

London Business School Career Centre

Statement of Professional Standards for Students

2024/2025 Academic Year

The Career Centre's Statement of Professional Standards for Students has been created to ensure all students, recruiters, and staff can work together effectively and in a way that is sustainable in the long term. There is a corresponding Statement of Standards for Recruiters.

Thank you for familiarising yourself with these documents as you embark on your programme.

The Standards for Students cover:

- 1) [Non-attendance policy](#)
- 2) [Presentation etiquette](#)
- 3) [Interviews](#)
- 4) [Applying for jobs and visa guidance](#)
- 5) [Offers of employment](#)

1) Non-attendance policy

Every interaction you have with recruiters is your chance to make an impression. Your behaviour is not only a representation of your personal brand, but also the brand of London Business School.

To help us ensure we can continue to provide you with opportunities to meet recruiters from top organisations and maintain our ability to provide high-quality coaching, Career Centre has a non-attendance and lateness policy.

Non-attendance: [Event/Workshop](#)

If you can't attend an event/workshop you must cancel more than 24 hours beforehand. It is your responsibility to check into events and register your attendance.

Note: if it is a virtual event, we or the company will take attendance automatically; if it is an on-campus event, you are responsible for either ensuring that you have scanned the QR code shown on the screen during the presentation (career skills events) or been registered by the Career Events team representative (employer events).

If you cancel a recruitment event with less than 24 hours' notice, do not attend or are late to an event you have signed up for on Career Central, you will be added to the no-show report. If you appear on our no-show report three times, you will have to email an explanation to our Associate Director and appropriate measures will be taken.

Non-attendance: [Coaching appointment](#)

If you cancel with less than 24 hours' notice, do not attend or are more than ten minutes late to any one-to-one coaching, sector advisory or Peer Leader appointment booked via Career Central, we reserve the right to limit your access on Career Central to sign up to coaching/advisory appointments for up to two weeks from the Thursday following the incursion.

Note: you will still be able to sign into Career Central to work on your CV/Cover letter, sign up for recruitment events, and apply for jobs.

Why is it necessary to have a non-attendance and lateness policy?

Recruitment events are an organisation's first step into investing in their people. Recruiters will often be joined by staff from the organisation they represent, so you can benefit from hearing what it's really like to work there. As part of investing their time and money to run an event, they expect a level of commitment from students as well as the School. As a School, we want to maintain these relationships with top organisations and ensure these events reflect the committed and driven nature of our students. Non-attendance or late arrival can not only reflect poorly on you as a candidate, but also threaten the credibility of the School in our commitment to building effective employer relationships and marketing LBS talent.

Demand for coaching and sector advisory appointments with Career Centre staff is very high. Failure to attend a pre-booked 1:1 session not only prevents another student from taking your place but is also a waste of valuable resources. We understand that your schedule can be extremely demanding, so you have the option to cancel attendance up to 24 hours before the start of the event by logging into Career Central and selecting the appropriate option. You will be sent a reminder 48 hours before each coaching session, which should give you ample time to cancel should you need to. We recognise that there are valid reasons why, on occasion, you are unable to notify us ahead of your non-attendance, but we ask that you still at some point inform the Coach or Sector Lead with a reason for your non-attendance.

2) Event etiquette

At employer events, you are expected to behave professionally. As such, the Career Centre reserves the right to ask you to leave an event on-campus or remove you from a virtual event if you do not adhere to the following standards:

- Arrive on time. For virtual events, the online room will be locked after 15 minutes. For on-campus events, doors will be closed, and latecomers may be denied entry after 15 minutes.
- Remain online or in the room for the full duration of the session, including any Q&A.
- For on-campus events, switch off mobile phones and laptops and put these away (we recommend taking any notes using traditional pen and paper as it makes it clearer to the presenter that you are engaged with the session).
- Do not eat, talk to other attendees or engage in other distracting behaviour.
- Adhere to guidelines on dress code when you sign up for an event.

3) Interviews

Students are expected to honour all interview appointments, whether on or off-campus. The interview period for MBA2026 internships will commence from **Monday 6th January, 2025**. Individual interview invitations, detailing exact timings and venue, will be shared with successful applicants closer to the time.

Cancelling or missing a scheduled interview

If it is absolutely necessary to cancel or reschedule an interview, please do so no later than 24 hours prior to the interview appointment (when the company's schedule is 'frozen'). Timely cancellation may mean that another student can be invited to take your time slot.

It is unprofessional to skip an interview at the last minute; it reduces opportunities for other students, damages the reputation of London Business School and potentially hurts the School's relationship with the company.

WARNING! More than one missed or cancelled interview (with insufficient notice) may result in temporary suspension to Career Centre support and your conduct could be reported to the Programme Office.

Missing a class due to an interview

Classes at London Business School are enriched by the consistent participation of all students and may have a graded participation element. The faculty expects that you will not miss class for recruiting related activities.

If you are asked to miss class for an interview, event, or related travel, please always try to work with the recruiter to come to a mutually agreeable solution in the first instance. Students often have more leverage than they realise. Try to swap first round interview conflicts with fellow students.

We actively lobby with recruiters to educate them about the demands and importance of classes.

What should I do if I am asked to miss a School assessment for an interview?

We actively lobby with recruiters to educate them about School assessments, the importance of you attending and the difficulty in rescheduling them.

If an interview clashes with an assessment, please refer to the Extenuating Circumstances Policy, Appendix 4 of the Assessment Regulations. If, after every reasonable effort, you have been unable to reschedule your interview, please contact Career Centre and we will work with you to determine the best way forward. We strongly advise you to contact your Stream Manager or Programme Manager to request that your case be considered by the committee as an approved extenuating circumstance. You will be expected to provide supporting written evidence, demonstrating you have contacted the recruiter in advance to request a change of timing for your interview in order to avoid the clash. If you do not have an approved EC and attend an interview, then you agree to your respective programme's sanctions.

What if I have already accepted an offer from another company?

Students who have accepted an offer will be excused from their interview commitments but are expected to notify both Career Centre and the company immediately of the situation, and in advance of the interview date. Upon accepting an offer, all interviewing should cease unless your intention is to seek a 2nd internship running at a different time (see Reneging on Offers section).

What if I have received an offer from another company but have not yet accepted it?

Students are strongly encouraged to attend all scheduled interviews where they have received, but not accepted, an offer. It is important to utilise all useful networking opportunities and any opportunity to interview offers a chance to meet someone relevant to your future career which could be of benefit. If you feel strongly that it does not make sense for you to continue in the interview process, please contact the relevant Sector Lead to arrange a 1:1 to discuss your personal situation and understand the potential impacts of cancellation.

If, in the event of an emergency, you are forced to cancel your interview within the 24-hour notice period, please:

1. Alert Career Centre immediately with an explanation of your reason to cancel. Do this by either emailing the relevant Sector Lead or careerevents@london.edu
2. Email the company to inform them of your situation and copy either the relevant Sector Lead or Career Centre (careercentre@london.edu) on any correspondence.

Disclosure of Grades at Interview

London Business School's admissions criteria encompass a rigorous evaluation of each applicant's educational background, intellectual capabilities, professional experience and global outlook. Successful completion of a programme at London Business School signifies each participant's academic success, management potential and cultural awareness. The School treats its students' grades as confidential information and has therefore adopted a policy of grade non-disclosure. Job postings on our Career Central system may not ask for academic transcripts.

4) Applying for jobs and visa guidance

London Business School does not guarantee that roles advertised through the Careers Centre are suitable for students on a visa. You are responsible for ensuring that you only undertake work that is permitted within the conditions of your visa. It is a **criminal offence** to undertake work that is not in accordance with the conditions of your visa, and this could have serious implications for you and your employer.

Employers are required by law to complete right to work checks for all new starters before employment commences. For internship roles all students on a student (previously Tier 4) visas, are permitted to work full-time during vacations or breaks in their studies. Student visa holders can also work on a part-time basis (up to 20 hours) per week during term time. Student visa holders cannot undertake work on a self-employed basis, this includes working as a consultant. It is an employer's responsibility to check that a student will not breach their immigration conditions by working more than their permitted hours. UK Visas and Immigration (UKVI) can undertake enforcement action against an employer and employee if a student breaches their immigration conditions.

For full-time positions in the UK, our students are eligible for the Graduate Visa and therefore exempt from the Resident Labour Market Test and any cap/quota on the number of sponsored candidates a company can recruit.

Please refer to the Visa teams [Canvas Page](#) for information about working on a Student Visa. If you have questions about the work conditions that apply to your visa, please contact the Visa Team at visas@london.edu. Please note we are unable to advise you on whether a specific role is appropriate for your visa - you should obtain independent legal advice if you are unsure about anything in your contract of employment.

5) Offers of Employment

How should I approach offer deadlines?

The following decision deadlines have been put in place to ensure that you have an opportunity to make a thoughtful decision regarding employment offers:

Full-time Jobs: For mid-career students, any full-time job offers must be kept open until **Friday 29th November 2024** or for at least 4 weeks after a *written* offer is received, whichever date is the later.

A full-time offer of employment following on from a summer internship/project or from a previous employer must be kept open until **Friday 15th November 2024** or for at least 4 weeks after a written offer is received, whichever date is the later. The offer must remain open in its entirety, without penalty, until the decision date.

Summer Internships: For mid-career students, a summer internship offer must be kept open until **Friday 14th February 2025** or until three weeks after the *written* offer is received, whichever date is later. Recruiters are aware that the offer must remain open in its entirety without penalty, until the decision date.

For both permanent and internship offers to early careers' students, we recommend that employers give students at least 14 days from receipt of their written offer in which to decide.

How should I respond to an offer of employment?

Communication with firms should be professional and respectful, as well as prompt and honest. When turning offers down, please do so with a live conversation - preferably in person or otherwise by telephone. Offers of employment should not be turned down by email. Please note that a verbal acceptance of an employment offer is contractually binding.

What should I do if I receive multiple offers of employment?

You should not hold multiple offers of employment needlessly. Companies that you will ultimately reject may think poorly of you and, in some cases, holding multiple offers of employment prohibits companies from extending an offer to an alternative classmate.

Where you have been made more than three offers of employment, you must reduce the number of open offers down to no more than three as soon as is practicable, and within a week of receipt of the third offer.

Please inform Career Centre immediately should this situation arise. We will then arrange a 1:1 session with you to help you reach your decision as soon as possible.

Please notify all other potential employers immediately that you are no longer a candidate for their positions, as soon as you have signed an acceptance letter

Can I continue to apply and interview after accepting a permanent offer of employment?

You may not apply for nor interview for other full-time jobs once you have accepted a permanent offer of employment. Career Centre will contact you if we are made aware that you are continuing to apply and/or interview after accepting a permanent offer of employment and you may be subject to all or some of the consequences below under the Reneging on Offers of Employment policy.

If, for any reason, you feel you need to continue your job search after accepting a permanent offer of employment, you should contact Career Centre immediately to discuss your circumstances. Career Centre should be contacted before applying to or interviewing with any further firms.

This policy will be waived for those students pursuing a second summer internship. In this case, you are expected to observe your primary commitment to your first accepted internship and will be subjected to the terms of the Reneging on Offers of Employment Policy should this commitment be breached.

Occasionally, a student accepts two 'structured' internships (i.e. internships which are a pipeline to full-time employment) and delays the start of one, to accommodate being able to do both. If a student receives and accepts a full-time return offer upon completion of the first internship, we expect you to inform the second company of your change of employment status before taking up the second internship.

Reneging on Offers of Employment

To renege on an offer of employment means that:

1. You have formally accepted a job offer, either verbally or in writing
2. You have subsequently changed your mind about accepting the job, for any reason whatsoever
3. You have then rejected the offer.

If you are considering reneging on an offer, it is imperative that you first set up a meeting with the relevant Sector Lead in Career Centre before speaking with the employer. Reneging is a serious matter and may damage your personal reputation and the reputation of London Business School. To renege potentially places job opportunities for future students at risk. You will be asked to:

- Talk, in person, to both your business sponsor and to HR at the company in question and ask to be released from your commitment to them
- Send an explanatory email to all affected company representatives (HR and business units) explaining your decision and apologising for the disruption it will have caused
- Make a formal offer to pay for any costs the company has incurred in relation to flights or training already scheduled.

The School has a range of sanctions available and we reserve the right to take some or all the following actions:

- Access to Career Centre coaching will be removed. The length of suspension will be decided on a case-by-case basis
- A narrative of your renege will be sent to the Associate Dean, DPO and held on your files

At that stage a decision will be made on whether to enforce additional sanctions, which are:

- Permanent loss of access to Career Centre (as a student) and temporary loss of Alumni privileges once graduated (length of exclusion discretionary). This may include use of your london.edu email; access to alumni resources and reunion attendance.
- Your original employer might possibly inform other companies in your sector about your conduct and your final employer may learn of your actions. Ultimately, it is possible that, unless handled responsibly, you risk losing your offers from both organisations.

Further information

We also set clear expectations for recruiter behaviours. If you have any concerns about a recruiter's actions, please consult our Statement of Professional Standards for Recruiters, found on Career Portal and/or contact the relevant Sector Lead.

If you have any questions or require further information about the above policies, please contact the Career Centre Team on +44 (0)20 7000 7400 or email careerevents@london.edu.