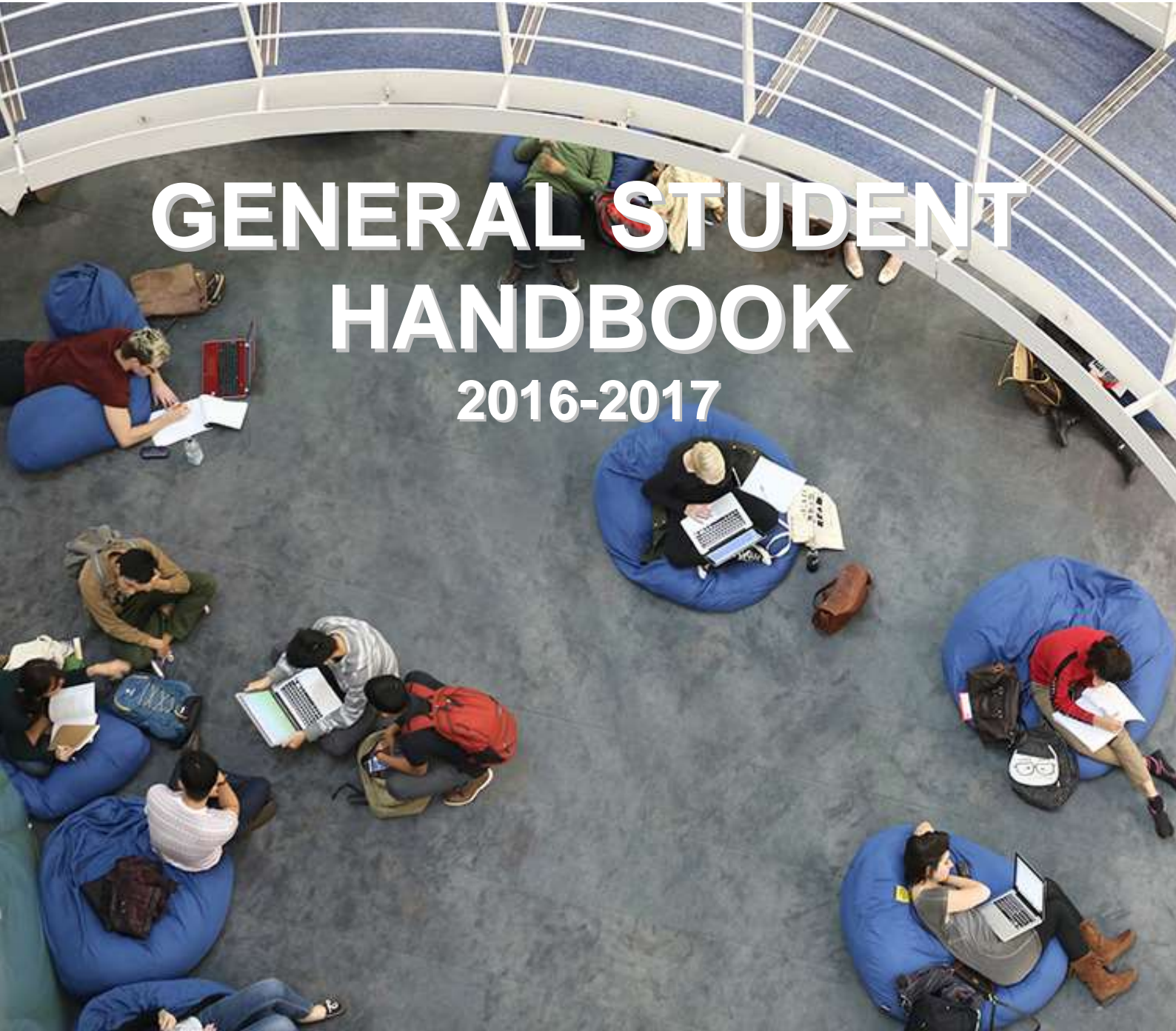




Department
of Accounting

GENERAL STUDENT HANDBOOK

2016-2017



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Contact details

Department of Accounting
London School of Economics and Political Science
Houghton Street, London WC2A 2AE

Tel: +44 (0)20 7852 3780
Fax: +44 (0)20 7242 3912

General enquiries: accounting@lse.ac.uk
Website: lse.ac.uk/accounting

Facebook facebook.com/lseaccounting
Twitter twitter.com/LSE_Accounting @LSE_Accounting

Disclaimer: *The information in this Handbook may be superseded by recent changes in regulations and other, more recent, particulars. As a guiding principle, the School's webpages will generally contain the latest, most up-to-date information.*

KEY DATES

BSc Accounting and Finance

19 September

- **LSE Welcome Presentation** - 10:30 to 12:00 - Peacock Theatre
- **LSE General Course School Registration** -
09:30 to 10:45 (Surname A-L) 10:45 to 12:00 (Surname M-L)
Hong Kong Theatre (Clement House)

22 September

- **LSE School Registration** - 15:30 to 16:00 - Hong Kong Theatre (Clement House)

23 September

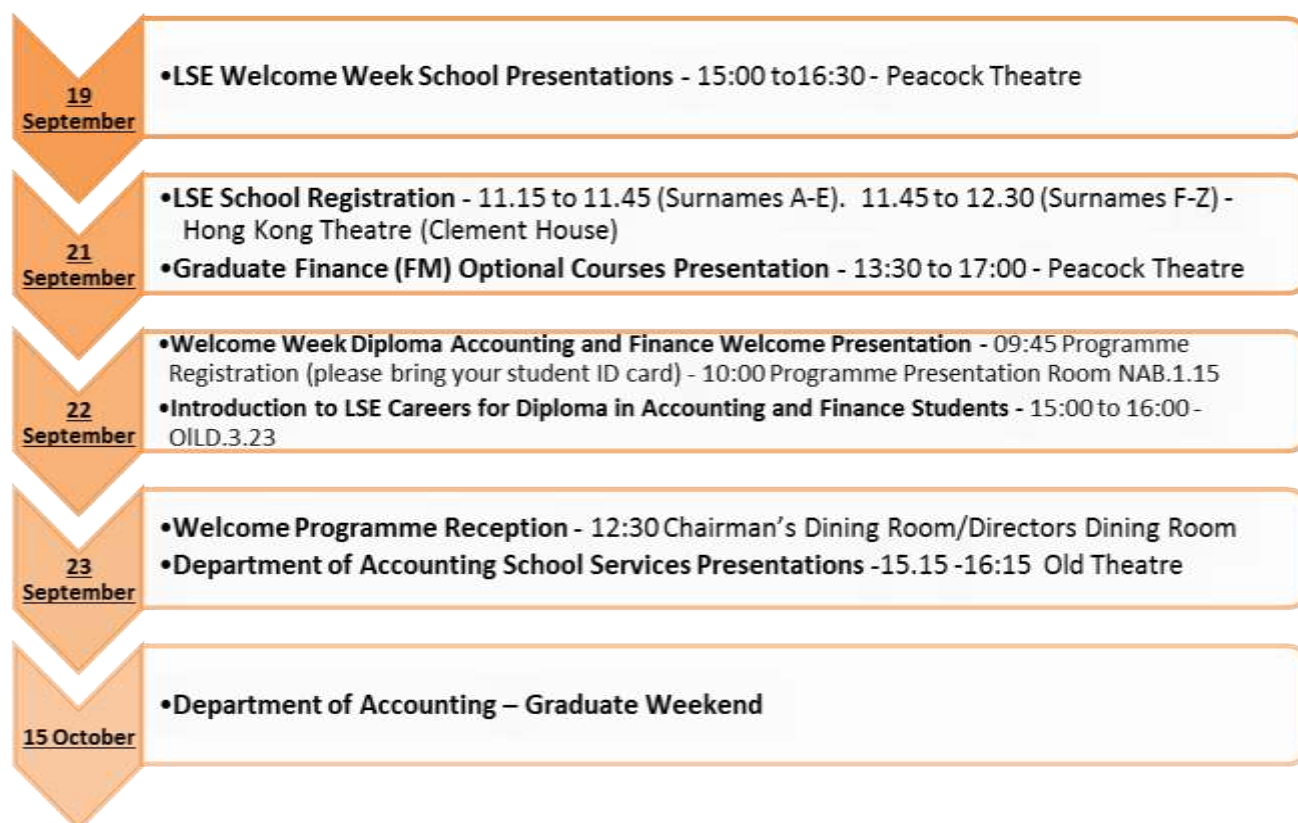
- **Welcome Meeting** - 9:30 to 11:00 - TW1.G.01 (Tower One)
- **Course Choice/Options Talk** - 11.15-11.45 TW1.G.01 (Tower One)
- **Welcome Reception and Ernest & young Awards presentation** - 12:30 - Shaw Library 6th floor, Old Building
- **Course Choice/Options 1:1** – Office hour available with Christopher Noke, David Trodden (Academic Adviser) or Wang Yang (Academic Adviser)
- **School Services Talk** - 15.15-16.15, Old Theatre, Old Building, All UG and PG Accounting students



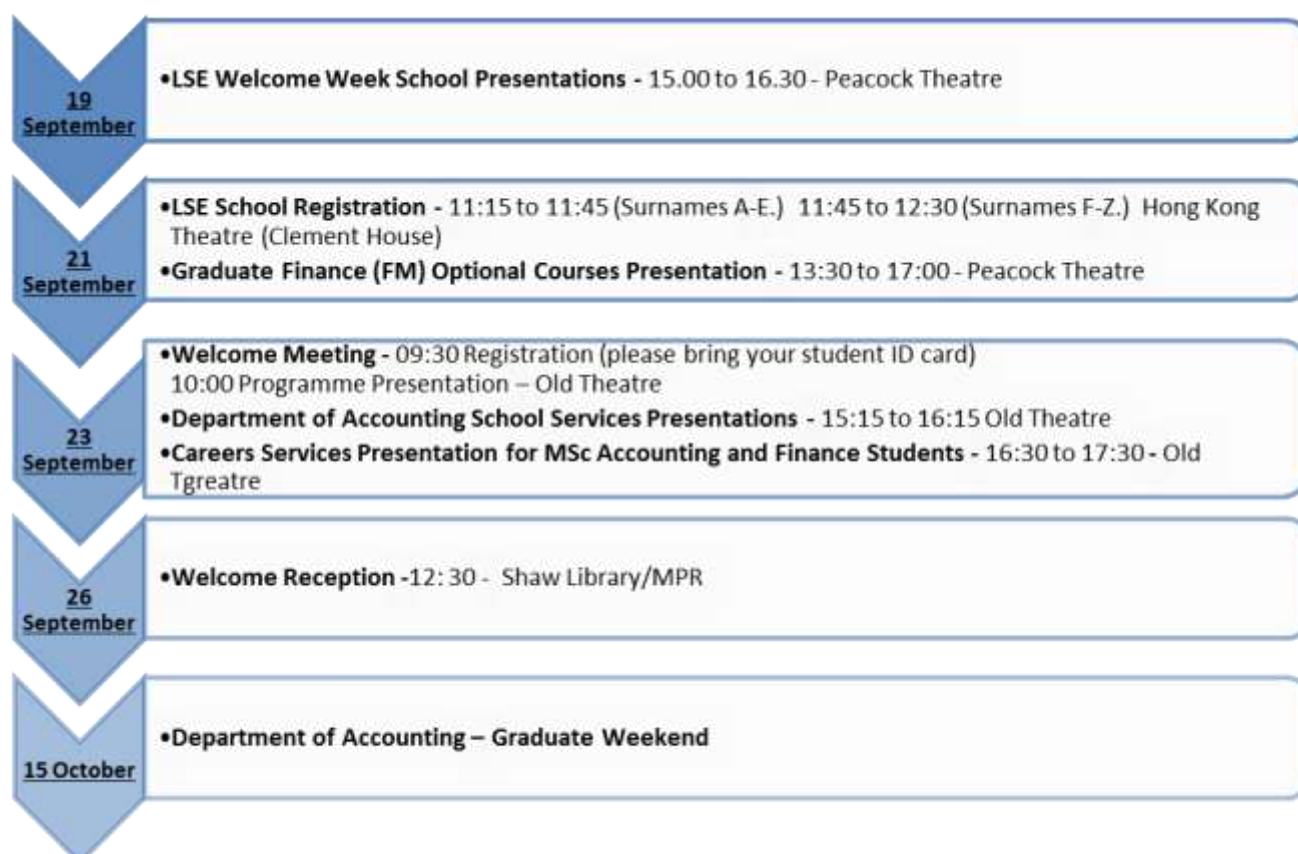
MSc Accounting Organisations and Insitituions

15 September	<ul style="list-style-type: none">•LSE School Registration - 14:00-15:00 - Hong Kong theatre•MSc AOI Welcome Meeting and Reception - 15:00 -17:30 - OLD.4.10 and 17:30 - SENIOR COMMON ROOM
16 September	<ul style="list-style-type: none">•Course Choice Meetings with Programme Director - 09:00 – 12:30 - OLD.4.10
19 September	<ul style="list-style-type: none">•LSE Welcome Presentation - 03:00 to 4:30 - Peacock theatre•Course Choice Meetings with Programme Director - 09:00 to 12:30 - KSW.1.04
20 September	<ul style="list-style-type: none">•AC425 Pre-Sessional 1*
21 September	<ul style="list-style-type: none">•AC425 Pre-Sessional 2*
22 September	<ul style="list-style-type: none">•MSc AOI Careers Presentation: Job Search Strategies & Marketing Yourself - 11:00 to 12:00 - NAB.2.06
23 September	<ul style="list-style-type: none">•Department of Accounting Introduction to School Services - 15:15 to 16:15 - Old Theatre
15 October	<ul style="list-style-type: none">•Department of Accounting – Graduate Weekend

Diploma in Accounting and Finance



MSc Accounting and Finance





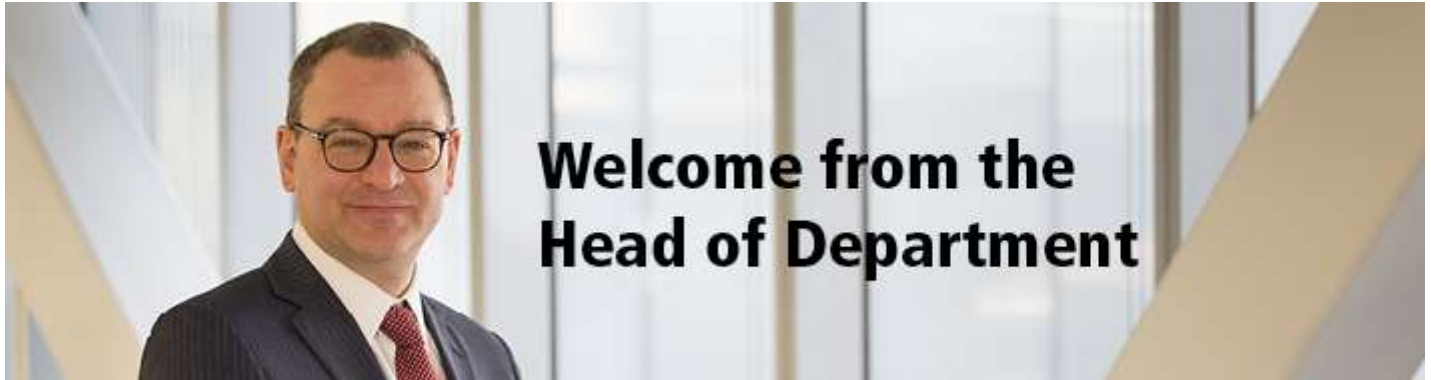
School Services Presentations

Friday 23 September 2016
15.15-16.15 Old Theatre

Administration: *Facilities, Activities, Other Forms of Support*

- Library
- Language Centre
- Widening Participation
- IT at LSE
- LSE Student Wellbeing Services
- Entrepreneurship
- LSE Volunteer Centre
- SU Educational Support
- Environmental
- LSE LIFE
- Brief Introduction to the LSE Careers Services with Hiba Dabis





About the Department

The Department of Accounting continues to enjoy a reputation as one of the leading groups in the world for teaching and research on the economic, institutional and organisational aspects of accounting and financial management. Maintaining and advancing our leading international reputation for teaching and research is our top priority, and thus, we are committed:

- To enhance still further the quality of the student experience in our programmes at both the undergraduate and graduate level, such as by maintaining effective student-faculty ratios and ensuring an appropriate balance and mix of students to maintain diversity and quality of the educational experience.
- To strengthen further our outstanding research environment through research seminars, visitors and strong links with other departments, research centres and external constituencies, making it possible to study relevant accounting issues within the rich context of the social sciences in line with the School's intellectual tradition.

We are proud about the diversity in everything we do, as it is the key to our competitive advantage locally as well as globally. We therefore strive to continue to combine 'global appeal' with a distinctive 'European orientation' in terms of institutional knowledge and affiliations as well as intellectual traditions.

The following web pages provide further information about our [programmes](#) and [research](#), as well as our [faculty](#), and [news and events](#). We hope you will find these pages insightful in providing the information you are looking for.

Finally, we play a leading role in scholarship through our editorial contribution to a number of academic international journals, such as:

- Professor Peter Miller is Associate Editor of *Accounting, Organizations and Society*;
- Professor Wim Van der Stede is Editor of *Management Accounting Research*;
- Professor Bjorn Jorgensen is Associate Editor of the *Journal of Accounting, Auditing and Finance*;
- Professor Peter Pope is Editor of the *Journal of Business Finance and Accounting*;
- Professor Ane Tamayo is Associate Editor of the *Journal of Business Finance and Accounting*;
- Dr Andrea Mennicken is Associate Editor of the *European Accounting Review*;
- Other faculty are on the editorial boards of numerous and a wide variety of journals.

Who's who in the Department of Accounting



Head of Department of Accounting

Professor Wim A. Van der Stede, Room OLD 2.18 Ext: 6695
Email: w.van-der-stede@lse.ac.uk

The Head of Department has overall responsibility for Departmental administration. Professor Van der Stede is supported by an administrative team headed by Yvonne Guthrie, Department Manager.



Department Manager

Mrs Yvonne Guthrie, Room OLD 3.19 Ext: 6408, Email: y.guthrie@lse.ac.uk

Yvonne is responsible for managing the administration team and supports the Head of Department with all Departmental matters.



Department Administrator

Mr Justin Adams, Room OLD3.20, Ext: 6542, Email: j.adams5@lse.ac.uk

Justin is responsible for the administration of all accounting courses and for ensuring all materials are loaded onto Moodle course pages.



Student Information Centre Assistant

Mr Salah ud Din, Room OLD3.20, Ext: 3780, Email: s.din@lse.ac.uk
Salah is responsible for the Student Information Centre. He is your first point of contact for queries regarding office hours and will assist you with the collection of course packs and classwork.

Programme Directors



MSc Accounting and Finance

Professor Alnoor Bhimani
Room OLD 3.08, Ext: 7329
Email: a.bhimani@lse.ac.uk



MSc Accounting, Organisations and Institutions

Professor Michael Power
Room KSW3.12, Ext: 7228
Email: m.k.power@lse.ac.uk



Diploma in Accounting and Finance

Dr Pascal Frantz
Room OLD 3.07, Ext: 7233
Email: p.frantz@lse.ac.uk

Department Tutor



Mr Christopher Noke

Room OLD 3.29, Ext: 7317
Email: c.noke@lse.ac.uk

Programme Managers

The Programme Managers are responsible for providing the administrative support for the Accounting and Finance programmes. They are your first point of contact for administrative queries relating to the studies including registration, course choices/changes and exam registration. The Programme Managers also supports the staff student liaison committee and acts as a liaison between the home department and student representatives, and between students and School administration.



MPhil/PhD - Programme Manager
Mrs Rebecca Baker
Room OLD 3.22, Ext: 7737
Email: r.j.baker@lse.ac.uk

Working hours are Monday 09.00-16.30, Tuesday 08.30-16.30 and Wednesday 08.30-12.30.



MSc Accounting, Organisations and Institutions - Programme Manager
Mr Muhammed Sabih Iqbal
Room OLD 3.22 Ext: 6278
Email: m.s.iqbal@lse.ac.uk



BSc Accounting and Finance - Programme Manager

Ms Sandra Ma, Room OLD 3.22, Ext: 7737
Email: s.s.ma@lse.ac.uk

Office days Wednesday to Friday



MSc Accounting and Finance, Diploma in Accounting and Finance – Programme Manager

Ms Dorothy Richards, Room OLD3.22, Ext: 6603.
Email: d.richards@lse.ac.uk.

Term Dates

Michaelmas Term (MT)

Thursday 22 September – Friday 9 December
(teaching begins on Monday 26th September 2016)

Christmas Party (week 11)

Lent Term (LT)

Monday 9 January – Friday 24 March

(For departments with courses that will be examined in January, examinations will be held in week 0 – Tuesday 3 January – Friday 6 January, more information can be found here:

lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/LentTermWeek0Exams.htm

Summer Term (ST)

Monday 24 April – Friday 9 June

For those departments that operate them, School Reading Weeks are the weeks beginning Monday 31 October 2016 and Monday 13 February 2017



School Closures

The School will also be closed on English public holidays*. In 2016/17 these will be:

Christmas Closure	Thursday 22 December 2016 – Monday 2 January 2017
Easter Closure	Thursday 13 April – Wednesday 19 April 2017
May Bank Holiday	Monday 1 May 2017
Spring Bank Holiday	Monday 29 May 2017
Summer Bank Holiday	Monday 28 August 2017

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

New Arrivals Information and Registration

Please refer to the [Welcome Guide 2016](#) for information.

Programme Registration

At the start of the academic year all new and continuing students need to formally register on their programme of study. New students need to do this in person, whilst most continuing students will be able to do so online.

To ensure that new students are able to complete this process as quickly as possible, each programme is allocated a time slot (for large programmes these slots are further split by surname). At registration, you will be asked to provide proof of your eligibility to study in the UK in order to receive your LSE ID.

For more information, including schedules, further details about how to provide your eligibility to study in the UK, and information about registration for continuing students, please see lse.ac.uk/registration.



LSE for You

[LSE for You](#) is a personalised web portal which gives you access to a range of services. For example, you can:

- See your personal timetable
- view or change your personal details
- reset your Library and network passwords
- monitor and pay your tuition fees online
- check your exam results



You can also access online tutorials on how to navigate and personalise LSE for You via its login page. Use your LSE network username and password to login via lse.ac.uk/lseforyou.

Fees

The School offers two options for payment of fees. You can either pay them in full prior to Registration or via a payment plan. Full fee information, including how to pay, can be found here: lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Home.aspx

If you do not know the cost of your fees, please see the [Table of Fees](#) at lse.ac.uk/feesoffice.

Students on executive courses should refer to the Fees website for further information on payment plans.

Certificate of Registration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at LSE.

Once you are formally registered with the School you will be able to print out your certificate via LSE for You. The 'Certificate of Registration' option can be found in the 'Certification and Documentation' section of LSE for You. Please be aware it can take up to 4 hours for your change in Registration Status to be picked up by LSE for You so you may have to wait a short time if you've just registered. If you require this certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you.



If you require a certificate with information beyond what is on the Certificate of Registration please see lse.ac.uk/registrydocuments.

Undergraduate Course Choice and Personal Timetables

You will need to choose all of your courses, including any compulsory ones, in LSE for You. All course choices need to be approved by your Academic Adviser so please make sure you've discussed your options with them.

The deadline for course choice for undergraduate students is **10th October 2016**.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to select courses, including information on how to select courses that are not listed in your programme regulations.

The schedule for publication of personal timetables in LSE for You is shown below.

- Continuing students: from Tuesday 20th September 2016
- First years: from Friday 23rd September 2016
- General course students: from Friday 23rd September 2016
- Intercollegiate students: from Friday 30th September 2016
- Diploma students (undergraduate course): from Friday 30th September 2016

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

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

Postgraduate Course Choice, Seminar Sign Up and Personal Timetables



You will need to choose all of your courses, including any compulsory ones and your dissertation, in [LSE for You](#).

Course choice opens for browsing during Welcome Week so that you can get used to the system however you will not be able to make any choices during this period. The system opens fully from **23rd September 2016** but you will only be able to access the Course Choice option in LSE for You when your admissions paperwork is completed. The deadline for course choices for postgraduate students is **10th October 2016**. The system will re-open at the beginning of Lent Term so you can make any changes that are needed for Lent Term.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to use the Graduate Course Choice system.

Many courses have 'controlled access' and you will need to apply to the department teaching the course for permission to take it before you can select it. If such an application is required, it will be indicated in the system. You can make applications to take these courses within the system. Your overall diet of courses is also subject to the approval of your home department.

Some departments allocate places to seminars centrally whilst others permit you to choose using the seminar signup facility in LSE for You.

Personal timetables can then be viewed in LSE for You.

Timetables Office

The Timetables Office is responsible for scheduling and allocating rooms to all of the School's taught courses.

Undergraduate Class Changes

The Timetables Office uses an automated process to allocate undergraduate students to classes. In order to request a change to a scheduled class, you should apply using the LSE for You (LFY) 'class change request' function. Online change requests are not available for LSE100, due to the small size and group work element of classes. For more information, e-mail lse100@lse.ac.uk

If there are circumstances that prevent you from attending your scheduled class, you should include in your request full details of the dates and times that you are unavailable. The relevant department will then consider your request. You may be asked to provide documentary evidence in support of your application.

Once the department has made its decision you will be notified via your LSE email account. If your request is approved, your LSE for You personal timetable will be updated within three working days of the date of approval.

Seminar registration for postgraduate students is co-ordinated by the department teaching the course; so please contact them directly with any queries.

For more information please see: lse.ac.uk/coursechoice.

Interruption / Deferral / Withdrawal / Programme Transfers / Change of Mode of Study

Interruption: with approval from your department you can take a break in your studies. Interruptions are one calendar year long. You are usually required to return at the start of the nearest applicable term – be that Michaelmas or Lent term. Summer term interruptions are not possible. For more information, please see lse.ac.uk/interruptions

Deferral: if you complete the teaching year but have difficulties in the lead up to or during the exam period, then in exceptional circumstances you can seek to defer assesment(s) to the following academic year. For more information, please see lse.ac.uk/deferrals

Withdrawal: withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information, please see lse.ac.uk/withdrawals

Programme Transfers: you can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by and require approval from both academic departments and the School before being authorised. For more information, please see lse.ac.uk/programmetransfers

Change of Mode of Study (for postgraduate students): if a change in your circumstances occurs that means that you need to change your study mode from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study mode is generally acceptable, and your course choice will be amended according to programme regulations. Your fees will also be amended in line with the part-time fees published in the Table of Fees for the same academic year. Changing from part-time to full-time may not always be possible. Requests to change from part-time to full-time study mode will be considered on a case-by-case basis. For more information please see: lse.ac.uk/PTchange

Student Services Centre (SSC)

The Student Services Centre is located on the ground floor of the Old Building. It provides advice and information on the following services

- Certificates of registration
- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques (drop-in service)
- Financial Support – advice on scholarships, awards, prizes, emergency funding and studentships (drop-in service)
- Graduate Admissions (drop-in service)
- Graduation ceremonies
- Information for new arrivals
- Programme registration
- Transcripts and degree certificates
- Visa and immigration advice (drop-in service)



The SSC provides a general enquiry service for students between 11am and 4pm every weekday.

You can also contact us by telephone. Details of who to contact and more information can be found on our website: lse.ac.uk/ssc

Advice, Communications & Operations

The Advice, Communications & Operations provide advice to students on academic matters (particularly around non-progression, interruption and withdrawals), run the Student Services enquiry counter, co-ordinate Welcome Week and co-ordinate Student Services Centre communications: Their specific responsibilities include:

- Providing the first point of contact for enquiries and signposting enquirers to the appropriate school services
- Coordinating all School Welcome Week events, maintaining the [Your First Weeks](#) web pages and managing the [Off Campus Support Scheme](#)
- Providing one-to-one advice on [School Regulations and Codes of Practice](#)
- Processing applications to the [Repeat Teaching Panel](#) and monitoring attendance
- Producing replacement student ID cards for undergraduate and taught masters students
- Administering the School's student consultative fora and the Departmental Tutors Forum

Contact the Advice, Communications & Operations team with a general enquiry

- In person: at the SSC counter during opening hours
- By email: ssc.advice@lse.ac.uk
- Over the telephone: 020 7955 6167

Getting in Touch With Admission

The website and [admissions enquiries system](#) are the quickest way to receive answers to any questions you may have. Please explore the site before contacting us. If your question cannot be answered by reference to online resources, you can submit an email enquiry via the admissions enquiries system. For more information please click on the link below:

Graduate Admissions lse.ac.uk/study/graduate/gettingInTouch.aspx

Undergraduate Admissions lse.ac.uk/study/undergraduate/contactUs.aspx

International Student Immigration Visa Advice Team (ISVAT)

ISVAT provides detailed immigration advice for International Students on their website which is updated whenever the immigration rules change. They can advise you by e-mail (if you complete an online query form on the [ISVAT web pages](#)) or at the drop-in service at the Student Services Centre. ISVAT run workshops to advise students applying to extend their stay in the UK; and in complex cases, they will make individual appointments.

For more information including drop in times and dates of workshops go to: lse.ac.uk/isvat.

ISVAT also manages staff and student exchanges through the Erasmus + programme at LSE. For more information on our exchanges, go to lse.ac.uk/Erasmus



Financial Support

The Financial Support Office (FSO) is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located within LSE's Student Services Centre with a daily drop in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary.

FSO provide information about funds such as the Student Support fund, LSE Access Fund and the Postgraduate Travel fund.

Full details and application forms are available from lse.ac.uk/intranet/students/moneyMatters/financialSupport/Home.aspx



Student Information Centre, Department of Accounting

The Student Information Centre is based in Room OLD3.20, 3rd Floor of the Old Building. You should go to the Centre for queries including:

- leaving messages for academic staff (if their administrative contact is unavailable)
- contacting academic staff
- staff office hours
- examination information
- collecting course handouts
- collecting formative feedback forms and submitting classwork
- other general queries

Opening Hours	Term Time: Monday – Friday	10.00 – 12.30
	Out of Term time/vacation time	13.30 – 16.30

Study Facilities for Department of Accounting Students

OLD3.16 – Old Building

OLD 3.26 is a study room specifically for use of Undergraduate Students in the Department of Accounting. This room is located on the Third Floor of the Main Building. The code to enter this room can be obtained from your Programme Manager. Please note that this code will change each term for security reasons.

OLD3.37 – Old Building

OLD3.37 is a study room specifically for use of postgraduate students in the Department of Accounting. This room is located on the Third Floor of the Main Building. The code to enter this room can be obtained from your Programme Manager. Please note that this code will change each term for security reasons. The room is furnished with study desks, easy chairs, internal access telephone and computers. Login access to the computers in Room OLD3.37 is restricted to postgraduate students. We will arrange for your login to be activated on these computers during week 1 of Michaelmas Term.

OLD3.26 - Ann Bohm Room

This is a Postgraduate Study Room supervised by the Department of Accounting. It is located within the Department on the Third Floor of the Old Building and is furnished with desks and chairs for quiet study. Again the code for this room can be obtained from your Programme Manager.

If you notice any problems with either of these rooms, you should notify your Programme Manager.

Staff Student Liaison Committees (SSLC)

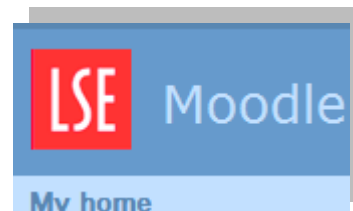
At the start of the year you will be asked by your department if you would like to represent your programme on the Staff Student Liaison Committee. These are important Committees as they provide a forum for feedback from students both on their programme and for discussion of issues which affect the student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

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

lse.ac.uk/studentrepresentation.

Moodle

Moodle is LSE's Virtual Learning Environment (VLE). It is a password protected web environment that contains a range of teaching resources, activities, assignments, information and discussions for your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course; not all teachers choose to use Moodle.



You can access Moodle from any computer connected to the internet, on and off campus. Go to <http://moodle.lse.ac.uk/> and use your LSE user name and password to log in. This page also has links to help and advice on using Moodle.

You will also find links to Moodle from a number of web pages, including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the helpdesk at it.helpdesk@lse.ac.uk.

E-mail

The School will use your LSE email address to communicate with you so you should check it regularly. The email program Microsoft Outlook is available on all student PCs on the LSE network. You can also access 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 lse.ac.uk/intranet/LSEServices/IMT/remote.



LSE LIFE

LSE LIFE is the School's centre for academic, professional and personal development. They can help you find your own 'best' ways to study, think about where your studies might lead you, and make the most of your time at LSE.



LSE LIFE offers

- guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking
- workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
- a place to meet and work together with your peers on interdisciplinary group projects and research
- support in making the transition to (or *back to*) university life;
- advice and practice on working in study groups and on cross-cultural communication and teamwork
- ideas and inspiration about academic pursuits and pathways into professional life and much more ...

LSE LIFE is located on the ground floor of the library and is your first port of call to discover what is available for you. The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on

hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in. For more information you can also visit lse.ac.uk/lse-life

Personal Development

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

Personal development events

There are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. See lse.ac.uk/tlc/development and lse.ac.uk/counselling

Student Wellbeing Service: One to One Support

LSE's Student Counselling Service (lse.ac.uk/counselling) offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme lse.ac.uk/peersupport enables students to talk with fellow students if they have any personal worries. The Disability and Wellbeing Service lse.ac.uk/disability provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments.

LSE Personal Development Aide Memoire (PDAM)

This is a record that you can access and build in LSE for You and which enables you to keep track of the skills and experience you gain through any extra-curricular activity you undertake while you are at LSE, both within and beyond the School. The PDAM is automatically populated from a number of different LSE systems and can also be updated manually. Once completed, it will enable you to provide information and evidence about what you have done beyond your studies, making it useful for volunteering, internship and job applications. To find out more, see lse.ac.uk/apd/PDAM



LSE Volunteer Centre

The LSE Volunteer Centre is based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part-time internships with charities. The annual Volunteering Fair takes place at the beginning of Michaelmas term and is a great opportunity to meet a wide range of charities and get a feel for the work they do. You can find out more, as well as tips and advice about volunteering, on the LSE Volunteer Centre website lse.ac.uk/volunteercentre or @LSEVolunteering

Volunteering with LSE's Widening Participation (WP) team

WP aims to raise aspiration and attainment in young people from London state schools. We deliver a number of projects that encourage young people from under-represented backgrounds to aim for a university education. We need enthusiastic LSE students to be inspiring role models and to contribute to the success of our programmes.

Visit lse.ac.uk/wideningparticipation or email widening.participation@lse.ac.uk for more information.



Quality Assurance

The School's approach to quality assurance is set out in the document "Strategy for Managing Academic Standards and Quality":

lse.ac.uk/intranet/LSEServices/TQARO/InternalQualityAssurance/StrategyForManagingAcademicStandards.aspx

It sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

Student Teaching Surveys

The Teaching Quality Assurance and Review Office (TQARO) conducts two School-wide surveys each year to assess students' opinions of teaching, one in each of the Michaelmas and Lent Terms.

Teaching scores are made available to individual teachers, Heads of Departments, the Director of the Teaching and Learning Centre and Language Centre, and the Pro-Director (Education). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators. These can be found on the TQARO website:

lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results/Home.aspx

Results of the 'course' section of the surveys are made available to students through the online course guides.

Equity, Diversity and Inclusion at LSE



To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no-one will be treated less favourably because of their role at the School, age, disability, gender (including gender identity), race, religion or belief sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.

In practice, this means we expect you to:

- Treat all members of the School community fairly and with respect;
- Act courageously and openly, with respect for the knowledge and experience of others;
- Play your part in creating an environment that enables all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity; and
- Actively oppose all forms of discrimination and harassment, including challenging and/or reporting unacceptable behaviour.

The School is committed to embedding and mainstreaming equity, diversity and inclusion. For further advice or information, please visit the School's Equality and Diversity website (lse.ac.uk/equalityDiversityInclusion), see our blog, and follow us on Twitter @EDI_LSE.

Access Guides to LSE buildings

DisabledGo have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These are available at lse.ac.uk/DisabledGo

Codes of Good Practice

The Codes of Practice for Undergraduates and Taught Masters Programmes explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your departments – and what departments are expected to provide – in relation to the teaching and learning experience. The Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

Undergraduate students:

lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeForUndergraduateProgrammesTeachingLearningAndAssessment.htm

Postgraduate students:

lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeForTaughtMastersProgrammesTeachingLearningAndAssessment.htm

The Student Charter sets out the vision and ethos of the School –

lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf

If you conduct research you should refer to the School's Research Ethics Policy and procedures –

lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx

Code of Research Conduct

lse.ac.uk/intranet/LSEServices/policies/pdfs/school/codResCon.pdf

General School and Programme Regulations:

The School has regulations, policies and procedures covering many aspects of student life and you should familiarise yourself with them.

Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

The following web searches/web links detail the School's Programme Regulations.

- [Regulations for Diplomas](#)
- [Regulations for First degrees](#)
- [Regulations for the consideration of appeals against decisions of boards of examiners for taught courses](#)
- [Regulations for research degrees](#)
- [Regulations for Taught Masters degrees \(before 2009/10\)](#)
- [Regulations for Taught Masters degrees \(entering in or after 2009/10\)](#)
- [Regulations for research degrees](#)
- [Regulations on assessment offences: other than plagiarism \(i.e. Exam Misconduct\)](#)

And the following web link gives you an A-Z list of relevant regulatory documents where you can find further details of all School Regulations.

lse.ac.uk/intranet/LSEServices/policies/home.aspx

What to do if you are ill during your studies:

Information about the School's procedure can be found here:

lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/exceptionalCircumstances/illnessExceptionalCircumstances.aspx

Important Notes on Plagiarism:

The work you submit for assessment must be your own. If you attempt to pass off the work of others as your own, whether deliberately or not, you are committing plagiarism. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such. Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations from 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, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely 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, see link below. Any breach of the Statement will be treated in the same way as plagiarism.

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

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing 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 (webpages, Moodle, Handbook or the administrators), Academic Adviser, the [Teaching and Learning Centre \(TLC\)](#) the [Library](#) as soon as possible. Please see the assessment regulations for assessed coursework below.

The Regulations on Plagiarism can be found at the following web links:

- lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm
 - lse.ac.uk/resources/calendar/academicRegulations/statementOnEditorialHelp.htm
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Classification Schemes

Undergraduate and graduate degrees are awarded according to the classification scheme applicable to the year in which you started your programme of study. These schemes are applied by the Boards of Examiners at their meetings in July and November each year.

The following web links gives details of the School's schemes of award:

[Undergraduate](#)

BA/BSc Degrees:

lse.ac.uk/resources/calendar/academicRegulations/BA-BScDegrees.htm

LLB Degrees:

lse.ac.uk/resources/calendar/academicRegulations/bachelorOfLaws.htm

Postgraduate

All schemes for graduate programmes:

lse.ac.uk/resources/calendar/taughtMasters.htm

Results and transcripts of results

The School releases confirmed marks once the relevant School Board of Examiners has ratified them. For further information, please see lse.ac.uk/results.

To ensure that your results are released as scheduled, please check your balance on LSE for You to see if you have any outstanding fees. You should contact the Fees Office on fees@lse.ac.uk if you have any queries, as the School will not release your results if you have an outstanding debt.

Transcripts for finalists are issued digitally within ten working days of publication of final results. Continuing students will be able to request an 'intermediate transcript' of results as soon as they are officially published.

For more information, please see lse.ac.uk/transcripts.

Graduation Ceremonies

Graduation ceremonies are held twice a year: in July for students who have followed undergraduate or nine or ten month taught postgraduate degree programmes and in December for students who have followed twelve month taught postgraduate degree programmes. MPhil/PhD research students are presented at both the July and December ceremonies - July for those awarded by 30 April and December for those awarded by 30 September.



For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see lse.ac.uk/ceremonies.

Degree Certificates

The degree certificate gives your full name, level of award, programme of study, and class of degree or other award obtained.

It will be available for collection on the graduation ceremony days for the relevant graduation period in July or December. If you don't collect it at the ceremony, it will be posted to your home address within four to six weeks. It is therefore essential that you keep your details up-to-date on LSE for You.

For more information, please see lse.ac.uk/degreeCertificates.

Alumni Association

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups. Its primary role is to support the

alumni programme co-ordinated by the LSE Alumni Relations team by developing and supporting the network of international and special interest alumni groups and contact networks, and representing the voice of the alumni community within the School.



You automatically become a member upon graduation and membership is free. By registering with the [LSE Alumni Online](#) community, you will be able to stay connected with former classmates and the School after your graduation. You will also receive the monthly *LSE Alumni Echo* e-newsletter and the annual *LSE Connect* alumni magazine.

LSE alumni also have access to:

- Alumni Professional Mentoring Network
- LSE Careers for up to five years after graduation
- An email forwarding address to continue using an LSE email address
- The Library's printed collections on a reference basis, and can borrow free of charge

For more information about the benefits and services available to alumni, please visit [LSE Alumni Online](#) or contact the Alumni Relations team on alumni@lse.ac.uk.

Fieldwork Safety

If you are planning fieldwork or any other off site activity please complete the relevant risk assessment on our website:

lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx

We recognise that you may want to carry out fieldwork in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas with Foreign and Commonwealth Office warnings. If you do, we are there to help you achieve your aims. We can help provide specialist county or area threat assessments to help you make an informed decision about the viability of traveling to your destination of choice. We can also provide specialist training and equipment to help keep you safe. Please note that the Health and Safety Team may not cover the costs of additional specialist control measures and you may have to secure your own funding.

Please read the Fieldwork Health and Safety Guidance document for further information:

lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/Fieldwork-H&S-Guidance-May-2014.pdf

For any further information or advice, please contact the Health and Safety Team

Telephone: 020 7852 3677

Email: Health.And.Safety@lse.ac.uk

Departmental Suggestions

If you have any ideas or feedback upon how we can improve your time at LSE, please email our suggestion box at accounting.suggestions@lse.ac.uk .

Department of Accounting Website lse.ac.uk/accounting

The Department of Accounting website is a useful resource for both current and prospective students, detailing the courses we offer and providing information about our faculty, teaching and research.



European Referendum

If you have any question about how the European Referendum change might impact on your studies at LSE please see the link below:

lse.ac.uk/study/graduate/offerHolder/offerHolderNews/pdfs/24-June-2016.pdf

Accounting Careers Consultant Team

As an Accounting postgraduate student, you will have exclusive access to two career consultants, Denise Donoghue and Claire Kinselley, who will both be available to meet with Accounting postgraduate students once a week during Michaelmas term and in alternate weeks in Lent term.

Meet the Team



Denise Donoghue

Denise is an accomplished career coach, helping clients to transition into new vertical or lateral careers with top tier companies in the finance, consulting and corporate sectors. Her experience includes working with MSc and MBA students at LBS, INSEAD, LSE, Imperial College, Cass and AGSM in Sydney. She has an indepth understanding of candidate requirements and coaches on career goal definition, refinement of marketing materials and interview techniques that provide a competitive edge.

www.kickstartnow.com



Claire Kinselley

Claire Kinselley is an executive coach whose clients include leading business schools and consultancies. Claire believes in the ability of people to make positive changes to their lives to fulfil their potential. Claire's background is in recruitment, and she also works as an assessor for leading professional services' firms. Claire is British Psychological Society - Level A and B qualified, has completed an ICF accredited coaching course, and is a Chartered Member of the CIPD. She also has an MSc in HR Management from the London School of Economics.

You can meet with Claire or Denise during the following dates/times and appointments can be booked via CareerHub: <https://careers.lse.ac.uk/students/login?ReturnUrl=%2f>

You do not need to book for the drop in sessions. Appointments will be released 30 days in advance.

About Careers Discussions

These 20 minute, face to face sessions with Claire or Denise can be used to discuss anything careers related including:

- Application form, CV and cover letter checking (please bring a copy to your appointments with you)
- Employer and sector-specific information
- Interview advice
- Further study options
- Job hunting strategy
- Career planning and exploring ideas

Preparing for an appointment

To get the most out of your appointment we recommend the following:

- Bring any supporting documentation eg, a CV, cover letter, application form or some notes about your thoughts and ideas.
- Make good use of the many online resources available on the LSE Careers website (lse.ac.uk/careers)
- Attend career seminars on CVs and application forms in order to maximise your time with a careers consultant.
- Do some background research first.
-

Outside of the times listed for Denise and Claire you are welcome to book to see Hiba Dabis (H.Dabis@lse.ac.uk), or any of the other Careers Consultants at the Careers Service.



Contact details

Department of Accounting
London School of Economics and Political Science
Houghton Street, London WC2A 2AE

Tel: +44 (0)20 7852 3780
Fax: +44 (0)20 7242 3912

General enquiries: accounting@lse.ac.uk
Website: lse.ac.uk/accounting

Facebook facebook.com/lseaccounting
Twitter twitter.com/LSE_Accounting @LSE_Accounting