligible for it.
- 3 It shall be open to the School to confer a degree, diploma or other award jointly with another institution or with other institutions or to confer a degree, diploma or other award as part of a scheme of study with another institution or with other institutions leading to a dual award. The title of and criteria for any joint or dual award shall be specified by the regulations for the programme concerned, as approved by the Academic Board.

#### **Certification of degrees and other awards**

- 4 A certificate shall be issued to each person who has been awarded a degree, diploma or other award. The Council shall prescribe the form of the certificate.

- 5 Each degree, diploma or other award shall be valid from the date on which it has been approved by the relevant School Board of Examiners or the LLB Board of Examiners as appropriate or, in the case of PhD degrees, by the committee to which the Board has delegated the function.

## **Revocation of degrees and other awards other than honorary awards**

6. The School accepts two grounds for revoking an award. These are administrative error or the determination of an assessment offence after graduation, concerning work submitted for examination in connection with the graduate's award.
- 7 Where the Director determines that a degree, diploma or other award has been conferred through administrative error he or she may revoke it and substitute for it either no award or such an award as is consistent with the relevant rules and practices approved by the Academic Board.
8. Where an allegation of an assessment offence is made after graduation, it shall be treated in accordance with the relevant regulations on assessment offences. If an offence is deemed to have occurred, the person concerned will be subject to one of the penalties set out in the Regulations, which include possible revocation of award.

## **Bye-Law 3**

### **DEGREES, DIPLOMAS AND OTHER AWARDS GRANTED BY THE SCHOOL: SPECIFIC AWARDS**

#### **The degrees**

- 1 The following degrees and other awards, indicating their abbreviated titles, are those which may be granted by the School:

##### **1.1 First degrees**

Bachelor of Arts (BA)  
Bachelor of Laws (LLB)  
Bachelor of Laws with French Law (LLF)  
Bachelor of Science (BSc)

##### **1.2 Graduate taught degrees**

Master of Arts (MA)  
Master of Business Administration (MBA)  
Master of Laws (LLM)  
Master of Public Administration (MPA)  
Master of Public Policy (MPP)  
Master of Research (MRes)  
Master of Science (MSc)

##### **1.3 Research degrees**

Master of Philosophy (MPhil) Doctor of Philosophy (PhD)

##### **1.4 Diplomas and certificates**

Any diploma or certificate approved by the Academic Board.

#### **Citation and designation of degrees**

- 2 Citation of a degree shall be by the title or abbreviation given in paragraph 1 above with, in parenthesis, the name of the School in the form LSE.
- 3 The titles of the first and graduate taught degrees listed in paragraph 1 above may be augmented on the degree certificate and on supporting documentation such as transcripts and Diploma Supplements by the addition of the names of one or more disciplinary specialisms or other terms as provided in the relevant regulations under which the degree is awarded.

#### **Amendments to the list of degree titles**

- 4 On the recommendation of the Academic Board the Council may approve additions to and deletions from the list of degree titles in paragraph 1.

## **Programmes of study**

- 5 The Academic Board shall determine the length and nature of the programmes of study for each and every degree, diploma and other award of the School and shall be responsible for its conferment.

## **Criteria for degrees**

- 6 The following criteria are specified for the degrees.

### **6.1 First degrees**

- (a) An academically coherent programme of study, followed over a period of time equivalent to three years full-time, or shorter in appropriate individual cases by permission of the Academic Board or longer where appropriate to the degree and/or subject concerned, which is designed to ensure:
- (i) academic progress in terms of breadth and depth of study at an advanced level;
  - (ii) ability to study, to assimilate, assess, interpret and apply information and to communicate effectively;
- (b) the achievement of a satisfactory overall standard in a scheme of assessment which tests the student's
- (i) command of an appropriate body of knowledge and skills;
  - (ii) familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
  - (iii) capacity for independent and critical thought.

### **6.2 Graduate taught degrees except the Master of Research**

- (a) An academically coherent programme of study beyond the first degree level which assumes the general level of educational competence implicit in the award of a first degree and which normally extends over a period of one year full-time or its equivalent in part-time study;
- (b) the achievement of a satisfactory overall standard in a scheme of assessment appropriate to the programme concerned.

### **6.3 Master of Research**

- (a) A free-standing and formally examined prescribed course of full-time study beyond the bachelor's degree level of at least one year or its equivalent in part-time study; and
- (b) A structured research training programme as an adequate foundation for doctoral study and/or a research career, including
- (i) a grounding in research techniques relevant to the disciplinary area;
  - (ii) a significant research component, which enables students to demonstrate initiative and creativity and is assessed by means of a written report;
  - (iii) elements designed to broaden students' experiences by equipping them with a range of transferable skills.

### **6.4 Master of Public Administration**

- (a) The conditions set out in sub-paragraph 6.2 except as varied in the remainder of this sub-paragraph.
- (b) A prescribed programme of study of 21 months full-time or the equivalent in part-time study.
- (c) The programme of study shall combine academic development with practical applications in individual and group-based work, and appropriate contact with governmental and international organisations.

### **6.5 Master of Philosophy**

- (a) The minimum period of study shall normally be two years' full-time study or the part-time equivalent or shorter in exceptional cases, such as where the degree was started elsewhere, by permission of the Academic Board. The maximum period shall be set in the Regulations.
- (b) Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall normally be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not exceed a limit to be set in the Regulations.
- (c) The thesis shall:
- (i) consist of the candidate's own account of his/her investigations;
  - (ii) be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

- (iii) give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
- (iv) be written in English except with the specific prior permission of the Academic Board; and
- (v) be satisfactory in its literary presentation.

#### **6.6 Doctor of Philosophy**

- (a) The minimum period of study shall be two years' full-time study or the part-time equivalent, or shorter in exceptional cases, such as where the degree was started elsewhere, by permission of the Academic Board. The maximum period shall be set in the Regulations.
- (b) Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall normally be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not exceed a limit to be set in the Regulations.
- (c) The thesis shall:
  - (i) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and
  - (ii) form a distinct contribution to the knowledge of the subject and afford evidence of originality by new discoveries and/or by the exercise of independent critical power; and
  - (iii) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field; and
  - (iv) be written in English except with the specific prior permission of the Academic Board; and
  - (v) be satisfactory in its literary presentation; and
  - (vi) demonstrate research skills relevant to the thesis being presented; and
  - (vii) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

## Bye-Law 4

### **Programmes of Study**

#### **General**

- 1 The Academic Board shall initiate and maintain full rules and/or procedures for the admission of students, for their teaching and guidance, and for their assessment including the appointment of external examiners and the proper consideration of the reports of such examiners.
- 2 The Academic Board shall approve and maintain regulations for the definition and handling of assessment and other academic offences, for the fair hearing of academic grievances expressed by students, and for the fair hearing of appeals by students against their assessment results, always excluding appeals against matters of academic judgment.
- 3 The Academic Board shall cause to be regularly and systematically reviewed all courses and programmes leading to awards of the School, such reviews to take into account the opinion of students registered on those programmes and the reports of external examiners, and to involve as appropriate the active participation of a suitably qualified person or persons from outside the School.
- 4 In respect of the degrees of MPhil and PhD the Academic Board shall specify the arrangements to be made by academic departments for the appointment of supervisors, the monitoring of student progress and supervision arrangements, support for off-campus study, and any work undertaken in collaboration with external organisations.
- 5 The Academic Board shall, with the consent of the Council, determine the procedures for restriction of access to MPhil and PhD theses containing material that is of significance to national security or needs to be restricted for other reasons.
- 6 The Academic Board shall ensure that the appointment of examiners shall be made according to procedures that inter alia shall provide
  - (a) for appointments to be made by a properly constituted body, outside the department/unit in which the student has studied;

(b) for the independence, expertise and relevant experience of the examiners nominated for appointment to be properly considered.

## Bye-Law 5

### Academic Dress

- 1 For those awarded first degrees as listed in bye law 3,
  - Robe – plain, black graduate gown
  - Hood – Burgon shape, purple outer, faced with 75mm of black watered silk with a 12mm gold ribbon inside the cowl edge
  - Hat – black cloth mortarboard
- 2 For those awarded graduate taught degrees as listed in bye-law 3,
  - Robe – plain, black postgraduate gown
  - Hood – full shape, purple outer, fully lined with black watered silk; cowl edge bound over with a 25mm gold ribbon, 12mm inside and out
  - Hat – black cloth mortarboard
- 3 For those awarded the degree of Master of Philosophy, Robe – plain, black postgraduate gown
  - Hood – full shape, purple outer, fully lined with black watered silk; cape and cowl edges bound over with a 25mm gold ribbon, 12mm inside and out
  - Hat – black cloth mortarboard
- 4 For those awarded the degree of Doctor of Philosophy,
  - Robe – doctorate shape, purple body with 125mm facings of black watered silk with a 25mm gold ribbon on outer edge; sleeves faced with 250mm of black watered silk with a 25mm gold ribbon on top edge
  - Hood – full shape, purple outer, fully lined with black watered silk; cape edge bound over with a 25mm gold ribbon, 12mm inside and out
  - Hat – black velvet Tudor bonnet with purple cord and tassels
- 5 For those awarded certificates and diplomas, Robe – plain black graduate gown
  - Hood – Burgon shape, purple outer, fully lined with black watered silk; cowl edge bound over with 38mm gold ribbon, 12mm outside and 25mm inside
  - Hat – black cloth mortarboard
- 6 The academic dress for Honorary Fellows of the School shall be
  - Robe – black art silk QC shaped robe with front facings and flap collar of LSE purple; outside edge of facings and cape collar trimmed ½” gold oakleaf lace; sleeve bottoms trimmed 1” LSE purple.
  - Hat – black velvet Tudor bonnet with gold bullion cord and tassel.
- 7 The academic dress for the Chairman of the Court of Governors of the School and the Director of the School shall be
  - Robe – black damask QC shaped robe with front facings, cape collar and wings of LSE purple; facings, cape collar and sleeve ends trimmed 1 ½” gold oakleaf lace; sleeve cuts trimmed ½” gold lace.
  - Hat – black Truro damask with gold bullion button and tassel; crown trimmed 1” gold oakleaf lace.
- 8 The academic dress for the Secretary of the School shall be
  - Robe – black Truro damask, QC shaped robe with front facings and flap collar of LSE purple; facings, cape collar and sleeve ends trimmed 1” gold oakleaf lace; sleeve cuts trimmed ½” gold lace.
  - Hat – black Truro damask square cap with LSE purple button and tassel; crown bound 1” LSE purple.

## Notes

- 1 No graduand may be presented at a degree ceremony unless he/she is wearing appropriate LSE academic dress as set out in this bye law.
- 2 If silk is not obtainable for any form of dress, or is prohibitively expensive, an appropriate substitute is acceptable.
- 3 A black cloth cap may be substituted for the black velvet cap.
- 4 At the time this bye law is approved, the School robes makers are Ede & Ravenscroft Ltd., 93-94 Chancery Lane, London WC2A 1DU.

## Bye-Law 6

### **Students and the Status of Other Persons Registered for an Award of the School**

- 1 A person shall be a student of the School only if he or she is registered as pursuing a course of study of not less than three weeks' duration provided by the School. Such regulations shall inter alia regulate the position of those persons intermitting their study at the School or on fieldwork or permitted leave of absence, of occasional students and of those no longer studying but awaiting the results of assessment. Sabbatical officers of the Students' Union shall be regarded as students during their terms of office.

## Review schedule

Review interval	Next review due by	Next review start
5 years	May 20201	Jan 2021

## Version history

Version	Date	Approved by	Notes
Latest version	17 May 2016	Council	

## Contacts

Position	Name	Email	Notes
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## Communications and Training

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Will training needs arise from this policy	<b>TBC</b>
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