



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

Department of  
**Economic History** ■



**UNDERGRADUATE STUDENT HANDBOOK**  
**2019–2020**

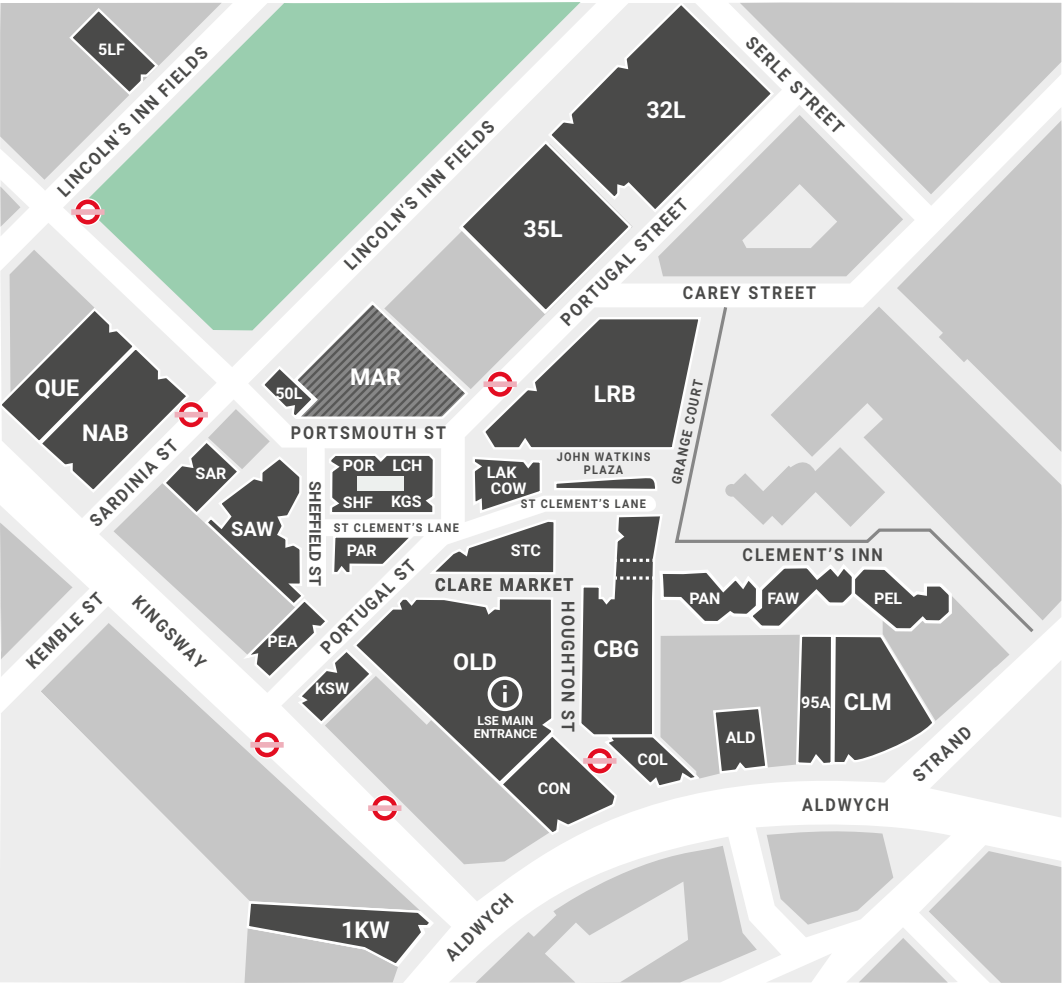
# Key Dates 2019-20

Term dates and LSE Closures – Academic Year 2019-20	
<b>Michaelmas Term (MT)</b> Monday 30 September – Friday 13 December 2019  Reading Week Monday 4 - Friday 8 November	LSE will be closed during the following periods  <b>Christmas closure</b> Monday 23 December 2019-Wednesday 1 January 2020  <b>Easter Closure</b> Thursday 9 April – Wednesday 15 April 2020  <b>May Bank Holiday</b> Friday 8 May 2020  <b>Spring Bank Holiday</b> Monday 25 May 2020  <b>Summer Bank Holiday</b> Monday 31 August 2020
<b>Lent Term (LT)</b> Monday 20 January-Friday 3 April 2020  January Exams: Monday 13-Friday 17 January 2020  Reading Week Monday 24 - Friday 28 February	
<b>Summer Term (ST)</b> Monday 4 May-Friday 19 June 2020  Summer Exams: Monday 11 May – Friday 19 June 2020	

## Welcome Events and Meetings 2019

Undergraduate Welcome and Registration			
Day	Event	Time	Location
Monday 23 September	Department Welcome Meeting	16:00-18:00	Thai Theatre, New Academic Building
Monday 23 September	Department Welcome Drinks	18:00-20:00	Senior Common Room, Old Building
Tuesday 24 September	Registration	11:30-12:00	Hong Kong Theatre
Wednesday 24 September	Welcome Activity	14:00-18:00	tbc

General Course Welcome and Registration			
Day	Event	Time	Location
Monday 23 September	Registration (Erasmus)	11:00-11:30	Hong Kong Theatre
Monday 23 September	Registration (A-L)	9:30-10:15	Hong Kong Theatre
Monday 23 September	Registration (M-Z)	10:15-11:00	Hong Kong Theatre
Monday 23 September	Berkeley Exchange	11:00-11:30	Hong Kong Theatre
Monday 23 September	Department Welcome Meeting	14:00-14:45	CBR 1.05 (Centre Building)
Monday 23 September	School Welcome Meeting	15:30-17:00	Peacock Theatre
Monday 23 September	Department Welcome Drinks	18:00-20:00	Senior Common Room, Old Building



## Key

<b>95A</b> 95 Aldwych	<b>LAK</b> Lakatos Building	<b>PAN</b> Pankhurst House
<b>ALD</b> Aldwych House	<b>LCH</b> Lincoln Chambers	<b>PAR</b> Parish Hall
<b>CBG</b> Centre Building	<b>5LF</b> 5 Lincoln's Inn Fields	<b>PEA</b> Peacock Theatre
<b>CLM</b> Clement House	<b>32L</b> 32 Lincoln's Inn Fields	<b>PEL</b> Pethick-Lawrence House
<b>COL</b> Columbia House	<b>35L</b> 35 Lincoln's Inn Fields	<b>POR</b> 1 Portsmouth Street
<b>CON</b> Connaught House	<b>MAR</b> The Marshall Building (44 Lincoln's Inn Fields)	<b>QUE</b> Queens House
<b>COW</b> Cowdray House	<b>50L</b> 50 Lincoln's Inn Fields	<b>SAR</b> Sardinia House
<b>FAW</b> Fawcett House	<b>LRB</b> Lionel Robbins Building, Library and The Womens Library	<b>SAW</b> Saw Swee Hock Student Centre
<b>KGS</b> King's Chambers	<b>NAB</b> New Academic Building	<b>SHF</b> Sheffield Street
<b>1KW</b> 1 Kingsway	<b>OLD</b> Old Building	<b>STC</b> St Clement's
<b>KSW</b> 20 Kingsway		

LSE Building	LSE Building Development	Information	Cycle Hire Station
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All buildings have wheelchair access and lifts, except , 95A, KGS, KSW\*, 5LF, 50L, POR\* and SHF.  
\*KSW 20 Kingsway (Language Centre only), \*POR 1 Portsmouth Street (Shop only).

### Disabled Access

After 6.30pm, please call Security Control on 020 7955 6200 to ensure that any disabled access doors are open. Also see: [Accessibility map \[PDF\]](#) For access to 20 Kingsway, please call security staff on 020 7955 6200 to set up the portable ramp in the entrance foyer.

### Access Guides to LSE buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now **available online**.

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# About The Economic History Department



Economic History has been taught at LSE since the School's earliest days. Ours is currently one of the few university departments in the world devoted solely to the study of and teaching of the discipline. We have around 25 full-time members of faculty plus LSE Fellows, researchers and visiting academics, working across a wide range of geographical areas and timeframes.

## Economic History BSc Programmes

The Economic History Department teaches four BSc programmes:

- BSc in Economic History
- BSc in Economics and Economic History
- BSc in Economic History with Economics
- BSc in Economic History and Geography

The department has around 190 undergraduate students and 30 General Course students.

The definitive guide to course regulations and structures is in the LSE Calendar available via the link below.

[www.lse.ac.uk/resources/calendar/undergraduate.htm](http://www.lse.ac.uk/resources/calendar/undergraduate.htm)

## About this handbook

The aim of this guide is to provide essential information for new undergraduate students in the Economic History Department of LSE. It is intended to help guide and orient students through the first weeks as well as outline what to expect from year to year. It also includes crucial information about School services and resources.

We do our best to ensure that the information in this guide is correct at the time of going to print. However, changes may occur afterwards which we cannot include. Nor can this handbook cover every aspect of LSE life or School regulations which a student may encounter over three years. Therefore, where appropriate we have provided links to School procedure and policy and also update students via LSE email and other information channels. We also hold information meetings for our students at key points in the academic year.

# Welcome From The Head of Department



We are delighted you have chosen to join us for your undergraduate studies, and we are looking forward to meeting and getting to know you soon. We all appreciate the enthusiasm and creative energy that each of our students brings when entering at our Department and we are confident that, in turn, our Department will also fulfil your expectations.

The Economic History Department is one of the largest of its kind in the world, with 25 academic staff and over 125 master's and doctoral students, and postdoctoral researchers. This vibrant community will provide you with one of the most diverse and exciting research and teaching environments in the country. History at LSE is systematically ranked among the top ten departments in the QS World University Rankings. We combine teaching and research excellence in economic history, social history, historical economic geography, global history, historical demography, history and philosophy of economics, financial history and business history.

Economic History is a fascinating subject with wider implications for the understanding our society and economic and social change. It will change that way you think, and maybe even who want to be. For this reason, our graduates are exceptionally employable within a variety of sectors, including education, consulting, finance, banking, government, research, media and law, to mention just a few. Also, after graduating from LSE a substantial number of our students decide to pursue post-graduate studies and are admitted to the most prestigious universities in UK and overseas.

Your education at LSE will have several unique characteristics. We are demanding and challenging, above all we promote and appreciate rigour and originality. Our approach to teaching is multidisciplinary and we promote the dialogue and interaction among the different social sciences. Our faculty members are all active researchers in their field of expertise and produce cutting-edge and innovative investigations which are published in the best academic journals. Therefore, we offer research-informed teaching and many research-led academic activities. This will culminate in your third year with your dissertation, a piece of original research in economic history with the support and guidance of a dedicated team of supervisors and teachers.

You are about to begin a challenging journey through a rich academic experience, exploring the many facets of economic history. As Head of the Economic History Department, I would like you to assure that our faculty and staff are both ready and willing to provide all our undergraduate students with the skills and the necessary support you need to grow academically, socially and personally.

With best wishes for your coming year at LSE,

**Professor Joan R Rosés**



# Who's Who In The Department

## Faculty, Fellows and Guest Teachers

Dr Olivier Accominotti | Associate Professor  
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Professor Patrick Wallis | Professor of Economic History  
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Dr Guillaume Yon | Teaching Fellow  
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## Professional Support Staff

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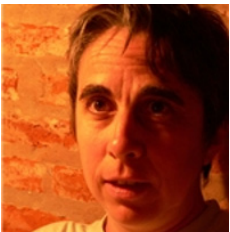
Helena Ivins | Undergraduate Administrator  
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Tracy Keefe | MSc Programmes Manager  
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Loraine Long | PhD Administrator  
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To see the full list of teaching and research staff, their research specialisms, office hours etc, check the departmental website [lse.ac.uk/Economic-History/People](https://lse.ac.uk/Economic-History/People)

# Key Contacts For Undergraduates



## Dr Alejandra Irigoin | Departmental Tutor | [m.a.irigoin@lse.ac.uk](mailto:m.a.irigoin@lse.ac.uk)

The Departmental Tutor has general responsibility for academic and pastoral advice for students on all BSc programmes in our department. She is available without prior appointment to undergraduate students during her weekly office hours, and also by email.



## Dr Eric Schneider | Head of Undergraduate Programmes | [e.b.schneider@lse.ac.uk](mailto:e.b.schneider@lse.ac.uk)

The Head of Undergraduate Programmes is responsible for the planning and running of the department's programmes.



## Professor Tirthankar Roy | [t.roy@lse.ac.uk](mailto:t.roy@lse.ac.uk) Chair of the Undergraduate Examinations Sub-Board

Authorises exam deferrals and oversees undergraduate Economic History Exams Sub-Board.

## Helena Ivins | Undergraduate Administrator | [h.ivins@lse.ac.uk](mailto:h.ivins@lse.ac.uk)

Has day to day responsibility for undergraduate administration within the department. Available to give general advice and information on programme and School matters, programme matters, and can signpost you to the correct resources if you are not sure who to go to with your query.

# Programme Structure and Course Choices

## BSc Economic History Programme 2019-20

### Year 1

- 1: **EH101** The Internationalisation of Economic Growth, 1870 to the Present Day
- 2: Either **EC100** Economics A or EC102 Economics B. (Course allocation dependant on Economics A-level or equivalent background.)
- 3: **EH102** Preindustrial Economic History
- 4: Approved paper from outside the Department

Plus **EH103** Making Economic History Count  
Compulsory, non-assessed course in MT.

### Year 2

- 5: **EH237** Theories and Evidence in Economic History
- 6, 7 and 8: Courses from the list of **EH200** options
- Other courses at 200 level or higher may be approved by your Academic Mentor.

### Year 3

- 9 and 10: Two courses from the **EH300** options (including **EC311**)
- 11: A further **EH300** option or an EH200 option
- 12: **EH390** (dissertation)

You may take an outside option for Paper 11 ONLY if you did not take one in year 2.

## BSc Economic History with Economics Programme 2019-20

### Year 1

- 1: **EC100** or **EC102**
- 2: **EH101** The Internationalisation of Economic Growth, 1870 to the Present Day
- 3: **MA107** Quantitative Mathematical Methods (half unit) and **ST107** Quantitative Statistical Methods (half unit)
- 4: **EH102** Pre-Industrial Economic History

### Year 2

- 5: **EC201** Microeconomic Principles I or **EC202** Microeconomic Principles II (macro) or **EC210** Macroeconomic Principles
- 6: **EH237** Theories and Evidence in Economic History
- 7: **EH200** course from list of available options
- 8: **EH200** option or an approved outside option (normally 200 or 300 level or language course.

### Year 3

- 9: **EC201** Microeconomic Principles I or **EC202** Microeconomic Principles II (macro) or **EC210** Macroeconomic Principles
- 10: A course from the **EH300** options (including EC311)
- 11: An **EH300** option or an **EH200** option
- 12: **EH390** (dissertation)

## BSc Economics and Economic History Programme 2019-20

### Year 1

- 1: **EC100** or **EC102**
- 2: **EH101** The Internationalisation of Economic Growth, 1870 to the Present Day
- 3: **EH102**
- 4: **MA107** Mathematical Methods (half unit)
- ST107** Elementary Statistical Theory (half unit)

### Year 2

- 5: **EC201** Microeconomic Principles I OR **EC202** Microeconomic Principles II
- 6: **EC210** Macroeconomic Principles
- 7: **EH237** Theories and Evidence in Economic History
- 8: **EH200** course from the available list

### Year 3

- 9: **EC220** Introduction to Econometrics OR a course to the value of 1 unit from Economics Selection List A
- 10: Another course from either Economics Selection List A or the Undergraduate Outside Options List (Years 2 & 3)
- 11: Courses to the value of one unit from the available Level 300 Economic History courses, including **EC311**.
- 12: **EH390** Dissertation in Economic or Social History

## BSc Economic History and Geography Programme 2019-20

### Year 1

- 1: **EH101** The Internationalisation of Economic Growth, 1870 to the Present Day
- 2: **GY100** Introduction to Geography
- 3: **GY140** Introduction to Geographical Research
- 4: **EC100** Economics A or **EC102** Economics B

### Year 2

- 5: **GY209** The Economic Geography of Trade, Production and Development (half unit) AND **GY210** The Economics of Cities (half unit)
- 6: **EH237** Theories and Evidence in Economic History
- 7: **EH200** course course from the list of available courses
- 8: **GY200** course to the value of one full unit from the list of available courses on this programme

### Year 3

- 9: **GY313** Firms and Economic Geography: Location, Technology and Innovation (half unit AND GY314 The Economics of Housing Markets and Migration (half unit)
- 10: **EH308** Historical Economic Geography: Cities, Markets and Regions in the 19th and 20th Centuries
- 11: **GY300** course to the value of one full unit from the list of available options
- 12: **EH391** Dissertation in Historical Economic Geography

## EH200 Optional Economic History Courses

**EH204** Money and Finance: From the Middle Ages to Modernity

**EH207** The Making of an Economic Superpower: China since 1850

**EH208** Economic History Lab: Cities, Economy and Society, 1550-1750 (n/a 2019-20)

**EH211** Africa and the World Economy, 1500-2000

**EH225** Latin America and the International Economy

**EH238** The Origins of Growth

**EH240** Business & Economic Performance since 1945: Britain in International Context

## EH300 Optional Economic History Courses

**EH304** The Economic History of North America: from Colonial Times to the Cold War

**EH306** Monetary and Financial History since 1750

**EH307** The Economic History of South Asia, 1600-2000

**EH308** Historical Economic Geography: Cities, Markets and Regions in the 19th and 20th Centuries

**EH309** Slavery From Ancient Greece to the Gulag (n/a 2019/20)

**EH312** Knowledge, Technology and Economy from the Middle Ages to Modernity

**EH316** The Atlantic Slave Trade

**EH325** Issues in Modern Japanese Economic Development: Late Industrialisation, Imperialism and High Speed Growth (n/a 2019/20)

**EH326** Innovation and Finance in the 19th and 20th Centuries

**EH327** China's Traditional Economy and its Growth in the Very Long-Term (n/a 2019/20)

**EC311** History of Economics: How theories change

Availability on these courses will vary from year to year.

## Outside options

The list of outside options can be found on the LSE's online calendar page for each relevant BSc programme.

## EH390/EH391 Dissertation

All Economic History students write a 10,000 word dissertation on a research topic of their choice. Teaching begins in Lent Term of Year 2 as a non-assessed component of EH237, by the which time of year they will be expected to have formulated their research topic and be ready to discuss it with their dissertation supervisor. Guidance continues in the form of workshops, tutorials and feedback on the draft before final submission in May of Summer Term, Year 3.

## Economic History Department Prizes

The Economic History Department awards its students a number of prizes on the basis on end of year results.

**Baines Prize** - awarded to the student with the best mark in EH101.

**Altorfer-Ong Prize** - awarded to the student with the best mark in EH240.

### The Lilian Knowles prizes

- a prize is awarded to the student studying Economic History with the best set of marks in their first year.
- a prize is awarded to the student studying Economic History with the best set of marks in their final year.

## Your Studies: What To Expect In Year 1

The majority of undergraduate teaching at LSE is done in the form of lectures and classes, with others run as student-led seminars or workshops. BSc Economic History and Geography students may have fieldwork as a compulsory or optional part of their course.

In your first year you should expect 8-12 hours weekly of timetabled teaching, depending on your programme, course choices and term. You will also do LSE 100 in Lent Term. Students on the BSc Economic History programme will take EH103 Making Economic History Count to develop statistical and analytical skills.

Aside from timetabled teaching, students should factor in time for reading, writing up notes and reading summaries and assessments, preparing presentations, and travelling to lectures and classes. Think about your studies as a full-time job and structure your other commitments around them.

Teaching takes place primarily in Michaelmas and Lent terms and the first week of Summer Term. Lectures for full unit courses start in Week 1 of Michaelmas Term. Classes start in Week 1 or 2. Keep checking your student timetable for times and class venues as these may change for you in the early weeks of term.

Classes are interactive, with students expected to contribute in the form of presentations, reading summaries or through discussion. Each class will require a certain amount of reading beforehand, available electronically via moodle, or via the LSE library catalogue. Classes are the means by which students develop their understanding of the material, as well as their oral and written presentation skills. At LSE classes are compulsory, and an attendance register is taken at each session. Students who consistently miss attendance will be contacted by their academic mentor to discuss reasons for absence. If students consistently miss class and coursework without good reason they risk being barred from their exams.

While lectures are not compulsory students are expected to attend them because their class teachers will assume that students know the content of the related lecture. Many lectures are recorded and made available on the relevant moodle page as a learning aid, but we recommend strongly that students attend the lecture and use recordings as backup and for revision. Also, occasionally the recording technology malfunctions and no recording is available, so again, we strongly recommend students attend in person wherever possible.

Taking effective notes at lectures and classes is often a challenge for new students but it is a skill that can be learned. LSE LIFE offers free regular workshops on this and other learning skills which will help students get the most out of lectures and readings. We encourage our students to take advantage of these services as soon as possible.

Where students face challenges to attending classes in person due to, for example, physical or learning

disabilities, or mental health issues we encourage students to make an appointment with the DWS as soon as possible regarding an Inclusion Plan. There is more information about this in this handbook.

## Economic History Writing Advisers

The Economic History has three writing advisers, all Economic History PhD students, available to any student seeking support with their essay writing skills. You will be able to book a half hour appointment with them via Student Hub.

## Your Academic Mentor

Every student has an academic mentor, a members of faculty who will give you academic guidance and can discuss with you any academic problems you may experience. They will also be able to give you feedback on your performance at certain stages of the year. Students should regard their mentors as their first port of call in relation to both academic and welfare matters.

Class teachers write a brief report on each student on LSE for You at the end of the Michaelmas and Lent Terms. Your academic mentor will read these and add comments, often after meeting with you to discuss your progress.

New students will be given an appointment to meet their academic mentor no later than the first week of Michalemas term and further regular meetings will be scheduled throughout the year, which may be 1-2-1 or group meetings with other students. It is important that you establish contact promptly and see your mentor regularly.

## Office Hours

Office hours are weekly times when teachers and academic mentors are available to see students, usually without a prior appointment, or else via a time slot which you can book via Student Hub.

Economic History Department office hours are the departmental website here:

[www.lse.ac.uk/Economic-History//OfficeHours](http://www.lse.ac.uk/Economic-History//OfficeHours)

## The Departmental Tutor

Every department at LSE has a member of faculty whose role is to oversee various academic processes and provide academic advice and pastoral care for undergraduate students.

The role of the Departmental Tutor specifically covers;

- overseeing the undergraduate students within the department, authorising various procedures including transfers into and out of the department, change of programme requests, etc.



- monitoring student attendance
- chairing the department's Staff Student Liaison Committee.

The 2019-20 Economic History Departmental Tutor is Dr Alejandra Irigoin. She is available every week in term time to meet with undergraduate students who have questions on academic matters or issues affecting their ability to study. You can make an appointment to see her during her office hours, or just drop in during office hours without an appointment if necessary. You can also contact her by email: [m.a.irigoin@lse.ac.uk](mailto:m.a.irigoin@lse.ac.uk)

The department's Undergraduate Administrator, Helena Ivins, can also advise on procedure and signpost sources of advice and guidance: [h.ivins@lse.ac.uk](mailto:h.ivins@lse.ac.uk)

If a query cannot be resolved within the department then please consult the Student Advice Centre in the first instance: <https://lseportal.force.com/student-services/s/enquiry-form>

## Other Senior Student Advisers

### The Senior Advocate for Students

Available to all taught students at LSE for advice and advocacy.

### Dean for the General Course

Available to see General Course students who wish to raise a problem, academic or otherwise. In particular, he is available to counsel students who may be having difficulty adjusting to life at LSE.

The Associate Dean sees students by appointment or during his open office hours as published outside his office of OLD 1.09 (Old Building.) To arrange an appointment contact:

[gc.dean@lse.ac.uk](mailto:gc.dean@lse.ac.uk)  
Tel: +44 (0)20 7955 5197

### Adviser to Women Students

Available to discuss issues of concern to women students in the School and to offer advice and support to female students with personal problems. Location: TW2.1.01

[b.meng@lse.ac.uk](mailto:b.meng@lse.ac.uk)  
Tel: +44 (0)20 7955 5020

## Types of assessment

Formative assessment (assessment which does not count towards your final results) takes place on all courses and can take the form of essays, quizzes and presentations, depending on the course. Its purpose is to help you develop your knowledge of the subject, as well as your analytical and writing skills ahead of formally assessed examinations. Feedback from class teachers

will also help you review your understanding and reading and writing skills.

Summative assessment means work which counts to your final course results. It can be in the form of an exam, including mid-term exams, an essay, dissertation, or presentation, depending on the course. Some courses (eg EH102) will use a mix of methods to assess student work, ie a summative essay and an exam. Some courses will have exams split between Lent and in Summer Term. Information about summative assessment is included in the calendar entry for each course.

[www.lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm](http://www.lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm)

## Feedback And Academic Advice

Feedback and academic advice comes in different forms, both formal and informal. The Academic Code (page 23) sets out when you should expect feedback on your work, whether formative and summative.

You will receive feedback on your classwork from your class teacher via moodle and on LSE for You, including a termly report commenting on your class work, verbal participation and preparation. Your academic mentor will also write a brief report on your progress at the end of Michaelmas and Lent terms.

You should also expect to meet your academic mentor twice a term so that that your mentor can discuss your progress with you and get to know your academic interests and strength. This will be important if they need to make an academic decision on your behalf, for instance, allowing you to take a specific course, or write references for you as you apply for jobs or further study. You should also regard teachers' and mentors' office hours as an opportunity to get advice and feedback on specific questions you may wish to raise.

## Exams and Understanding results

Depending on their programme, students on first year Economic History programmes will take January mid-term exams for the following courses – EC100/EC102 and MA107. The mid-term exams take place in Week 0 of Lent term. The remaining exams take place in Summer Term, with final results published in early July on LSE for You. There is also the In-Year Resit and Deferral Period late in Summer vacation for students to resit failed exams or sit deferred exams.

To help you understand how your examination results are used to calculate your final degree, please look at this page:

<https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/BA-BSc-Three-Year-scheme-for-students-from-2018.19.pdf>

## Academic Progression: What Happens If You Fail A Course?

Students receive their final marks for each course in July. These marks factor in all your summative work and exams over the year for a particular course and give an overall course mark as a percentage and also as a degree classification.

Your ability to continue to your next year will depend on how many courses you pass. It is important therefore to remember the following:

- If you fail one course you will be allowed to progress to the following year, but expected to take the exam again in the next available resit period, usually the In Year Resit and Deferral Assessment Period (IRDAP).
- Students have a maximum of three attempts at a first year paper and a maximum of two attempts at second and third year papers.
- Resits are capped at 40%. If a student has to resit or resubmit part of an assessment, the whole course mark will be capped at 40%, a pass grade.

## Zero Incomplete

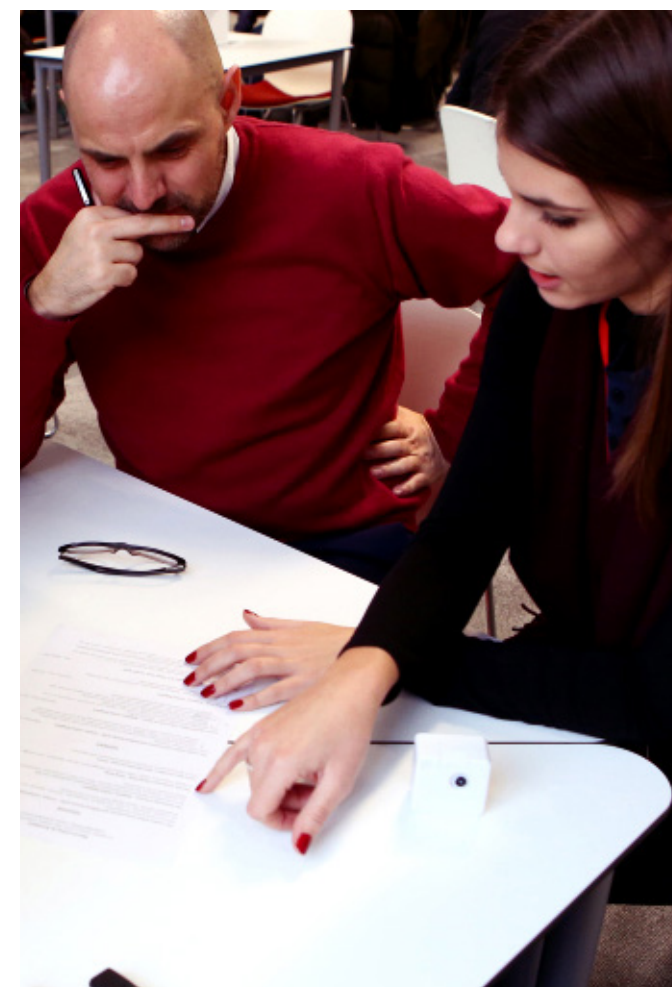
Students must submit all parts of their summative coursework. If they fail to do so the course is regarded as incomplete and the student must submit the missing work at the next available opportunity. The course will be capped at 40%.

## Exam Barring

If a student's attendance at class falls below a certain level or they fail to hand in coursework a provisional exam bar may be placed on them. An exam bar means that they will not be allowed to take an exam or assessment unless they meet certain conditions. In this situation students are warned of the problem and given an opportunity to meet with the Departmental Tutor to discuss why this is happening and address any issues constructively. However the Departmental Tutor may judge it appropriate to set a provisional exam bar and set conditions under which the bar can be lifted. The process is designed to be constructive and help students address problems affecting their work and students are always advised of relevant sources of advice and support. However, failure to meet the conditions is taken very seriously, and may well lead to a permanent bar being placed.

More information about exam barring is here:

<https://info.lse.ac.uk/current-students/services/assessment-and-results/exams/exam-barring>





**LSE100: The LSE Course, Understanding The Causes Of Things**

All first-year undergraduate students are required to take the course LSE100 The LSE Course: Understanding the Causes of Things.

LSE100 is an interdisciplinary course taught over two terms: the Lent term of your first year and the Michaelmas term of your second year. In both of these terms, you will be required to attend a 2-hour lecture and a 1-hour class each week. Your lectures and classes for LSE100 begin in January 2016.

LSE100 introduces you to the fundamental elements of thinking as a social scientist by exploring real problems and real questions, drawing on a range of disciplines across the social sciences. This distinctive course actively challenges you to analyse questions of current public concern and of intellectual debate from a rigorous social science perspective. Focusing on ‘big questions’ – such as ‘How should we manage climate change?’, ‘Does culture matter?’ and ‘Who should own ideas?’ – as an LSE100 student you will explore the different approaches to evidence, explanation and theory that are used in the different social sciences. In this way, the course not only broadens your intellectual experience, but also deepens your understanding of your own degree discipline. The course also helps you to develop the critical methodological, information and communication skills that underpin your study and application of the social sciences.

LSE100 is assessed through five pieces of summative work: three assessments carried out during classes, an essay due at the end of the Lent Term and a final examination at the end of the course, which is held on the week before Lent term. Marks for LSE100 appear on your transcript but do not affect your degree classification. The LSE100 classification scheme is non-numeric: Pass, Merit, Distinction or Fail.

More information on the course can be found in the LSE100 mini course guide which you will receive during Welcome Week in September 2017, the website [lse.ac.uk/LSE100](http://lse.ac.uk/LSE100) or by visiting the LSE100 moodle site.

**[lse.ac.uk/LSE100](http://lse.ac.uk/LSE100)**

**Marking Criteria**

Examiners use the following benchmarks when assessing timed undergraduate exam essays. Similar criteria apply when marking essays and other assessed work.

**First Class (70-100%)**

**90-100**

Analysis of such originality or insight as potentially to change some aspect of conventional understanding on the subject treated; and in the case of a thesis to be potentially publishable.

**80-89**

Analysis of exceptional quality, based on comprehensive knowledge (both historical and conceptual) of the topic, and either developing an original argument in response to the question, or demonstrating independent critical discussion and insight.

**70-79**

Analysis which shows both broad and deep knowledge of the historical evidence as well as conceptual command of the subject matter based on close engagement with the question, an informed understand

**Upper Second Class (60-69%)**

Clearly written and well argued work which reflects an understanding of the question as well as the historical period and issues under discussion, engages seriously with the questions, offers a thorough analysis of the relevant material and is aware of its implications.

**Lower Second Class (50-59%)**

Work which displays an understanding of the questions set and knowledge of the historical periods and issues under discussion, but which tends to a less than systematic critical analysis of material and to presentation of a discussion which is not consistently focused or relevant.

**Third Class (40-49%)**

Work which shows sufficient knowledge to frame a basic answer to the question and which contains relevant information about the historical period and issues under

discussion, but which is otherwise characterised by lack of clarity and originality, by an absence of analytical skills, by a tendency to factual error and by straying from the question at hand.

**Fail (0-39%)**

**34-39**

Work which provides some material relevant to the question and demonstrates some knowledge of the historical period and issues raised but which is otherwise badly marred by weaknesses of error, omission and relevance, and which demonstrates very little analytical understanding.

**30-33**

Work which fails to proceed beyond the most rudimentary acquaintance with the historical period and issues under discussion, which pays little attention to the precise question posed and has persistent factual errors or an inability to frame a consistently coherent argument.

**20-30**

Characterised by paucity of information, confusion and lack of relevance but with some germane points or information.

**0-19**

Work which reveals paucity of information or knowledge about the period and question under discussion and is characterised by persistent confusion and error concerning any historical ideas it mentions, as well as by a total inability to engage with the question and frame a coherent argument in response to it. Alternatively, work which is seriously truncated and totally undeveloped.

**Indicative Marking**

The department uses ‘indicative’ grades. These limit us to three grades within each classification, plus four grades for different levels of fail (12, 25, 32, 37). For 2.1, 2.2 and 3rd class answers, we mark on the 2, 5 and 8 (eg: 62, 65, 68). For first class answers, we mark on 75 (normal), 85 (excellent) and 95 (original).

This grading system is used for several reasons. First, they force examiners to decide whether each piece of work was either a low, normal or good example of a particular classification. Second, they prevent an examiner from sitting on the borderline between two classifications – no 59s or 70s are allowed. Third, they help ensure that overall grade totals are lifted by good grades. In short, indicative grades make our results clearer and reward good work.

**How does our system for assessment compare to those used in other universities?**

Examinations are organised in broadly similar ways across most English universities, shaped by common traditions and guidance from the Quality Assurance Agency for ensuring good practice in assessment. External examiners, for example, are normal, as is anonymous marking and some kind of moderation by a second marker. We believe our assessment system is based on high quality procedures that ensure it is fair and robust for the students – and this is reflected in the fact that it is generally described as being outstanding by our external examiners.

More information is in the Examinations and Assessments section on page 21.

# Key Information

## Registration

It is essential that you are fully registered with LSE during your time here. When you register for the first time you will need to attend in person, show us various documents and collect your LSE card. Usually you can re-register for subsequent years of study online but sometimes we may need to see you in person again. For more information visit [lse.ac.uk/registration](https://lse.ac.uk/registration).

## Your LSE Card

Your LSE card provides access to buildings and acts as your Library card. It is important that you keep it safe and never share it with anybody else. If your LSE card is lost, stolen or damaged visit [lse.ac.uk/studentIdCards](https://lse.ac.uk/studentIdCards) to find out how to get a replacement.

## Inclusion Plans

If you have a disability, long-term medical or mental health condition you are advised to apply for an Inclusion Plan (IP) as soon possible. The sooner that you let the Disability and Wellbeing Service (DWS) know about your condition the sooner they can work with you to put appropriate support in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. To find out how to apply for an Inclusion Plan visit [lse.ac.uk/inclusionPlans](https://lse.ac.uk/inclusionPlans).

## Student Status Documentation

A certificate of registration provides proof to organisations, such as council tax offices, embassies and banks, that you are registered as a current student at LSE. For more information about what a certificate of registration shows visit [lse.ac.uk/studentletters](https://lse.ac.uk/studentletters). You can obtain a certificate of registration from the Student Services Centre during our opening hours (normally 11am to 4pm, Monday to Friday). Your department will not be able to produce a certificate of registration for you. If you are planning to use this document to open a bank account you will need to specify which bank it needs to be addressed to.

The Student Services Centre also offer a range of other documents to prove your student status including certificates of course choice and intermediate transcripts. Some can be produced immediately and others need to be ordered in advance. For more information about the options available please visit [lse.ac.uk/studentStatusDocuments](https://lse.ac.uk/studentStatusDocuments).

## Interruption

You can take a year-long break in your studies (which we call an interruption) with approval from your department. You are usually required to return at the start of either Michaelmas or Lent as appropriate. Summer Term interruptions are not possible. For more information visit [lse.ac.uk/interruptions](https://lse.ac.uk/interruptions).

## Programme Transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions on transferring programmes, and sometimes transfers are not possible. If you have already completed one or two years of a programme you will need to meet the new department's transfer conditions. All transfer requests are considered by, and require approval from, both your current and new academic department and the School before being authorised. For more information visit [lse.ac.uk/programmeTransfers](https://lse.ac.uk/programmeTransfers).

## Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information visit [lse.ac.uk/withdrawal](https://lse.ac.uk/withdrawal).

## Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life.

Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programmes, assessment and graduation and what to do if you face exceptional circumstances.

You can find links to the Regulations for First Degrees; Appeals Regulations; and Regulations on assessment offences other than plagiarism in the LSE Calendar at [lse.ac.uk/calendar](https://lse.ac.uk/calendar).

You can find a full A-Z listing of all of LSE's policies and procedures online at [lse.ac.uk/policies](https://lse.ac.uk/policies).

# Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building and can provide advice and information about:

- Certificates of Registration (for bank accounts, travel, council tax etc.)
- Course selection and class changes
- Exams and assessment
- Results
- Graduation
- Support for new arrivals
- Registration (registration for new students normally takes place in Clement House)
- Transcripts and Degree Certificates
- LSE cards

The SSC is normally open between 11am and 4pm, Monday to Friday. For the most up to date opening hours visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc).

The SSC also hosts a series of specialist drop-in sessions covering:

- Financial support
- Fees
- Graduate admissions
- International student visa advice

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session.

To find out more about the Student Services Centre visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc), follow our page on the Student Hub and follow [@lse\\_ssc](https://twitter.com/lse_ssc) on Twitter.

## What If...?

The SSC have developed a series of answers to common "What if..." questions. These cover a broad range of topics including what to do if you're unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme.

You can find these questions and answers at [info. lse.ac.uk/current-students/what-if](https://lse.ac.uk/current-students/what-if)

## Advice Team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the advice team at <https://lseportal.force.com/studentservices/s/enquiry-form> or by phone on 020 7955 6167.

## International Student Visa Advice Team (ISVAT)

ISVAT provide detailed immigration advice for international students on their website which is updated whenever the immigration rules change. The best way to contact ISVAT is to use the query form at [lse.ac.uk/isvat](https://lse.ac.uk/isvat) or to attend one of their drop-in sessions.

ISVAT also manage student exchanges to USC Berkley and through the Erasmus+ scheme. For more information about this visit [lse.ac.uk/Erasmus](https://lse.ac.uk/Erasmus)

# Student Representation

## Staff Student Liaison Committees and Undergraduate Student Consultative Forum

Student-Staff liaison Committees (SSLCs) are one of the most important bodies in the School. Their purpose is to create a forum for students to discuss their experiences, both in and outside of the classroom, with LSE staff. SSLCs are a shared, collaborative endeavour between departments, the Students' Union, central School services and most importantly, students themselves.

At the start of the year every department asks for student representatives to join their Staff Student Liaison Committee. The role of an SSLC representative is an essential part of ensuring that courses and programmes at LSE work effectively. Training will be provided for all

SSLC representatives. These forums are a great way to make their voice heard at LSE.

Each SSLC also elects one representative to attend the Undergraduate Student Consultative Forum where representatives from around LSE will discuss matters that impact on students.

## Student Only Forums

LSE's director, Minouche Shafik, holds Student-Only forms in Michaelmas and Lent Terms. The forums are an opportunity for students from across the School to hear from the Director in person, and give you the chance to ask questions and share ideas. Look out for details of where and when forums will be happening.

# Quality Assurance

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards which can be found online in the "internal quality assurance section" of the website at [lse.ac.uk/tqaro](http://lse.ac.uk/tqaro).

As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. As of the 2018-19 academic year this includes devolved quality assurance arrangements, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

## Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conduct surveys to assess students' opinions of teaching.

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre and the Pro Director (Education). In addition to producing reports for individual teachers TQARO produce aggregated quantitative data for departments and School-wide bodies. The results can be found online at the "Surveys" section at [lse.ac.uk/tqaro](http://lse.ac.uk/tqaro).

# LSE Services to Support You with Your Studies and in Your Career

## LSE LIFE

LSE LIFE is the place to develop the skills you'll need to reach your goals at LSE, whether it concerns your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE.

LSE LIFE offers:

- Hands-on practical workshops where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.
- Workshops related to how to adapt to new or difficult situations, including the development of skills for leadership, study/work/life balance, and preparing for the working world
- Drop-in sessions from our partners around LSE covering areas like CV writing, English language advice, finding and referencing academic sources and statistics support.
- A space to meet and work together with students from other courses and departments.
- Special events to take advantage of what LSE and London have to offer.

Find out more at [lse.ac.uk/lselife](http://lse.ac.uk/lselife), check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.

## LSE Library

LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.

Most items are split into collections to help you find what you are looking for.

- The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.
- The main collection is housed across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via [lse.ac.uk/library](http://lse.ac.uk/library). Once you've found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 20 books at any

one time. You can renew your books online by logging into your Library account at [lse.ac.uk/library](http://lse.ac.uk/library). If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at [lse.ac.uk/academicSupportLibrarian](http://lse.ac.uk/academicSupportLibrarian). Subject Guides are useful online introductions to finding resources, read yours at [lse.ac.uk/library/subjectGuides](http://lse.ac.uk/library/subjectGuides).

The Academic Support Librarian for Economic History is Paul Horsler: [p.n.horsler@lse.ac.uk](mailto:p.n.horsler@lse.ac.uk)

## Language Centre

Whether you are an international student looking for additional support with your English, interested in taking a Language Centre course, or want to learn a language the Language Centre can help.

If English is not your first language, the English Insessional Support Programme can offer help and advice throughout your degree. You can attend an English for Academic Purposes information session to see what support is available for you. You can also register for your academic cluster in the Language Centre which groups together students from the same department with similar support needs.

You may be eligible to take a language, literature or linguistics course as part of your degree. As an LSE student you can also sign up for an extracurricular MFL Certificate Course at a discounted rate. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have foreign language at GCSE Grade C (or equivalent); you are eligible to take an MFL certificate course for free!

For more information visit [lse.ac.uk/languages](http://lse.ac.uk/languages)

## LSE Careers

LSE Careers is here to help guide and support you throughout your time at LSE. We provide a range of careers services and events both online and in one-to-one appointments. We have a jobs board and offer bespoke services for students with disabilities.

There is lots of information and support at [lse.ac.uk/careers](http://lse.ac.uk/careers) including:

- Information about the services offered by LSE Careers and how to access them



- Support with your career options and insight into employment sectors and recruitment processes
- CV, cover letter and application form advice and examples
- Details of what graduates have gone on to do

LSE CareerHub, our online careers portal, allows you to:

- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and get your applications checked
- Explore upcoming events including seminars, careers fairs and employer presentations

You can log into Career Hub at [careers.lse.ac.uk](https://careers.lse.ac.uk).

## LSE Volunteer Centre

Volunteering is a great way to help develop new skills and meet new people while making a difference and the LSE volunteer centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE.

We work with organisations to advertise volunteering opportunities across London, the UK and internationally. Whether you are passionate about the environment or human rights or ready to change the world through campaigning or mentoring we'll have the opportunity for you. We also know that students are busy and we run a comprehensive one-off volunteering programme to make sure you can fit it in.

The annual Volunteering Fair takes place on Monday 7 October and is a great opportunity to speak to over 60 representatives from some truly inspirational organisations. You can find out more, as well as get tips and advice about volunteering at [lse.ac.uk/volunteerCentre](https://lse.ac.uk/volunteerCentre) or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).

## LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competitions, put by and meet using our co-working space and access all our start up resources for free. Discover more on our website [lse.ac.uk/generate](https://lse.ac.uk/generate) or keep up to date through our social media [@lseGenerate](https://twitter.com/lseGenerate).

## LSE Students' Union

The Students' Union is independent from the school and is led by students for students.

The SU can provide advice, tell you how you can meet students with similar interests and views and offer opportunities to shape your student experience.

Some examples of SU initiatives

- Student activities – the Union funds and supports over 200 societies, sports clubs, media groups, societies and Raising and Giving charitable fundraising;
- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society;
- Representation – led by a Student Executive, working with representatives across the School, students influence and shape the decisions and direction of the School;
- Welfare and Student Support – the SU's independent, legally-trained advice workers offer free, confidential advice to students if you need help

For further information and to get involved please visit [www.lsesu.com](https://www.lsesu.com)

# Your Wellbeing and Health

## Student Wellbeing Service (SWS)

SWS brings together two key student-facing services; the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS). SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provides a professional, free and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit [lse.ac.uk/counselling](https://lse.ac.uk/counselling) to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

DWS is the first point of contact for students with disabilities, long-term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can create an Inclusion Plan with you which is a way of putting in place agreed reasonable adjustments to support your studies. Visit [lse.ac.uk/disability](https://lse.ac.uk/disability) to find out more.

Peer Supporters give you the opportunity to talk to fellow students about anything that is worrying you. Peer Supporters are trained to offer confidential emotional support, help and reassurance. You can find out more about the scheme and arrange a chat with a Peer Supporter at [lse.ac.uk/peerSupport](https://lse.ac.uk/peerSupport)

## Health Care In The UK

You are likely to need to access medical care while you are at LSE, even if this is just for routine appointments. In the UK, most health care is provided through the National Health Service (NHS).

You are typically eligible for free treatment on the NHS if you fall into one of the following categories:

- You are a UK resident
- You have a Tier 4 visa and have paid the immigration health surcharge
- You are an EU/EEA student with a European Health Insurance Card (EHIC)

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website: [www.ukcisa.org.uk](https://www.ukcisa.org.uk).

If you are unfamiliar with the NHS, search for "NHS Services explained" to find out more. You are usually required to register with a local General Practitioner's (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until

you are unwell. The nearest GP surgery is St. Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register, please visit [www.stphilipsmedicalcentre.co.uk](https://www.stphilipsmedicalcentre.co.uk) or call 020 7611 5131. Alternatively, you can find your nearest GP by using the GP finder function on the NHS website [www.nhs.uk](https://www.nhs.uk)

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty pharmacist. In an emergency, you should dial 999 to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty pharmacist. In an emergency, you should call 999 to call an ambulance. You can also visit your nearest accident and emergency (A and E) department at your local hospital or visit an Urgent Care Centre.

There is lots more information about health care, including details about dentists and opticians, available at [lse.ac.uk/studentHealth](https://lse.ac.uk/studentHealth).

## LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is a space for prayer, worship and quiet reflection.

The Faith Centre provides a space for student faith societies to meet and worship. The Faith Centre produces a Religion and Belief Guide each year which provides information and contact details for faith groups; you can collect a copy from the Faith Centre reception on the second floor of the Saw Swee Hock Student Centre.

The Faith Centre hosts a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Aoga and Tai Chi. Class details can be found online at [lse.ac.uk/faithCentre](https://lse.ac.uk/faithCentre). The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place for reflection. This space cannot be booked but is open throughout the week.

The Faith Centre runs three acclaimed interfaith leadership programmes which are your chance to explore, question and challenge religious differences and provide a unique opportunity to build relationships and

challenge assumptions across faiths. Find out more by visiting the “Programmes” page at [lse.ac.uk/faithCentre](https://lse.ac.uk/faithCentre).

The Faith Centre Director and Chaplain to the LSE, Reverend Dr James Walters, can be contacted on [j.walters2@lse.ac.uk](mailto:j.walters2@lse.ac.uk) for confidential support regardless of religious affiliation. Contact details for our team of Associate Chaplains can be found at [lse.ac.uk/faithCentre](https://lse.ac.uk/faithCentre).

## Field work Safety

If you are planning fieldwork or any other off site activity please complete the relevant risk assessment on the following website: <https://info.lse.ac.uk/staff/divisions/risk-and-compliance-unit/health-and-safety/overseas-travel-homepage>

The School recognises that you may want to carry out fieldwork in areas of the world that are subject to social or political unrest to areas with Foreign and Commonwealth Office Warnings. If you do, the Health and Safety Team are there to help you achieve your aims. They can help provide specialist county or area threat assessments to help you make an informed decision about the viability of traveling to your destination of choice. The team can also provide specialist training and equipment to help keep you safe. Please note that the Health and Safety Team may not cover the costs of additional specialist control measure and you may have to secure your own funding.

Please read the Fieldwork Health and Safety Guidance document for further information: [lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/fieldwork-H&S-Guidance-May-2014.pdf](https://lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/fieldwork-H&S-Guidance-May-2014.pdf)



# Exams and Assessments

## Candidate Numbers

Your candidate number is unique five digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Michaelmas Term using LSE for You.

## Exam Timetables

Course by course exam timetables will be available online at [lse.ac.uk/exams](https://lse.ac.uk/exams). For January exams the timetable is usually available towards the end of Michaelmas Term, for summer exams it is usually available in Lent Term. Closer to each exam season you will also be given access to a personal exam timetable in LSE for You which shows your room and seat number.

## Exam Procedures

Exam Procedures for Candidates is the must-read document for anybody taking exams at LSE. It contains all the information that you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at [lse.ac.uk/exams](https://lse.ac.uk/exams).

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be from the Casio fx-83 or fx-85 range. If you bring an alternative model it will be removed by invigilators. The permitted calculators are available in many supermarkets and in the SU shop.

## Individual Exam Adjustments

Individual Exam Adjustments (IEAs) can be made if you have a documented medical, physical or mental health condition and/or a specific learning difficulty such as dyslexia or dyspraxia. The purpose of IEAs is to provide an environment that gives all students an equal opportunity in exams. These adjustments are confidential and will not be listed on your degree certificate or transcript. In most cases you should apply for IEAs as part of getting your Inclusion Plan in place. However there is a different process for applying for IEAs for short-term, unexpected, conditions. For more information visit [lse.ac.uk/iea](https://lse.ac.uk/iea).

## Deferral

If you have received the teaching for a course but have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam, in exceptional circumstances. You will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit [lse.ac.uk/deferral](https://lse.ac.uk/deferral).

## Exceptional Circumstances

If you miss an assessment that you did not defer, or experience difficulties that you feel may have had an impact on your performance on an assessment you did attempt, even where you were provided with an extension, you should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre. This will allow you to alert the Sub-Board of Examiners to the circumstances under which you completed the assessment or exams. For more information visit [lse.ac.uk/exceptionalCircumstances](https://lse.ac.uk/exceptionalCircumstances).

## Fit to Sit Policy

By entering an exam room, or submitting an assessment, LSE considers that you have declared yourself fit to sit. If you have experienced disruption to your studies (illness, injury or personal difficulties for example) you must think carefully about whether you should attempt the assessment or whether you should consider deferring the assessment or exam.



# Plagiarism

The work you submit for assessment must be your own and all source material correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such. Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations for several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely be your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School’s statement on

Editorial Help visit [lse.ac.uk/calendar](http://lse.ac.uk/calendar). Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as the offence of “self-plagiarism” and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work contained plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, academic mentor, LSE LIFE or the Library as soon as possible.

The Regulations on Assessment Offences: Plagiarism can be found at [lse.ac.uk/calendar](http://lse.ac.uk/calendar).

# Results and Classification

## Results

Results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available on LSE for You for students taking January exams and for students on 12 month Master’s programmes.

For more information on how and when results are released visit [lse.ac.uk/results](http://lse.ac.uk/results).

## Classification Schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet in July each year. You can find the BA/BSc and LLB classification schemes at [lse.ac.uk/calendar](http://lse.ac.uk/calendar)

## Transcripts

Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically within a system called Digitary which allows them to be easily shared. For more information about final transcripts please visit [lse.ac.uk/transcripts](http://lse.ac.uk/transcripts).

## Degree Certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit [lse.ac.uk/degreecertificates](http://lse.ac.uk/degreecertificates).

# Codes and Charters

## The LSE Academic Code

LSE has an Academic Code that sets out what every student should expect from their LSE education.

1. All full time undergraduate and taught postgraduate students will receive a minimum of two hours contact time per week when the course is running in the Michaelmas and/or Lent Terms for a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent Term.

2. Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below timeframes are not possible and if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.

2.1 All assessment submission deadlines and feedback timeframes will be clearly communicated to students at the start of each course, including on the course moodle page.

2.2 Feedback on formative tasks will be returned to students within 3 weeks of the submission deadline, where students submit their work on time.

2.3 Feedback on summative assessment (excluding exams, dissertations or capstone projects, ) will normally be provided within five weeks of the submission deadline where the students submit their work on time.

2.4 Feedback on January exams will normally be provided within six term weeks of the end of the exam period.

2.5 Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas Term.

2.6 Feedback on dissertations and capstone projects will normally be provided within four term weeks of final mark being made available to students.

2.7 For a summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.

3 All students have an academic mentor to advise on academic matters. Academic mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.

4 Students will be invited to meet with their academic mentor at least twice during Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings so that mentees can meet one another and discuss issues of mutual interest.

5 In addition to academic guidance provided by the academic mentor students will have access to personal advice, for example with respect to mental health and well being. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms such as the Disability and Well-being services, Student Service and departments.

6 Staff teaching on LSE programmes will be available to students, through the office hour system, for a minimum of 35 hours (for full time teaching staff) during term time. Normally the expectation is to meet face to face, but contact may take other forms that are mutually agreed between the teacher and students.

7 Departments will hold at least one Student Staff Liaison Committee and Departmental Teaching Committee meeting each term, following the School guidelines for each type of meeting.

## Students Charter

Our Student Charter, written by students and staff, sets out how LSE’s mission and ethos are reflected in the education you can expect to receive at the School, and in the diverse equitable and inclusive community that we all contribute to and value.

The charter covers:

- Your education – what an LSE education is and how you can make the most of it.
- Our community – what it means to be part of the LSE community and how to contribute
- Your future, our future – how to inspire future generations of LSE students.

You can find out more about the Charter and read the full version online by searching “LSE Student Charter”

## Codes of Good Practice

The Codes of Good Practice explain the obligations and responsibilities of students and staff.

The codes set out what you can expect from your department in relation to our teaching and learning experience including the roles and responsibilities of academic mentors and departmental tutors, the



structure of teaching at LSE and examinations and assessments. The codes also lay out your responsibilities and what LSE expects of you. You can find the codes of practice at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

### The Ethics Code

The Ethics Code details the principles by which the whole LSE community is expected to act.

The School expects the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the Ethics principles of Responsibility and Accountability; Integrity, Intellectual Freedom; Equality of Respect and Opportunity, Collegiality and Sustainability. You can find the Code, guidance and link to the online ethics module "Ethics at LSE" at [lse.ac.uk/ethics](https://lse.ac.uk/ethics)

### Research Ethics

If you conduct research you should refer to the Research Ethics Policy and procedures.

Search online for "LSE Research Ethics and Guidance" to find resources on policy, procedure, informed consent, safety training and support. You will also find the Code of Research Conduct and its associated procedures.

If you have any questions regarding research ethics or research conduct please email: [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk)



# Course Selection And Timetables

Your programme comprises a number of courses, which are usually worth 0.5 (half) or a full (1.0) unit. Undergraduate students will take courses to the value of four units per year. You will need to select all of your courses, including any compulsory ones, in LSE for You.

There is more detailed information, contact details and answers to frequently asked questions online at [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection).

### When to select your courses

Undergraduate course selection will open in early September for arriving students. Course selection need to be made by the beginning of Week 3 of Michaelmas Term. You will be able to make changes to Lent Term half unit courses in early Lent Term. For the exact dates visit [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection)

### How to select your courses

#### 1. Find the courses you'd like to take

Go to [lse.ac.uk/findcourses](https://lse.ac.uk/findcourses) to access the tools and information to help you decide which courses you want to take this academic year. Make sure that you identify a few back-up courses in case your first choice is not available. You should make sure that you attend any departmental course selection meetings and seek advice from your Academic Mentor or Departmental Tutor before finalising your course selections.

The LSE calendar is the place to check for programme regulations detailing which courses you are permitted to take. It also provides course guides for every course at LSE, including student feedback. You can find the calendar online at [lse.ac.uk/calendar](https://lse.ac.uk/calendar).

LSE Course Finder is a tool to help you choose which courses to take within your programme regulations. Course Finder allows you to browse available courses by unit value, keyword, department and assessment type. You can build a shortlist of courses and compare the lecture timetables for that shortlist. Course Finder is available from late August. You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes.

#### 2. Select your courses in LSE for You

Go to [lse.ac.uk/selectCourses](https://lse.ac.uk/selectCourses) for step by step instructions on how to select your courses on LSE for You. Remember to select any compulsory courses. All course selections are subject to approval from your Academic Mentor, availability and timetabling constraints.

#### 3. Check your timetable and Moodle enrolments

Undergraduate students are allocated to all teaching centrally and you will receive your personal timetable in LSE for You during Welcome. You will also be able to access it via Student Hub.

You will automatically be given access to the Moodle page for your courses a few hours after selecting your courses on LSE for You. If you change courses you will not be removed from the old course on Moodle automatically so you will need to do this manually.

### Capped Courses

Some departments have capped courses which means that places are limited and places are allocated on a first come first served basis. You can find more information about this at [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection).

### Changing Class or Seminar

You are only able to change class in exceptional circumstances, to request a class change apply using the "class change request" tool within LSE for You. You should include details of why you need to change class and outline your availability for alternative classes. You may be required to provide evidence in support of your request.

### Can't See Your Timetable?

If you can't see a course on your timetable after the relevant publication date there are four common reasons:

- You have not registered / re-registered for this academic year
- You have not selected the course in LSE for You
- You have selected a course which creates a clash on your timetable
- You have made changes within the last 48 hours (the timetable can take up to 2 days to regenerate)

### Access Guides To LSE Buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations.

# Systems and Online Resources

## Need IT help?

Visit the IT help desk on the first floor of the Library. The help desk is open seven days a week during term time and offers a range of services including a laptop surgery.

- Email [it.helpdesk@lse.ac.uk](mailto:it.helpdesk@lse.ac.uk)
- Call **020 7107 5000**.

## LSE For You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at [lse.ac.uk/lseforyou](http://lse.ac.uk/lseforyou).

LSE for You allows you to:

- View and update your term time (contact) and home (permanent) address
- Reset your IT password
- Access your candidate number
- View your results
- Select your courses

## Student Hub

The Student Hub is LSE's app, designed to help you navigate your day-to-day life at LSE.

Use the LSE Student Hub app to view your timetable and upcoming deadlines, find your way around campus and keep up to date with news and events from your department and the wider School. You can also book appointments with academics or support services and create groups with friends and course mates to carry on the conversation outside of class.

Download the Student Hub app on iOS or Android or you can access the web app at [studenthub.lse.ac.uk](http://studenthub.lse.ac.uk)

## Moodle

Moodle is LSE's virtual learning environment. It provides a range of teaching resources, activities, assignments, information and/or discussions for your course. Moodle is managed by your course leader so how it is used will vary from course to course. You can access Moodle by visiting [moodle.lse.ac.uk](http://moodle.lse.ac.uk)

## Email

LSE will use your LSE email address to communicate with you so check it regularly.

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail ([mail.lse.ac.uk](http://mail.lse.ac.uk)) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

## Training And Development System

The Training and Development System allows you to book a place on many of the personal development opportunities offered around LSE.

You can access the Training and Development System at [apps.lse.ac.uk/training-system](http://apps.lse.ac.uk/training-system), logging in using your LSE username and password.

## Information Security Awareness Training

LSE hosts an information security awareness course in Moodle. It will help you teach you how to spot phishing emails, keep your devices safe and know how to treat your personal data.

You can access the course at [moodle.lse.ac.uk/course](http://moodle.lse.ac.uk/course), logging in with your LSE username and password.

# Your notes



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

