

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 22.

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

In Year Resit and Deferred Assessment Period (IRDAP): mid – late August 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



Dr Peter Allen (P.D.Allen@lse.ac.uk) is the Departmental Tutor for first years. For any academic queries relating to first year study, he is your main contact.

Room: COL.4.15



Jackie Everid (J.L.Everid@lse.ac.uk) is the Undergraduate Programmes Manager. She is your first point of call for any non-academic queries.

Room: COL.4.01



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

Rebecca Batey – Postgraduate Programmes Manager, COL.3.10

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
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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: at undergraduate, postgraduate and PhD level.

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 coursework and other non-academic queries.

The office opening hours are as follows:

10:00 – 12:00 and 14:00 – 16:00

Out of term time, the office is still open but the opening hours are more limited.

Postal address:

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

Email: maths.info@lse.ac.uk

Tel: +44 (0) 20 7955 7732

Email

The School and the Department 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](#).

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

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, and from your second year, the courses become more targeted to your programme.

First year

In the first year of your 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 700 first year students taking each of them. MA103 is a more specialist course, taken by about 250 students. Information on LSE100 can be found on page 17. For the Course Guide for each of these courses, see:

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/resources/calendar/programmeRegulations/undergraduate/2019/BScMathematicsAndEconomics.htm

lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2019/BScMathematicsWithEconomics.htm

lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2019/BScFinancialMathematicsAndStatistics.htm

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 are available. These include MSc Applicable Mathematics, MSc Financial Mathematics, and MSc Operations Research and Analytics run by the Department of Mathematics.

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 page 22.

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 second floor of Columbia House, and is available 09:00-18:00. You will need your ID card for access to the building and to the room second floor.

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



Academic Support & Assessment

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 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.

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; internships; deferral; exams; and personal circumstances. Academic Mentors are also one of the first faculty points of contact for you if you are facing difficulties with anything that affects your studies. They 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, as well as other teaching staff including class teachers and lecturers.

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 course and programme 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 in 2019-20, the Departmental Tutor is Dr Peter Allen (COL.4.15) – p.d.allen@lse.ac.uk

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 the Undergraduate Programmes Manager or the Head of Department.

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: your studies always come first. Poor grades at the end of the first year have nearly always been the result of inadequate application on the part of students.

'Failed courses must be redeemed via resits in August, or if necessary by repeat tuition (taking the full course again) in your second year. However the course grade is then capped at a Pass.

During the second year, students often spend a lot of time looking for internships, so making time to retake a failed course stretches them. Please note that reference letters for internships will not refer to your A-level results or potential achievements, but your actual performance in your first year exams. Students who do not apply themselves properly to their studies from the start, putting in adequate hours each week, are putting the success of their studies at risk. It is important to put in the necessary work to prepare for all classes each year.

Points of Advice

- Divide your time between your courses and do not fall behind, as it can be difficult to catch up.
- Use the Christmas vacation to review the material covered in the first term.
- Find a place to study that suits you. Some prefer to study at home, or in their rooms in Halls, or you might use the Library or the Undergraduate Study Room in COL.2.01.
- If you have a problem with a course, ask your class teacher (in the first instance) for help during their office hours or visit the Maths Support Centre.
- 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, so that 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. You can use our study room in COL.2.01 or book a space here: lse-uk.libcal.com



Lectures and Classes

Mathematics courses taught by the Department are taught by means of lectures, seminars and classes. For each course there are usually two hours of lectures per week during the two main teaching terms. Depending on the 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. Seminars, like classes, are compulsory and attendance records are held. Teaching arrangements on courses run by other departments may be different, so check the course guide for more information. Also, in the first lecture of the course you are likely to be told about the organization and structure of the course.

If you are absent without good reason from too many classes for a course, you may be barred from sitting the exam for that course. If you miss more than one class, a warning email will be generated and sent to you, your class teacher and your Academic Mentor. Class teachers have the option to record attendance as 'absence with reason' in case a student had a good reason to be absent (important appointments, illness, etc.). Make sure to inform your class teachers before the class if you have good reasons for missing a class by the deadline given.

Prepare thoroughly for classes and above all, be proactive: ask the class teachers in their office hours for help, and discuss questions with classmates. A problem shared is a problem halved!

Homework

On Mathematics courses, lecturers assign homework which is usually in the form of weekly exercise sheets. In other departments there may be different arrangements. You should do the assigned work and hand it in for marking to your class teacher before the deadline given. 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 homework box on the ground floor of Columbia House for their students to put their homework in. Be sure to place your work in the correct box!

The grades assigned for homework do not count towards your degree, but are a useful source of feedback. In the Department, we use a standardised marking scheme the details of which can be found here: lse.ac.uk/Mathematics/Current-Students/Assessment-feedback. The grades also form part of your progress reports 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 homework/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 as this will be reflected in your reports. Doing the weekly exercise sheets is some of the best preparation you can do for the end of year exams.

Exams and Assessment

A high proportion of the courses you will take as part of your degree will be in mathematics. Other departments have their own arrangements for assessment. These are the two types of assessment you may encounter:

- **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 homework or class exercises.
- **Summative assessment** can take several different formats, and **does count** towards your final results.

Summative assessment in mathematics usually takes the form of a written, unseen, closed book exam, though some courses have oral assessments or coursework elements.

Please note there will be a January exam for MA100, ST102, EC100 and EC102 in the week before Lent Term (week 0). All of your first year courses will also have exams in the Summer Term exam period. Summer Term exams take place from early May to mid-June. The exam timetable for this period is usually available in the latter half of Lent Term.

There is also a resit period in August for those students who failed or deferred earlier summative assessment. See page 14 for more on this.

Exams

Mathematics exams at university are different to 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.

Be aware that exams for different courses test different kinds of knowledge and skills. If you go to the lectures where the exams are discussed (often in the revision lectures at the end of each term or week 1 of Summer term), you will get an idea of what is expected in the exams. General guidance for mathematics exams can be found: lse.ac.uk/Mathematics/Current-Students/Assessment-feedback

After your exam results are published, we advise discussing them 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, 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 library-2.lse.ac.uk/protected-exam/. 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 careful: if you do one or two past papers, you will know what to expect in the exam. If you do another fifteen, you will not learn much more about the exam, because we make sure that every year the questions are new and different. It is more important to understand the material, rather than trying to guess what may come up in the exam.

Progression

You are required to pass at least three units (out of four) in your first and second years to progress to the next year. If you do not achieve this, you will have to re-sit the exams you failed. You will have to retake any failed course even if you progress to the next academic year. More information will be given once your exam results are known. 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 a passed a paper, you are not permitted to retake it.

For more information on in-year resits, please see page 14.

Feedback

Lecturers are available in their office hours to discuss homework. 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 are progressing. Class teachers and Academic Mentors also give specific written feedback on LSE For You at the end of each 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 your 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!

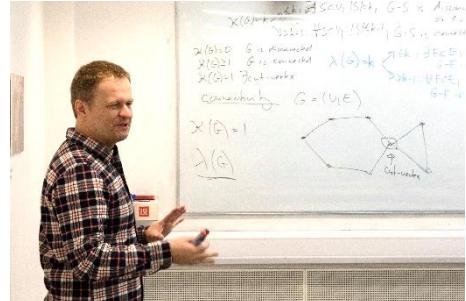
How can feedback help you?

- 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 may 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

In-Year Resits

If you fail or defer one of your undergraduate exams, you will be entered to attempt your resit or deferred assessment during the In Year Resit and Deferred Assessment Period (IRDAP), which takes place mid to late August.

If you have deferred your assessment and are sitting/submitting it for the first time, your mark will not be capped. If you have failed and are re-sitting/re-submitting an assessment, the overall mark for that course will be capped at a Pass mark of 40.

For more information on IRDAP, see here: lse.ac.uk/current-students/services/assessment-and-results/exams/re-entry

Further Support

Maths Support Centre

The Maths Support Centre helps students studying for first and second year mathematics 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

Mathematics Study Adviser

Sally Barton is the Mathematics Study Adviser for our Department's first year undergraduate students. As a Study Adviser, she can help with issues surrounding transition to university, getting to grips with abstract mathematics and academic insecurities, and any initial concerns you may have about studying at LSE. She works closely with the Student Wellbeing Service to make sure students get the help they need, as well as with the Academic Mentors who can refer you to Sally for support.

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 may 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 the Department, and you will get regular opportunities to meet your student mentor and benefit from integrating into LSE's dynamic community. You can find out more here:

lse.ac.uk/current-students/lse-life/projects/student-academic-mentor-programme

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 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 evident• 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	Third Class	<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	Lower Second Class	<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	Upper Second Class	<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

		<ul style="list-style-type: none"> Some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject
70-79	First Class	<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	First Class	<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	First Class	<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

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 .

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.

Personal & Professional Development

During the year, the Department organises events 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 alumni 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 session on course choices. All events will be announced by email.

Personal and Professional Development Seminar Series

We have developed a seminar series which provides personal and professional development opportunities for first-year students. There are 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 Moodle.



LSE100: The LSE Course

LSE100 is LSE's flagship interdisciplinary course for all undergraduates. It 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 as you test theories, evidence and ideas from a wide range of disciplinary perspectives. More information here: lse.ac.uk/current-students/lse100

Other workshops/development:

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 seminar series, which focuses on issues of particular interest to women in mathematics. We invite speakers to introduce their area of research or career to our students and discuss other issues of relevance to the group. While our female BSc, 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 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 Financial Mathematics and Statistics, BSc Mathematics and Economics, BSc Mathematics with Economics, and BSc Mathematics, Statistics & Business. The prize is named in memory of Professor Cyril Offord who was the first Professor of Mathematics at LSE. The prize consists of a monetary award and a book chosen by the Department.

Information can be found here: 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 exams for a BSc student in the Departments of Mathematics and Statistics. The prize consists of a monetary award and a certificate.

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

Wynne-Roberts Prize Fund

This prize fund, which is funded by the University of London Convocation Trust, is 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. The prize consists of a monetary award for both first and second year winners, or split equally 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

John Ying Wah Gibson Prizes

The prize is 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 compromises 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

Useful Information

Location of Departments

Accounting	Old Building – 3 rd Floor	020 7852 3780	accounting@lse.ac.uk
Economics	32 Lincoln's Inn Fields – 1 st Floor	020 7955 7542/6426	Econ.Hub@lse.ac.uk
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
Philosophy, Logic and Scientific Method	The Lakatos Building – 3 rd Floor	020 7955 6845	philosophy-dept@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
Students' Union – Advice and Counselling	020 7955 7158
St Philips Medical Centre	020 7611 5131

See also: lse.ac.uk/People/Search-People

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. MA103: Introduction to Abstract Mathematics).

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 (SSC)

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 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

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/lselfife, 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/lselfie

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).

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 [@EDI_LSE](#).

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 by 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. 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 regarding 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 regarding 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. Undergraduate students will take courses to the value of four units per year. You will need to select all of your courses, including any compulsory ones, in LSE for You.

When to select courses

Undergraduate course selection will open in early September. 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. 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.

3. Check your timetable and Moodle enrolments

Undergraduate students are allocated to all teaching centrally and you will receive your personal timetable in **LSE for You** during Welcome.

You will 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 2 days to regenerate)

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

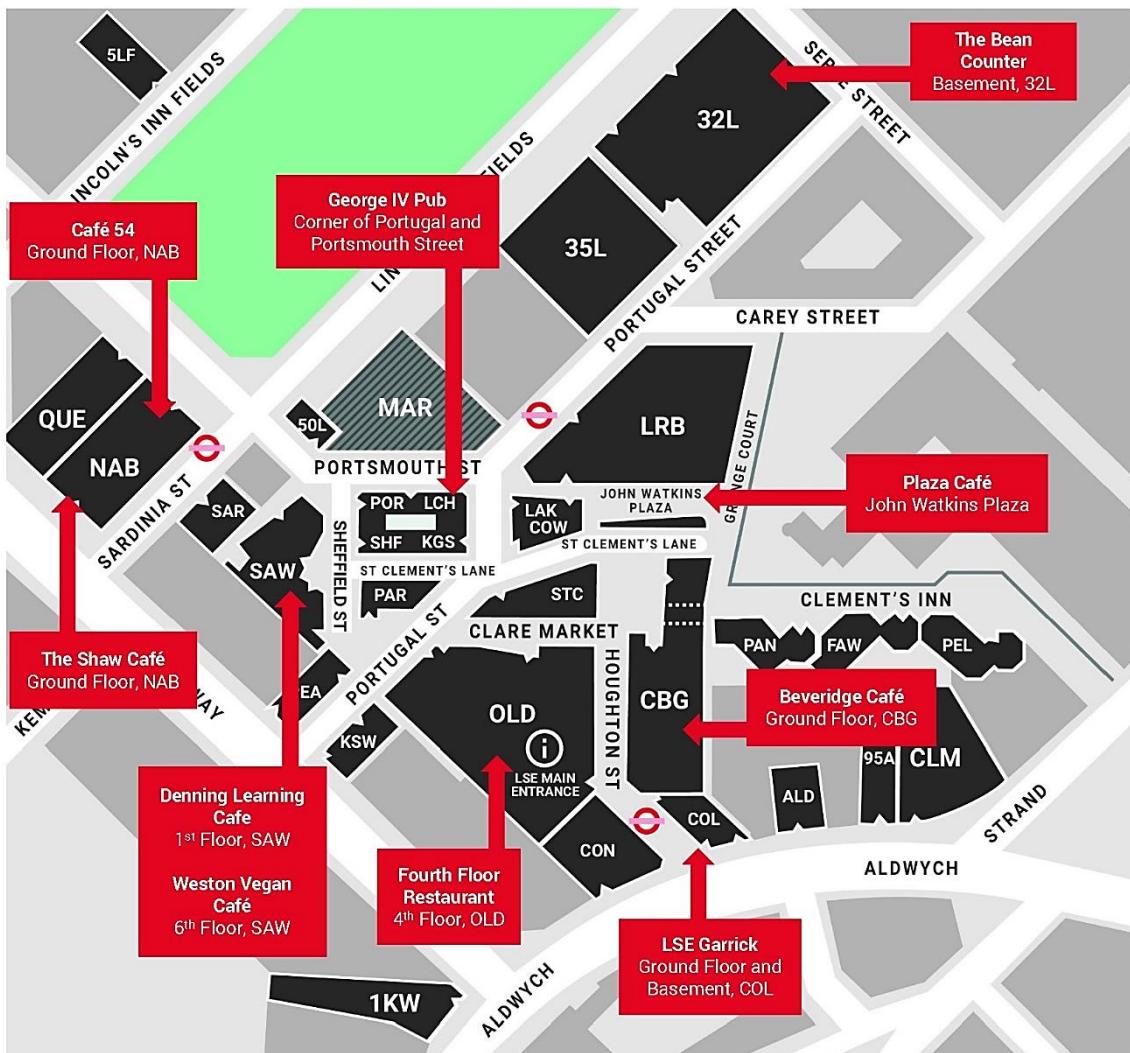
There is more detailed information, contact details and answers to frequently asked questions online at lse.ac.uk/courseSelection.

LSE Catering Outlets

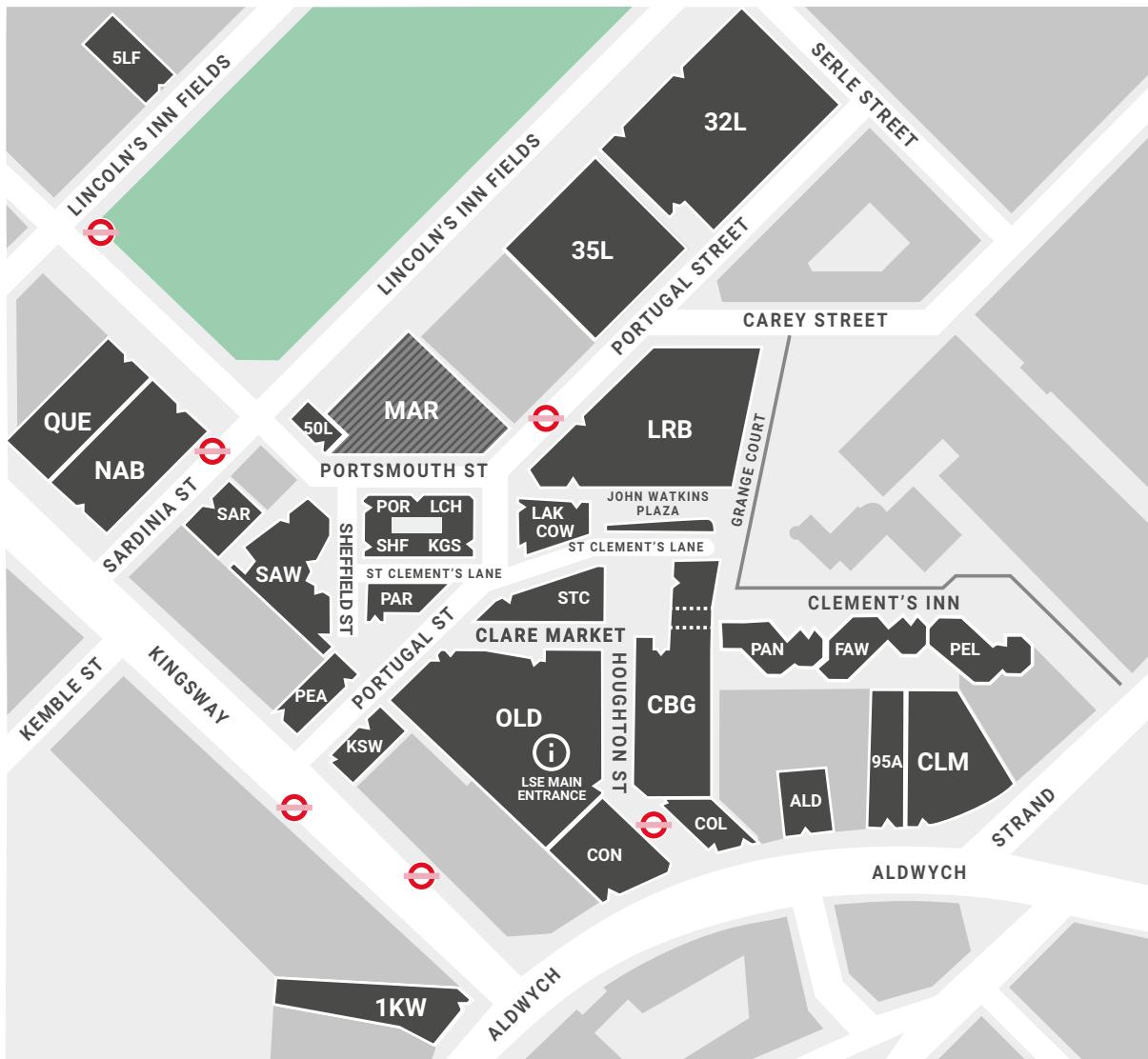
At LSE, we have a wide range of restaurants, cafes and bars for you to visit during your studies with us. The main restaurants are LSE Garrick and the Fourth Floor Restaurant. Our cafes and bars are:

- 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



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).



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**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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