

## LSE SUMMER SCHOOL PROGRAMME TERMS AND CONDITIONS

### 1. Definitions

1.1 In these terms and conditions, the following definitions apply:

Cancellation Period: means the 14- calendar day period which begins the day after You receive an acceptance email confirming that we have received Your Tuition Fees, during which time You have the right to cancel for any reason.

Commencement Date: means the date on which We begin to run events, teaching or otherwise, for Your Programme.

Contract: means the legally-binding arrangement that You and We enter into for the provision of the Programme in accordance with these terms and conditions and Annex.

Course: means a

3. Admissions

3.1 Details of admissions eligibility requirements can be found on the [website](#).

3.2 If accepted on to the Programme You will be given an Offer email and Your Offer of a place on our Programme will be accepted once You pay the tuition fees whereby You will be sent an Acceptance email to confirm tuition fees have been paid. On acceptance You enter into a legally-binding contract with Us. This Contract requires You to abide by these terms and conditions set out below, as well as any of Our rules, regulations, policies and procedures and academic requirements that are relevant to Your Programme. In the event that the provisions of these terms and conditions conflict with the provisions of any other documents forming part of the Programme, the provisions of these terms and conditions shall prevail. 5 (n)11.3 (s)-25 ( D 23E13.12 (i)9.8 (i)-1.8 (s)-2 (i)9.1 (o)0.5 (ns)-2 ( )10.6 (o)0y§ 61 ( )10MC /P A/CID 23 BDP

Period'. If You wish to terminate the Contract, You must notify Us by writing to [summer.school@lse.ac.uk](mailto:summer.school@lse.ac.uk) within the Cancellation Period. We will issue a refund for Tuition Fees which have been paid within ninety (90) calendar days of such cancellation.

- 6.3 If, for whatever reason, part of the Programme has been delivered during the 14 calendar day cancellation period, then We may deduct from the refund of the full fees already paid the amount of fees payable and assessed at our sole discretion the Programme delivery which You received prior to any cancellation being initiated within the rightful 14 calendar day cancellation period.
- 6.4 We operate the following policy on refunds after the Cancellation Period:
- 6.4.1 We will refund ninety per cent (90%) of Your Tuition Fees, save for a fifty pounds (£50) application fee, if You decide to cancel Your place after the Cancellation Period, by writing to Us at [summer.school@lse.ac.uk](mailto:summer.school@lse.ac.uk) at least thirty (30) calendar days before the Commencement Date;
- 6.4.2 We will refund fifty per cent (50%) of Your Tuition Fees if You write to Us less than thirty (30), but before fourteen (14), calendar days of the Commencement Date; and
- 6.4.3 We will not refund Your Tuition Fees if You write to Us less than fourteen (14) calendar days before the Commencement Date.
- 6.5 All refunds are made in pounds sterling. LSE cannot refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges that may be incurred.
- 6.6 If a Sponsor is paying Your Tuition Fees and You have to withdraw, Your Sponsor may nominate another person to take Your place. We will assess this person's application against Our normal entry requirements. You agree that You will be bound by these terms and conditions until We have offered, and the other person has accepted, what would have been Your place on the Programme.

## 7. Registration

- 7.1 You will be expected to comply with all pre-enrolment and registration procedures as requested by Us. Failure to comply with instructions issued by LSE may result in a termination of Your place on the LSE Summer School Programme.

## 8. Delivery of the Programme

- 8.1 In exceptional circumstances, We may consider it appropriate to cancel or significantly change the Course or Programme. This could be for reasons including but not limited to the following:
- 8.1.1 If there are not enough applicants registered on the Course/not feasible to run the Course;
- 8.1.2 An event outside of our reasonable control which prevents us from running the Course/Programme;
- 8.1.3 Any relevant teaching staff become ill or are unable to teach for other reasons outside of Our control and We cannot find a suitable replacement in time.
- 8.2 We will notify You of a cancellation or significant change, and the options which are available to You, by writing to Your contact email address by no later than twenty-one (21) calendar days before the Commencement Date. You must notify Us of the option (from the following list) that You wish to take by writing to Us at [TT1\(14Tf.00.6\)](mailto:TT1(14Tf.00.6)@lse.ac.uk)

8.3 We will only refund tuition fees and not any other expenses for travel, accommodation, medical expenses etc. We strongly advise You to take out an appropriate level of travel and medical insurance to cover the cost of Your accommodation, travel and any

## 11. Your Responsibilities

11.1 By accepting the offer of a place on the Programme, You agree to:

11.1.1 (If You have a Sponsor) Make Your Sponsor aware of these terms and conditions, drawing particular attention to Sections 6, 7, 8 and 10.

11.1.2 Abide by all of Our rules, regulations, policies and procedures, which include but are not limited to Our:

- x [Disciplinary procedure for Students](#);
- x [Student Complaints procedure](#);
- x [School's Regulations on assessment offences: plagiarism applicable for all students](#);
- x [School's Regulations on assessment offences: other than plagiarism](#);
- x [Discrimination, Harassment and Bullying Policy](#);
- x [Ethics Code](#) which requires You to at all times uphold the principles of Responsibility and Accountability, Integrity, Intellectual Freedom, Respect, Collegiality and Sustainability;
- x [LSE Policy and Procedure on Personal Relationships](#);
- x [Data Protection Policy](#);
- x [Code of Practice on Free Speech](#);
- x [Conditions of Use of IT Facilities at LSE](#);
- x Any academic regulations and requirements, which includes, but is not limited to, those on attendance, plagiarism, participation, punctuality, and the completion and submission of work by specified deadlines.

11.1.3 You should ensure that You are punctual in attending lectures and classes. Class teachers will record student attendance on a daily basis via class registers. You are required to attend at least 75% of classes in order to qualify for an attendance certificate. If You are absent through illness You must inform your class teacher; and if You are absent for more than two days, You should also inform the Summer School Office and obtain a medical certificate;

11.1.4 Abide by any statutory requirements, including those relating to any visa obligations which may be placed upon You. Information on visas can be found on the [website](#);

11.1.5 Notify Our Summer School Office of any periods of absence from Your Programme;

11.1.6 Notify Us of any disabilities which You might have to enable Us to put in place any reasonable adjustments to enable You to access Our services during Your Programme; and

11.1.7 Accept that we may record any lectures or classes for promotional purposes or to enable Us to monitor teaching, unless You notify Us otherwise in writing prior to the Commencement Date.

## 12. LSE Accommodation

12.1 Any costs relating to Accommodation and subsistence are not covered by the Tuition Fees. You may apply for LSE Accommodation, and We will send You instructions on how to book this if accepted on to the Programme. It is a condition of admission to LSE Accommodation and of continued residence that You should observe the specific terms and conditions which relate to Your Accommodation and any other such instructions given to You by the Warden.

## 13. Complaints and Disciplinary Matters

13.1 If You are dissatisfied with any aspect of Your Programme and believe that You are unable to resolve the matter informally in consultation either with the person who has caused the complaint or with a relevant member of staff, then You should use the [LSE Student Complaints Procedure](#) .

13.2 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 may mean You will be penalised under the Disciplinary Procedure. The following list is indicative

(but not exhaustive) of the type of offences which would constitute



17. Personal Information

- 17.1 We will at all times comply with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- 17.2 You accept that we may collect and process certain information on students for essential administrative, academic and health and safety reasons, as shown on Your registration form, Moodle, the School's electronic learning system and LSEforYou. This information is collected for the purpose of managing Your contract/registration with the School and to support the School's public task of teaching and learning. Your data will be treated in strict confidence in accordance with legislation stated in 17.1. In particular, the School will use Your personal information for its approved purposes only, and will not pass it to unauthorized third parties without Your explicit consent. You will be informed if any of Your personal data is being stored in any new systems and is transferred to countries without similar data protection laws. You will also be informed if any data is being processed automatically.
- 17.3 The LSE privacy notice for Students and Prospective students sets out how LSE uses Your personal data and can be found at: <https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Information-Records-Management/Student-Privacy-Notice-v1.2.pdf>
- 17.4 Where LSE has an agreement in place in relation to the Programme with Your home Institution where you are regularly enrolled, then we will ask Your consent to share Your personal data with Your home institution, including but not limited to whether You have been offered a place on the Programme, whether You have accepted such an offer, Your attendance on the Programme, withdrawal, suspension or removal from the Programme, and Your transcript and certification of attendance for the Programme. We may also share the results of any disciplinary or complaints procedure which You are subject to, with Your home institution.
- 17.5 If You have secured a place in LSE organised accommodation that is provided by a third party, then LSE will share Your personal data with that third party. You may be given further information about the processing of Your personal data when You use specific services and facilities offered by LSE.
- 17.6 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), You have the right to contact the Information Commissioner's Office if you are unsatisfied [usy](#)



- 18.2.4 any other good academic cause;
- 18.2.5 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;
- 18.2.6 For a Force Majeure reason.
- 18.3 Any waiver of, or failure to enforce the terms or conditions of this Contract will not mean a continual waiver or prevent enforcement of them in future. Any term or condition that is found to be unlawful or unenforceable will not invalidate the other terms or conditions in this Contract.
- 18.4 The terms of the Contract shall not be enforceable by any party who is not a party to it.
- 18.5 The Contract constitutes the entire agreement between You and Us and supersedes all previous agreements between You and Us, whether written or oral.
- 19. Law and Jurisdiction
  - 19.1

## Annex 1: The LSE Summer School Programme: Teaching, Learning and Assessment Information

### Programme Administration

1.1 The LSE Summer School Office is responsible for the organisation and administration of all aspects of the programme including:

- f* Responding to your enquiries about the programme;
- f* Processing applications and collecting fees;
- f* Registering you for the programme;
- f* Authorising transfers between courses;
- f* Administering the examination and assessment process, and authorising any specific examination arrangements;
- f* Providing certification and transcripts following the programme.

### Academic Roles

1.2 Academic oversight of the Programme is provided by the Academic Director and a team of Programme Directors who supervise each of the subject areas (Accounting; Economics; Finance; International Relations, Government and Society; Law; Management; and Research Methods, Data Science, and Mathematics).

1.3 There is also an Academic Tutor adviser who is responsible for:

- f* Advising you on the structure of the Summer School programme;
- f* Advising you on changing courses during the programme;
- f* Providing regular periods of time when he/she is available to meet with you;
- f* Providing you with a direct channel of communication with the School if you encounter any academic or pastoral difficulties;
- f* Resolving minor breaches of the Student Code of Conduct.

1.4 If the relationship between the Academic Tutor and you is unsatisfactory then you may refer to the Summer School Office for alternative advice.

1.5 Each course has a lecturer or lecturers who can address specific academic issues relating to it.

### Teaching and assessment

1.6 An overview of each course is provided on the website and the course syllabus. You have to complete all course requirements in order to obtain graded certification.

1.7 LSE Summer School courses are full-time, intensive programmes, and consist of at least 54 contact hours over the three-week period, generally taking the form of 36 hours of lectures and 18 hours of tutorial or seminar-based classes.

1.8 Assessment for Summer School courses is based upon the results of either two formal examinations or a combination of formal examination and assessed work. Examinations are generally two hours in length and are conducted under standard LSE examination regulations. Examinations are not compulsory. If you complete all of the course assessments, a grade will be awarded and shown on your certificate. If you do not complete all of the course assessments, an attendance certificate will be awarded, providing you attend at least 75% of classes. If you do not complete all of the course assessments and attend less than 75% of classes, a registration certificate will be awarded.

1.9 Examinations are 'blind marked' (the scripts are anonymous) and a proportion of scripts from each course is double-marked to ensure consistency. The marking process is overseen by the