



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

WELCOME TO THE

Department of Mathematics

My information

Name: _____

Programme: _____

Student Number: _____

Email Address: _____

Academic Mentor: _____

Academic Mentor Email: _____

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Section Two, containing information relating to the School, can be found from page 26.

Key Dates

Term dates and LSE closures – Academic Year 2019/20

Michaelmas Term (MT)

Monday 30 September – Friday 13 December 2019

Lent Term (LT)

Monday 20 January – Friday 3 April 2020

January Exams: Monday 13 – Friday 17 January 2020

Summer Term (ST)

Monday 4 May – Friday 19 June 2020

Summer Exams: Monday 11 May – Friday 19 June 2020

LSE will be closed during the following periods:

- **Christmas Closure**
Monday 23 December 2019 – Wednesday 1 January 2020
- **Easter Closure**
Thursday 9 April – Wednesday 15 April 2020
- **May Bank Holiday**
Friday 8 May 2020
- **Spring Bank Holiday**
Monday 25 May 2020
- **Summer Bank Holiday**
Monday 31 August 2020

Welcome from the Head of Department

Welcome to the Department of Mathematics at LSE. By joining one of our degree programmes, you become a member of a vibrant intellectual community, comprising excellent students (BSc, MSc and PhD), world-leading faculty, experienced professional services staff, 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.

The Department has grown rapidly in recent years. We introduced new teaching programmes and modules, and hired outstanding new staff to broaden our research and teaching portfolio. We offer a supportive and friendly environment in which everybody can fulfil their potential.

The Department's teaching and research are shaped to a large extent by its position within LSE. We view teaching and research 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 all parts of LSE.

In this handbook you will find a wealth of information about your degree programme, your studies, the support the Department and LSE offer, and much more. Our website (lse.ac.uk/Mathematics) provides further and up-to-date information, including news and events, and a section for current students in the Department.



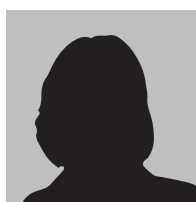
Professor Jan van den Heuvel
Head of Department

Key Staff



Professor Gregory Sorkin (G.B.Sorkin@lse.ac.uk) is the Programme Director for this course. For any academic queries he is your main contact.

Room: COL.2.07



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

Room: COL.3.10



Professor Jan van den Heuvel (J.Van-Den-Heuvel@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.3.07

Other Professional Services Staff you may need to know are:

Kate Barker – Department Manager, COL.3.14

Jackie Everid – Undergraduate Programmes Manager, COL.4.01

Enfale Farooq – Research Manager, COL.3.10

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

Edward Perrin – Department Administrator: Finance, Projects & Facilities, COL.4.01

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

lse.ac.uk/Mathematics/people

lse.ac.uk/Mathematics/Current-Students/Office-hours

NAME	ROOM	EMAIL
Dr Ahmad Abdi	COL.2.03	A.Abdi1@lse.ac.uk
Dr Peter Allen	COL.4.15	P.D.Allen@lse.ac.uk
Professor Martin Anthony	COL.3.13	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.V.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.2.11	R.Kirsch1@lse.ac.uk
Dr Ioannis Kouletsis	COL.4.13	I.Kouletsis@lse.ac.uk
Professor Andrew Lewis-Pye	COL.3.12	A.Lewis7@lse.ac.uk
Dr Arne Lokka	COL.4.08	A.Lokka@lse.ac.uk
Dr Neil Olver **	COL.2.08	N.Olver@lse.ac.uk
Professor Adam Ostaszewski **	COL.4.06	A.J.Ostaszewski@lse.ac.uk
Dr Katerina Papadaki *	COL.2.05	K.P.Papadaki@lse.ac.uk
Professor 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 Gregory Sorkin	COL.2.07	G.B.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.2.11	V.Verdugo@lse.ac.uk
Dr James Ward	COL.4.14	J.M.Ward@lse.ac.uk
Dr Nicola Wittur	COL.2.11	N.Wittur@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

* unavailable for 2019/20

** unavailable for MT 2019/20

*** unavailable for LT 2019/20

About the Department

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

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

Department Office

The Department's main office can be found on the 4th floor of Columbia House in COL.4.01. The team is available to assist with general enquiries as well as student support, submission of course work and other non-academic queries.

Email: maths.info@lse.ac.uk

Tel: +44 (0) 20 7955 7732

Postal address:

Department of Mathematics, COL.4.01
The London School of Economics and Political
Science
Houghton Street
London
WC2A 2AE

The office opening hours 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.

Twitter, Blog & Student Hub

You can follow the Department of Mathematics' Twitter account by searching for [@LSEMaths](https://twitter.com/LSEMaths).

The Department runs a research blog, which you can read more about here: blogs.lse.ac.uk/math/

We are also on the Student Hub app! We have specific programme groups which you can search for. Our main departmental page can be found here: studenthub.lse.ac.uk/channel/56

Research Interests of Staff

Dr Ahmad Abdi

Polyhedral combinatorics, packing and covering, ideal clutters, integer programming, matroid theory, graph theory.

Dr Peter Allen

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

Professor Martin Anthony

Mathematical aspects of the theory of machine learning and Boolean functions.

Dr Tugkan Batu

Algorithms and theory of computation: randomised computation, sublinear algorithms, property testing, and streaming algorithms.

Dr Julia Böttcher

Extremal combinatorics, random discrete structures, pseudo-randomness, Ramsey theory, regularity method, packing.

Professor Graham Brightwell

Combinatorics, especially partially ordered sets and random combinatorial structures. Markov chains and discrete stochastic processes.

Dr Christoph Czichowsky

Financial mathematics; stochastic analysis; transaction costs; market frictions.

Dr Albina Danilova

Asymmetric information; derivative pricing; stochastic calculus; insider trading; stochastic control; equilibrium theory.

Dr Paul Dütting

Algorithms, Game Theory, Mechanism Design, Auction Theory, Optimal Stopping Problems, Machine Learning for Economic Design.

Dr Pavel Gapeev

Optimal stopping and stochastic control; applications in finance and statistics; stochastic analysis; stochastic games; credit risk theory.

Professor Olivier Gossner

Game theory, economics of information, decision theory, repeated games, bounded rationality and complexity.

Professor Jan van den Heuvel

Discrete mathematics in general, especially graphs, networks and matroids; applications and algorithmic aspects.

Dr Rachel Kirsch

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

Professor Andrew Lewis-Pye

Logic, computability, algorithmic randomness, network science, complex systems, cryptocurrencies.

Dr Arne Lokka

Pricing and hedging of derivatives; optimal execution; optimal portfolio theory; equilibrium modelling; stochastic optimal control.

Dr Neil Oliver

Algorithms, with an emphasis on optimization in networks, as well as links to game theory (especially traffic) and probability.

Professor Adam Ostaszewski

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

Dr Katerina Papadaki

Optimisation algorithms for wireless network problems, drone routing problems; patrolling games for network security; approximate dynamic programming algorithms.

Professor Johannes Ruf

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

Professor Amol Sasane

Applicable analysis, in particular algebraic analytical questions for topological rings, systems of partial differential equations, and applications in theoretical physics.

Dr Robert Simon

Ergodic Theory, Banach-Tarski Paradox, Game Theory, Algebraic Topology, Principal-Agent Problems, Chaos Theory.

Professor Jozef Skokan

Combinatorics; graph theory; discrete geometry; extremal set theory.

Professor Gregory Sorkin

Random graphs, discrete random structures, combinatorial optimisation, phase transitions, probability. Applications in engineering, OR, other areas.

Professor Bernhard von Stengel

Game theory; equilibrium computation; algorithms; linear inequalities; discrete mathematics.

Professor Konrad Swanepoel

Combinatorial and discrete geometry, convex geometry and the geometry of normed spaces, shortest geometric networks.

Dr László Végh

Algorithms and optimization, algorithms for problems related to network design, and equilibrium computation, particularly on strongly polynomial computability.

Dr Luitgard Veraart

Financial mathematics, statistics in finance, risk management, systemic risk, networks, financial regulation.

Dr Victor Verdugo

Algorithms and mechanism design, polynomial optimization, optimal stopping, pricing problems, approximation algorithms.

Dr Nicola Wittur

Information Theory, Game Theory (Repeated Games and Entropy).

Dr Giacomo Zambelli

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

Professor Mihail Zervos

Mathematical finance and economics, stochastic control and optimisation, stochastic analysis.

Studying and Academic Support

Your Academic Mentor

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

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

During Welcome Week, you must see your Mentor to discuss and agree your choice of courses. After this initial meeting, you should arrange to see your Mentor at least once or twice in each term. They will contact you to set up these meetings, unless you wish to discuss something more urgently.

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

Note that your Academic Mentor is not responsible for assisting you with administrative problems. If something is wrong with your registration, timetable, etc., you should contact the Student Services Centre or the MSc Programmes Manager in COL.3.10.

Programme Director

The Programme Director for the MSc in Operations Research & Analytics for this year is **Professor Gregory Sorkin**.

The Programme Director is in overall charge of the tutorial system for your degree, and is also responsible for monitoring the progress of students. They have to approve outside options, as well as any special arrangement requests. In most cases you should consult your Academic Mentor before seeing the Programme Director. If you have difficulties communicating with your Academic Mentor, you can contact the Programme Director to discuss the situation further. In exceptional circumstances, where you feel the Programme Director is unable to help, you are welcome to instead consult the Head of Department.

Lectures, Seminars and Classes

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

Attendance, Interruption, Deferral and Withdrawal

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

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

For more information, please see Section 2 starting on page 27.

Equity, Diversity and Inclusion Officer

The School's commitment to equity, diversity and inclusion is one of its strategic priorities and one of the core principles set out in the School's Ethics Code. More information is available in Section 2. The Department of Mathematics' equality officer is **Professor Andrew Lewis-Pye**. For more information please see here: lse.ac.uk/Mathematics/EDI

Postgraduate Study Room

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

Presentation Ceremonies

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



Programme Structure

Paper	Course	Course Title
1	MA423	Fundamentals of Operations Research (0.5)
2	MA424	Modelling in Operations Research (0.5)
3	ST447	Data Analysis & Statistical Methods (0.5)
4	One of the following:	
	MA407	Algorithms & Computation (0.5)
	MA421	Advanced Algorithms (0.5)
	MA427	Mathematical Optimisation (0.5)
	MA428	Combinatorial Optimisation (0.5)
	MA429	Algorithmic Techniques for Data Mining (0.5)
5	One of the following:	
	-	Another course from those listed under Paper 4
	MG409 *	Auctions & Game Theory (0.5)
	MG422 *	Thinking Strategically (0.5)
	MG455	Decisions, Biases & Nudges (0.5)
	-	Any other MG4** or MA4** course, with approval of the Programme Director and subject to availability.
6	One of the following:	
	-	Another course from those listed under Paper 4
	MA402 *	Game Theory I (0.5)
	MA409	Continuous Time Optimisation (0.5)
	MA410	Information, Communication & Cryptography (0.5)
	ST409	Stochastic Process (0.5)
	ST422	Time Series (0.5)
	ST444	Statistical Computing (0.5)
	ST446	Distributed Computing for Big Data (0.5)
	-	Any other MSc-level course, with approval of the Programme Director and the Course Convenor.
7	One of the following:	
	MA425	Project in Operations Research & Analytics (1.0)
	MA426	Dissertation in Operations Research & Analytics (1.0)

Notes:

- A student may be exempted from a course specified in Paper 1, 2, or 3, at the discretion of the Programme Director and upon supplying satisfactory evidence to the course convenor of previous study of the course's content. A student shall replace such a course with another module, chosen subject to approval of the Programme Director.
- * Students may choose at most one of the following three optional courses as part of this programme: MA402, MG409 and MG422.

Timetables & Outline

The table below indicates which term(s) relevant courses will fall under during the 2019/20 academic year. Compulsory courses are underlined. Details about provisional timetables can be found on the School's website lse.ac.uk/timetables

Michaelmas Term	Lent Term
PAPERS 1 - 3	
<u>MA423: Fundamentals of Operations Research</u> <u>MA424: Modelling in Operations Research</u> <u>ST447: Data Analysis & Statistical Methods</u>	
PAPER 4	
MA407: Algorithms & Computation	MA421: Advanced Algorithms MA427: Mathematical Optimisation MA428: Combinatorial Optimisation MA429: Algorithmic Techniques for Data Mining
PAPER 5	
	MG409: Auctions & Game Theory MG422: Thinking Strategically MG455: Decisions, Biases and Nudges
PAPER 6	
MA402: Game Theory I MA410: Information, Communication and Cryptography ST409: Stochastic Processes ST422: Time Series ST444: Statistical Computing	MA409: Continuous Time Optimisation ST446: Distributed Computing for Big Data
PAPER 7	
MA425: Project in Operations Research & Analytics MA426: Dissertation in Operations Research & Analytics	

MA425: Project in Operations Research & Analytics

The focus of this course is a three-month summer consultancy project for one of our client organisations (government, consultancy, finance start-up etc.). These are real projects addressing real client needs, a chance to put what you have learnt to good use! Lectures, seminars and tutorials give you the necessary consultancy skills and help you write your 40-page final report. The course coordinator will work with you to understand your strengths and preferences and allocate you to a project that reflect your interests (where possible).

MA426: Dissertation in Operations Research & Analytics

This course is a 10,000-word dissertation which allows students to pursue an independent piece of research within the field of Operations Research. It may be either a theoretical or empirical piece of research, and students must obtain the approval of their advisor before embarking on any research.

Course Selection – what to do I need to do and when?

Selection of your courses is done on 'LSE For You' (LFY), which you can access through the LSE website. You should be automatically enrolled on your compulsory 'core' courses within LFY, but will have to choose your optional courses, in line with the Programme Regulation for your MSc. You will be expected to choose your options for the year. In Lent Term you will have the opportunity to amend your Lent Term half unit courses when the online course system re-opens.

When can I begin selecting my courses?

You must have completed all your admissions paperwork before you can select your courses on LFY.

Browsing Period

LFY will be open for 'Browsing' from 10am on **Monday 23 September 2019**. Use this period to familiarise yourself with LFY and your course options. No selections made during the browsing period will be saved.

Michaelmas Term Course Selection period

You will be able to select your courses on LFY during the following times: from **10:00 on Friday 27 September 2019 to 17:00 on Monday 14 October 2019**.

Your selection will need the approval of your Academic Mentor. If you want to choose a course outside those listed in the regulations for your degree, you will also need approval from the Programme Director. Until your choices have been approved, you won't be officially registered for a course, and you won't be assigned a class for the course. Most lecturers will use the first lecture of their course to give an introduction and general overview.

Lent Term Course Selection period

From **10:00 on Monday 20 January 2020 to 17:00 on Friday 31 January 2020**.

Please note: it is not possible to change full unit courses or half-unit courses that were taught in Michaelmas during this period.

Seminar Allocation

Once you have selected a Mathematics course you will automatically be signed-up to a seminar group. Please note for optional courses this varies in each Department. You can see which method is used for each of your registered courses in the seminar sign-up system in LFY.

Further information on course selection can be found on page 42 in Section Two.

Assessment

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

- **Formative assessment** takes place on all courses, but **does not count** towards your final results. In mathematics courses, this will usually take the form of exercises.
- **Summative assessment** can take several different formats, and **does count** towards your final results. Most MSc courses are primarily assessed by an unseen written exam in the Summer Term. A half unit course (0.5) is usually assessed by a two-hour exam and a full unit course (1.0) by a three-hour exam.

Please note in order to be considered for a degree, a student **must have attempted and completed all components of summative assessment** as outlined in the Taught Masters regulations at the following link: info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/SchemeTaughtMasters.pdf

Exams

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

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

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

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

Marking Criteria

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

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

Assessed Coursework

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

Assessed coursework is marked according to the same strict procedures as the formal written exams in Summer Term. It usually involves a second Examiner as well as the Department's External Examiner and the marking of coursework is done anonymously. This means that coursework must be handed in formally to the Mathematics Departmental Office (COL.4.01), and **not** to the lecturer of the course. You will be required by the Office to complete a submission sheet and sign a plagiarism statement for each piece of coursework you are handing in.

Do not write your name or Student ID Number on any piece of assessed coursework you are submitting – only your **Examination Candidate Number** which can be found on LFY and consists of 5 numbers. The Departmental Office will keep a record of Candidate Numbers and names to ensure that a proper record is kept of the submission of coursework.

Please note, students who do not submit their summative coursework will be considered not to have completed the degree as set out in paragraph 35 of the **General Academic Regulations** here:

info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/GeneralAcademicRegulations.pdf



Penalties for Late Submission of Coursework and Plagiarism

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

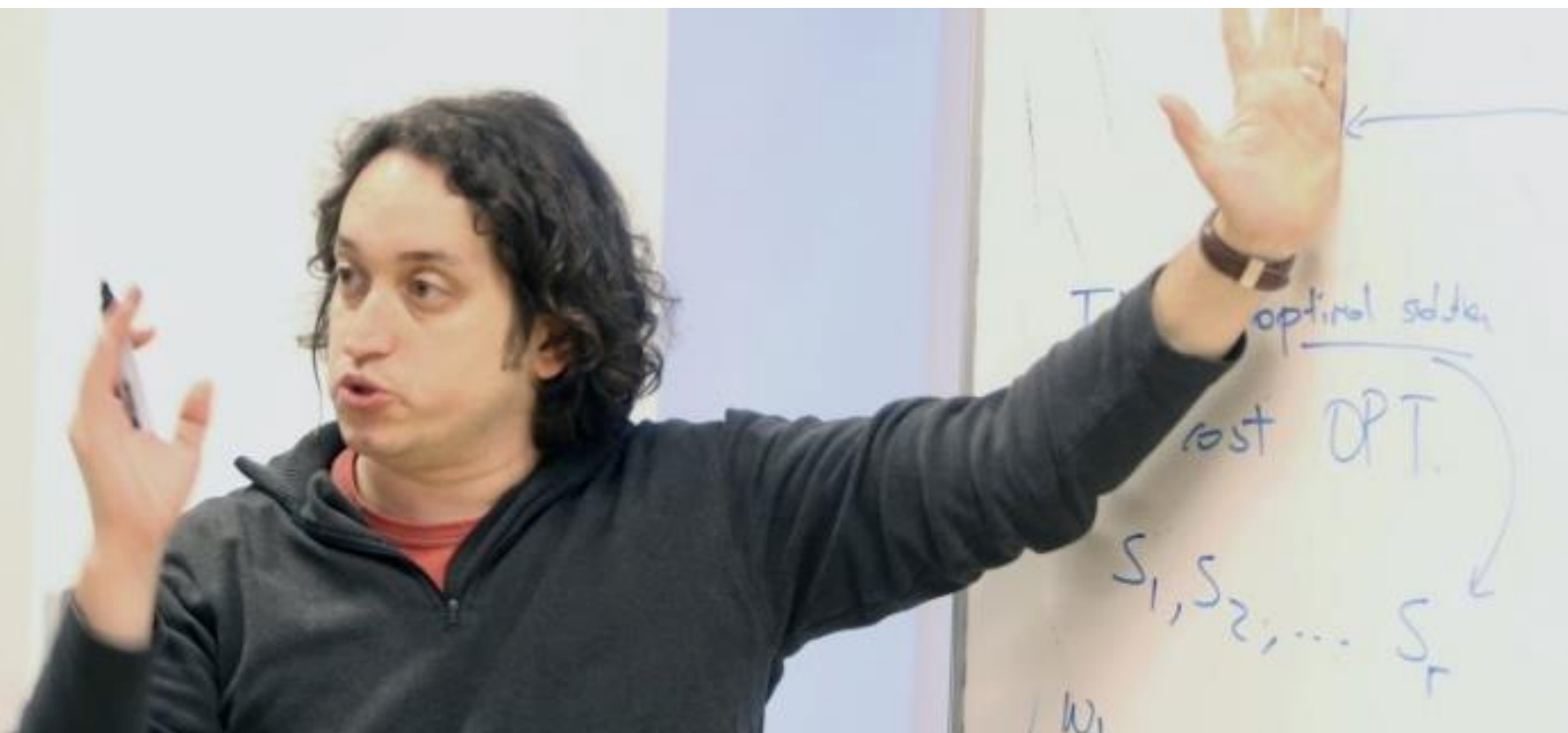
lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2019/Default.htm

Regarding plagiarism and citations, please see Section 2 for the School's notes on plagiarism. The LSE Library offers classes and an online guide in citing and referencing.

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

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

5 marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline and a further 5 marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.



Assessment Criteria

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

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

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

Feedback

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

What is feedback?

- It is part of learning – providing you with ideas and information about how to make improvements
- 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 is an opportunity to reflect and plan what actions you need to make next.
- 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 fora
- 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 (Moodle, email, LFY, etc.)

Feedback comes from a variety of sources

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



Useful Links

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

MSc Operations Research & Analytics Programme Regulations:

lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2019/MScOperationsResearch&Analytics.htm

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

info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/SchemeTaughtMasters.pdf

Department of Mathematics Website:

lse.ac.uk/Mathematics

Personal and Professional Development

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

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

lse.ac.uk/counselling

info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal/Information-for-Students

Women in Mathematics Seminar Series

The Department of Mathematics supports its staff and students 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 speaker 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. Please keep an eye on the website and your emails about upcoming seminars.

Academic Awards and Prizes

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

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 taking undergraduate and postgraduate programmes.

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

Ailsa Land Prize

This prize, named after Professor Ailsa Land who is an Emeritus Professor of Operational Research at LSE, is awarded annually for the best overall performance by a student on the MSc Operations Research & Analytics. The prize consists of a monetary prize and a book.

More information can be found on the prize here: lse.ac.uk/Mathematics/Current-Students/Prizes/Ailsa-Land-Prize



Useful Information

Location of Departments

Finance	Old Building – 3 rd Floor	020 7955 7736	finance@lse.ac.uk
Language Centre	20 Kingsway – Ground Floor	020 7955 6713	languages@lse.ac.uk
Mathematics	Columbia House – 4 th Floor	020 7655 7732	Maths.Info@lse.ac.uk
Management	New Academic Building – 3 rd Floor	020 7106 1203	dom.reception@lse.ac.uk
Statistics	Columbia House – 6 th Floor	020 7107 5416	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
Student Wellbeing Service	020 7852 3627
Student Services Centre	020 7955 6167
St Philips Medical Centre	020 7611 5131
Students' Union – Advice and Counselling	020 7955 7158

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

Jargon Buster

Michaelmas Term

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

Lent Term

Lent Term is also known as Spring Term or second semester, and falls after the Christmas Break and the New Year. This usually lasts until the Easter Break, and after it is Summer Term. You may see it written as 'LT' on some of your course documents.

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 and was previously an MSc student at LSE.

Programmes and Courses

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

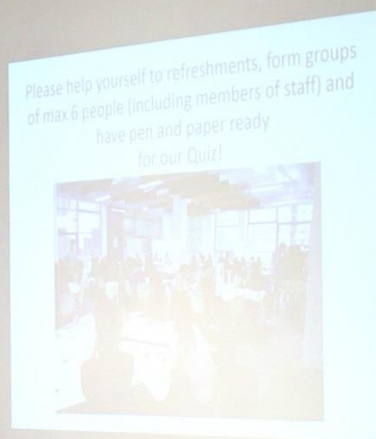
Capped and Controlled Courses

Many graduate courses are designated as 'controlled access' due to limited places and/or prerequisites that are required in order to study the course. See this link for further details:

info.lse.ac.uk/current-students/services/course-choice/course-selection

The Calendar

This is a resource used by staff and students for regulations relating to a programme, course and other aspects of their study. You would find the 'Course Guide' for a course, or your regulations for your programme here: lse.ac.uk/resources/calendar/



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Key Information from Student Services Centre

Registration

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

Your LSE Card

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

Inclusion Plans

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

Student Status Documentation

A certificate of registration provides proof to organisations such as council tax offices, embassies and banks, that you are registered as a current student at LSE. For more information about what a certificate of registration shows visit lse.ac.uk/studentletters. You can obtain a certificate of registration from the Student Services Centre during our opening hours which are normally 11am to 4pm, Monday to Friday (these may change during the year and you are advised to check lse.ac.uk/SSC for correct times). 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 normally need to specify which bank it needs to be addressed to.

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

Interruption

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

Programme Transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by, and require approval from, both your current and new academic department and the School before being authorised. For more information visit lse.ac.uk/programmeTransfers.

Change of Mode of Study

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

Withdrawal

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

Regulations

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

Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programmes, assessment requirements, the basis on which your final degree is calculated and what to do if you face exceptional circumstances.

You can find links to the General Academic Regulations, Regulations for First Degrees; Regulations for Taught Masters Degrees; Plagiarism, Appeals Regulations; and in the LSE Calendar at lse.ac.uk/calendar.

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

Student Services Centre

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

- Certificates of Registration (for bank accounts, travel, council tax etc.)
- Course selection and class changes
- Exams and assessment
- Results
- Graduation
- Support for new arrivals

Registration (registration for new students normally takes place in Clement House)
Transcripts and Degree Certificates
LSE cards
TfL 18+ Oyster Cards

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

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

Financial support
Fees, Income and Credit Control Office
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. For more information visit lse.ac.uk/ssc

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

What If...

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

You can find these questions and answers at info.lse.ac.uk/current-students/what-if

Advice Team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the advice team by phone on 020 7955 6167 or check out their website: info.lse.ac.uk/current-students/student-services/advice-team

International Student Visa Advice Team (ISVAT)

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

ISVAT also manage student exchanges to UC Berkley and through the Erasmus+ scheme. For more information about this visit lse.ac.uk/erasmus.

Student Representation

Student-Staff Liaison Committees and Student Consultative Fora

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

At the start of the year you will be asked by your department if you would like to represent your programme on the Student-Staff Liaison Committee (SSLC).

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

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

More information, including access to minutes from SSLC's across the School can be found online: lse.ac.uk/current-students/creators-innovators-leaders/student-voice

Student-only Forums

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

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

Student Teaching Surveys

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

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). 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 in the 'Surveys' section of the website at lse.ac.uk/tqaro.

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

LSE LIFE

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

LSE LIFE offers:

Hands-on practical workshops where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.

Workshops to learn ways to adapt and thrive in new or challenging situations, including the development of skills for leadership, study/work/life balance, and life beyond university.

One-to-one appointments with our study advisers for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.

Drop-in sessions with specialists from around LSE covering areas like CV writing, English language advice, finding and referencing academic sources, and statistics support.

A space to meet and work together with students from other courses and departments.

Special events to take advantage of what LSE and London have to offer.

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

LSE Library

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

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

The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.

The main collection is housed across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 20 books at any one time. You can renew your books online by logging into your Library account at lse.ac.uk/library. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed.

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

Language Centre

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

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who do not have English as a first language and would like a weekly English language class to help with academic writing for coursework. This support is delivered with lse.ac.uk/lseLife

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 a non-degree language course at a discounted rate which your Department will contact you about in due course. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have foreign language at GCSE Grade C (or equivalent); you are eligible to take an MFL certificate course for free!

For more information visit lse.ac.uk/languages

LSE Careers

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

There is lots of information and support at lse.ac.uk/careers including:

- Information about the services offered by LSE Careers and how to access them
- Support with your career options and insight into employment sectors and recruitment processes
- CV, cover letter and application form advice and examples
- Details of what graduates have gone on to do

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

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

You can access CareerHub at careers.lse.ac.uk.

Keep up-to-date with events and advice by following [@LSECareers](https://twitter.com/LSECareers).

LSE Volunteer Centre

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

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

Looking to meet charities? The first volunteering fair will take place on Monday 7 October and is a great opportunity to speak to over 50 representatives from some truly inspirational organisations. You can find out more, as well as the advice and support we can offer, at lse.ac.uk/volunteercentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

Equity, Diversity and Inclusion (EDI)

As part of the School's commitment to equality of respect and opportunity, and as set out in our Ethics Code, we are all responsible for treating everyone at LSE with dignity and respect. This entails ensuring that no one is treated unfavourably because of their age, sex, disability, gender identity, race, religion or belief, sexual orientation, marital or civil partnership status, pregnancy and maternity status, social or economic background, or their role at the School.

In practice, this means that we are all expected 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 our 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.

If you experience or witness bullying or harassment, please visit lse.ac.uk/ReportIt to access information on how to report an incident and reach support.

All members of the School are encouraged to complete the '**Consent Matters**' module to learn about how you might positively intervene as a bystander, and to signpost anyone who has experienced any form of bullying or harassment to the support available on the **Making a Choice** hub.

For further advice or information, please visit lse.ac.uk/EquityDiversityInclusion and follow the EDI Office on Twitter [@EDILLSE](https://twitter.com/EDILLSE).

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 facilitate the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

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

DWS are 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 help you to create an Inclusion Plan which is a way of putting place agreed "reasonable adjustments" to support your studies. Visit lse.ac.uk/disability to find out more.

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

Health Care in the UK

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

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

You are a UK resident

You have a Tier 4 visa and have paid the immigration health surcharge

You are an EU/EEA student with a European Health Insurance Card (EHIC)

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

If you are unfamiliar with the NHS search for "NHS Services explained" to find out more. You are usually required to register with a local General Practitioner's (GP) surgery before you can book an appointment. **You should register as soon as possible and not wait until you are unwell.** The nearest GP surgery is St. Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register please visit stphilipsmedicalcentre.co.uk or call 020 7611 5131. Alternatively, you can find your nearest GP by using the GP finder function on the NHS website nhs.uk.

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty 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 a lot more information about Health Care, including details about dentists and opticians, available at lse.ac.uk/studentHealth.

LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, acclaimed interfaith programmes and a reflective space for all staff and students.

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 Yoga and Tai Chi. Class details can be found online at lse.ac.uk/faithCentre. The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place for reflection. This space cannot be booked but is open throughout the week.

The Faith Centre runs three acclaimed interfaith leadership programmes which are your chance to explore, question and challenge religious differences and provide a unique opportunity to build relationships and challenge assumptions across faiths. Find out more by visiting the "Programmes" page at lse.ac.uk/faithCentre.

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

Exams and Assessments

Candidate Numbers

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

Exam Timetables

Course by course exam timetables will be available online at lse.ac.uk/exams. For January exams the timetable is usually available towards the end of Michaelmas term, for summer exams it is usually available in Lent Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

Exam Procedures

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

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be from the Casio fx-83 or fx-85 range. If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the SU Shop.

Individual Exam Adjustments

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

Deferral

If you 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

Extension Policy

If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit lse.ac.uk/extensionpolicy

Exceptional Circumstances

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

Fit to Sit Policy

By submitting your assessment regardless of whether it is coursework, participation in a class presentation or sitting an exam, LSE considers that you have declared yourself fit to enough to do so. 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 requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.

Plagiarism

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

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

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely be your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School’s statement on Editorial Help visit lse.ac.uk/calendar. Any breach of the Statement will be treated in the same way as plagiarism.

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

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

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

The Regulations on Assessment Offences: Plagiarism can be found at lse.ac.uk/calendar.

Results and Classification

Results

Final results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available in LSE for You for students taking January exams and for students on 12 month masters programmes. For more information on how and when results are released visit lse.ac.uk/results.

Classification Schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the classification schemes at lse.ac.uk/calendar

Transcripts

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

Degree Certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit lse.ac.uk/degrecertificates.

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 2019

28 January 2020

28 April 2020

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

To pay online or to find out about the different payment methods available, visit lse.ac.uk/feepayments unfortunately, it is not possible for you to pay in person.

The Fees Office also run drop-in sessions at the Student Services Centre for students who wish to discuss fee related enquiries

Check your tuition fees due

Discuss any concerns regarding payments due

Check funding or payments made

Present forms for confirmation and completion

Request invoices and receipts

For full details on tuition fees, charging policy, payment and instalment options, lse.ac.uk/feespolicy for the Tuition Fees Policy

Financial Support Office (FSO)

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

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

FSO hold drop-in sessions in the Student Services Centre and can be contacted by phone on 020 7955 6609.

Cheque Collection

Some payments are made by cheque. 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

Academic Code

The LSE Academic Code, developed in partnership with LSE Students' Union, sets out what we do to deliver a consistent student experience across the School and clarifies what students can expect from their LSE education.

You can read the full code here: lse.ac.uk/staff/putting-students-first/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: info.lse.ac.uk/Current-Students/student-charter

Codes of Good Practice

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

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

The Ethics Code

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

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

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 on research ethics or research conduct please email:

research.ethics@lse.ac.uk.

Systems and Online Resources

Need IT help?

Visit the Technology Help Desk on the first floor of the Library

Email it.helpdesk@lse.ac.uk

Call 020 7107 5000

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

LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at lse.ac.uk/lseforyou.

LSE for You allows you to:

View and update your term time (contact) and home (permanent) address

Reset your IT password

Access your candidate number

View your results

Select your courses

Alternatively you can also access services on the new Student Hub

Student Hub

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

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

Download the Student Hub app on iOS or Android, or you can access the web app at studenthub.lse.ac.uk

Moodle

Moodle is LSE's virtual learning environment.

The majority of taught programmes have a course on Moodle, the online learning platform used at LSE. Moodle courses contain activities such as quizzes, communication tools, resources such as audio and video files, lecture slides, links to recordings of lectures and reading lists. Students may be asked to submit their work electronically to Moodle, and teachers may provide feedback and provisional marks via Moodle. Moodle is managed by your course leader so how it is used will vary from course to course.

You can access Moodle by visiting moodle.lse.ac.uk.

Email

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

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

Training and Development System

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

You can access the Training and Development System at apps.lse.ac.uk/training-system and login using your LSE username and password.

Information Security Awareness Training

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

You can access the course at moodle.lse.ac.uk/course, logging in using your LSE username and password.

Course Selection and Timetables

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

When to select courses

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.

How to Select Your Courses

1. Find the courses you'd like to take

Go to lse.ac.uk/findcourses to access the tools and information to help you decide which courses you want to take this academic year. Make sure that you identify a few back-up courses in case your first choice is not available.

You should make sure that you attend any departmental course selection meetings and seek advice from your Academic Mentor or 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.

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.

2. Select your courses in LSE for You

Go to 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

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

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

Can't See Your Timetable?

If you can't see a course on your timetable after the relevant publication date there are 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: lse.ac.uk/lse-information/assets/documents/LSE-Accessibility-Map-JULY-2019.pdf

Getting Help

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

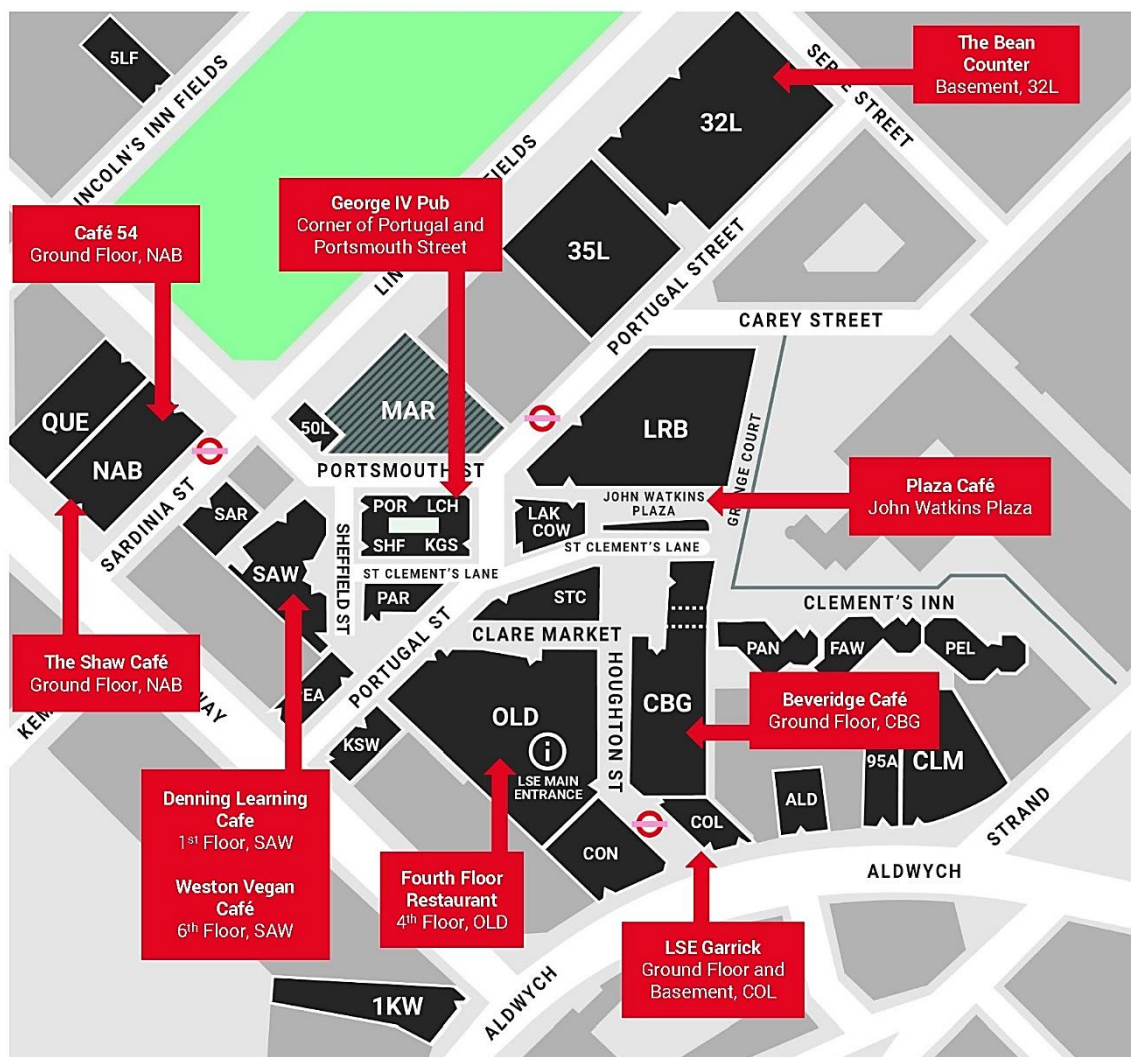
LSE Catering Outlets

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:

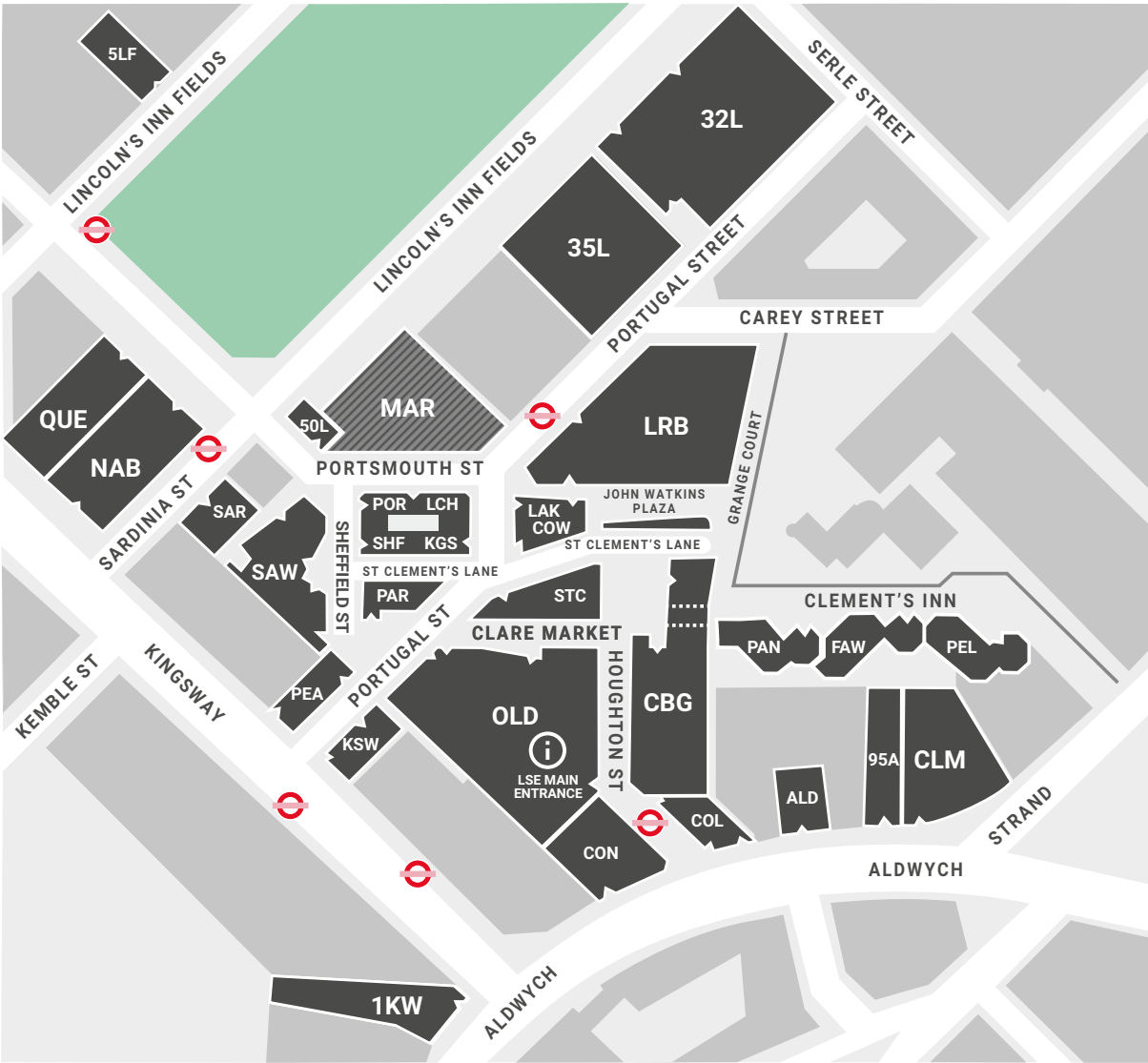
The Bean Counter
Café 54
George IV Pub
The Plaza Café
The Shaw Café

Fourth Floor Restaurant
Beveridge Café
LSE Garrick
Weston Vegan Café (LSESU)
The Denning Learning Café (LSESU)

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




Campus map



Key

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

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



**This information can be made available
in alternative formats, on request.**

Please contact, Maths.Info@lse.ac.uk

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

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

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