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THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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WELCOME TO THE

Department of Statistics

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Undergraduate & MSc Handbook 2019



So far, I've attended three of the LSE LIFE core courses and I would like to say that I think these should be mandatory for all LSE students. I thought I took good notes before, but the tips you provide are very helpful to focus during reading/lectures. 99



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Connect with the LSE community studenthub.lse.ac.uk/welcome

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Department of Statistics Welcome

We are delighted to welcome you to the Department Statistics.

The Department of Statistics at LSE has an international reputation and has been the academic home for a host of distinguished statisticians.

LSE is one of the finest institutions of its kind in the world and has a key position, geographically in terms of its location in central London and geo-politically in term of its national and international standing. Our success very much depends on your success and we look forward to getting to know you and supporting you in your endeavours. I would like to wish you all the best for your studies here and I hope that you will make the most of your time with us.

As you will learn, ours is a relatively small Department, and we try to maintain an informal, friendly, and supportive atmosphere for our students. If you do happen to encounter problems of any kind, be they academic, financial, or emotional, we very much hope that you'll let us know at once. You can do this by informing your academic mentor (with whom you'll have regular meetings throughout the year), by setting up an appointment with your Programme Director, or by approaching any member of Departmental staff, including the MSc Programmes Manager or Undergraduate Programmes Manager.

I expect that you will find your studies challenging, but I hope that you also find them stimulating and rewarding. We think we are a friendly Department and we look forward to getting to know you better. This handbook should help you find your way around the School and the Department. Welcome!



Professor Fiona Steele Head, LSE Department of Statistics

About your Department

Professional Services Staff

The Department of Statistics at the LSE is a growing, friendly Department with an excellent reputation in many areas of statistics. It enjoys a unique position, comprising a body of professional statisticians in an economics and social science institution. The advantages of this position can be seen in the major contributions the Department has made in theoretical statistics and its applications in actuarial science, social statistics and econometrics. The Department offers academic programmes at all levels: BSc, MSc and MPhil/PhD. It also shares teaching and research with other sections of the School that have strong interests in statistics, including the Department of Mathematics, the Department of Finance, the Department of Methodology, and the Department of Economics. The Department also has affiliations to the LSE Centre for the Analysis of Time Series (CATS) and is also linked closely to The Royal Statistical Society and the Institute of Actuaries.

The Department of Statistics runs two Undergraduate and three Masters Programmes; these are as follows:

Undergraduate:

BSc Actuarial Science Programme Director: Dr George Tzougas

BSc Mathematics, Statistics and Business Programme Director: Dr Wicher Bergsma

A third programme, BSc Financial Mathematics and Statistics, is run jointly with the Department of Mathematics.

Masters

MSc Data Science Programme Director: Professor Milan Vojnovic

MSc Quantitative Methods for Risk Management Programme Director: Dr Beatrice Acciaio

MSc Statistics and MSc Statistics (Research) Programme Director: Dr Kostas Kalogeropoulos

MSc Statistics (Financial Statistics) and MSc Statistics (Financial Statistics) (Research) Programme Director: Dr Clifford Lam

MSc Statistics (Social Statistics) and MSc Statistics (Social Statistics) (Research) Programme Director: Professor Jouni Kuha

LSE-Fudan Double Masters in Financial Statistics and Chinese Economy Programme Director: Dr Clifford Lam

MSc Study Room

The 7th floor of Columbia House includes a study room for the use of MSc students from the Department of Statistics. The room number is COL 7.02a. The room will remain unlocked during working hours but you will require your LSE ID card to access it during evenings and weekends.

The study room has three fully networked PCs; as well as power and network points for the use of personal laptops and other electronic devices. Please take care to look after anything valuable; as neither the Department nor the School can take responsibility for stolen or damaged items. Recycling bins are provided, so please ensure that the space is kept clean and tidy for the benefit of all MSc students who will be using it. Misuse of the space of any kind is not acceptable. As the room is adjacent to academic offices, please also ensure that noise is kept to a minimum.

Undergraduate Common Room

On the 6th floor of Colombia House there is an undergraduate common room. The space is designed for use for all Statistics undergraduate students. This is a multipurpose space which the Department encourages you to use. The room is equipped with comfy seats, tables, writing boards and there is a drinks machine. Whilst the room is not a dedicated study area you are welcome to study there, but you can also use it to meet friends, have lunch, wait for your next class and in general enjoy some down time.

All non-academic queries should be directed to the Departmental Offices. We are open for student enquiries from **10.00 – 13.00** and 14.00 - 16.00. You are welcome to visit in person, call or email.

We are located on the 6th floor of Columbia House in COL 6.11.



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Steve Ellis Undergraduate Programmes Manager

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Help and Support available to you

Your Academic Mentor

Your Academic Mentor is a key point of contact in the department. Their role is to keep an overview of your academic progress and overall wellbeing during your time at the School.

They can provide guidance and coaching on the wide range of academic and pastoral topics that might come up during your time at LSE. They can share their experience, answer questions and help you play a part in LSE's academic community.

You should attend meetings with them, be willing to enter into discussions about your courses and the wider world, in a one-to-one setting, or perhaps in a group with other mentees.

Bear in mind that they won't always have the answer to all your questions but they will listen to you. When they don't know themselves, they will be able to direct you to the most appropriate team in the School.

Your mentor's responsibilities

- 1. Discuss any academic challenges they may experience.
- 2. Provide pastoral guidance on non-academic issues and refer students, as necessary, to the appropriate support services within the School
- 3. Implement the provisions outlined in Inclusion Plans for students with long-term medical conditions, specific learning differences and/or disabilities in liaison with the School's Disability and Wellbeing Service.
- 4. Maintain regular contact with students through direct one-to-one meetings at least twice a term during Michaelmas and Lent term and once in Summer term and through regular email contact as needed.
- 5. Comment on and provide general assessment of students' progression on their termly class reports via LSE for You.
- 6. Inform the Programme Director and School of any students whose attendance and progress is not satisfactory.

Getting the most out of your academic mentor

- 7. Build a good relationship with them.
- 8. Communicate clearly and openly and raise issues that could impact on your studies sooner rather than later.
- 9. Schedule and attend meetings and keep in touch by email even if things are well with you.
- 10. Think about areas you'd most like to speak about before the meeting

for social sciences. Engaging with people from other disciplines will help you find many interesting social problems to solve with statistics!

Nicole Lin, MSc Data Science 2018-19

- 11. For first year UG students: Attend the activities and events organised by your academic mentor such as trips and residential weekends as well as the "Keep calm and study in the Stats Department" events organised throughout the year.
- 12. More information on the role of the Academic Mentor can be found on the Academic Mentoring Portal via https://info.lse. ac.uk/staff/divisions/Academic-Mentoring-Portal

For Undergraduate students, your Mentor in the first year will be Dr Gelly Mitrodima, e.mitrodima@lse.ac.uk. Your Programme Manager will have already contacted you with a date and time to meet Dr Mitrodima. Your mentor will change in the second and third years.

For MSc students your Programme Director will perform this role.

Programme Director

The Programme Director plays a central role in coordinating your programme and its teaching. You are able to meet with them on a one-to-one basis to discuss any concerns you may have throughout your studies.

(Please see the About Your Department page for confirmation of your Programme Director.)

Departmental Tutor (undergraduate students)

Dr Gelly Mitrodima is another source of academic support and pastoral care in the Department. She is the Academic Mentor for all 1st year undergraduate students and the academic lead for welcome week activities and "Keep calm and study in the Stats Department" events for first year undergraduate students. She also organises learning community and cohort-building activities for all students in the Department as well as career events.

Professional Services staff

The professional services team work alongside Programme Directors and Academic Mentors and are able to act as a central point for any student query.

They can advise on both School and Departmental policy and are able to signpost you where something is beyond their area of expertise.

Feedback

Assessment

SAM

The Student Academic Mentor programme (SAM) allows first year UG students to sign up to receive peer to peer mentoring from undergraduate students from the same programme. The SAM programme matches second and third year mentors with incoming first year students; the aim is for student mentors to advise new students on their approach to study and help with adjustment to LSE. You will receive an email advising you how to sign up for this, alternatively please contact Steve Ellis S.J.Ellis@lse.ac.uk

Office Hours

Office hours are designated times during which academic staff will be available to discuss academic matters relating to the courses that they teach. Academic office hours are clearly published on their department's People page.

What if I cannot make the office hour time?

Students who cannot make the allocated office hour are encouraged to contact the relevant academic to make alternative arrangements.

How do I make an office hour appointment?

This varies across academics. Some appointments are booked via LSE for you or the Student Hub, while others do not operate a booking system so you can just attend during the designated time. If you are not sure, please contact the member of academic staff directly.

Other School Support

Please note that the School offers a variety of different support services. Please see pages 27 to 30.

Getting feedback on your work

You can expect to receive timely feedback in a variety of forms.

- Formative assessment. For most courses, there are regular homework assignments, which are marked by the class teacher before being returned and discussed in the next class. You will therefore receive both written and oral feedback on all submitted work, and can discuss your work further with class teachers and lecturers during their office hours.
- Summative assessment: exams. Feedback on exams generally takes the form of a commentary which summarises the performance of the cohort as a whole and highlights common errors. The commentary is usually accompanied by the solutions. The timescale for feedback follows the LSE Academic Code.
- Summative assessment: coursework and dissertations. Individual written feedback is provided on coursework and dissertations. except for group projects where group-level feedback is given. For large courses, brief individual feedback may be supplemented by collective feedback for the whole cohort.
- Office Hours. You can discuss questions about any aspect of a course with the lecturer or class teacher during their office hours.
- Academic Mentor meetings. An important purpose of Academic Mentor meetings is to discuss progress across all your courses. Your Mentor will have access to records of your class attendance, homework submission and grades, and marks for summative assessments

Giving feedback to the Department

There are many ways that you can pass on comments about any aspect of your courses and programme. We also welcome your suggestions for any activities or events that you would like the Department to offer.

- Comments about a course. If you have a concern about a particular course, it is best to discuss this with the lecturer if at all possible. Otherwise, you can discuss the matter with your Academic Mentor or ask your student rep to raise it at the next SSLC meeting. Some lecturers run mid-term surveys so that they can respond to any issues raised before the end of the course. The online School surveys carried out at the end of Michaelmas and Lent terms give you the opportunity to share your opinion of the courses you have taken.
- Comments about your degree programme can be raised through your Academic Mentor, or discussed directly with your Programme Director.
- Comments about non-academic matters, including suggestions for activities and events can be discussed with your Programme Manager.

Comments and suggestions can also be made anonymously via the feedback box in your study/common room or via the online feedback form, found on the Current Students page.

Assessment Type

Formative Assessment

All courses include a formative assessment component, which does not count towards your final degree results but which is compulsory.

Formative assessment components are designed to help you with your studies and provide opportunities for individual feedback from teachers in order to give you an idea of how you are progressing.

Course teachers will provide you with feedback, usually in the form of written comments and a mark. This feedback is invaluable in your preparation for the summative assessments as it should help you to improve and develop.

Summative Assessment

Each LSE course will be summatively assessed or examined. Some of the most common forms of assessment are exams, coursework, projects, group work and presentations.

Please note that summative examinations can take place either in January or during the Summer exam period.

In planning for your summative assessments, please be aware that faculty are not available during the vacations. Queries and advice on coursework assignments should therefore be obtained during termtime office hours.

You will also be expected to participate in seminar presentations and discussions and, in some cases, these will form part of the final assessment.

Please see the online course outlines for specific information about what is required regarding formative and summative assessments. You will also be notified of this by the Course Leader.

Coursework Submission

Your coursework must be labelled with your candidate number (available from LSE for You) only. As LSE uses blind marking your name or LSE ID number must not appear anywhere on your work.

In most cases you will be expected to submit a minimum of one hard copy to the Department's drop box and one electronic copy uploaded to Moodle. The electronic copy should be named with your candidate number and course code, i.e. 123654 ST303

Deadlines are strictly enforced. Both the hard copies and electronic copy must be submitted on time.

Requests for extensions are only granted in exceptional circumstances and must be approved by the Lecturer of the course. Such requests should be made in writing (email) and sent to both your lecturer and Programme Manager.

Late Submission

An assignment submitted after the deadline will have 5 marks out of 100 deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. For further details, please refer to the School's Regulations: www.lse.ac.uk/resources/calendar



Classifications and Marking Criteria for BSc Courses

Mark	Grade
0 - 39%	Fail
40 - 49%	Third Class
50 - 59%	Lower Second Class
60 - 69%	Upper Second Class
70% and over	First Class

General Assessment Criteria for Undergraduate Courses – examinations

The Department has the following general guidelines on assessment criteria, which apply to each individual undergraduate course and provide broad descriptions of the meaning of marks awarded on our examinations. The characteristics of the different classifications (First, 2:1 etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated:

- Knowledge and understanding of basic concepts and principles
- Ability to apply knowledge to formulate a problem mathematically or statistically
- Ability to apply core concepts to solve a problem, selecting and applying appropriate methods and techniques
- · Accurate use of mathematical notation
- Ability to make logical arguments
- · Ability to interpret results and set them in context

Classifications and Marking Criteria for BSc Courses

Mark (%)	Grade Descriptor	Characteristics
70-100	First	Thorough wide-ranging knowle
		 Deft application of knowledge and techniques
		Consistently high level of accur
		Arguments consistently express
		Appropriate and in-depth interp
		Significant capacity to solve m of knowledge
60-69	2:1	Clear knowledge and understa
		Competent application of know and techniques
		High level of accuracy
		• Arguments are largely clear an
		Appropriate interpretation of re
		Some capacity to solve more of
50-59	2:2	Sound knowledge and underst
		Application of knowledge to fo and techniques
		Largely accurate work
		• Arguments are in general clear
		Largely appropriate but someti
		Limited capacity to solve more
40-49	Third	Acceptable knowledge of subject
		Basic competency in application appropriate methods and technological appropriate methods appropriate methods and technological appropriate methods appropreprinte methods appropriate methods appropriate methods appropri
		• A number of slips in accuracy
		• Arguments are sometimes poo
		Cursory interpretation of result
		• Little capacity to solve more de
0-39	Fail	Little evidence of knowledge or
		Little evidence of ability to appl methods and techniques
		• A large number of errors
		Arguments poorly expressed
		Little attempt to interpret result

Undergraduate courses and degrees in the Department conform to the description in the QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research. This sets out the expectations for any undergraduate degree course in the UK in these subjects. In particular, paragraph 5.4 sets out the knowledge, understanding and skills that should be demonstrated to achieve a "threshold standard" (i.e. pass an honours degree).

Please note that most Statistics examinations involve short questions, to which the answers can be relatively unambiguously coded as (fully or partially) correct or incorrect. In the marking, these

- edge and understanding of subject
- to formulate and solve problems using appropriate methods
- uracy
- essed in a clear and logical way
- pretation of results
- nore demanding questions requiring non-standard application
- anding of subject
- wledge to formulate and solve problems using appropriate methods
- nd logical
- esults
- demanding questions requiring non-standard application of knowledge
- tanding of subject
- ormulate and solve standard problems using appropriate methods
- r and logical
- imes cursory interpretation of results
- demanding questions requiring non-standard application of knowledge
- ject, but gaps in understanding
- ion of knowledge to for-mulate and solve standard problems using nniques
- orly expressed
- ts
- lemanding questions
- or understanding of subject
- bly knowledge to formulate and solve problems using appropriate

Its or inappropriate interpretation

- questions may be further broken down into smaller steps and marked step by step. The final mark is then a function of the proportion of parts of the questions which have been answered correctly. In such marking, the principle of partial credit is observed as far as feasible. This means that an answer to a part of a question will be treated as correct when it is correct conditional on answers to other parts of the question, even if those other parts have been answered incorrectly.
- Please note that assessment for coursework is course-specific and will be provided by the course leader.



Classifications and Marking Criteria for MSc Courses

Mark	Grade	
0 - 19%	Bad Fail	
20 - 49%	Fail	
50 - 59%	Pass	
60 - 69%	Merit	
70% and over	Distinction	

General Assessment Criteria for MSc courses – examinations

The Department has the following general guidelines on assessment criteria, which apply to each individual MSc course which provide broad descriptions of the meaning of marks awarded on our examinations. The characteristics of the different classifications (Distinction, Merit etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated:

- Knowledge and understanding of basic concepts and principles
- Ability to apply knowledge to formulate a problem mathematically or statistically
- Ability to apply core concepts to solve a problem, selecting and applying appropriate methods and techniques
- Accurate use of mathematical notation
- Ability to make logical arguments
- Ability to interpret results and set them in context

Classifications and Marking Criteria for MSc Courses

Mark (%)	Grade Descriptor	Characteristics
70-100	Distinction	 Thorough wide-ranging knowle
		Deft application of knowledge and techniques
		Consistently high level of accu
		Arguments consistently express
		• Appropriate and in-depth interp
		 Significant capacity to solve m of knowledge
60-69	Merit	Clear knowledge and understa
		 Competent application of know and techniques
		High level of accuracy
		• Arguments are largely clear an
		Appropriate interpretation of re
		• Some capacity to solve more of
50-59	Pass	 Sound knowledge and underst
		 Application of knowledge to fo and techniques
		Largely accurate work
		• Arguments are in general clear
		• Largely appropriate but somet
		 Limited capacity to solve more of knowledge
20-49	Fail	Little evidence of knowledge o
		• Little evidence of ability to app methods and techniques
		• A large number of errors
		• Arguments poorly expressed
		• Little attempt to interpret resul
	Bad Fail	 Very little attempt to answer quite

Masters courses and degrees in the Department conform to the description in the QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research. This sets out the expectations for any Masters degree course in the UK in these subjects. In particular, paragraph 5.5 sets out the knowledge, understanding and skills that should be demonstrated to achieve a "threshold standard" (i.e. pass a MSc degree).

Please note that most Statistics examinations involve short questions, to which the answers can be relatively unambiguously

- edge and understanding of subject
- to formulate and solve problems using appropriate methods
- uracy
- essed in a clear and logical way
- pretation of results
- nore demanding questions requiring non-standard application
- anding of subject
- wledge to formulate and solve problems using appropriate methods
- nd logical
- esults
- demanding questions requiring non-standard application of knowledge
- tanding of subject
- ormulate and solve standard problems using appropriate methods
- and logical
- imes cursory interpretation of results
- e demanding questions requiring non-standard application
- or understanding of subject
- ply knowledge to formulate and solve problems using appropriate

Its or inappropriate interpretation

uestions or information presented is largely incorrect or irrelevant

coded as (fully or partially) correct or incorrect. In the marking, these questions may be further broken down into smaller steps and marked step by step. The final mark is then a function of the proportion of parts of the questions which have been answered correctly. In such marking, the principle of partial credit is observed as far as feasible. This means that an answer to a part of a question will be treated as correct when it is correct conditional on answers to other parts of the question, even if those other parts have been answered incorrectly.



General Assessment Criteria for dissertations in Taught Masters Degrees

The Department has the following general guidelines on assessment criteria, which provide broad descriptions of the meaning of marks awarded. The characteristics of the different classifications (Distinction, Merit etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated:

- Ability to undertake a research project with some guidance
- Formulate a scientific problem and show ability to acquire a thorough understanding on it
- Identify appropriate probabilistic modelling and statistical methods to the specific area of study
- Carry out and interpret statistical analysis in the relevant context and make logical arguments
- Demonstrate the ability to acquire further knowledge and develop or expand statistical methods according to the scientific problem
- Write a well-structured academic paper with accurate mathematical notation to present the scientific problem and the research findings

General Assessment Criteria for dissertations in Taught Masters Degrees

Mark (%)	Grade Descriptor	Characteristics
70-100	Distinction	Thorough knowledge and under
		 Deft application of knowledge and techniques
		Appropriate and in-depth interp
		Arguments consistently express
		Evidence of research contribut
		Well-written and structured ma
60-69	Merit	Clear knowledge and understa
		 Competent application of know and techniques
		Appropriate interpretation of re
		• Arguments are largely clear an
		Some capacity to solve more of
		• Manuscript may have a few er
50-59	Pass	Sound knowledge and underst
		Application of knowledge to co
		• Largely appropriate but somet
		Arguments are in general clear
		 Limited capacity to solve more of knowledge
		Manuscript has some errors in
20-49	Fail	Little evidence of knowledge o
		• Little evidence of ability to app techniques
		Little attempt to interpret resul
		Arguments poorly expressed
		• A large number of errors
		Manuscript has a large number
0-19	Bad Fail	• Very little attempt to answer q

Masters courses and degrees in the **Department conform to** the description in the QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research. This sets out the expectations for any Masters degree course in the UK in these subjects. In particular, paragraph 5.5 sets out the knowledge, understanding and skills that should be demonstrated to achieve a "threshold standard" (i.e. pass a MSc degree).

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e to conduct statistical analysis using appropriate methods
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in the mathematical notation, wording or structure

or understanding of subject

ply to conduct statistical analysis using appropriate methods and

ults or inappropriate interpretation

per of errors in the mathematical notation, wording or structure

questions or information presented is largely incorrect or irrelevant

Student Prizes

Undergraduate Prizes

Cyril Offord Prize

Awarded for outstanding performance in BSc Mathematics and Economics or BSc Business Mathematics and Statistics. The prize is awarded by the Department of Mathematics and Statistics and the winners decided jointly between the two Departments. Prize: £200

Farr Prize

Awarded for the best performance in final examinations for a BSc student in the Departments of Mathematics or Statistics. The winner is decided jointly between the 2 Departments.

Prize: There is a prize fund of £500, the prize will be split between two winners

IMA Prizes

Two prizes are awarded for outstanding performance in the final year of an Institute of Mathematics and it's applications (IMA) approved course. All degrees within the Departments of Mathematics and Statistics are IMA approved so this is a joint decision. Prize: A year's free membership of the IMA

Bowley Prize

Awarded to the best 3rd year undergraduate project in Applied Statistics (ST312). Prize: £350

Winton Capital Prizes

The prizes will be awarded to two undergraduate statistics students who have taken the Stochastic and Actuarial Methods in Finance course (ST330) and achieved the highest weighted average marks. In the weighting, the ST330 counts for 50% and each of the eight remaining units count for 6.25%. Prize: Two prizes of £500

Worshipful Company of Actuaries

Worshipful Company of Actuaries

This prize is for an Actuarial Science student entering either their 2nd or 3rd year of study. This is not a school prize and the cheques are raised by the WCA. A presentation is arranged by the UG Programme Manager, where the students are awarded the cheques and members of the WCA attend too.

Prize: Usually a £300 cheque given to one student or two cheques for £150 are given out so the prize can be split by the Worshipful Company of Actuaries

MSc Student Prizes

The Winton Prize for academic excellence in MSc Statistics/MSc Statistics (Financial Statistics) and **MSc Statistics (Social Statistics)**

One prize of £500 will be be awarded to the student with the highest overall mark in their assessments.

The Winton Prize for best dissertation in MSc Statistics/MSc Statistics (Financial Statistics)/ **MSc Statistics (Social Statistics)**

One prize of £500 will be be awarded to the MSc Statistics/MSc Statistics (Financial Statistics)/MSc Statistics (Social Statistics) (Research) student with the highest overall mark in their dissertation.

The Winton Prize for academic excellence in **MSc Data Science**

One prize of £500 will be be awarded to the MSc in Data Science student with the highest overall mark in their assessments.

The Winton Prize for best dissertation in MSc Data Science

One prize of £500 will be be awarded to the group of MSc Data Science students with the highest overall mark in their Capstone Project.

The Royal Statistical Society Prize

The Royal Statistical Society also provides an annual prize to the MSc Statistics, MSc Financial Statistics or MSc Social Statistics student which is awarded to the student with the second highest overall results. The prize is a years' free graduate membership of the RSS. Note that in order to gualify for this prize, the student in guestion will need to be eligible for Graduate Statistician Status. If this is not the case, the prize will be awarded to the eligible student with the next highest mark.

The Rajendra Bhansali Prize

This Prize is made possible by a generous donation from Rajendra Bhansali, graduate (BSc(Econ), 1967 and PhD, 1971) and former member of staff (1967-68) of the LSE and now Emeritus Professor of Mathematical Sciences at the University of Liverpool.

One prize of £200 is awarded to the MSc Ouantitative Methods for Risk Management student with the highest overall mark in their assessments.

Communication in the **Department of Statistics**

Please bear in mind that email is used in the Department and throughout the School as the standard form of communication.

It is therefore essential, once you have set up your LSE email address, that you check it regularly (at least once a day during term time). Please note that the Department will not send emails to LSE students at non-LSE email addresses.

Email

You can also access e-mail off-campus using webmail and remote desktop or on the move, using email clients for laptops and mobile phones. For instructions on how to access your e-mail off campus, visit https://info.lse.ac.uk/staff/divisions/dts/help/ guides-faqs/remote

Student Newsletters

During term time both the Undergraduate and MSc Programmes Manager will send regular email newsletters. These contain crucial information about your studies, including coursework submission and other important deadlines. As well as this they will contain updates on events happening in the Department and or school, job vacancies and learning and development opportunities.

Social Media

Stay in touch via social media Facebook: https://www.facebook.com/StatisticsLSE Twitter: @statsdeptlse

Student Hub

The Student Hub lets you:

Organise

- View your timetable, events and deadlines all in one place
- Get notified about timetable changes and view upcoming deadlines
- Book and manage your time with your academic mentor, LSE LIFE advisors, and your teachers

Collaborate

- Create a group and invite your friends to carry on the conversation after class
- Start a study group, catch up with classmates, and chat with people in your hall

Discover

- Find your way around with the campus map
- Follow your department and areas of the School for news and events

Comments and Suggestions

Your input is essential and you can give us your comments via the anonymous feedback box in your study room (MSc) or common room (Undergraduate). Alternatively you can email either your Academic Mentor or your Programme Manager ,or submit your feedback online via our feedback form on the "Current Students" page.

Student Testimonies



LSE is an international school and you will know people from many countries. Don't be shy and talk with them! You will find a different world.

Chang Liu, MSc Quantitative Methods for Risk Management, 2018-19

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Don't hesitate to seek your teachers for help on the course material. The teachers are really friendly and more than willing to clear any doubts you have...all you have to do is ask! I also found the Statistics Advice hours in the Library really helpful!

Dylan Chuah, 2nd Year Actuarial Science Student

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Be ready to learn independently. That means to motivate yourself to go beyond what is taught in the class and assign learning tasks and goals for yourself, because no one else is responsible for your own learning. However, seek help actively and often. Faculty are generally happy to help, but you need to make the initiative!

Nicole Lin, MSc Data Science 2018-19 99

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Use the career services, they are there to help you. Also, take some time off from your studies to enjoy – it's over before you know it.

Tryggvi Skarphéðinsson, MSc Statistics (Financial Statistics) 2018-19



Goes without saying, apply for jobs as soon as possible. To give yourself the best chance, the majority of your job applications should have gone off before Christmas break-up!

During exam season, if you plan to work in the library, book your seats in advance. 99

Tristan Ong, MSc Quantitative Methods for Risk Management 2018-19

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For me the key to productive studying has been to find my own approach instead of just copying what everyone else was doing. Experiment in multiple different ways until you find something that fits your mind and rhythm. Working with friends is a really useful way to make sure you've understood the concepts. The LSE have loads of great spots all over campus to work in groups, such as the bookable spaces in the library and the statistics department undergraduate room in Columbia House. You should definitely make the most of them.

Jennifer Michel, 2nd Year MSB Student

Staff Contacts

Name and Course	Contact Details	Research Interests
Dr Beatrice Acciaio Programme Director for MSc Quantitative Methods for Risk Management Teaches ST409, ST440 and ST452	Room: COL 6.02 Email: b.acciaio@lse.ac.uk Tel: 020 3486 2957	Stochastic calculus and its applications in finance; risk measures and optimal risk sharing; robust finance and information asymmetry
Dr James Abdey Teaches ST102, ST107, ST307 & ST327	Room: COL 5.10 Email: J.S.Abdey@lse.ac.uk Tel: 020 7955 6030	Forensic statistics; compound error methods; decision- theoretic foundations; economic and public sector applications; significance measures
Dr Matteo Barigozzi Teaches ST304	Room COL.7.11 Email: M.Barigozzi@lse.ac.uk Tel: 020 7955 6063	Time series analysis; dynamic factor models (stationary and non-stationary); volatility modelling; graphical models and social networks.
Prof Pauline Barrieu Teaches ST330	Room: COL.6.03 Email: P.M.Barrieu@lse.ac.uk Tel: 020 7955 6016	Model uncertainty; insurance-linked securitization; contract designing; environmental economics; and financial mathematics.
Dr Erik Baurdoux Teaches ST330 and ST426	Room: COL.6.04 Email: E.J.Baurdoux@lse.ac.uk Tel: 020 7955 6717	Optimal stopping; stochastic games; Lévy processes; financial and insurance mathematics
Dr Wicher Bergsma Teaches ST312, ST425	Room: COL.6.06 Email: W.P.Bergsma@Ise.ac.uk Tel: 020 7955 6725	Categorical data analysis; statistical learning; testing independence; multivariate analysis; graphical modelling
Dr Luciano Campi Teaches ST306, ST439 and ST452	Room: COL.5.04 Email: I.campi@lse.ac.uk Tel: 020 7955 6013	Stochastic calculus and its applications to finance; Information asymmetry and insider trading; credit risk; financial markets and transaction costs; energy markets
Prof Umut Cetin Teaches ST302, ST433	Room: COL.6.08 Email: U.Cetin@lse.ac.uk Tel: 020 7955 7644	Stochastic calculus; theory of martingales and Markov processes; liquidity risk and credit risk modelling; asymmetric information in financial markets; carbon finance.
Dr Yining Chen Teaches ST444	Room: COL.5.08 Email: y.chen101@lse.ac.uk Tel: 020 7955 6865	Shape-constrained estimation; nonparametric classification and regression; semiparametric modelling; time series analysis.
Dr Nicholas Cron Teaches ST108	Room: COL5.13 Email: N.Cron@lse.ac.uk Tel: 020 7955 6009	
Prof Angelos Dassios Sabbatical Leave 2019/20	Room: COL.6.14 Email: A.Dassios@lse.ac.uk Tel: 020 7955 7749	Stochastic processes; theory & applications of piecewise deterministic Markov processes; risk theory; insurance and financial applications of stochastic processes.
Dr Daniela Escobar Teaches ST303, ST429, ST448	TBA – new member of staff 2019/20	
Prof Piotr Fryzlewicz Deputy Head of Department for Teaching Teaches ST436	Room: COL.5.12 Email: P.Fryzlewicz@lse.ac.uk Tel: 020 7955 7953	Multiscale modelling and estimation; time series (especially nonstationary time series); change-point detection; high-dimensional statistical inference and dimension reduction; randomised algorithms; statistical learning; data visualisation; statistics in finance; statistics in the socila sciences; statistics in neuroscience.
Dr Sara Geneletti Teaches ST201 and ST211	Room: COL.5.07 Email: S.Geneletti@lse.ac.uk Tel: 020 7955 7646	Causal inference, graphical models, Bayesian inference, evidence synthesis
Dr Kostas Kalogeropoulos Programme Director, MSc Statistics and MSc Statistics (Research) Teaches ST308, ST451 and ST498	Room: COL 6.10 Email: K.Kalogeropoulos@Ise.ac.uk Tel: 020 7955 6017	Bayesian inference, Markov Chain Monte Carlo, sequential Monte Carlo, inference on models with stochastic differential equations, infectious disease modelling with evidence synthesis

Name and Course	Contact Details	Research Interests
Prof Kostas Kardaras Teaches ST213 and ST453	Room: COL.6.07 Email: K.Kardaras@lse.ac.uk Tel: 020 7955 7169	Stochastic analysis, martingales and the general theory of stochastic processes, foundations of mathematical finance and economics, stochastic control and optimisations and Monte Carlo methods
Prof Jouni Kuha Programme Director, MSc Statistics (Social Statistics) and MSc Statistics (Social Statistics) (Research) Teaches ST405/MY455, ST411	Room: COL 8.04 Email: J.Kuha@lse.ac.uk Tel: 020 7955 6835	Model selection; models with measurement error and missing data; latent variable models; analysis of cross- national survey data; social statistics.
Dr Clifford Wai-Fung Lam Programme Director, MSc Statistics (Financial Statistics) and MSc Statistics (Financial Statistics) (Research) Teaches ST326, ST422	Room: COL.6.09 Email: C.Lam2@lse.ac.uk Tel: 020 7955 7636	Semiparametric modelling; variables and feature selections; regularization methods; high-dimensional data analysis; time series and factor modelling; spatial econometrics modelling
Dr Milt Mavrakakis Teaches ST202, ST206	Room: COL5.13 Email: m.c.mavrakakis@lse.ac.uk	
Prof Irini Moustaki Teaches ST205, ST312, ST416	Room: COL.6.05 Email: I.Moustaki@lse.ac.uk	Latent variable models; structural equation models; categorical data; missing values; outliers; composite likelihood estimation methods; applications to social sciences and health
Dr Xinghao Qiao Teaches ST443	Room: COL.5.15 Email: x.qiao@lse.ac.uk	Functional and longitudinal data analysis; high dimensional statistics; statistical machine learning; time series analysis
Dr Evangelia Mitrodima Academic Mentor for all First Year Undergraduates Teaches ST226	Room: COL 5.11 Email: E.Mitrodima@lse.ac.uk Tel: 020 7955 6009	Financial modelling and forecasting and her research uses among others Bayesian non- and semi-parametric framework, via Markov chain Monte Carlo, for the construction of quantile time series models for financial data
Dr Chengchun Shi Teaches ST445, ST498	TBA – new member of staff 2019/20	
Prof Lenny Smith Teaches ST418	Room: TW1 11.1A Email: L.Smith@lse.ac.uk Tel: 020 7955 7626	Time series; non-linear time series and chaos
Prof Fiona Steele Head of Department Teaches ST442	Room: COL.7.12 Email: F.A.Steele@lse.ac.uk Tel: 020 7955 6236	Statistical methods for social research; multilevel modelling longitudinal data analysis; event history (survival) analysis; structural equation modelling; applications in demography, psychology, education and epidemiology.
Dr George Tzougas Teaches ST227, ST301, ST440	Room: COL 5.11 Email: g.tzougas@lse.ac.uk Tel: 020 7955 7646	Mixture models, EM algorithm, distribution theory, risk theory and actuarial modelling, design of optimal bonus- malus systems, reinsurance, claims reserving and ruin theory.
Professor Milan Vojnovic Programme Director for MSc Data Science Teaches ST446, ST449 and ST498	Room: COL.5.05 Email: m.vojnovic@lse.ac.uk Tel: 020 7107 5146	Data science, machine learning, artificial intelligence, game theory, multi-agent systems, information networks
Professor Hao Xing On leave 2019/20	Room: COL.5.09 Email: H.Xing@lse.ac.uk Tel: 020 7955 7629	Stochastic analysis, analysis of differential equations, stochastic control and their applications to finance and insurance; economic models of interacting agents.
Prof Qiwei Yao Teaches ST309, ST447	Room: COL.7.16 Email: Q.Yao@lse.ac.uk Tel: 020 7955 6767	Time series analysis; factor modelling and dimension reduction; nonparametric regression; spatial and tempor modelling; financial econometrics.



Key Information

Term dates and LSE closures – Academic Year 2019/20

Michaelmas Term (MT)

Monday 30 September – Friday 13 December 2019 Reading Week: Monday 4 - Friday 8 November 2019

Lent Term (LT)

Monday 20 January - Friday 3 April 2020 January Exams: Monday 13 - Friday 17 January 2020 Reading Week: Monday 24 - Friday 28 February 2020

Summer Term (ST)

Monday 4 May - Friday 19 June 2020 Summer Exams: Monday 11 May – Friday 19 June 2020

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 Ise.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 Ise.ac.uk/studentIdCards to find out how to get a replacement.

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

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 Ise.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 Ise.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 **Ise.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

Student Services Centre

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 Master's 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 <a>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 Ise.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 Master's 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 Ise.ac.uk/policies



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 Ise.ac.uk/ssc, follow our page on the Student Hub and follow @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 guery or guestion then the Advice Team will be happy to help. You can contact the advice team at ssc.advice@lse.ac.uk or by phone on **020 7955 6167**.

International Student Visa Advice Team (ISVAT)

ISVAT provide detailed immigration advice for international students on their website which is updated whenever the immigration rules change. The best way to contact ISVAT is to use the guery form at Ise.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 experiences, both in and outside of the classroom, with LSE staff. SSLCs are a shared, collaborative endeavour between Departments, the Students' Union, central School Services, and, most importantly, students themselves.

At the start of the year 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.

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 **Ise.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.



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 SSLCs across the School can be found online: Ise.ac.uk/current-students/creatorsinnovators-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.

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 Schoolwide bodies. The results can be found online in the "Surveys" section of the website at Ise.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.

LSELIEF 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 Ise.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 **Ise.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 Ise.ac.uk/academicSupportLibrarian. Subject Guides are useful online introductions to finding resources, read yours at Ise.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 does 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. 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 **Ise.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 Ise.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

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 about this, as well as the advice and support we can offer, at Ise.ac.uk/volunteercentre or by following @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)

Your Wellbeing and Health

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 Ise.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 Ise.ac.uk/EquityDiversityInclusion and follow the EDI Office on Twitter @EDI_LSE

Student Wellbeing Service (SWS)

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

SCS provides a professional, free and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit **Ise.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 in place agreed "reasonable adjustments" to support your studies. Visit Ise.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 Ise.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 Ise.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 hosts a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found online at **Ise.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 Ise.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 Ise.ac.uk/faithCentre

Exams and Assessments

Plagiarism

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 Ise.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 shortterm, 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 Ise.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 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.

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 Ise.ac.uk/calendar. Any breach of the Statement will be treated in the same way as plagiarism.

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 Master's 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

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 "selfplagiarism" 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 containing (or that contains) 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

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/degreecertificates

Fees and Finance

Codes and Charters

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 **ise.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, visit **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, can be contacted by phone on 020 7955 6609 or by email at financial-support@lse.ac.uk

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 (usually 11am to 4pm, Monday to Friday). You do not need to wait for a drop-in session.

LSE Academic Code

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

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

A copy of the Academic Code is included at the end of this handbook.

The Student Charter

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

The charter covers:

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

You can find out more about the Charter, and read the full version online, just search "LSE Student Charter".

Codes of Good Practice

The Codes of Good Practice explain the 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 examinations and assessments. The codes also lay out your responsibilities and what LSE expects of you. You can find the codes of practice at Ise.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 Ise.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. The number of courses postgraduate students take varies by programme but can be found at **Ise.ac.uk/calendar**. You will need to select all of your courses, including any compulsory ones, in LSE for You.

When to select courses

Undergraduate course selection will open in early September. Postgraduate course selection will open for browsing at the beginning of Welcome and open properly just before term starts. Course selections need to be made by the beginning of Week 3 of Michaelmas Term. You will be able to make changes to Lent Term half unit courses in early Lent Term. For the exact dates visit **Ise.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 clashes.

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 **Ise.ac.uk/courseSelection**

2. Select your courses in LSE for You

Go to **Ise.ac.uk/selectcourses** for step by step instructions on how to select your courses on LSE for You. Remember to select any compulsory courses and, if applicable, your dissertation. The process differs for undergraduate and postgraduate students.

3. Check your timetable and Moodle enrolments

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

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

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

Changing class or seminar

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

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 two days to regenerate)
- Your seminar has not yet been allocated by the relevant department (postgraduate only)



Access guide to LSE buildings

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

Getting help

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

The LSE Academic Code

Campus map

The LSE Academic Code, developed in partnership with LSE Students' Union, sets out what we do to deliver a consistent student experience across our School and clarifies what you (as a student) can expect from your LSE education.

The Academic Code helps us deliver on our commitments to enhance experiences at LSE in partnership with students. Your input is essential to measure success, and the Students' Union has worked with us to redesign student representation at our School, so that you have a stronger voice at LSE than ever before.

The Academic Code should be read in conjunction with the LSE-LSESU Student Charter.

- **1.** All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent term.
- **2.** Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Summer Term is not required for noncontinuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.

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

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

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

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

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

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

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

- 3. All students will have an Academic Mentor to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
- 4. Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
- 5. In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.
- **6.** Staff teaching on LSE programmes will be available to students through a minimum of 35 office hours (for full-time teaching staff) during term time. Normally, the expectation is to meet face-toface, but contact may take other forms that are mutually agreed between the teacher and students.
- 7. Departments will hold at least one Student-Staff Liaison **Committee** and one Departmental Teaching Committee meeting during each of the Michaelmas and Lent terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.



Key

95A

ALD

CBG

CLM

COL

CON

COW

FAW

KGS

1KW

KSW

	95 Aldwych	LAK	Lakatos Building
	Aldwych House	LCH	Lincoln Chambers
	Centre Building	5LF	5 Lincoln's Inn Fields
	Redevelopment	32L	32 Lincoln's Inn Fields
	Clement House	35L	35 Lincoln's Inn Fields
	Columbia House	MAR	The Marshall Building
	Connaught House		(44 Lincoln's Inn Fields)
I	Cowdray House	50L	50 Lincoln's Inn Fields
	Fawcett House	LRB	Lionel Robbins Building,
	King's Chambers		Library and The Womens I
	1 Kingsway	NAB	New Academic Building
1	20 Kingsway	OLD	Old Building
	LSE LSE Bu Building Develop		i Information



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).

ıg	PAN	Pankhurst House
ers	PAR	Parish Hall
Fields	PEA	Peacock Theatre
n Fields	PEL	Pethick-Lawrence House
n Fields	POR	1 Portsmouth Street
uilding	QUE	Queens House
n Fields)	SAR	Sardinia House
n Fields	SAW	Saw Swee Hock
Building,		Student Centre
e Womens Library	SHF	Sheffield Street
Building	STC	St Clement's



lse.ac.uk/statistics



Department of Statistics Columbia House The London School of Economics and Political Science Houghton Street London WC2A 2AE

E: statistics@lse.ac.uk

This information can be made available in alternative formats, on request. Please contact statistics@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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