



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# WELCOME TO LSE

DEPARTMENT OF  
MATHEMATICS

Undergraduate Handbook ■

# Key dates

## Term dates and School closures – Academic Year 2018/19

### 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

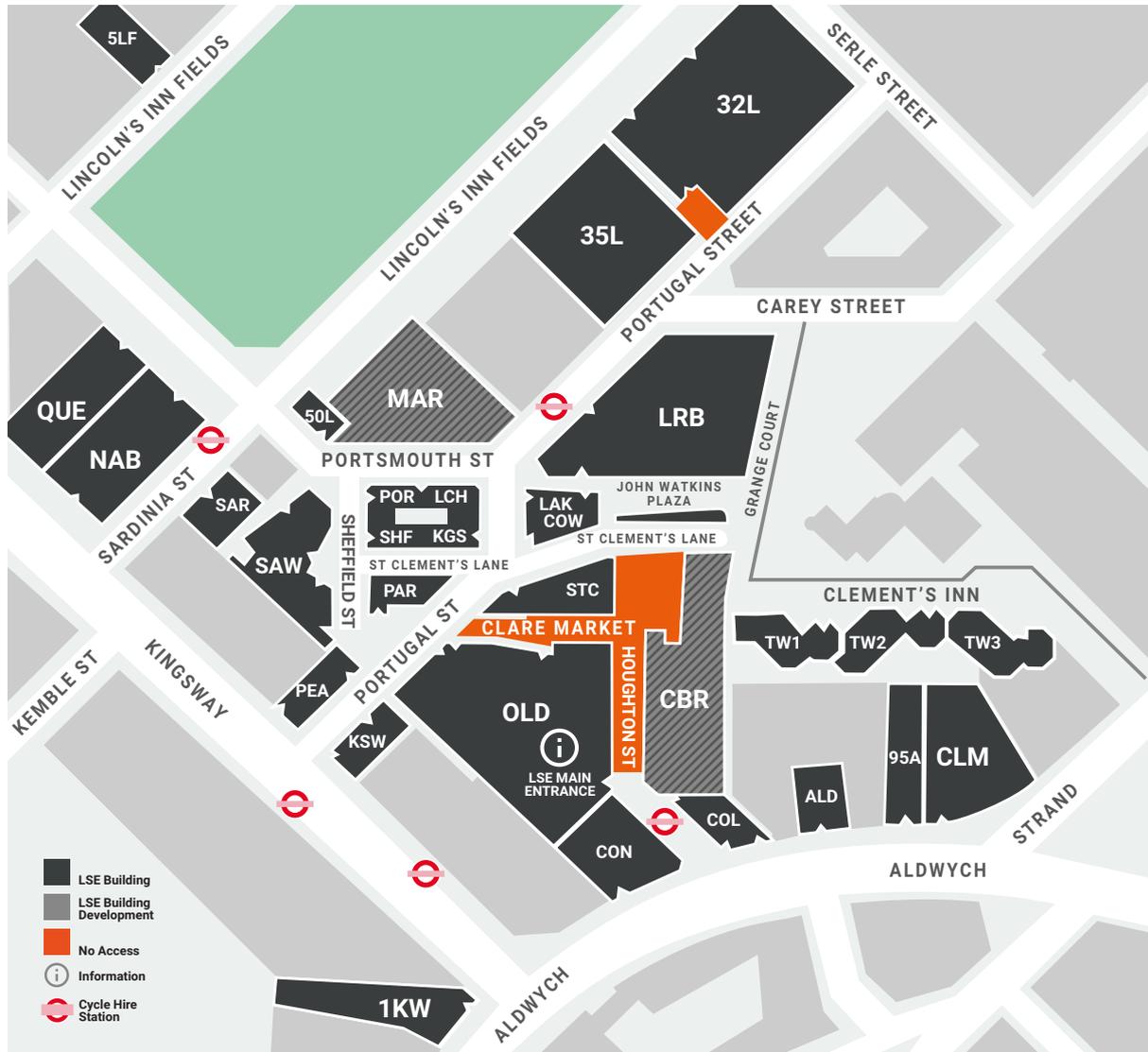
Monday 27 May 2019

### Summer Bank Holiday

Monday 26 August 2019

\* Some facilities, such as the Library, may open on some of these dates. The School will issue updates throughout the year.

# 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](mailto: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](https://lse.ac.uk/designunit))

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

# Section One: Contents

|  |           |
|--|-----------|
| <b>Welcome from the Head of Department</b>   | <b>2</b>  |
| <b>Key Staff</b>                             | <b>3</b>  |
| <b>About the Department of Mathematics</b>   | <b>5</b>  |
| <b>About the Programme</b>                   | <b>6</b>  |
| <b>Academic Support</b>                      | <b>9</b>  |
| <b>Assessment Criteria</b>                   | <b>16</b> |
| <b>Personal and Professional Development</b> | <b>19</b> |
| <b>Library and IT Services</b>               | <b>22</b> |
| <b>Useful Information</b>                    | <b>23</b> |
| <b>Jargon Buster</b>                         | <b>24</b> |

# 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 courses. 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](mailto:maths.info@lse.ac.uk)



**Professor Martin Anthony**  
Head of Department  
*Department of Mathematics, LSE*

# Key Staff



**Dr Tuğkan Batu (t.batu@lse.ac.uk)** is the Departmental Tutor for first years. For any academic queries relating to first year study, he will be your main contact.

Room: COL.4.04



**Dr Pavel Gapeev (p.gapeev@lse.ac.uk)** is the Departmental Tutor for second and third year students during Michaelmas Term.

Room: COL.4.10



**Professor Adam Ostaszewski (a.j.ostaszewski@lse.ac.uk)** is the Departmental Tutor for second and third year students during Lent Term.

Room: COL.4.06



**Jackie Everid (j.i.everid@lse.ac.uk)** is the Undergraduate 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

Rebecca Batey – Postgraduate 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

| NAME                           | ROOM     | EMAIL                      |
|--------------------------------|----------|----------------------------|
| Dr Peter Allen                 | COL 4.15 | 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         |

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)

# About the Department of Mathematics

The 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 Mathematics, Statistics and Business degree, which is run by the Statistics Department.

## Department Office

The Department's main office can be found on the 4<sup>th</sup> 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](mailto: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](http://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](mailto: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).

# About the Programme

Our department runs three undergraduate programmes: BSc Mathematics and Economics, BSc Mathematics with Economics, and BSc Financial Mathematics and Statistics. All our undergraduate programmes share their first year content. After this, the courses become more targeted to your degree subject.

## First year

In the first year for all undergraduate mathematics programmes, you will take the following full-unit courses:

1. EC100 or EC102 - Economics A or B
2. MA100 – Mathematical Methods
3. MA103 – Introduction to Abstract Mathematics
4. ST102 – Elementary Statistical Theory
5. LSE100 (Lent Term only)

EC100 or EC102 (course allocation dependent on Economics A-level or equivalent background), MA100 and ST102 are among the largest courses in the School, with over 600 first year students taking each of them. MA103 is a more specialist course, taken by about 180 students. For the Course Guide of each of these courses, see:

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

## Second and Third year

For the updated full list of courses for each undergraduate programme, please see the following links:

[lse.ac.uk/study-at-lse/Undergraduate/Degree-programmes-2018/BSc-Mathematics-and-Economics](http://lse.ac.uk/study-at-lse/Undergraduate/Degree-programmes-2018/BSc-Mathematics-and-Economics)

[lse.ac.uk/study-at-lse/Undergraduate/Degree-programmes-2018/BSc-Mathematics-with-Economics](http://lse.ac.uk/study-at-lse/Undergraduate/Degree-programmes-2018/BSc-Mathematics-with-Economics)

[lse.ac.uk/study-at-lse/Undergraduate/Degree-programmes-2018/BSc-Financial-Mathematics-and-Statistics](http://lse.ac.uk/study-at-lse/Undergraduate/Degree-programmes-2018/BSc-Financial-Mathematics-and-Statistics)

## And then...

At the end of your degree, you should be equipped to go on to a wide variety of careers, or you can continue your studies by choosing one of the many graduate degrees that may be available to you. These include MSc Applicable Mathematics, MSc Financial Mathematics, and MSc Operations Research and Analytics run by the Department of Mathematics.

## Timetables

All course choices, including any compulsory courses will need to be completed in LSE for You (LFY). Course choices need to be approved by the Academic Mentor so please ensure you discuss your options with them. You can choose your course **from 31<sup>st</sup> August 2018** for new students. The deadline to have completed this by is **15<sup>th</sup> October 2018**.

For further information on course choices visit [lse.ac.uk/coursechoice](http://lse.ac.uk/coursechoice). Here you will find links to the programme regulations, outlines of available course choices and a course guide for each course. You will also find tutorials on how to select courses, including information on how to select courses that are not listed in your programme regulations.

If you have made your course choices in LFY by the specified date, but cannot view a personal timetable this may be because you have a timetable clash. If this is the case you should see a message telling you the codes of the courses that are clashing. For further information on timetable clashes please see the timetables web page: [lse.ac.uk/intranet/diaryAndEvents/timetables/timetableClash.aspx](http://lse.ac.uk/intranet/diaryAndEvents/timetables/timetableClash.aspx)

If you make a change to your course choices after the publication date please allow three working days for the changes to appear on your timetable.

## Undergraduate study room

The Department of Mathematics has a study room that is available to you to use for both individual and group study. This room is COL.2.01, on the 2nd floor of Columbia House, and is available 09:00-18:00. You may need your ID card for access to the building and to the room.

## 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](http://lse.ac.uk/Mathematics/EDI)



# Academic support

## Personal Academic Advice

### The Role of the 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.

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; internships; 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.

All teaching staff hold weekly office hours, the times of which are available on the website, and are held during term time only. They give you the opportunity to see your Academic Mentor, and/or other teaching staff without an appointment.

### The Role of the Departmental Tutor

The Departmental Tutors are overall in charge of the advisory system, monitoring of academic progress of students, and are responsible for class changes and course transfers. They also decide whether approval can be given for selecting course options outside the normal regulations, and other special arrangements.

**In most cases, talk to your Academic Mentor before you see the Departmental Tutor.** For first year students, please contact Dr Tugkan Batu (COL.4.04) and for second and third year students, please contact Dr Pavel Gapeev (COL.4.10) MT or Professor Adam Ostasweski (COL.4.06) LT.

The Departmental Tutors are available during weekly consultation sessions, the appointments for which can be booked via the Departmental Office (COL.4.01). If you are not satisfied with your Academic Mentor, you can contact the Departmental Tutor to explain your concerns, and if necessary you can request to be assigned to a different Academic Mentor. If your Academic Mentor happens to be the Departmental Tutor, you should raise your concerns with Undergraduate Programmes Manager or the Head of Department.

## Lectures and Classes

### Attendance and Preparation

Teaching at LSE takes the form of lectures and classes. Most courses have two lectures per week during the two main teaching terms.

You will also be assigned to a class, which will meet each week and are presided over by a class teacher. This teacher will usually be a different person from the lecturer of the course. First year classes normally start in weeks 2 or 3 of the first term; the timetables and class lists for first year courses will be available by the first week of the Michaelmas Term. They can be viewed on the web at [lse.ac.uk/timetables](https://lse.ac.uk/timetables) or via LSE for You.

**Please note that classes are compulsory, and attendance records are held. If you are absent without reason for too many classes for a course, you may be barred from sitting the exam for that course.**

Class teachers record your attendance via LSE for You. If you miss more than one class, a warning email will automatically be generated and sent to you, your class teacher and your Academic Mentor. Class teachers have the option to record an 'absence with reason' in case a student had a good reason to be absent (illness, important appointments, etc.). Inform your class teachers if you have good reasons for missing a class.

Prepare thoroughly for classes. Even if you are struggling to solve the problems set in a homework assignment, be sure to check work carefully against your notes/textbook, particularly all of the concepts referred to in the question. For example, write out the definitions of the concepts in order to think them through, and identify any similar examples in the teaching materials.

This will help you to better understand the work done in the class. Above all, be proactive – ask the class teachers in their office hours for hints and explanations, and discuss questions with classmates. A problem shared is a problem halved!

### Class Changes

In addition to the information from the School in Section 2 about applying for permanent class change, in Mathematics for a one-off class change please try to attend another class group with your class teacher's permission. You also need to inform your Academic Mentor and the class teacher of your scheduled class.

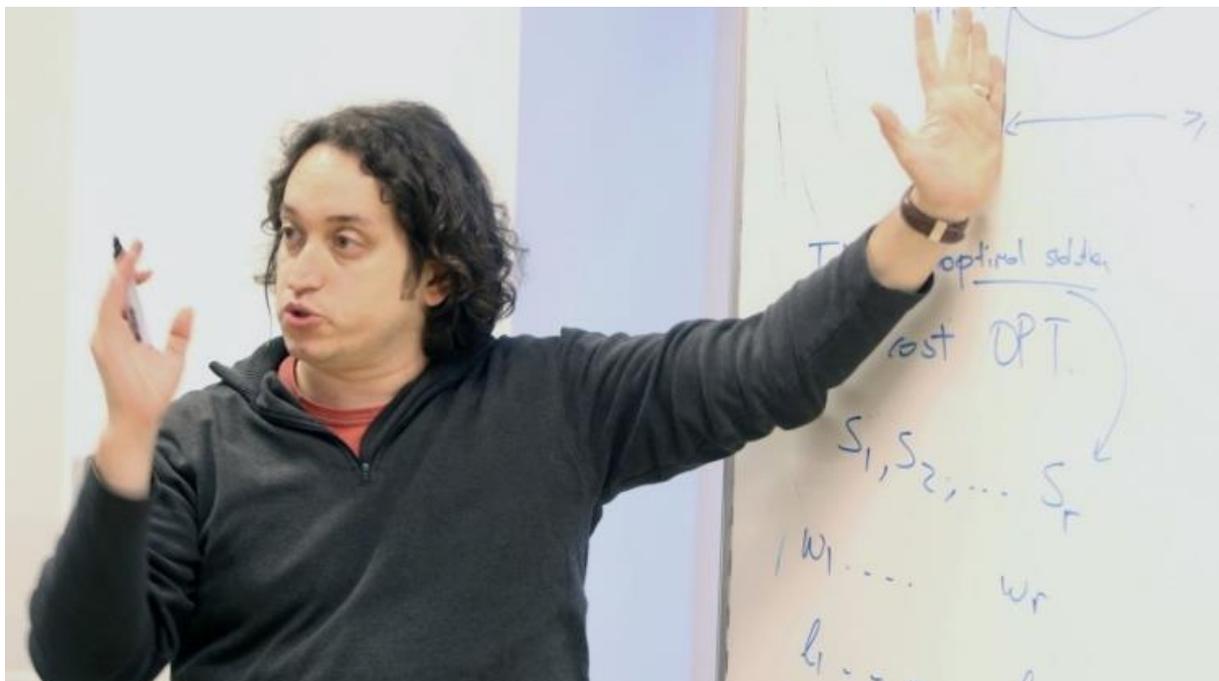
## Coursework

The lecturer for a course assigns work to be done; on Mathematics courses this is usually in the form of weekly exercise sheets, but in other departments there may be different arrangements. You need to do the assigned work and hand it in for marking and grading to your class teacher before the prescribed time. Some class time is spent discussing the exercise sheets, but there will also be opportunities to ask questions about the course in general. In Mathematics, each class teacher has a pigeonhole for the courses they are teaching, located on the ground floor of Columbia House. Be sure to place your work in the correct pigeonhole!

The grades assigned for class work do not count in any way towards your degree, but are a useful source of feedback. In the Department, we use a standardised marking scheme (except for MA100) the details of which can be found here: [lse.ac.uk/maths/Courses/Grading.aspx](http://lse.ac.uk/maths/Courses/Grading.aspx). The grades also form part of the reports on your progress written by the class teacher each week. Your Academic Mentor will discuss the reports with you at the beginning of the following term. If there are any real problems arising in the first term, then we may arrange to see you before Christmas.

**Permission to sit an examination may be withdrawn from students who regularly miss classes and/or do not provide required coursework.**

If anything goes wrong for you in the exams and you are unable to progress to the next year, your class reports (and attendance records) will be referred to by the Repeat Teaching Panel and will strongly influence the decisions they make about your progress. For this reason, it is important that you work consistently during the year because this will be reflected in your reports. In addition, doing the weekly exercise sheets is some of the best preparation you can get for the exams at the end of the year.



## 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!

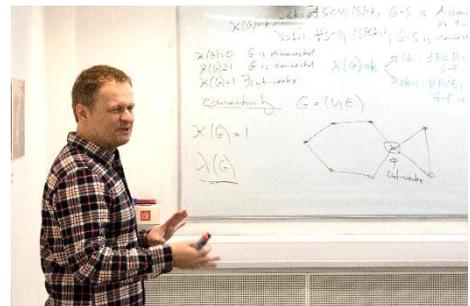
### How can feedback help you?

- 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



## Further Support

### Maths Support Centre

The Maths Support Centre has been set up to help students studying for their first and second year courses. It does this by bringing these subjects and their teachers together outside of the classroom, to offer a space where they can get direct support and also offer a space to study.

Further details can be found here: [lse.ac.uk/Mathematics/Current-Students/Maths-Support-Centre](https://lse.ac.uk/Mathematics/Current-Students/Maths-Support-Centre)

### Staff Student Liaison Committee

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](https://lse.ac.uk/studentRepresentation/home.aspx)

### LSE Life Student Academic Mentorship (SAM)

Your first year at LSE is a unique and occasionally challenging time. From time management, course choices and working on those first assignments, to best places to eat, how to save money, and how to find your way around London, your fellow students in your department have the inside scoop on all aspects of life at LSE.

The LSE LIFE Student Academic Mentorship (SAM) programme will enable you to hear from the people who have been where you are, had some difficult and some positive moments in their studies, and made it through successfully: senior students in your department. You will be matched with a student mentor from your department, and you will get regular opportunities to meet your mentor and benefit from integrating into LSE's dynamic community.

## Teaching Material

The teaching materials provided differ from course to course. Some courses rely almost entirely on notes handed out by the lecturer, others have one or more recommended textbooks, or require students to consult specialist material in the Library. The best way to find out the details is to go to the first few lectures of a course. In particular, you shouldn't buy any books before being explicitly advised to do so by the lecturer.

On Mathematics courses, notes, exercise sheets, solutions, etc., can be found on Moodle. Follow the links from [tiny.cc/ugcourseinformation](https://tiny.cc/ugcourseinformation) to find out what is available on the courses you are following. Courses from other departments will almost certainly have material available on Moodle. Check the website of the department concerned.

Some students may feel that notes and a textbook are not enough, but would like to consult other background material as well. In that case it is usually a good idea to speak to the lecturer (in their office hour) to obtain advice on suitable further material.

## Examinations and Assessment

### Assessment in Mathematics courses

A high proportion 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.

Undergraduate mathematics courses at LSE are normally assessed by means of written, unseen, closed-book examinations. There is one examination per course: usually a 3 hour exam for a full unit course, and a 2 hour exam for a half unit course. Some courses have oral assessments or coursework elements. Note there will be a January exam for MA100, ST102 and all Economics courses in week 0 of Lent Term [lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/LentTermWeek0Exams.htm](https://lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/LentTermWeek0Exams.htm)

### Examinations

Mathematics examinations at university are of a different nature from A-Level or other school exams: as you advance, the emphasis is increasingly on testing your understanding of the material you have learned, as well as your ability to solve specific types of problem.

Exams take place at the end of the academic year (roughly early May to mid-June). The examinations timetable is usually available by the end of the Lent Term. Be aware that exams for different courses may test different kinds of knowledge and skills. Make sure you go to the lectures where the exams are discussed (these are often in the revision lectures at the end of each term and week 1 of Summer term) to get an idea of what is expected in the exams. General guidance for Mathematics exams can be found on the web at [tiny.cc/examguidance](https://tiny.cc/examguidance)

In the first meeting after the summer vacation period, you can discuss your exam results with your Academic Mentor. If you feel you did worse than expected in the exams for reasons such as poor study methods, inappropriate exam techniques, bad timekeeping, etc. your Academic Mentor can advise you where to go for help.

### Past Exam Papers

Past exam papers from all departments, without solutions, are available via the LSE Library website [tiny.cc/pastexams](https://tiny.cc/pastexams). Past exam papers for some Mathematics courses are available, in some cases with solutions, on the Moodle page for each individual course. You will find these papers useful, but be aware that the examination paper you sit will contain different questions to those in the past papers.

## Illness and Exceptional Circumstances

If you experience particular personal or health issues that are likely to affect your exam performance, you should discuss these with your Academic Mentor as early as possible. They will advise you of the various options available to you, which may include applying for Exceptional Circumstances or to Defer your exams. See School information in Section 2 for further information. It is ultimately your responsibility to ensure that you submit the correct form and also evidence where appropriate.

Exceptional circumstances are unforeseen circumstances which you feel may have had a significant impact on your academic performance, e.g. an exam or other form of summative assessment. Such circumstances might include, but are not limited to, illness, injury, personal/family problems or bereavement. By submitting an assessment or by just entering the exam room you are declaring yourself fit enough to attempt the assessment.

If you experience disruption to your studies prior to the assessment (e.g. due to personal difficulties, bereavement, illness etc.) you must think carefully about whether you should attempt it or whether you should discuss applying for an extension or deferring the assessment with your academic department. You may request a deferral at any point up to the submission deadline or end of the exam but we recommend that you contact your academic department at the earliest possible date.

If, having attempted an assessment, you experience difficulties which you feel may have had an impact on your performance, you should submit an Exceptional Circumstances Form (ECF) within the specified deadline. When considering your ECF, the Exam-Board(s) reserve the right to determine whether or not it was appropriate for you to attempt the assessment. For further information please see [lse.ac.uk/mitigation](http://lse.ac.uk/mitigation)

If you are likely to miss an examination, you should contact the **Student Services Centre** as soon as possible on **+44 (0)20 7955 6167**. An answer-phone is available outside of normal School hours and messages will be responded to as soon as possible.



# 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      | Fail               | <ul style="list-style-type: none"> <li>Nothing presented or completely incorrect information or answers contain nothing at all of relevance</li> <li>No evidence of understanding</li> <li>No competence in core basic techniques of the subject</li> </ul>  |
| 10-19    | Fail               | <ul style="list-style-type: none"> <li>Very little information or information that is almost entirely incorrect or irrelevant</li> <li>Very little evidence of understanding</li> <li>Very little competence in core basic techniques of the subject</li> </ul>  |
| 20-29    | Fail               | <ul style="list-style-type: none"> <li>Little understanding evidence</li> <li>Very limited competence in core basic techniques of the subject</li> </ul>   |
| 30-39    | Fail               | <ul style="list-style-type: none"> <li>Some understanding evident, but no ability to grapple with anything other than a limited range of very routine questions</li> <li>Limited competence in core basic techniques of the subject or competence only in a small part of the material</li> </ul>  |
| 40-49    | Third Class        | <ul style="list-style-type: none"> <li>An acceptable demonstration of a basic understanding of and competence in the subject</li> <li>Some knowledge of, and application of, relevant methods and techniques</li> <li>A basic range of information and knowledge deployed, with some areas of inaccuracy</li> </ul>  |
| 50-59    | Lower Second Class | <ul style="list-style-type: none"> <li>A sound understanding of the subject</li> <li>Knowledge of, and some application of, relevant methods and techniques</li> <li>A stand, and largely accurate, range of information and knowledge deployed</li> <li>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</li> </ul> |
| 60-69    | Upper Second Class | <ul style="list-style-type: none"> <li>A clear understanding of the subject</li> <li>Competent application of relevant methods and techniques</li> <li>Wide and accurate range of information and knowledge deployed</li> </ul>  |

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

Undergraduate courses and degrees in the Department conform to the description in the 'Subject Benchmark Statement for Mathematics, Statistics and Operational Research' - [qaa.ac.uk/en/Publications/Documents/SBS-Mathematics-15.pdf](http://qaa.ac.uk/en/Publications/Documents/SBS-Mathematics-15.pdf) . This sets out the expectations for any undergraduate degree course in the UK in these subjects. Section 5, in particular paragraphs 5.12-5.15, sets out what is required for a student to achieve a "threshold standard" (i.e., to pass a course) and a "typical standard" (roughly sufficient for a mark of 60) in a course in mathematics.

## Progression

You are required to pass at least three units (out of four) in the 1st or 2nd year to progress to the next year. If you do not achieve this, you will almost certainly have to re-sit the exams you failed before you can continue. More information will be given once your exam results are known. Failed exams are retaken in the same exam period as the failed one in the following year. Note that failed exams (except in the final year) always have to be retaken, even if you are permitted to progress to the next year. Please be aware that you have three attempts at first year papers and only two attempts at second and third year papers. If you have passed a paper, even if your score is low, you will not be permitted to retake it.

## Classification Scheme

The Classification Scheme for your degree can be found via the following link:

[lse.ac.uk/resources/calendar/academicregulations/ba-bscdegrees.htm](http://lse.ac.uk/resources/calendar/academicregulations/ba-bscdegrees.htm)

Roughly speaking, for your final classification nine marks are counted: one is the average of the best three first year results, and then all four units from the second year and all four units from the third year. If out of these nine marks there are five in a certain class or above, or four in a certain class or above and the total of the nine marks is above a certain threshold, then you receive a degree with that classification. The precise rules are somewhat complicated so do give them a look.

Every year we find there are some students trying to be too clever for their own good – seeking out what they think are loopholes in the classification rules. This is a risky business! You are advised to do the best you can in all subjects. If you do, your final classification should be a good reflection of your abilities.

## Getting Your Priorities Right

In your first year, there are many enjoyable distractions that form a useful part of your personal development and are part of life at university. But these should be prioritised: learning always comes first. Poor grades at the end of the first year have nearly always been the result of inadequate application on the part of students. Such grades might be redeemable but at great cost.

At the start of second year, students might spend a lot of time looking for summer internships, so dealing with additional revision to retake a failed course will stretch them. Another immediate knock-on effect comes into play: reference letters to summer-time employers will reflect not A-levels, not potential achievements, but your actual performance in your first year exams. In particular, it is important to put in the necessary work to prepare for all classes each year.

Students who do not apply themselves properly to their studies from the start, putting in adequate hours each week, are putting their future careers at risk.

## Points of Advice

- Divide your time sensibly between your courses and do not fall behind, as it can be difficult to catch up.
- Use the Christmas vacation to review the work covered in the first term.
- Find a place to study that suits you. Some prefer to study at home, others in their rooms in Halls, or you might use the Library.
- If you have a problem with a course, ask your class teacher (in the first instance) for help during their office hours.
- It is also a good idea to find some fellow students on the same degree (or at least following the same course) to see if you can arrange regular meetings to study together. That way you can help one another. There is no better way to find out if you really understand material than having to explain it to somebody else. Why not book a room using LFY or use the Maths UG study room COL 2.01.

# Personal and Professional Development

During the year, the Department organises seminars for students. Topics range from information on study skills, time management, report writing, mathematical writing, to presentations by one of LSE's career advisers. We also invite some former students who studied in the Department of Mathematics to talk about their careers and experiences during and after their time at LSE. In the Lent Term, there will also be a special seminar on course choices. All Seminars will be announced by email.

## Personal and Professional Development Seminar Series

In line with the Department's educational strategy, we have developed a seminar series which provides personal and professional development opportunities for first-year students. There will be 8 timetabled sessions for all first year students designed to complement and highlight all the resources available around the School to support you. The series is designed to have a proactive role, anticipating and addressing the issues that first-year students commonly face in their transition from School to University. Further information will be communicated via email.

## Language Centre Courses

For information on the Language Centre courses, please see Section 2. Mathematics students wishing to pursue a language course can apply for financial support. Funding is given on a first-come-first-served basis, so keep an eye out for an email from the Department with more details.



## 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.

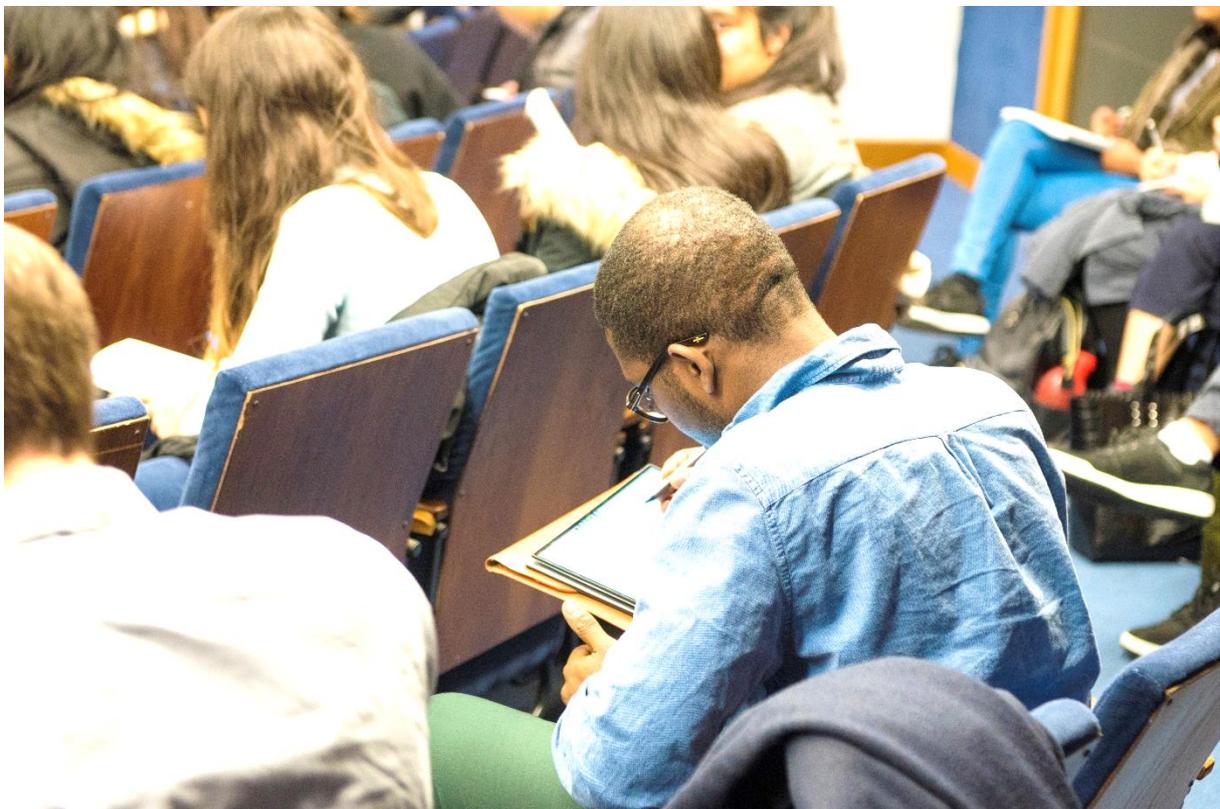
These seminars will be held on Wednesday afternoons when there is no timetabled teaching. Look out for an invitation from your Programme Manager confirming the dates and times to book your place.

## LSE100: The LSE Course

LSE100, LSE's flagship interdisciplinary course for all undergraduates, introduces students to the fundamental elements of thinking like a social scientist. As no complete issue can be fully understood through the lens of a single discipline, LSE100 gives you the opportunity to broaden your intellectual experience and deepen your critical understanding of your own discipline as you test theories, evidence and ideas from a wide range of disciplinary perspectives. In four five-week modules, you will explore 'big' questions such as: 'How should we address poverty and inequality?' and 'Should markets be constrained or unleashed?' Using these and other issues as case studies, you will explore different types of evidence, forms of explanation and strategies for abstraction and modelling that are used across the social sciences. LSE100's focus on the core elements of social scientific reasoning will be accompanied by a strong emphasis on critical thinking, research and communication skills.

Drawing on contributions from leading academics from across the School, as well as 80-minute, MSc-style seminars, you will have the opportunity to collaborate with students from a wide range of departments to explore and debate the causes of and potential solutions to salient social issues. LSE100 is taught over two terms: the Lent term of your first year and the Michaelmas term of your second year. Your classes for LSE100 will begin in January 2018 and finish in December 2018.

LSE100 does not follow the standard LSE approach of unseen examinations. Instead you will complete different forms of coursework that are designed to build critical methodological, research and communication skills. Building on a variety of formative work that you will complete in the classroom, summative assessments will include written academic arguments, group projects, and short weekly exercises designed to develop your analytical skills.



## 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 undergraduate Mathematics students during their time at LSE.

### Cyril Offord Prize

The prize is awarded annually for Outstanding Performance in Mathematics on one of the following degree programmes: BSc Mathematics and Economics, BSc Mathematics with Economics, and BSc Business Mathematics and Statistics. The prize is named in memory of Professor Cyril Offord who was the first Professor of Mathematics at LSE, and the prize consists of £200 and a book chosen by the Department.

Information can be found here: [lse.ac.uk/Mathematics/Current-Students/Prizes/Cyril-Offord-Prize](https://lse.ac.uk/Mathematics/Current-Students/Prizes/Cyril-Offord-Prize)

### Farr Prize

Named after William Farr, who is regarded as one of the founders of medical statistics, this prize is awarded to the student who achieves the best performance in final examinations for a BSc student in the Departments of Mathematics and Statistics. The prize consists of £200 and a certificate.

Information on the prize and previous winners can be found here: [lse.ac.uk/Mathematics/Current-Students/Prizes/Farr-Prize](https://lse.ac.uk/Mathematics/Current-Students/Prizes/Farr-Prize)

### Wynne-Roberts Prize Fund

This prize fund, provided by the University of London Convocation Trust, are awarded by the Department Sub-Board of Examiners for the best performance in first and second year mathematics courses by a student in the Department of Mathematics. There are prizes for both first and second year students, and the prize consists of £200 for both first and second year winners, or £100 each if there are joint winners in either year group.

For more information on the prize and previous winners, please see this link: [lse.ac.uk/Mathematics/Current-Students/Prizes/Wynne-Roberts-Prize](https://lse.ac.uk/Mathematics/Current-Students/Prizes/Wynne-Roberts-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](https://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/](https://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/](https://lse.ac.uk/library/usingTheLibrary/)

[lse.ac.uk/Library/Learning-support/Academic-Support-Librarians/](https://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](https://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/](https://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](mailto: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/](https://lse.ac.uk/imt/)

# Useful Information

## Location of Departments

|   |   |                    |                           |
|---|---|--------------------|---------------------------|
| Accounting                              | Old Building – 3 <sup>rd</sup> Floor  | 020 7852 3780      | accounting@lse.ac.uk      |
| Economics                               | 32 Lincoln's Inn Fields   | 020 7955 7542/6426 | Econ.Hub@lse.ac.uk        |
| Finance                                 | Old Building – 3 <sup>rd</sup> 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 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Floors | 020 7655 7732      | Maths.Info@lse.ac.uk      |
| Philosophy, Logic and Scientific Method | The Lakatos Building – 3 <sup>rd</sup> Floor                                  | 020 7955 6845      | philosophy-dept@lse.ac.uk |
| Statistics                              | Columbia House – 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> 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](https://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, after which 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

Some courses are designated as ‘controlled access’ due to prerequisites that are required in order to study the course. Others may have a limit to the amount of students allowed, therefore are ‘capped’



LSE

LSE

EXIT

# Section Two: Contents

|  |           |
|--|-----------|
| <b>Course Selection and Timetables</b>       | <b>27</b> |
| <b>Key Information</b>                       | <b>29</b> |
| <b>Student Services Centre</b>               | <b>31</b> |
| <b>Student Representation</b>                | <b>32</b> |
| <b>Quality Assurance</b>                     | <b>32</b> |
| <b>LSE Services to Support You with Your</b> | <b>33</b> |
| <b>Studies and in Your Career</b>            |           |
| <b>Your Wellbeing and Health</b>             | <b>35</b> |
| <b>Exams and Assessments</b>                 | <b>37</b> |
| <b>Plagiarism</b>                            | <b>38</b> |
| <b>Results and Classification</b>            | <b>39</b> |
| <b>Fees and Finance</b>                      | <b>40</b> |
| <b>Codes and Charters</b>                    | <b>41</b> |
| <b>Equity, Diversity and Inclusion</b>       | <b>42</b> |
| <b>LSE Catering Outlets</b>                  | <b>43</b> |
| <b>Systems and Online Resources</b>          | <b>44</b> |

# Course Selection and Timetables

Your programme comprises a number of courses, which are usually worth half (0.5) or a full (1.0) unit. Undergraduate students will take courses to the value of four units per year. The number of courses postgraduate students take varies by programme but can be found at [lse.ac.uk/calendar](https://lse.ac.uk/calendar). You will need to select all of your courses, including any compulsory ones, in LSE for You.

## When to select courses

Undergraduate course selection will open in early September. Postgraduate course selection will open for browsing at the beginning of Welcome and open properly just before term 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](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 classes.

Some departments have capped or controlled access courses which means that places are limited. For undergraduates these are allocated on a first come first served basis, for postgraduates there are a number of different selection methods. You can find more information about this at [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection).

### 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 and, if applicable, your dissertation. The process differs for undergraduate and postgraduate students.

### 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.

Postgraduate students may be able to use Seminar Sign-up in LSE for You after you have made your course selections and they have been approved by the department responsible for teaching the course.

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.

## Changing class or seminar

Undergraduate students 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 five 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 (undergraduate only)
- You have made changes within the last 48 hours (the timetable can take up to 2 days to regenerate)
- Your seminar has not yet been allocated by the relevant department (postgraduate only)

## 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](https://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](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://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](mailto: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](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

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 Undergraduate Student Consultative Forum which is a School-level forum. 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](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. The strategy is managed by the Teaching Quality Assurance and Review Office (TQARO).

## Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conduct 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](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](https://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](https://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](https://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](https://lse.ac.uk/academicSupportLibrarian). Subject Guides are useful online introductions to finding resources, read yours at [lse.ac.uk/library/subjectGuides](https://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](https://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](https://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](https://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](https://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](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 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](https://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](https://lse.ac.uk/studentHealth).

## LSE Faith Centre

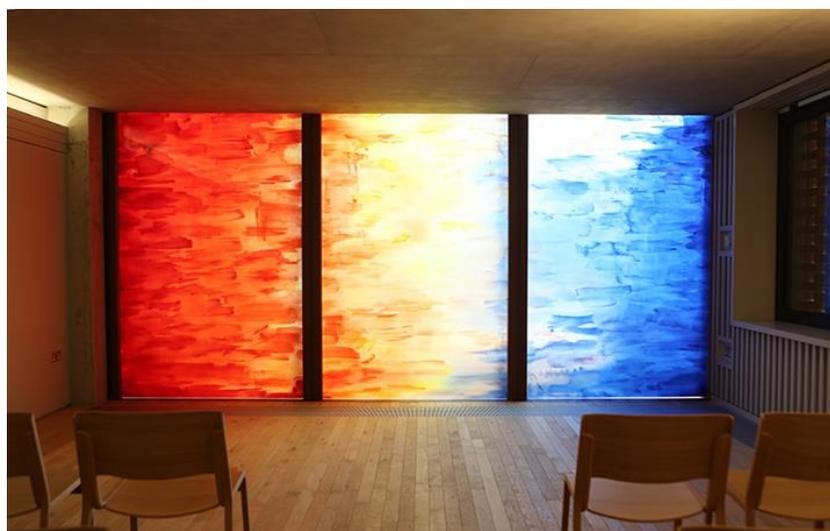
The Faith Centre is open to students of all faiths and none. It is a space for prayer, worship and quiet reflection.

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 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](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).



# 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](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.

## 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, 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](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. 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](https://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](https://lse.ac.uk/calendar) can be found at [lse.ac.uk/calendar](https://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. For more information on how and when results are released visit [lse.ac.uk/results](https://lse.ac.uk/results). Results are not released to students that have debts owing to the School. Provisional exam results are also made available for students taking January exams, these are available through LSE for You.

## 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 each year. You can find the BA/BSc and LLB classification schemes at [lse.ac.uk/calendar](https://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](https://lse.ac.uk/transcripts).

## Degree Certificates

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](https://lse.ac.uk/degrecertificates).

# 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](https://lse.ac.uk/tableoffees)

Visit [lse.ac.uk/feepayments](https://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](https://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](https://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](mailto: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.

# 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](http://lse.ac.uk/calendar).

## The Ethics Code

The Ethics Code details the principles by which the whole LSE community are expected 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](http://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).

# 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](https://lse.ac.uk/reportit)

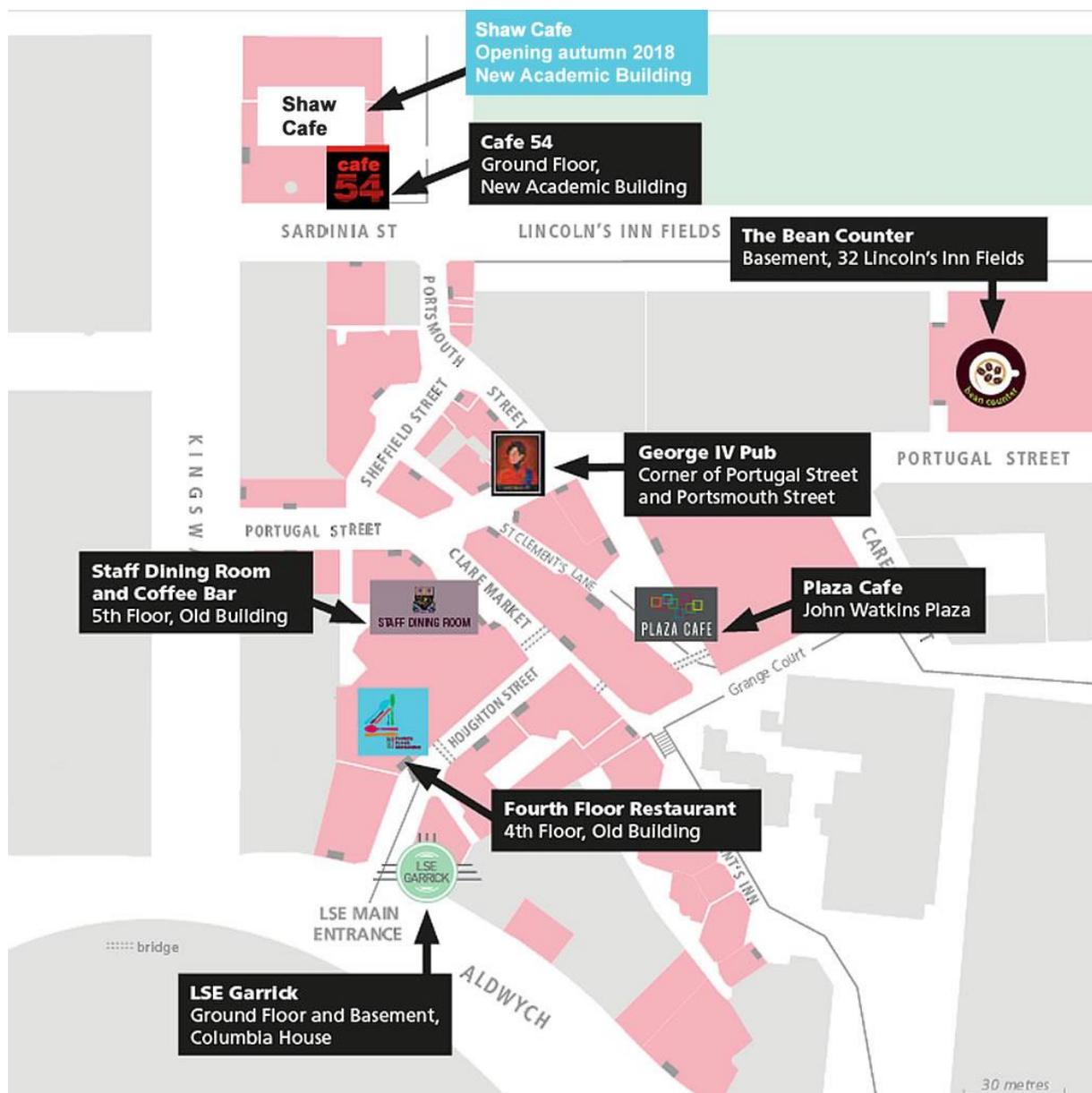
For further advice or information, please visit [lse.ac.uk/equityDiversityInclusion](https://lse.ac.uk/equityDiversityInclusion), see our blog, and follow us on Twitter [@EDLLSE](https://twitter.com/EDLLSE).

# 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 are:

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

[info.lse.ac.uk/current-students/estates-Division/Facilities-Guide/Food-and-Drink](http://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](mailto: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](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

## 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](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) and login using your LSE username and password.