



DOs & DON'Ts



Navigating our academic policies and regulations can be challenging. To help you get started, here are some key do's and don'ts to keep in mind. If you have any questions, your Course Administrator is your first point of contact for guidance.

DO

DON'T

DO use your LBS email for course updates and student queries. If needed, you can set up email forwarding to your personal account.



DON'T respond to student queries with your personal email, or send last minute requests to your Course Administrator. Our SLA requires a minimum of 48 hours.

DO provide the required course information (outline, learning outcomes, and assessment details) to your course administrator seven weeks before the course begins.



DON'T make changes directly on Canvas. Only Course Administrators can make changes, to prevent overwriting edits and student misinformation. Please note that once a Canvas page is published, no further changes can be made.

DO consult your Course Administrator before making any purchases to ensure alignment with our guiding principles.



DON'T proceed with purchases without discussing with your Course Administrator, as this could put the course over budget.

DO inform Course Administrators if you would like to invite guest speakers. Our Advancement Team is available to assist in sourcing potential speakers.



DON'T expect guest speakers to deliver an entire session, they are invited to elaborate on specific points you've discussed. Speakers are not compensated for their time, but a gift can be arranged by the Course Administrator.

DO notify your Course Administrator ASAP if you intend to work with a Teaching/Grading Assistant. The People Team requires at least two weeks to complete right-to-work checks and issue contracts.



DON'T engage with casual workers before their contract start date, this could lead to LBS facing sanctions.

DO ensure exams are original and unpredictable, as reusing or recycling exam questions is not permitted.



DON'T handle cases of plagiarism or academic misconduct independently. Instead, report any suspected incidents to the Programme Office to ensure consistency and fairness.

DO follow the approved Assessment Information and Policies setup for your course.



DON'T make exceptions for individual students. All Extenuating Circumstances (ECs) must go via the Programme Office.

DO refer students to the Programme Office for any attendance queries, issues with assignment submissions, exam participation, and ECs.



DON'T approve requests independently, as this will lead to inconsistencies and could result in unfair treatment of students.

DO ensure that all numerical and letter grades, along with comments, are entered into the Canvas Gradebook by the grader. Ensuring the correct percentage weightings are applied to each assignment.



DON'T release final letter grades to students directly – this is managed by the Assessment team following the required internal and external checks.

DO familiarise yourself with the assessment criteria prior to internally moderating. You will need to internally moderate the same number of courses that you deliver.



DON'T leave it to the last minute to inform the team you are unable to fulfil your responsibility. Always notify the team in advance so a swap can be arranged.