



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

WELCOME TO LSE

DEPARTMENT OF
MATHEMATICS

MSc Financial Mathematics Handbook ■

Key dates

Term dates and School closures – Academic Year 2018/19

Pre-sessional Course

Monday 10 September – Friday 21 September

Michaelmas Term (MT)

Thursday 27 September – Friday 14 December 2018
(teaching begins on Monday 1 October 2018)

Lent Term (LT)

Monday 14 January – Friday 29 March 2019

(for departments with courses that will be examined in January, examinations will be held in week 0 – Monday 7 January – Friday 11 January)

Summer Term (ST)

Monday 29 April – Friday 14 June 2019

Undergraduate and 12-month master's programmes may have a Reading Week during week 6 of MT and LT. Please consult with your lecturer for the course.

The School will also be closed for English public holidays*. In 2018/19 these will be:

Christmas Closure

Friday 21 December 2018 – Tuesday 1 January 2019

Easter Closure

Thursday 18 April – Wednesday 24 April 2019

May Bank Holiday

Monday 6 May 2019

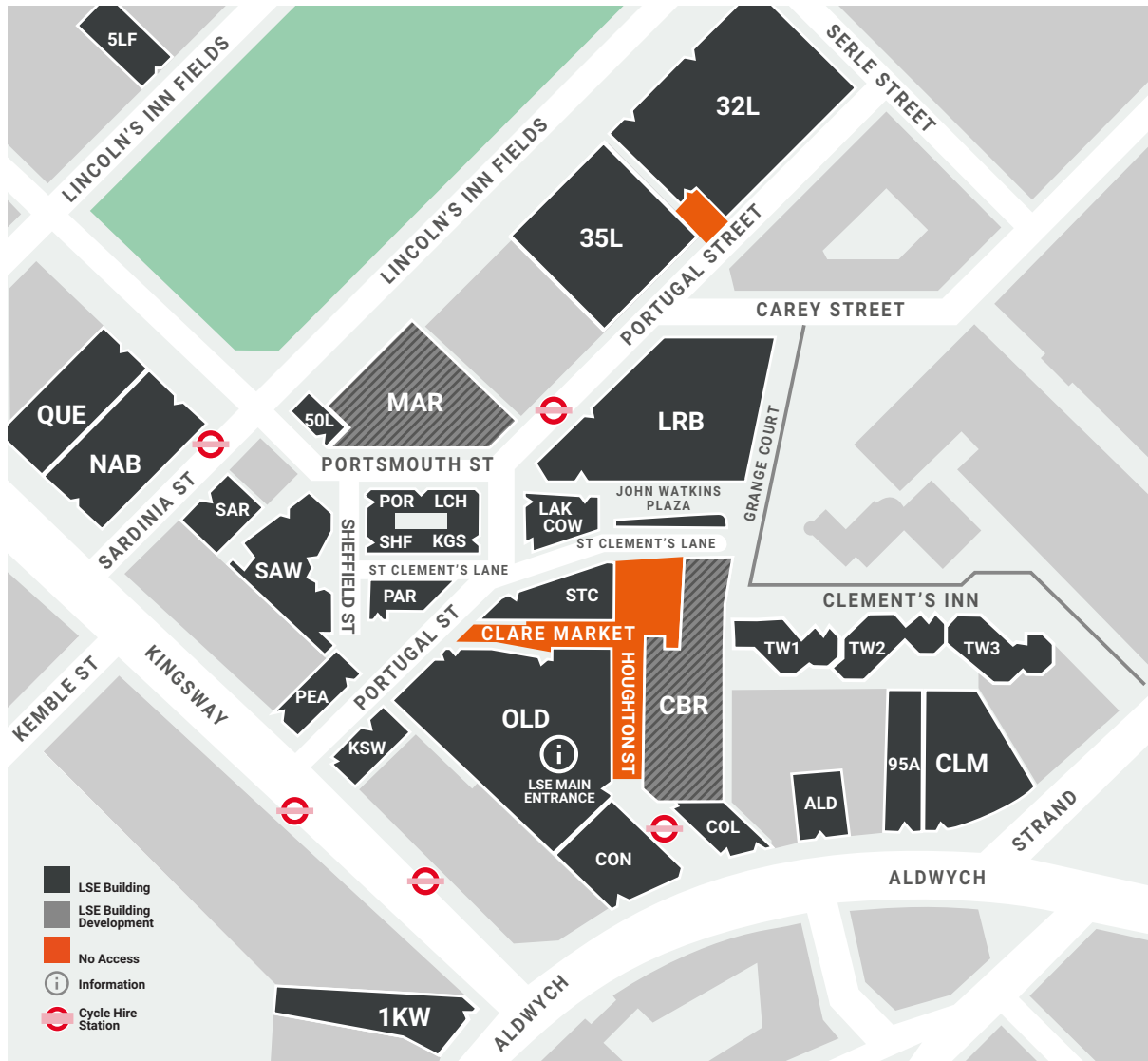
Spring Bank Holiday

Monday 27 May 2019

Summer Bank Holiday

Monday 26 August 2019

Campus map



KEY TO MAP

95 Aldwych
 Aldwych House Aldwych
 Centre Building Redevelopment
 Clement House Aldwych
 Columbia House Aldwych
 Connaught House Aldwych
 Cowdray House Portugal Street
 King's Chambers Portugal Street
 1 Kingsway
 20 Kingsway
 Lakatos Building Portugal Street
 Lincoln Chambers Portsmouth Street
 5 Lincoln's Inn Fields
 32 Lincoln's Inn Fields
 35 Lincoln's Inn Fields
 50 Lincoln's Inn Fields Portsmouth Street
 Lionel Robbins Building, Library
 and LSE Research Lab Portugal Street

95A
 ALD
 CBR
 CLM
 COL
 CON
 COW
 KGS
 1KW
 KSW
 LAK
 LCH
 5LF
 32L
 35L
 50L
 LRB

Marshall Building 44 Lincoln's Inn Fields
 New Academic Building Lincoln's Inn Fields
 Old Building Houghton Street
 Parish Hall Sheffield Street
 Peacock Theatre Portugal Street
 1 Portsmouth Street
 Queens House Lincoln's Inn Fields
 Sardinia House Sardinia Street
 Saw Swee Hock Student Centre Sheffield Street
 Sheffield Street
 St Clement's Clare Market
 Tower One Clement's Inn
 Tower Two Clement's Inn
 Tower Three Clement's Inn

MAR
 NAB
 OLD
 PAR
 PEA
 POR
 QUE
 SAR
 SAW
 SHF
 STC
 TW1
 TW2
 TW3



This information can be made available
in alternative formats, on request.
Please contact, Maths.Info@lse.ac.uk

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg no 70527).

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Design: LSE Design Unit (lse.ac.uk/designunit)

Photography: Nigel Stead, LSE School Photographer, cover: istock.

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Welcome from the Head of Department

Welcome to the LSE community as a member of the Department of Mathematics. You are joining a vibrant intellectual community comprising world-leading faculty, excellent students and high-achieving alumni. By taking advantage of the rich and diverse learning environment at LSE you will further develop your talents and advance your knowledge for the pursuit of organisational success and social betterment.

The Department has grown rapidly in recent years, with new and exciting developments in research, and the introduction of new teaching programmes and modules. We have a supportive and friendly environment for staff and students.

The Department's research and teaching are shaped to a large extent by its position within LSE, a lively and stimulating place to work. We embrace the School's ethos of research-led teaching, and view research and teaching as complementary activities, each enhancing the other. Our aim is to be excellent both in teaching and research, in a way that reflects our location within a social sciences institution, engaging with other parts of LSE.

Our website provides an overview of research areas, news and events and a full section for our current student members of the Department of Mathematics. If you have any questions, or need more information, please consult our website or contact us on maths.info@lse.ac.uk



Professor Martin Anthony
Head of Department

Key Staff



Dr Arne Lokka (A.Lokka@lse.ac.uk) is the Programme Director for this course during Michaelmas Term. For any academic queries he will be your main contact.

Room: COL.4.08



Dr Johannes Ruf (J.Ruf@lse.ac.uk) is the Programme Director for this course during Lent and Summer Term. For any academic queries he will be your main contact.

Room: COL.3.06



Rebecca Batey (R.Batey@lse.ac.uk) is the MSc Programmes Manager. She will be your first point of call for any non-academic queries.

Room: COL.4.01



Professor Martin Anthony (m.anthony@lse.ac.uk) is the Head of the Department. He is responsible for all academic activities, students, staff and programmes offered by the department.

Room: COL.3.13

Other Professional Services Staff you may need to know are:

Kate Barker – Department Manager, COL 3.14

Jackie Everid – Undergraduate Programmes Manager, COL 4.01

Enfale Farooq – Research Manager, COL 3.10

Sarah Massey – Department Administrator:
Communications & Student Support, COL 4.01

Edward Perrin – Department Administrator:
Finance, Projects & Facilities, COL 3.10

Please check the departmental website for a full list of academic staff, their research interests, office hours and contact details:

[Ise.ac.uk/Mathematics/people](https://lse.ac.uk/Mathematics/people)

[Ise.ac.uk/Mathematics/Current-Students/Office-hours](https://lse.ac.uk/Mathematics/Current-Students/Office-hours)

NAME	ROOM	EMAIL
Dr Peter Allen	COL 4.05	P.D.Allen@lse.ac.uk
Professor Martin Anthony	COL 3.14	M.Anthony@lse.ac.uk
Dr Tuğkan Batu	COL 4.04	T.Batu@lse.ac.uk
Dr Julia Böttcher	COL 4.03	J.Boettcher@lse.ac.uk
Professor Graham Brightwell	COL 3.03	G.R.Brightwell@lse.ac.uk
Dr Christoph Czichowsky	COL 3.11	C.Czichowsky@lse.ac.uk
Dr Albina Danilova	COL 4.09	A.Danilova@lse.ac.uk
Dr Paul Dütting	COL 3.08	P.D.Duetting@lse.ac.uk
Dr Pavel Gapeev	COL 4.10	P.Gapeev@lse.ac.uk
Professor Olivier Gossner	COL 2.04	O.Gossner@lse.ac.uk
Professor Jan van den Heuvel	COL 3.07	J.van-den-Heuvel@lse.ac.uk
Dr Rachel Kirsch	COL.2.08	R.Kirsch1@lse.ac.uk
Dr Ioannis Kouletsis	COL 4.13	I.Kouletsis@lse.ac.uk
Dr Andrew Lewis-Pye	COL 3.12	A.Lewis7@lse.ac.uk
Dr Arne Lokka	COL 4.08	A.Lokka@lse.ac.uk
Professor Adam Ostaszewski	COL 4.06	A.J.Ostaszewski@lse.ac.uk
Dr Katerina Papadaki	COL 2.05	K.Papadaki@lse.ac.uk
Dr Johannes Ruf	COL 3.06	J.Ruf@lse.ac.uk
Professor Amol Sasane	COL 4.05	A.J.Sasane@lse.ac.uk
Dr Robert Simon	COL 4.07	R.S.Simon@lse.ac.uk
Professor Jozef Skokan	COL 3.04	J.Skokan@lse.ac.uk
Professor Greg Sorkin	COL 2.07	G.Sorkin@lse.ac.uk
Professor Bernhard von Stengel	COL 4.12	B.Von-Stengel@lse.ac.uk
Professor Konrad Swanepoel	COL 3.09	K.Swanepoel@lse.ac.uk
Dr László Végh	COL 2.02	L.Vegh@lse.ac.uk
Dr Luitgard Veraart	COL 4.11	L.Veraart@lse.ac.uk
Dr Victor Verdugo	COL.2.08	V.Verdugo@lse.ac.uk
Dr James Ward	COL 4.14	J.M.Ward@lse.ac.uk
Dr Giacomo Zambelli	COL 2.06	G.Zambelli@lse.ac.uk
Professor Mihail Zervos	COL 4.02	M.Zervos@lse.ac.uk

About the Department of Mathematics

The LSE Department of Mathematics is internationally recognised for its teaching and research. Located within a world-class social science institution, the Department aims to be a leading centre for Mathematics in the Social Sciences. The Department's growth trajectory reflects the increasing impact that mathematical theory and mathematical techniques are having on subjects such as economics and finance, and on many other areas of the social sciences.

The Department offers seven degree programmes, ranging from undergraduate, postgraduate and PhD. The Department is also involved in the BSc Business Mathematics and Statistics degree, which is run by the Statistics Department.

Department Office

The Department's main office can be found next to the lifts on the 4th floor of Columbia House. The team are available to assist with general enquiries as well as student support, submission of course work and other non-academic queries.

Email: maths.info@lse.ac.uk

Tel: +44 (0) 20 7955 7732

Postal address:

Department of Mathematics
The London School of Economics and Political
Science
Houghton Street
London
WC2A 2AE

The opening hours of the Reception Desk are as follows:

Term time: 10:00 – 12:00 and 14:00 – 16:00

Email

The School will use your LSE email address to communicate with you so you should check it regularly. The email program Microsoft Outlook is available on all student PCs on the LSE network. You can also access email off-campus using webmail and remote desktop or, on the move, using email clients for laptops and mobile phones. For instructions on how to do this visit: lse.ac.uk/intranet/LSEServices/itservices/remote/home.aspx

You can get a lot of emails in term time. So that you are clear which is important and which is optional information (promotion, events etc), we will send you optional information from the generic email address maths.info@lse.ac.uk. If you get an email from your Programme Manager or Academic Mentor it is important information for you and you should read (and respond as appropriate).

Research Interests of Academic Staff

Dr Peter Allen

Extremal combinatorics (especially graphs and uniform hypergraphs), asymptotic enumeration, Ramsey theory and random discrete structures.

Professor Martin Anthony

Mathematical aspects of machine learning, particularly probabilistic modelling of learning and discrete mathematical problems in the theory of learning, data mining and artificial neural networks; Boolean function classes and their representations.

Dr Tugkan Batu

Algorithms and theory of computation. In particular, randomised computation, (sublinear) algorithms on massive data sets, property testing, statistical testing, and streaming algorithms.

Professor Norman Biggs

Algebraic graph theory, the frequency assignment problem, and graph-theoretical models in finance.

Dr Julia Böttcher

Extremal combinatorics, random discrete structures, Ramsey theory, algorithmic and structural graph theory, graph colouring.

Professor Graham Brightwell

Combinatorics in general, especially finite partially ordered sets, probabilistic methods, and algorithmic aspects.

Dr Christoph Czichowsky

Financial mathematics, stochastic analysis, stochastic optimal control; portfolio optimization, mathematical structure of financial markets and optimal investment strategies, markets with transaction costs, market frictions, mean-variance hedging.

Dr Albina Danilova

Stochastic calculus and financial mathematics, in particular: filtering, enlargement of filtrations and stochastic control and optimisation; derivatives pricing and hedging in incomplete markets and/or under asymmetric information, utility maximization and equilibrium.

Dr Paul Dütting

Algorithms, Game Theory, and Mechanism Design.

Dr Pavel Gapeev

Stochastic calculus, optimal stopping and free-boundary problems, pricing of American options, sequential testing and disorder detection problems, interest rate and credit risk models, illiquidity markets, stochastic impulse control and optimisation, Gaussian processes.

Professor Olivier Gossner

Game theory, economics of information, bounded rationality and complexity.

Professor Jan van den Heuvel

Graph and matroid theory; applications and algorithmic aspects of graph theory; mathematical aspects of frequency assignment problems; mathematical aspects of networks; discrete mathematics in general.

Dr Rachel Kirsch

Combinatorics and graph theory, especially enumerative extremal graph theory and combinatorics on words.

Dr Andrew Lewis-Pye

Logic, computability, algorithms, randomness, game theory, agent based models, networks.

Dr Arne Lokka

Probability and financial mathematics, with special emphasis on hedging and pricing of derivatives, utility maximization and market equilibrium, real investment decisions under uncertainty.

Professor Adam Ostaszewski

Mathematical finance, in particular real options and accounting theory, including corporate disclosure policy. Bargaining theory.

Dr Katerina Papadaki

Approximate dynamic programming algorithms; cooperative game theory; discrete optimization; network games; network optimization; patrolling games; reoptimization; robust optimization; routing; scheduling; shortest path tree games; stochastic dynamic programming; stochastic programming; transportation; wireless network problems.

Dr Johannes Ruf

The modelling of dynamic systems that arise in finance and economics.

Dr Amol Sasane

Mathematical control theory, Operator theory and Complex analysis.

Dr Robert Simon

Game theory (stochastic games, games of incomplete information), shellability (simplicial complexes), matroids.

Professor Jozef Skokan

Extremal set theory, probabilistic combinatorics, quasi-random structures, discrete geometry, graph theory, topics in theoretical computer science, combinatorial games, and mathematical modelling of natural phenomena.

Professor Gregory Sorkin

Combinatorial optimization, Phase transitions in random structures including random graphs and random formulae, Average-case analysis of algorithms, Exponential-time algorithms, Graph theory, combinatorics, and the probabilistic method, Applications in operations research, auctions, biology, physics, and other areas.

Professor Konrad Swanepoel

Combinatorial and discrete geometry; axiomatic geometry; finite geometries; geometry of finite-dimensional Normed Spaces; geometric shortest networks, such as Steiner Minimal Trees and the Fermat-Torricelli Problem; extremal combinatorics.

Dr Lázló Végh

Combinatorial optimisation related to connectivity, flows, matchings and matroids, and also applications to areas such as mathematical economics, algorithmic game theory and network design.

Dr Luitgard Veraart

Financial mathematics, particularly, optimal investment problems, stochastic volatility models, pricing of derivatives, risk management in financial markets.

Dr Victor Verdugo

Approximation algorithms, convex optimization techniques for hard combinatorial problems, online selection problems, social networks, algorithmic aspects of representation

Professor Bernhard von Stengel

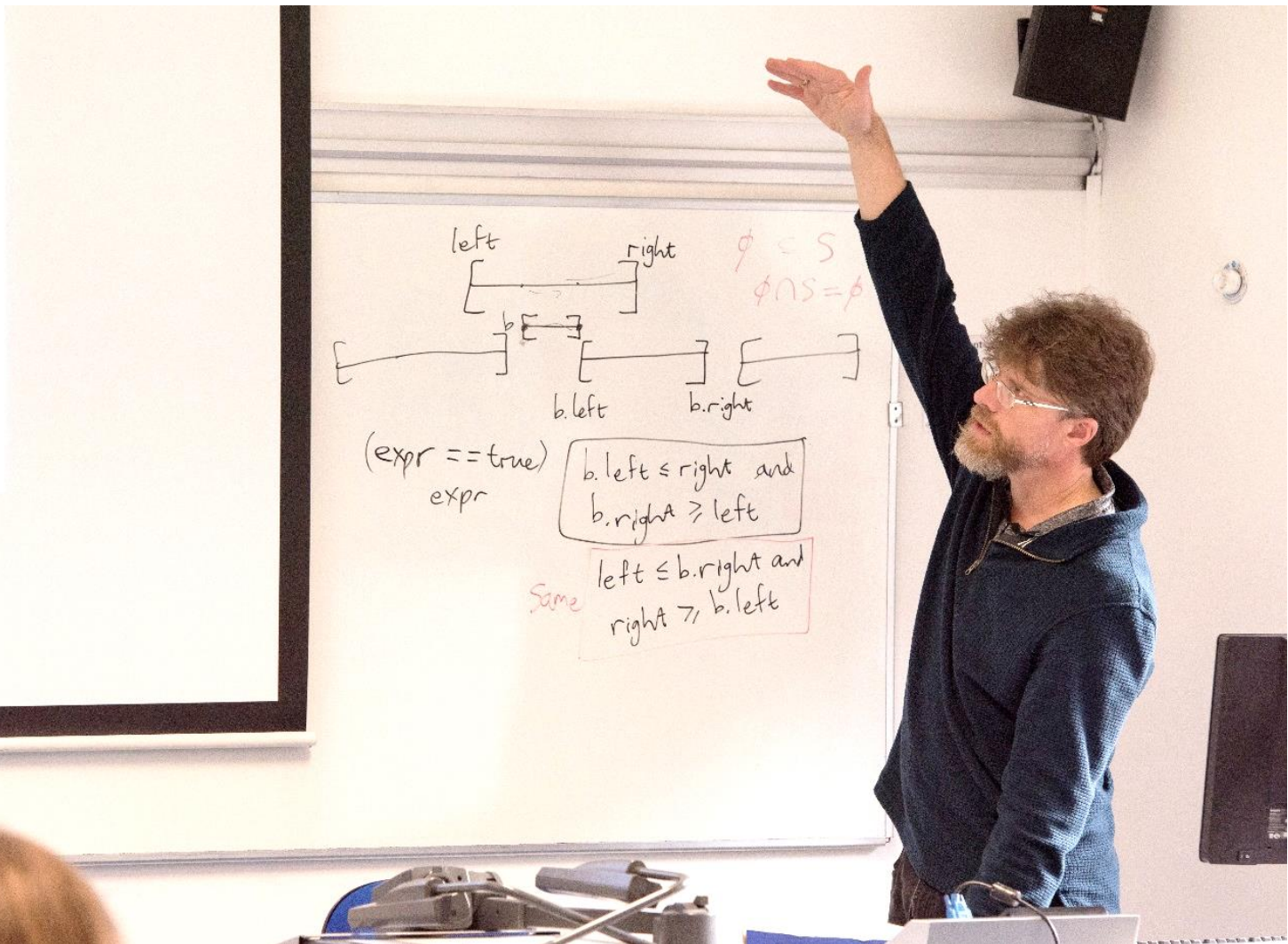
Game theory (efficient computation of equilibria, theory of online algorithms), extensive form games, correlated equilibria, pivoting algorithms in linear programming and linear complementarity, polytope theory.

Professor Mihail Zervos

Stochastic analysis, stochastic control and optimisation, optimal stopping problems, valuation of investment decisions and investments in real assets, options of American type, derivative pricing in incomplete markets, weather derivatives.

Dr Giacomo Zambelli

Combinatorial optimisation; integer programming; mathematical programming; operations research.



Studying and Academic Support

Your Academic Mentor

At the start of term all students will be assigned an Academic Mentor. Your Academic Mentor will:

- Provide you with academic guidance and feedback on your progress and performance.
- Discuss any academic problems you may be experiencing.
- Provide pastoral support on non- academic issues and refer you, as necessary, to the appropriate support agencies within the School.
- Meet with you regularly and maintain regular contact with you outside of meetings via email and other appropriate methods.
- Likely be one of the people that will write reference letters for you in future, so it is important that they get to know you well.

During Welcome Week, you must see your Mentor to discuss and agree your choice of courses. After this initial meeting, you should arrange to see your Mentor at least once or twice in each term.

Mentors will be able to discuss with and advise you regarding a range of academic and pastoral issues. These can include academic progress; course choices; deferral; examinations; and personal circumstances. Academic Mentors are also one of the first faculty points of contact for you if you are facing difficulties with your studies. Academic Mentors will treat all information you give them with the appropriate level of confidentiality, although sometimes it may be necessary for your Mentor to discuss information with other relevant members of staff.

Note that your Academic Mentor is not responsible for assisting you with administrative problems. If something is wrong with your registration, timetable, etc., you should contact the Student Services Centre or the MSc Programmes Manager in the Departmental Office (COL 4.01).

Programme Director

The Programme Director for the MSc in Financial Mathematics for this year is Dr Arne Lokka (MT) and Dr Johannes Ruf (LT and ST). The MSc Financial Mathematics Exam Sub-Board Chair for this year is Dr Pavel Gapeev.

The Programme Director is in overall charge of the tutorial system, and is also responsible for monitoring the progress of students. He has to approve all course choices, as well as any special arrangement requests. In most cases you should consult your Academic Mentor before seeing the Programme Director. If you have difficulties communicating with your Academic Mentor, you can contact the Programme Director to discuss the situation further. In exceptional circumstances, where you feel the Programme Director is unable to help, you are welcome to instead consult the Head of Department or even LSE's Senior Student Adviser.

Lectures, Seminars and Classes

Courses in Mathematics taught by the Department of Mathematics are taught by means of lectures, seminars and classes. For each course there are usually two lectures per week during the two main teaching terms (most half-unit courses run for one term/11 weeks of teaching). For each course, you will also be assigned to a class or seminar once a week and presided over by a class teacher. Classes normally start in week two of the term. Teaching arrangements on courses run by other departments may be different.

Attendance, Interruption, Deferral and Withdrawal

According to School regulations, attendance at classes/seminars is mandatory and registers will be taken (**Visa holders** should note that the School is required to report non-attendance to the UK Border Agency, so please take this seriously).

If you experience any difficulties during your time at LSE, you should make sure that you keep in regular contact with your Academic Mentor. They will be able to help signpost you to appropriate services within the School or that you receive the support to enable you to continue studying successfully.

For more information, please see Section 2.

Equity, Diversity and Inclusion Representatives

The School's commitment to equity, diversity and inclusion is one of its six strategic priorities and one of the core principles set out in the School's Ethics Code. The Department of Mathematics' equality officer is Dr Albina Danilova and Dr Luitgard Veraart. For more information please see here:

lse.ac.uk/Mathematics/EDI

Staff-Student Liaison Committee (SSLC)

At the start of the year you will be asked if you would like to represent your Year on the Staff Student Liaison Committee (SSLC). These are important committees as they provide a forum for feedback from students on their programmes and for discussion of issues which affect the student community as a whole. The role of an SSLC representative is therefore central to ensuring that courses and programmes in the School work efficiently; those elected or chosen as a representative will be given training.

The SSLC also elects one representative to attend the relevant School-level Students' Consultative Forum. More information on the Consultative Forum can be found here:

lse.ac.uk/studentRepresentation/home.aspx

Postgraduate Study Room

The Department of Mathematics has a study room that is available to you. This room is **COL.2.09** (on the 2nd floor of Columbia House) and is available 07:00-00:00 on weekdays, and 08:00-22:00 on weekends. You will need your ID card for access to the building and to the room.

Presentation Ceremonies

The Graduation Ceremony for MSc Financial Mathematics students normally takes place in July. The ceremonies are held on campus in the Peacock Theatre. The Student Services Centre emails invitations, which include details of the ticket booking process, are emailed to eligible undergraduate and taught postgraduate students 5-6 months before the ceremonies are scheduled to take place. The ceremony itself usually lasts 60-80 minutes and is immediately followed by an on-campus drinks reception. For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see here: lse.ac.uk/ceremonies



Programme Structure

This programme is a 10 month programme. Students must take five compulsory 0.5 courses and optional courses to the value of 1.5 units as shown.

There is also a two-week compulsory pre-sessional course: 'MA400 September Introductory Course' relating to MA415 and MA417. In addition, the MA432 C++ Programming course is also compulsory, as it is a pre-requisite for MA417.

Paper	Course	Course Title
1	MA415	Mathematics of the Black and Scholes Theory (0.5)
2	MA416	The Foundations of Interest Rate and Credit Risk Theory (0.5)
3	ST409	Stochastic Processes (0.5)
4	FM413	Fixed Income Markets (0.5)
5	MA417	Computational Methods in Finance (0.5)
6	One of the following:	
	MA402	Game Theory I (0.5)
	MA411	Probability and Measure (0.5)
	MA414	Stochastic Analysis (0.5)
	MA418	Preferences, Optimal Portfolio Choice, and Equilibrium (0.5)
	MA420	Quantifying Risk and Modelling Alternative Markets (0.5)
	ST440	Recent Developments in Finance and Insurance (0.5)
7 & 8	Two of the following:	
	FM402	Financial Risk Analysis (0.5)
	FM404	Forecasting Financial Time Series (0.5)
	FM429	Asset Markets (0.5)
	FM430	Corporate Finance and Asset Markets
	FM441	Derivatives (0.5)
	FM442	Quantitative Methods for Finance and Risk Analysis (0.5)
	FM445	Portfolio Management (0.5)
	FM472	International Finance (0.5)
	ST422	Time Series (0.5)
	ST426	Applied Stochastic Processes (0.5)
	ST429	Statistical Methods for Risk Management (0.5)
	ST448	Insurance Risk (0.5)

Further half unit(s) from any MA4** courses or any other appropriate MSc course can be selected, subject to the approval of the Programme Director and Teacher responsible for the course. You can also choose further half unit(s) from those listed under Paper 6.

Students can also take MA422 Research Topics in Financial Mathematics, a non-assessed course taken in addition to the required five compulsory half-unit courses and optional courses to the value of one-and-a-half units detailed above.

Timetables

Details about provisional timetables can be found on the School's website lse.ac.uk/timetables/

At the moment this covers only lectures, as class timetables will not be available until the first week of term.

Choosing Your Courses

There are many places where you can get information about the content of the courses available to MSc Financial Mathematics students. The official course guides can be online in the LSE Calendar:

lse.ac.uk/resources/calendar/Default

Once you have decided what courses to take, you should enter your selection online in LSE For You: lfe.lse.ac.uk. Your selection will need the approval of your Academic Mentor. If you want to choose a course outside those listed in the regulations for your degree, you will also need the approval of the Programme Director. Until your choices have been approved, you won't be officially registered for a course, and you won't be assigned a class for the course. Most lecturers will use the first lecture of their course to give an introduction and a general overview.

Please note that course choices must have been made by the start of Week 3 (15th October) by midday.

If you wish to amend your course choice after the online system has been switched off, you will need to request this via a 'late course change' form, which is available from the Student Services Centre.

Seminar and class registration for postgraduate students is coordinated by the Department teaching the course. Therefore if you have any queries, please contact them directly.

For more information on timetables, please see this link: lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/home.aspx

Timetable Outline

The table below indicates which term(s) relevant courses will fall under during the 2018/9 academic year. You will notice that most courses only take place in a single term, with a few exceptions. Compulsory courses are underlined.

Michaelmas Term	Lent Term
MA402: Game Theory I	
MA411: Probability and Measure	
<u>MA415: The Mathematics of the Black and Scholes Theory</u>	MA414: Stochastic Analysis
	<u>MA416: The Foundations of Interest Rate and Credit Risk Theory</u>
	<u>MA417: Computational Methods in Finance</u>
MA420: Quantifying Risk and Modelling Alternatives Markets	MA418 Preferences, Optimal Portfolio Choice, and Equilibrium
<u>MA432 C++ Programming (non-assessed)</u>	
FM402: Financial Risk Analysis	
FM429 Asset Markets	
	FM430 Corporate Finance & Asset Markets
FM442: Quantitative Methods for Finance and Risk Analysis	
	FM404: Forecasting Financial Time Series
	<u>FM413: Fixed Income Markets</u>
	FM441: Derivatives
	FM445: Portfolio Management
	FM472: International Finance
<u>ST409: Stochastic Processes</u>	
ST422: Time Series	
	ST426: Applied Stochastic Processes
	ST429: Statistical Methods for Risk Management
	ST440: Recent Developments in Finance and Insurance
	ST448 Insurance Risk

Assessment

This section is about the various forms of assessment that you might encounter during your studies for the MSc programme.

- **Formative assessment** takes place on all courses, but **does not** count towards your final results. In mathematics courses, this will usually take the form of 'exercises'.
- **Summative assessment** can take several different formats, and **does** count towards your final results. Most MSc courses are primarily assessed by an unseen written exam in the Summer Term. A half unit course is usually assessed by a two-hour exam and a full unit course by a three-hour exam. Please note in order to be considered for a degree, a student must have attempted and completed all components of summative assessment as outlined in the Taught Masters regulations at the following link: info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/SchemeTaughtMasters.pdf

A number of courses, including the compulsory course MA417 Computational Methods in Finance, have assessed coursework as part of the final assessment, in addition to the exam. Assessed coursework may come in a variety of formats, and you are advised to check the course guide for each course to see what format the assessment takes.

Assessed Coursework

In some courses, you will be set one or more pieces of coursework, project or assignments as part of the summative assessment of that course. The lecturer responsible for the course will tell you the nature of any assessed coursework at the beginning of teaching. They will also mention roughly when the coursework will be set, and the due date for coursework submission.

Assessed coursework is marked according to the same strict procedures as the formal written examinations in Summer Term. It therefore involves a second Examiner as well as the Department's External Examiner. The marking of coursework is done anonymously. This means that coursework must be handed in formally to the Mathematics Departmental Office, and not to the lecturer of the course. You will be required by the Office to complete a submissions sheet and sign a plagiarism statement for each piece of coursework you are handing in. The Office will then pass on your work identified only by your Examination Candidate Number.

Therefore, please remember not to write your name or Student ID Number on any piece of assessed coursework you are submitting – only your **Examination Candidate Number** which can be found on LFY. The Departmental Office will keep a record of Candidate Numbers and names to ensure that a proper record is kept of the submission of coursework.

Please note, *students that do not submit their summative coursework* will be considered not to have completed the degree as set out in paragraph 35 of the [General Academic Regulations](#) .

Coursework

There are specific assessment criteria for dissertation and extended pieces of assessed coursework. Smaller pieces of assessed coursework are likely to resemble homework exercises in style and nature, and one purpose of the marking and grading of these earlier in the course is to inform students about what is expected from them in assessed coursework, as well as examinations.

Coursework will be assessed on accuracy and understanding of the material. It is LSE Policy that students should be given some feedback on assessed coursework; this will often be in the nature of 'collective feedback', i.e. indications of common errors and parts of questions that were answered particularly well or badly. The exact format of such feedback is at the discretion of the lecturer for that course.

Examinations

Most of the courses you will take as part of your degree will be in mathematics. Other subjects have their own traditions and arrangements for assessment, and students are directed to the appropriate Departments to find more about these.

Mathematics courses at LSE are assessed primarily by means of written, unseen, closed- book examinations, although occasionally some courses include a specified amount of assessed coursework. The Department of Mathematics has general guidelines on assessment criteria, which provides broad descriptions of the meaning of marks awarded on our examinations (see links below). Those unfamiliar with the UK system might also find the information here to be useful:

lse.ac.uk/maths/Courses/Exam_guidance.aspx

lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsForTaughtMasters_InOrAfter2009-10.pdf.

Also informative is the national 'QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research', available at: qaa.ac.uk/en/Publications/Documents/SBS-Mathematics-15.pdf. Whilst primarily aimed at undergraduate courses, much of what they say will also apply at graduate level.



Penalties for Late Submission of Coursework and Plagiarism

The School has a clear and strict policy on the late submission of any assessed coursework that counts towards your final degree marks. This information is laid out in paragraphs of the Regulations for Taught Masters Degrees, which can be found on the following link:

lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsForTaughtMasters_InOrAfter2009-10.pdf.

Regarding plagiarism and citations, please see Section 2 for the School's notes on plagiarism. The LSE Library offers classes and an online guide in citing and referencing. EndNote is installed on LSE computers and is available to buy from the IT Helpdesk on the 1st floor of the Library.

For guidance from within the Department of Mathematics, refer to Section 4 of Professor Bernhard von Stengel's dissertation guide: tiny.cc/lsemathsdissertationguide/

- All students must be given clear written instructions on what is required for assessed coursework and dissertations, and the deadline for submission.
- If a student misses the deadline for submission he/she should first discuss the matter with the course teacher. If a student believes he/she has good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), he/she may seek a formal extension, to be ratified by the Chair of the appropriate Sub-Board of Examiners.
- Extensions will be granted only where there is good cause backed by official supporting evidence (e.g. medical certificate), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English. Any extension granted must be confirmed in writing to the student.

If a student fails to submit by the set deadline (or extended deadline appropriate) the following penalty will apply:

Five marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.



Assessment Criteria

The Department also has the following general guidelines on assessment criteria, which provides broad descriptions of the meaning of marks awarded on our examinations.

Mark (%)	Grade Descriptor	Characteristics
1-9	Bad Fail	<ul style="list-style-type: none"> Nothing presented or completely incorrect information or answers contain nothing at all of relevance No evidence of understanding No competence in core basic techniques of the subject
10-19	Bad Fail	<ul style="list-style-type: none"> Very little information or information that is almost entirely incorrect or irrelevant Very little evidence of understanding Very little competence in core basic techniques of the subject
20-29	Fail	<ul style="list-style-type: none"> Little understanding evidence Very limited competence in core basic techniques of the subject
30-39	Fail	<ul style="list-style-type: none"> Some understanding evident, but no ability to grapple with anything other than a limited range of very routine questions Limited competence in core basic techniques of the subject or competence only in a small part of the material
40-49	Fail	<ul style="list-style-type: none"> An acceptable demonstration of a basic understanding of and competence in the subject Some knowledge of, and application of, relevant methods and techniques A basic range of information and knowledge deployed, with some areas of inaccuracy
50-59	Pass	<ul style="list-style-type: none"> A sound understanding of the subject Knowledge of, and some application of, relevant methods and techniques A stand, and largely accurate, range of information and knowledge deployed May demonstrate ability to grapple with standard problems, but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject
60-69	Merit	<ul style="list-style-type: none"> A clear understanding of the subject Competent application of relevant methods and techniques Wide and accurate range of information and knowledge deployed Some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject

70-79	Distinction	<ul style="list-style-type: none"> • A thorough understanding of the subject • Deft application of relevant methods and techniques • Extensive range and consistent accuracy of information and knowledge • A significant capacity to solve more unusual or demanding questions, involving application of thorough understanding of the subject and its methods
80-89	Distinction	<ul style="list-style-type: none"> • A deep understanding of the subject • Mastery of relevant methods and techniques • Highly extensive range and consistent accuracy of information and knowledge • An impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods
90-100	Distinction	<ul style="list-style-type: none"> • A comprehensive and deep understanding of the subject • Mastery of relevant methods and techniques and an ability to deploy them with flair • Very extensive range and consistent accuracy of information and knowledge • An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods

Feedback

Lecturers are available in their office hours to discuss coursework. Class teachers are on hand to answer queries throughout the term and also hold office hours for this purpose. They can offer assistance with queries and give feedback on how you progress. Class teachers and Academic Mentors also give specific written feedback on LSE for You at the end of Michaelmas and Lent term. Submitting all your homework for marking is also an excellent way of ensuring you get regular feedback.

What is feedback?

- It is part of learning – providing you with ideas and information about how to improve your work
- It is a dialogue – between you and all those other people you come across in your learning, who help you develop and understand ideas.
- It is a joint responsibility – you need to be an active player, not a passive recipient!
-

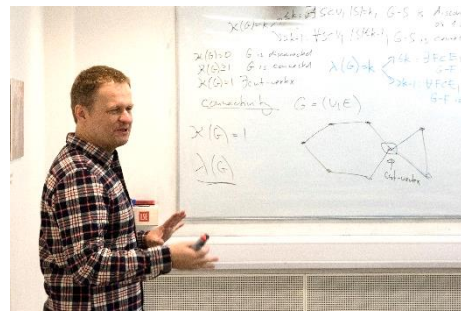
How can feedback help you?

- It helps you improve the particular assignment you are working on.
- It gives you useful pointers for subsequent work.
- It helps you understand the criteria that will be used to assess you in exams and coursework, where the grade counts towards your degree result.
- It motivates you to reach your potential.

How is feedback provided?

You will get feedback on all sorts of work:

- Problem sets
- Mock exams, 'exam type' assignment and tests
- Your contributions to class discussions
- Your participation in Moodle discussion forums
- Questions you raise in lectures or online
- Class presentations
- Course essays
- Group projects
- Your work overall throughout the term



Feedback comes in many different forms:

- Written comments on work you've handed in
- Direct oral feedback from your class teacher
- Group feedback from your lecturer
- Information feedback from discussion with fellow students and teachers
- Online feedback



Feedback comes from a variety of sources

- Your class teachers and lecturers
- Your Academic Mentor
- Fellow students on your courses/programme
- Fellow students in your Hall/housing/neighbourhood



Useful Links

The following links contain information that you will find particularly useful, as well as being course specific:

MSc Financial Mathematics Programme Regulations:

lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2017_MScFinancialMathematics.htm

Scheme for the Award of a Taught Master's Degree:

lse.ac.uk/intranet/LSEServices/TQARO/Calendar/SchemeTaughtMasters.pdf

Department of Mathematics Website:

lse.ac.uk/Mathematics

Personal and Professional Development

There are many ways in which LSE supports the personal development and wellbeing of students – both on and off campus.

In terms of events, there are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. You can find more information on the links below:

lse.ac.uk/counselling

info.lse.ac.uk/staff/divisions/Teaching-and-Learning-Centre

Student Wellbeing Service: One to One Support

LSE's Student Counselling Service offers bookable one-to-one appointments and daily drop in sessions. The Peer Support Scheme enable students to talk with fellow students if they have any personal worries:

lse.ac.uk/peersupport/

The Disability and Wellbeing Service provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments: lse.ac.uk/disability/

Language Centre Courses

English Language Support

If English is not your first language, the Language Centre is on hand to give you advice and support throughout your time at LSE. The support is free and starts as soon as your main programme starts. There are specific classes for academic units and information sessions are held during the first days of term to advise you on the most appropriate classes to take. Please see this link for more information on the English for Academic Purposes (EAP) In-Sessional Support Programme: lse.ac.uk/languages/

Foreign Language Courses

The Language Centre offers a number of extracurricular language courses. Courses usually run from October through to April and registration begins in September. Details can be found via the link below:

lse.ac.uk/language/ModernForeignLanguages/Certificate/MFLCertificateHome.aspx

MSc Mathematics students wishing to pursue one of these courses can apply for financial support by contacting Edward Perrin on e.perrin@lse.ac.uk. Funding is given on a first-come-first-served basis in Week One.

Women in Mathematics Seminar Series

The London Mathematical Society for some years has run “Women in Mathematics” seminars and events to help promote the careers of women in mathematics and to provide support, advice and networking opportunities. The Department of Mathematics will be supporting its staff and students in a similar way by running a termly lunchtime academic and professional development seminar series which focuses on issues of particular interest to women in Mathematics. For each seminar we invite a prominent female mathematician to introduce their area of research or career to our students and discuss other issues of relevance to the group. While our female UG, MSc, PhD students and academic staff are especially encouraged to attend these seminars, everybody is welcome.

These seminars will be held on Wednesday afternoons when there is no timetabled teaching. Look out for an invitation from your Programme Manager confirming the dates and times to book your place. It will also be advertised on the Mathematics Department’s Events and Seminars web pages.

LSE Careers

LSE Careers works closely with postgraduate students from the Department of Mathematics. They are a very active service offering a wide range of seminars, employer presentations, fairs and face-to-face appointments to help you at every stage of the career planning process; from deciding what you want to do to preparing for interviews and settling into your first job. As your course only lasts a year, it’s best to get started on your career planning almost as soon as you arrive to increase your understanding of different career areas and to maximise the opportunities open to you. The very popular Banking and Finance and Consultancy careers fairs all take place in the first few weeks of term so make sure you register so you don’t miss out!

LSE Careers also work with the Department to offer events specifically for Mathematicians. These include the very popular ‘What can you do with an LSE Mathematics degree?’ panel and networking lunch, and ‘Meet the Alumni’ – a careers networking evening specifically for MSc students. There are also employer led workshops covering specialised occupational areas and application processes, including technical finance interviews and psychometric testing.

LSE attracts top recruiters from many sectors who use our vacancy board to advertise hundreds of internships, voluntary, part-time and graduate positions. You can access the vacancy board, book appointments and attend events through LSE CareerHub at careers.lse.ac.uk. The LSE Careers website and blog are also full of tips, advice and information about every stage of the career process, from CV writing to interviews, and information about a wide range of employment sectors (including banking, finance, accountancy, actuarial and consultancy) and international careers: info.lse.ac.uk/current-students/careers/

LSE Careers also maintains a website where you can find out what LSE graduates from Mathematics have gone on to do: info.lse.ac.uk/Current-Students/Careers/What-graduates-do/.

LSE Volunteer Centre

The LSE Volunteer Centre is also based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part time internships with charities. You can find out more, as well as tips and advice about volunteering, on the LSE Volunteer Centre website: lse.ac.uk/volunteercentre

Advisers to Students

The School has specialist students' advisers, who are available to discuss issues of concern to current students in the School and to offer advice and support to students with personal problems. For information the scheme, please contact the Advice Team in the Student Services Centre: ssc.advice@lse.ac.uk

Academic Awards and Prizes

The Department of Mathematics likes to celebrate the achievements of its students, both academic achievements and community focused. The following prizes are available to be won by MSc Financial Mathematics students during their time at LSE.

Joseph Abraham Prize

This prize is named after Joseph Abraham who was a student on the MSc Financial Mathematics programme 2010-11 who sadly died. He achieved a distinction grade for his studies and made a positive contribution to his cohort, so in his memory the Department and Joseph's family established this award. It will be awarded annually to the student who has shown Outstanding Achievement in their studies on the MSc Financial Mathematics programme, and the prize consists of £200 and a book.

More information on the prize and previous winner can be found here: lse.ac.uk/Mathematics/Current-Students/Prizes/Joseph-Abraham-Prize

John Ying Wah Gibson Prize Fund

The fund is named in memory of John Ying Wah Gibson, a BSc Mathematics and Economics graduate from 2009, who passed away whilst running the Singapore Marathon in December 2016. John is remembered as a dedicated student who made excellent contributions to his cohort, in particular in offering support to his fellow students. The fund comprises of two awards, which are **The John Ying Wah Gibson Citizenship Prize** and **The John Ying Wah Gibson Voluntary Work Award**, which students can apply for or nominate other students for. These prizes are open to all Mathematics student over undergraduate and postgraduate programmes.

More information can be found here: lse.ac.uk/Mathematics/Current-Students/Prizes/John-Ying-Wah-Gibson-Prize



Library and IT Services

LSE Library

Your LSE Student Card is also your Library Card. No additional registration with the Library is required, but you will need your PIN to borrow books. You can set this up on LSE For You.

To search the Library catalogue, please use this link: catalogue.lse.ac.uk/

Information on how to use Library services, as well as information on Clive Wilson - our Academic Support Librarian - can be found on the links below:

lse.ac.uk/library/usingTheLibrary/

lse.ac.uk/Library/Learning-support/Academic-Support-Librarians/



IT Services

The LSE has a growing number of computers in computer classrooms, open access computer areas and computer rooms in student residential halls. All public computer rooms and areas have printing facilities, though the opening hours vary. These are all available to you in various buildings and areas across LSE, but you can also access the LSE Network from your own laptop/computer. Information on this can be found here: lse.ac.uk/intranet/LSEServices/IMT/guides/connectingToLseNetwork.aspx

For information on the School's rules and regulations for IT use, please see this link: lse.ac.uk/intranet/LSEServices/policies/

The Student IT Help Desk is available on the first floor of the Library. You can visit them in person or email imt.helpdesk@lse.ac.uk for any IT support issues.

For more information on the Information Management and Technology office, please see the link: lse.ac.uk/imt/

Useful Information

Location of Departments

Finance	Old Building – 3 rd Floor	020 7955 7736	finance@lse.ac.uk
Language Centre	20 Kingsway – Ground Floor	020 7955 6713	languages@lse.ac.uk
Mathematics	Columbia House – 2 nd , 3 rd and 4 th Floors	020 7655 7732	Maths.Info@lse.ac.uk
Statistics	Columbia House – 5 th , 6 th and 7 th Floors	020 7955 7650/6879	statistics@lse.ac.uk

Important Telephone Numbers

Accommodation Office	020 7955 7531
Careers Office	020 7955 7135
Crime Reporting/Campus Security	020 7955 6200
Fees Office	020 7955 7765
Financial Support Office	020 7955 6609
IT Information and Help Desk	020 7107 5000
Library Enquiries	020 7955 7229
London Nightline (18:00-08:00)	020 7631 0101
LSE LIFE	020 7852 3580
Mathematics Main Office	020 7955 7732
Student Counselling Service	020 7852 3627
Student Services Centre	020 7955 6167
St Philips Medical Centre	020 7611 5131
Students' Union – Advice and Counselling	020 7955 7158

See also: lse.ac.uk/directory/staff/department.htm

Jargon Buster

Formative Assessment

Formative assessment is non-assessed, and is designed to prepare you for the summative/assessed piece of coursework that you will complete later in the course. The purpose is to provide you with an opportunity for feedback on your work. All courses include some kind of formative assessment and you will be given full information about the piece(s) of work by the course leader.

Summative Assessment

Summative assessment counts towards your final degree award. It may take the form of a written examination, an essay, presentation or a combination of two or three of these modes of assessment. The details of the summative assessment will be provided by your course leader.

Michaelmas Term

Otherwise known as Autumn Term, first semester or Fall Term, this is the first part of the academic year starting in September and finishing in December. You may see it written like this, or as **MT** on some of your course documents.

Lent Term

Lent Term is also known as Spring Term or second semester, and falls after the Christmas Break and the New Year. This usually lasts until the Easter Break, and after it is Summer Term.

The School

This may seem obvious, but if a member of staff says “the School” this is referring to LSE as a whole institution. Similarly, they may call it the university or just say LSE. All other names will refer to departments or divisions, which all form part of the wider School.

Director

Some other higher education institutions have Chancellors, Vice Chancellors or Presidents. Our equivalent here at LSE is a Director. Our Director is Dame Minouche Shafik who started with us in September 2017.

Programmes and Courses

At LSE, the term “programme” refers to your degree (e.g. MSc Applicable Mathematics), whereas ‘courses’ refer to the modules you take (e.g. MA417: Computational Methods in Finance).

Capped and Controlled Courses

Many graduate courses are designated as ‘controlled access’ due to limited places and/or prerequisites that are required in order to study the course.



Destinations of our Graduates

LSE

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Course Selection and Timetables

Your programme comprises a number of courses, which are usually worth half (0.5) or a full (1.0) unit. The number of courses you will take each year varies by programme but can be found at lse.ac.uk/calendar. You will need to select all of your courses, including any compulsory ones, in LSE for You.

How to select your courses

1. Find the courses you'd like to take

Go to 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 Supervisor 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.

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 classes.

Some departments have controlled access courses which means that places are limited. Different departments use different methods to allocate places, you can find more information about this at lse.ac.uk/courseSelection. If a controlled access course is compulsory for your programme you will need to select it but will be given a place automatically.

2. Select your courses in LSE for You

You will need to select your courses using LSE for You:

- Log into LSE for You using your LSE username and password
- Navigate to "Graduate Course Choice" in the menu and select "Graduate Course Choice – Student"
- Click on the "select or drop | accept or decline offers | withdraw requests" button
- Select the courses that you'd like to take from the available options. Compulsory courses will already have been ticked for you. If you are a part-time student you should untick the courses you are not taking this year.
- If a course that you wish to take is not listed then type the course code (e.g. AB456) in the box at the bottom and click "Fetch"

- If you have chosen a non-compulsory controlled access course you will be asked to enter a statement in support of your application if required. Not all courses need a statement; you can find out if a statement is required by visiting lse.ac.uk/courseSelection.
- You will also be given the opportunity to enter a supporting statement in support of your overall course choices. You are strongly recommended to complete this if your selection falls outside the regulations for your programme.
- You will be returned to the “Graduate Course Choice – Student” summary page and automatically registered for any non-controlled access courses and any controlled access courses that are compulsory for your programme.
- Wait for any requests to take controlled access courses to be considered by the teaching department(s). You will be notified at your LSE email when they make a decision. If you are offered a place act quickly because the offer will expire after 48 hours

3. Check your timetable and Moodle enrolments

Lectures will appear on your timetable as soon as you have successfully registered for the course. Some departments allocate students to seminars, and some departments allow students to sign up for seminars themselves. You can see which method is used for each of your courses in the Seminar Sign Up system in LSE for You. You will only be able to access Seminar Sign Up for a particular course once you have successfully registered for the course and once the department has made the course available for Seminar Sign Up.

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.

When to select courses

The postgraduate course selection system will open for browsing at the beginning of Welcome so that you can practice using the system (but remember that no changes will be saved!). It will open properly on the Friday before teaching starts. Course selections 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.

Graduate Course Choice opens for browsing at 10am on 24th September, and it opens fully on 28th September. GCC closes at 5pm on 15th October. For Lent Term course changes, you must complete this between 14th-25th January.

Changing seminar

You should either use Seminar Sign Up if it is enabled for your courses or contact the department responsible for teaching the course.

Can't see your timetable?

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

- You have not registered / re-registered for this academic year
- You have not selected the course in LSE for You
- Your seminar has been not yet been allocated by the relevant department

Access guide to LSE buildings

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

Getting help

There is more detailed information, contact details and answers to frequently asked questions online at lse.ac.uk/courseSelection.



Key Information

Registration

It is important 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.

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 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 as 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.

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. 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.

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 Term or Lent as appropriate. Summer Term interruptions are not possible. For more information visit 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 or conditions on transferring programmes, and sometimes transfers are not possible. 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.

Change of Mode of Study

If you are studying a Masters programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable, and your course selection will be amended according to programme regulations. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit lse.ac.uk/changeMode.

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.

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](#); [Regulations for Diplomas](#); [Regulations for Taught Masters Degrees](#); [Appeals Regulations](#); and [Regulations on assessment offences other than plagiarism](#) in the LSE Calendar at 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.

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.

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, 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

Advice Team

The SSC has a dedicate 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 ssc.advice@lse.ac.uk 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 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.



Student Representation

Staff Student Liaison Committees and Student Consultative Fora

At the start of the year you will be asked by your department if you would like to represent your programme on the Staff Student Liaison Committee (SSLC). These are important committees because they provide a forum for feedback on your programme and also a space to discuss issues which affect the student community.

The role of an SSLC representative is central to ensuring that courses and programmes at LSE work effectively. Training will be provided for all SSLC representatives. These forums are a great way for students to make their voice heard at LSE.

Each SSLC also elects one representative to attend the relevant Consultative Fora which are School-level forums. Here representatives from around LSE will discuss matters that impact on students.

Student Only Forums

The forums allow the Director to “feel the pulse” of LSE’s students and give you the chance to voice your concerns and raise suggestions. Look out for details of where and when forums will be happening.

Quality Assurance

Quality Assurance Strategy

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 at 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. The strategy is managed by the Teaching Quality Assurance and Review Office (TQARO).

Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conducts surveys to assess students’ opinions of teaching. Results relating to courses are made available through the course guides in the Calendar.

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 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, 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. 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. 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. Subject Guides are useful online introductions to finding resources, read yours at lse.ac.uk/library/subjectGuides.

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 or improve 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

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 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:

- Search for 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.

The LSE Volunteer Centre is part of LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. The Volunteer Centre advertise volunteering opportunities within LSE, at different charities across London and internationally. Positions range from one-off opportunities to part-time internships with charities. The annual Volunteering Fair takes place at the beginning of Michaelmas Term and is a great opportunity to meet a wide range of charities and get a feel for their work. You can find out more, as well as get tips and advice about volunteering at lse.ac.uk/volunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).

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 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 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

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.

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 Tower 3. This surgery will register most LSE students. For more information about the services offered and how to register please visit www.stphilipsmedicalcentre.co.uk or call 020 7611 5131.

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 pharmacists. 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.

There is lots more information about Health Care, including details about dentists and opticians, available at 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 host a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Aoga and Tai Chi. Class details can be found online at 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.

The Faith Centre Director and Chaplain to the LSE, Reverend Dr James Walters, can be contacted on 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.

Fees and Finance

Fees

All administration around your fees is handled by the Fees, Income and Credit Control Team.

LSE offers two options for payment of fees. You can either pay them in full prior to registration or by payment plan. If you have not paid your fees in full before you register you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

- 28 October 2018
- 28 January 2019
- 28 April 2019

If you do not know your fees please visit lse.ac.uk/tableoffees

Visit lse.ac.uk/feepayments to find out about the different payment methods available. Unfortunately, it is not possible for you to pay in person.

The Finance Hub is your one stop shop for fee administration, visit financehub.lse.ac.uk to:

- View your tuition fees
- Make payments
- Submit and track enquiries
- Present forms for confirmation and completion
- Request invoices and receipts

The Fees Office also run drop-ins in the Student Services Centre.

Financial Support Office (FSO)

FSO are responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes.

FSO can also provide information about funds such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at lse.ac.uk/financialsupport.

FSO hold drop-in sessions in the Student Services Centre, can be contacted by phone on 020 7955 6609 or by email at financial-support@lse.ac.uk.

Cheque Collection

Some payments are made using cheques.

If you are asked to collect a cheque then you can collect it from the Student Services Centre during normal opening hours (usual 11am to 4pm, Monday to Friday). You do not need to wait for a drop-in session.

Results and Classification

Results

Final 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, in LSE for You for students taking January exams and for students on 12 month masters programmes. For more information on how and when results are released visit 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 scheme are applied by the Boards of Examiners when they meet in July and November each year. You can find the classification schemes at 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.

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/degrecertificates.

For further advice or information, please visit lse.ac.uk/equityDiversityInclusion, see our blog, and follow us on Twitter [@EDLLSE](https://twitter.com/EDLLSE).

Exams and Assessments

Candidate Numbers

Your candidate number is a 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. 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.

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.

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.

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.

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, you should submit an Exceptional Circumstances Form. 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.

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. If you attempt to pass off the work of others as your own, whether deliberately or not, you are committing plagiarism. 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. 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.

Codes and Charters

LSE Academic Code

LSE has introduced a new Academic Code that sets out what we are doing to deliver a consistent student experience across the School and clarifies what students can expect from their LSE education.

The Academic Code brings together key principles that underpin students' education into a School-wide policy. Developed in partnership with LSE Students' Union, it sets the baseline to build on teaching standards, academic support, and assessment and feedback - areas that students have told us matter the most to them.

The code covers teaching; assessment and feedback; academic support and student voice. To find out more search online for "LSE Academic Code".

The Student 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, just search "LSE Student Charter".

Codes of Good Practice

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

They set out what you can expect from your department in relation to the teaching and learning experience. The codes cover areas like the roles and responsibilities of Academic Mentors and Departmental Tutors; the structure of teaching at LSE; examinations and assessments. The codes also lay out your responsibilities ie, what LSE expects of you. You can find the codes of practice at lse.ac.uk/calendar.

The Ethics Code

The Ethics Code details the principles by which the whole LSE community are 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.

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.

Equity, Diversity and Inclusion

To uphold the School’s commitment to equality of respect and opportunity, as set out in the Ethics Code, we will treat all people with dignity and respect, and ensure that no-one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, and social and economic background. In practice, this means we expect you to:

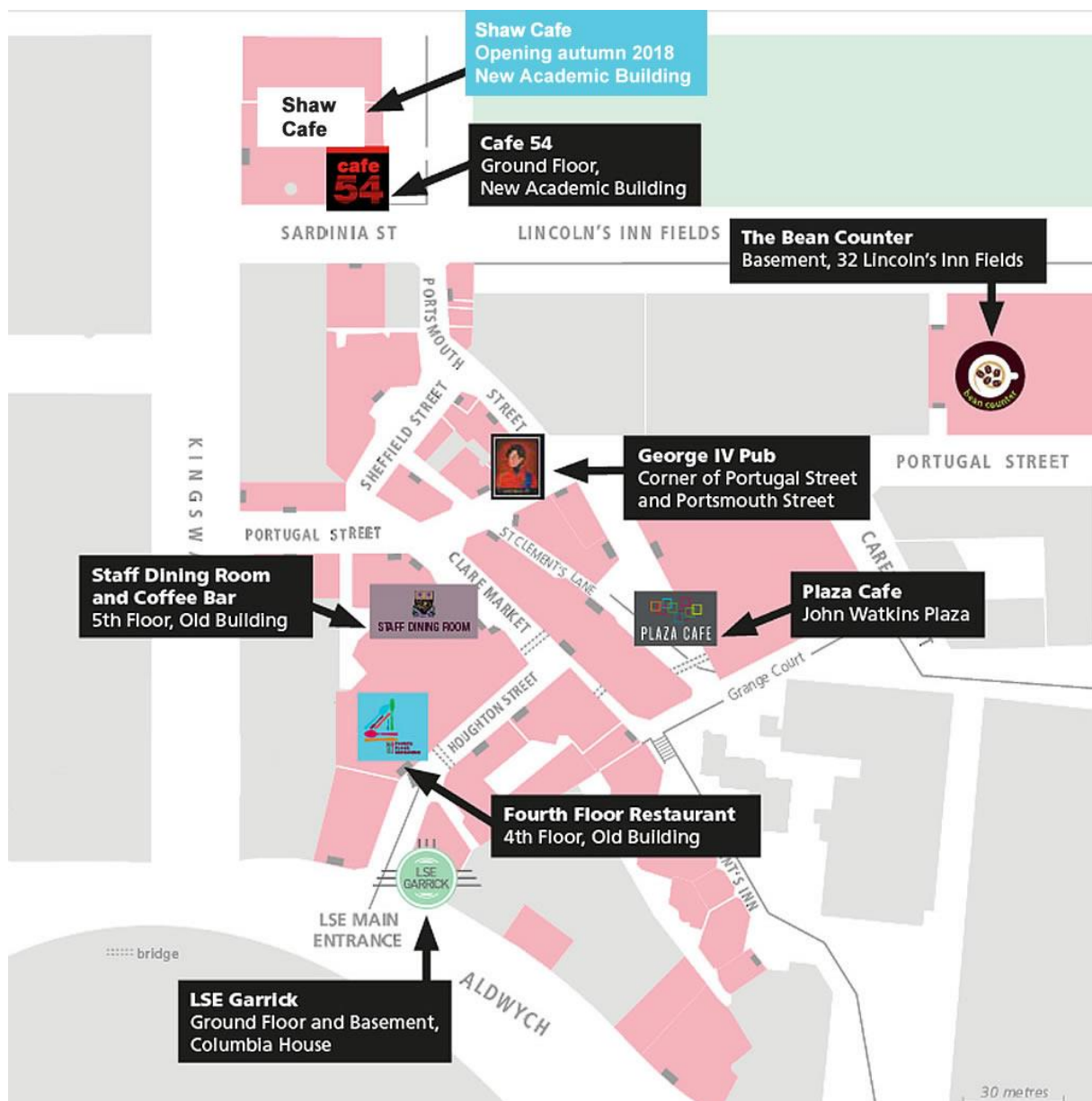
- Treat all members of the School community fairly and with respect
- Act courageously and openly, with respect for the knowledge and experience of others
- Play your part in creating an environment that enables all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity
- Actively oppose all forms of discrimination and harassment, including challenging and/or reporting unacceptable behaviour. Details of how to report bullying and harassment are available online at lse.ac.uk/reportit

LSE Catering Outlets

At LSE, we have a wide range of restaurants, cafes and bars for you to visit during your studies with us. The main restaurants are LSE Garrick and the Fourth Floor Restaurant. Our cafes and bars include:

- The Bean Counter
- Café 54
- George IV Pub
- Plaza Cafe

info.lse.ac.uk/current-students/estates-Division/Facilities-Guide/Food-and-Drink



Systems and Online Resources

Need IT help?

- Visit the IT help desk on the first floor of the Library
- Email it.helpdesk@lse.ac.uk
- Call 020 7107 5000.

The help desk is open seven days a week during term time and offers a range of services including a laptop surgery.

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.

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

Moodle

Moodle is LSE's virtual learning environment.

Moodle 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

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) 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 and login using your LSE username