



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Undergraduate Handbook 2016-2017

Economic History Department



Term Dates and School Closures 2016-17

Michaelmas Term

Thursday 22 September – Friday 9 December

Lent Term Exams

Tuesday 3 January - Friday 6 January

Lent Term

Monday 9 January – Friday 24 March

Summer Term

Monday 24 April – Friday 9 June

The Economic History Department operates a Reading Week in Week 6 ie weeks beginning 31 October 2016 and 13 February 2017.

Christmas and New Year closure

22 December 2016 to 2 January

Easter Closure

13 April- Wednesday 19 April 2017

May Bank Holiday

May 1st 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.

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Undergraduate Administrator
 Helena Ivins
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Welcome Week Events

Welcome Week is from Monday 19 September to Friday 23 September.

All the meetings listed here are compulsory – please make sure you attend.

There will also be a welcome party for all staff and students early in the term.

Undergraduates - Economic History

Event	Day	Time	Location
School Welcome Meeting	Monday 19 September	10.30-12am	Peacock Theatre
Department Welcome meeting	Monday 19 September	15:00-16:30	CLM.4.02 (Clement House, Aldwych)
Study Skills Induction course	Monday 19 September	16.30-18:00	CLM.4.02 (Clement House, Aldwych)
Study Skills Session 2 (Group 1)	Wednesday 21 September	14:00-15:00	NAB.2.14
Study Skills Session 2 (Group 2)	Wednesday 21 September	15:00-16:00	NAB.2.14
Registration	Friday 23 September	12:00-12.30	
Study Skills Session 3 (Group 1)	Friday 21 September	14:00-15:00	NAB.2.06
Study Skills Session 3 (Group 2)	Friday 23 September	15:00-16:00	NAB.2.06
Study Skills Session 4 (Group 1)	Monday 26 September	tbc	tbc

General Course Students - Economic History

Event	Day	Time	Location
GC students – School welcome session	Tuesday 20 September	15:30-17.30	tbc
Departmental Welcome meeting	Tuesday 20 September	14:00-15:00	32L.LG.18

Welcome to the Department

Welcome to the Economic History Department at the LSE. The Economic History department is among the oldest in the School and the first to appoint a female professor, Lilian Knowles. These days we are one of the few university departments in the world devoted solely to the study of and teaching of economic history.

We currently have around 20 full-time members of faculty plus many other Teaching Fellows, researchers and visiting academics, working across a wide range of geographical areas and timeframes.

We wish you all the best in your studies over the next three years, and hope you find this guide useful over the coming year as you begin life as a full time student at LSE.

Important Department Contacts for Undergraduates

The Economic History Department is located on the 5th and 6th floors of Sardinia House.

Helena Ivins

Undergraduate Administrator | h.ivins@lse.ac.uk | SAR 6.03

Provides advice and information for undergraduate students in the department.

Dr Pete Cirenza

Academic Support Manager | p.t.cirenza@lse.ac.uk

Students can consult Dr Cirenza for general academic advice. He is available for meetings during his office hours which can be made via LSE for You.

Departmental Tutor

Dr Gerben Bakker | g.bakker@lse.ac.uk

The Departmental Tutor's role is to maintain an overview of undergraduate students in the department and liaise with the organisations within the School that deal with the teaching and welfare of undergraduates.

Chair of Exam Sub-Board 2016-17

Professor Oliver Volckart | o.j.volckart@lse.ac.uk

If you need to request an extension or a deferral for summative work or exams, please contact Professor Volckart directly.

About this guide

The aim of this guide is to provide essential information for new students in the Economic History Department of LSE to help orient our students in the first weeks and outline what to expect in their first year. It does not aim to be comprehensive about every aspect of LSE life or School regulations.

Please note also that while we try to ensure that all the information in this guide is correct at the time of going to print, changes may occur afterwards which we cannot include. Therefore to ensure the most up to date information please consult the LSE website or Student Services.

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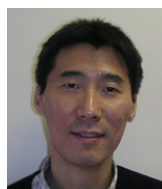
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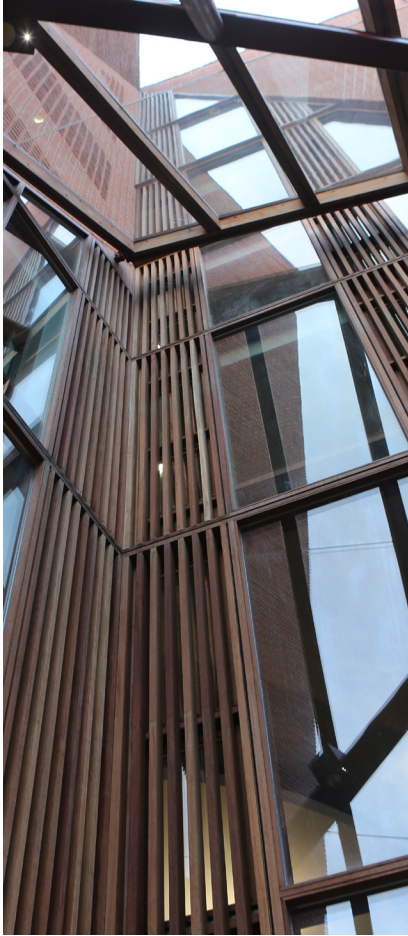
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Information for New Arrivals



What do I need to do when I first arrive?

The **Your First Weeks** section of the LSE website provides comprehensive information to help you settle in to life at the LSE. These pages will refer you to information regarding what to expect after you arrive, how to open a bank account, what to do if you arrive early or late to LSE, crucial health information, how to set up your LSE IT account, School support services and much more. lse.ac.uk/yourFirstWeeks

Welcome Week 2016

A series of School wide events will help you understand what to do once you arrive at LSE. These include events organised by the Economic History Department and the LSE as a whole. These are listed at the start of this guide and here: <http://www.lse.ac.uk/economicHistory/WelcomeWeek2016/Home.aspx>

The Welcome Week webpage gives details of events taking place at the start of the academic year, including those specific to your department, the Students' Union Freshers' Fair, as well as central School Welcome events. The information also refers you to details of when your registration session will take place and what you need to bring with you to successfully register on your programme. <http://www.lse.ac.uk/intranet/students/yourFirstWeeks/welcomeWeek/home.aspx>

How do I register for my programme?

At the start of the academic year you need to formally register on your programme of study. To ensure that you are able to complete this process as quickly as possible, each programme/

department is allocated a specific time slot in which to register. At Registration, you will be asked to provide proof of your eligibility to study in the UK in order to receive your School ID card.

For more information, including registration schedules and information for continuing students, please see <http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Programme/home.aspx>

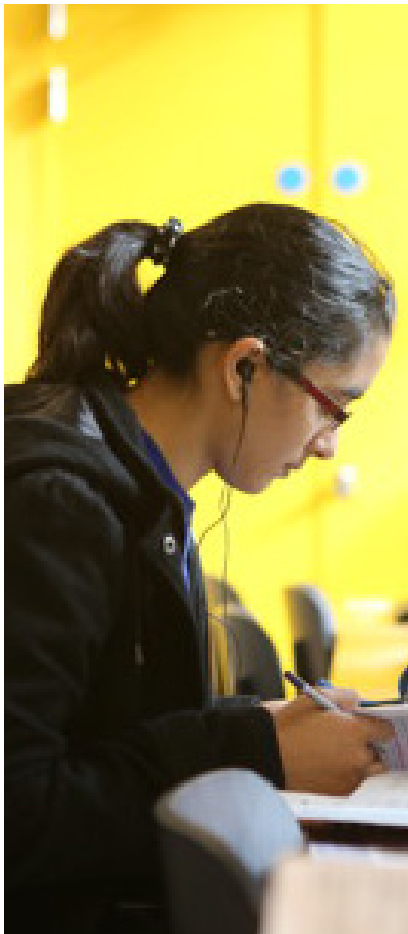
Certificate of Registration

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.

It details your full name, date of birth, term time and permanent home addresses, student number, the title, subject, start and end dates of your programme, registration status and expected date of graduation.

Once you are formally registered with the School you can print out your certificate instantly via LSE for You (LFY) under the 'Certificate of Registration' option. Should you experience difficulties using the LSE for You system, or require a certificate with additional information, please email registry@lse.ac.uk. Your certificate should be available within three working days, although it may take up to five working days during busy periods. Additionally, should you require your certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you.

More information is available here: lse.ac.uk/certificateofregistration



How do I pay my fees?

Option 1: Full payment in prior to registration

www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx

Option 2: By Payment Plan in three payments on 28 October 2016, 28 January 2017 and 28 April 2017.

Full fee information is here:

www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx

Penalties for late payment

Penalties may include loss of library rights, de-registration, referral to Credit Control or fines. You will be warned by email if your payments are late and/or if sanctions are going to be imposed on you. At this time you are able to contact the Fees Office directly.

Please visit the Fees Office website for more information:
www2.lse.ac.uk/feesOffice

Off Campus Mentoring Scheme

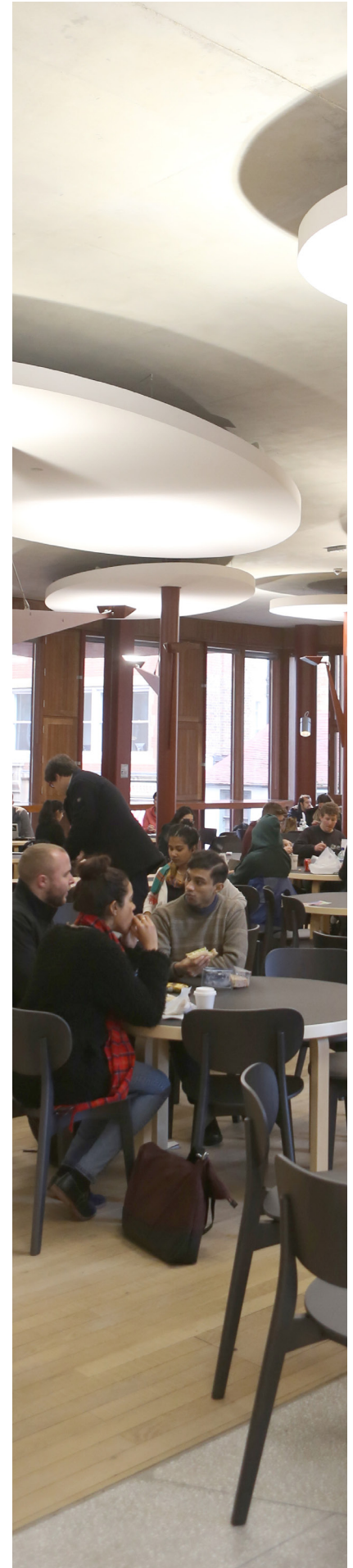
The Student Mentoring Scheme offers all new undergraduate and General Course students the chance to make connections with second or third year undergraduates, often from the same department. The role of a mentor is to help new students to get settled. Your mentor will email you before Orientation to introduce themselves and answer any questions that you may have about preparing for your arrival at LSE by email. S/he will also set up a time to meet with you and the other students from your mentoring group during Orientation Week. This first meeting is your chance to get to know a few new students, sometimes from your department, and to ask your mentor any additional questions.

Your mentor will offer another meeting with your mentoring group in Week 1, and a few other times during the year. Mentors are also available by email throughout the year to answer any questions that come up, regardless of whether you decide to meet them in person.

<http://www.lse.ac.uk/intranet/students/supportServices/schoolWideMentoringScheme.aspx>

Keeping your personal details up to date

It's important to keep your contact address, phone number and email address up to date on LSE for You as this may be used to contact you in case of emergency.



Programme Structure and Course Choices

Economic History BSc Programmes

The Economic History Department teaches three BSc programmes:

BSc in Economic History [EH]
BSc in Economics and Economic History [E&EH]
BSc in Economic History with Economics [EHWE]

The department has around 210 undergraduate students and 35 General Course students.

Course Structure

The definitive guide to course regulations and structures is in the LSE Calendar available via the link below.

www.lse.ac.uk/resources/calendar/undergraduate.htm

Lent Week 0 (Midterm) Exams

Although The Economic History department does not set any mid-term (ie Lent Week 0) exams in its own courses, every first year student on our programmes will sit at least one of the following: EC100/102, MA100, ST102

Exam timetables are published in mid-November, but if you need to make post-Christmas break travel arrangements before that we suggest you arrange to be at LSE in the first week of Week 0 so that you are present take your exam(s). If you don't sit the exam you won't pass the course.

More information on Lent Week 0 mid-terms is available here <http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/LentTermWeek0Examinations.aspx>

First Year Course Options 2016-17

BSc Economic History Required Courses

- 1: **EH101** The Internationalisation of Economic Growth, 1870 to the Present Day
- 2: **Either EC100 Economics A or EC102 Economics B.** (Course allocation dependant on Economics A-level or equivalent background. See course guides for further information.)
- 3: EH102 Preindustrial Economic History
4. An approved paper from outside the Department

BSc Economic History with Economics Required Courses

- 1: EC100 or EC102
- 2: EH101
- 3: MA100 Mathematical Methods
- 4: An approved outside option

BSc Economics and Economic History

- 1: EC100 or EC102
- 2: EH101
- 3: MA100 Mathematical Methods.
- 4: ST102 Elementary Statistical Theory.

LSE 100

All students will take LSE 100 in Lent Term of their first year, and Michaelmas Term of their second year.

Outside options

The list of options can be found in the online Calendar.
http://www.lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2016_outsideOptions.htm

Second Year Options 2016-17

BSc Economic History Required Courses

- 5: EH237
- 6, 7 and 8: Courses from the list of EH200 options (see page 7)

Other courses at 200 level or higher may be approved by your Academic Adviser.

BSc Economic History with Economics Required Courses

Second year students on this course are required to take the following.

- 5: EC201 (micro) or EC210 (macro)
- 6: EH237
- 7: A course from the list of EH200 options (see page X)
- 8: An approved outside option (normally 200 or 300 level, or another EH200 option)

BSc Economics and Economic History Required Courses

Second year students on this course are required to take the following.

- 5: EC201 (micro) or EC210 (macro)
- 6: EC220 (econometrics)
- 7: EH237
- 8: A course from the list of EH200 options

Most students take EC201 first. Traditionally it is a harder course, but it is better preparation, or required, for more EC300 courses.

Third Year Options 2016-17

BSc Economic History

Third year students on this course are required to take the following.

- 9 and 10: Two courses from the EH300 options (and EC311)
- 11: A further EH300 option or an EH200 option
- 12: EH390 (dissertation)

You may take an outside option for Paper 11 ONLY if you did not take one in year 2.

BSc Economic History with Economics

Third year students on this course are required to take the following.

- 9: EC201 (micro) or EC210 (macro)
- 10: A course from the EH300 options (and EC311)
- 11: A further EH300 option or an EH200 option
- 12: EH390 (dissertation)

BSc Economics and Economic History

Third year students on this course are required to take the following.

- 9: EC201 (micro) or EC210 (macro)
- 10: An EC300 option or an outside option (200+)
- 11: A course from the EH300 options (and EC311)
- 12: EH390 (dissertation)

EH200 Courses

EH204 Money and Finance: From the Middle Ages to Modernity

EH207 The Making of an Economic Superpower: China since 1850 (not available 2016-17)

EH211 Africa and the World Economy, 1500-2000

EH225 Latin America and the International Economy

EH238 The Industrial Revolution

EH240 Business & Economic Performance since 1945: Britain in International Context

EH300 Courses

EH304 The Economic History of North America: from Colonial Times to the Cold War (not available 2016-17)

EH306 Monetary and Financial History since 1750

EH307 The Economic History of South Asia, 1600-2000

EH308 Historical Economic Geography: Cities, Markets and Regions in the 19th and 20th Centuries

EH325 Issues in Modern Japanese Economic Development: Late Industrialisation, Imperialism and High Speed Growth

EH326 Innovation and Finance in the 19th and 20th Centuries

EH327 China's Traditional Economy and its Growth in the Very Long-Term

EC311 History of Economics: How theories change

Economic History Department Prizes

Students in the Economic History Department are eligible for several prizes, awarded on the basis on end of year results.

Baines Prize - awarded to the student with the best mark in EH101

Altorfer-Ong Prize - awarded to the student with the best mark in EH240

The Lilian Knowles prizes

- a prize is awarded to the student studying Economic History who achieves the best set of marks in their first year.
- a prize is awarded to the student studying economic history who achieves the best set of marks in their final year.

EH204 Golden Bottle Essay Prize

- Prizes is awarded for the best essay submitted over the academic year.

Teaching at LSE

What to expect in your first year

The majority of undergraduate teaching at LSE is done in the form of lectures and classes, with some Level 300 courses run as seminars.

In your first year you should expect 8-12 hours weekly of timetabled teaching, depending on your programme, course choices and term. Teaching takes place primarily in Michaelmas and Lent terms and the first week of Summer Term. First year lectures start in Week 1. Classes usually start in Weeks 2 or 3. Keep checking your student timetable for times and venues as these may change in the early weeks of term.

Classes are compulsory. Attendance is monitored and students who consistently fail to attend without good reason risk being barred from their exams.

Lectures are not compulsory but students do better when they attend both as class teachers will assume that students know the content of the related lecture.

Many lectures are recorded, including EH101 and EH102, and the lectures made available on the relevant moodle page. Again, we recommend students use recordings as backup and for revision but not use them as a substitute for the live lecture, not least because occasionally the recording technology malfunctions so there is no recording available.

Apart from timetabled teaching, students should factor in time for reading, writing up notes, writing reading summaries, preparing presentations, travelling to lectures and classes, and using the library.

Economic History Study Skills course

In four hour-long sessions we introduce our students to the

principles of reading critically, essay writing and giving presentations which they will use through their study career. These include:

- citation techniques
- avoiding plagiarism
- essay writing
- evaluating other students' work

Materials and schedule for this course will be distributed at the start of Week 0. They will also be available on moodle.

EH101: The Internationalisation of Economic Growth, 1870 to the present day

This course is compulsory for first years on all three Economic History programmes and also available to General Course students.

The course examines the inter-relationships between the development of the international economy and the growth of national economies since the late nineteenth century. The course is designed to introduce students not only to a wide variety of topics and issues, but also to the wide variety of approaches used by historians. The course includes analyses of the original leading nation, Britain, and its replacement, the United States, as well as the catch-up of areas such as continental Europe, and the failure to catch-up of earlier well-placed areas such as Latin America. The effects of major events such as wars and debt crises are investigated, and we also consider the implications of changing global economic institutions, such as the Gold Standard and IMF, as well as the effects of sometimes rapid changes in product and process technology.

Teaching

There is a course of 21 lectures (EH101). The lectures are accompanied by weekly classes. They do not necessarily deal with the same topics each week but they

all cover the same ground.

Coursework

Students are expected to write four very short papers during the year and two longer essays.

Assessment

Exam (100%, duration: 3 hours) in the main exam period.

Background Reading

The following are particularly useful as background or general reading for this course:

A G Kenwood & A L Lougheed, *The Growth of the International Economy, 1820-2000* (2000)
 J Foreman-Peck, *A History of the World Economy*
 R Floud & P Johnson (eds), *The Cambridge Economic History of Modern Britain, Vol 2 & Vol 3* (2004)
 T Kemp, *The Climax of Capitalism. The US Economy in the 20th Century*
 P Johnson (ed), *Twentieth-Century Britain: Economic, Social and Cultural Change* (1994)
 E Jones, L Frost & C White, *Coming Full Circle. An Economic History of the Pacific Rim* (1993)
 C H Feinstein, P Temin & G Toniolo, *The European Economy between the Wars* (1997)
 M S Schulze (ed), *Western Europe, Economic & Social Change*
 B Eichengreen, *Globalizing Capital. A History of the International Monetary System*
 M S Blackford, *The Rise of Modern Business in the USA, Britain and Japan*
 William Easterly, *The Elusive Quest for Growth* (2002)

EH102: The Preindustrial Economy of Europe

This course is compulsory for all BSc Economic History (single honours programme) first year students.

Core syllabus

This course surveys long-term processes of growth and development in late medieval and early modern Europe (fourteenth to eighteenth centuries). It focuses on the transition from a hierarchical society of estates or corporate orders to a market society based on legal equality. There are two core questions: First, why did this transition occur in an evolutionary way in England and the Netherlands, whereas it was severely delayed the rest of Europe? And second, how is it related to the 'small divergence' between the Dutch Republic and England on the one side and most of the Continent on the other, where the North-West enjoyed significantly higher living standards and per capita incomes than other countries even before industrialisation began?

The course thus raises fundamental questions about societies and economies: Was pre-industrial economic growth transitory and regional? Or was it a recurrent, even normal phenomenon, which however could occasionally be reversed? Was Dutch and British success the result of their social and institutional features? Or was it a combination of geographical factors and good fortune? To what degree did early modern governments help or hinder economic development? Did Europe's political fragmentation hold back the continent's development, or did competition between states have beneficial consequences? In conclusion, can we define an optimal combination of social, political, and economic institutions that sustained growth in the past (and thus, perhaps, in the future)?

Background Reading

There is no single suitable textbook for this course, but several good general surveys are available. Everyone is expected to read at least one of the following titles:

Cipolla, C.M. ed. (1971/72). *The Fontana economic history of Europe, vols. 1 and 2*, Useful. Detailed discussions of specific themes

de Vries, J. (1976). *The economy of Europe in an age of crisis, 1600-1750*. After almost 35 years still the best short introduction to the early modern economy.

Miskimin, H. (1969). *The Economy of Early Renaissance Europe 1300-1460*. Excellent introduction to the late-medieval economy.

Miskimin, H. (1977). *The Economy of Later Renaissance Europe 1460-1600*. Continues the author's earlier text book.

Persson, K. G. (2010). *An Economic History of Europe: Knowledge, Institutions and Growth, 600 to the Present*. Very good new textbook based on a theory-guided approach.

The following titles discuss a number of concepts and theories to which the lecture will refer.

Anderson, J.L. (1991): *Explaining long-term economic change*, provides a short introduction to some of the issues we will be discussing.

Hatcher, J. and Bailey, M. (2001): *Modelling the Middle Ages. The History and Theory of England's Economic Development*, A useful and theory-critical introductory text.

LSE100: Understanding the causes of things

All first year undergraduate students are required to take the course LSE100 The LSE Course: Understanding the Causes of Things.

LSE100 is an interdisciplinary course taught over two terms: the Lent term of your first year and the Michaelmas term of your second year. In both of these terms, you will be required to attend a 2-hour lecture and a 1-hour class each week. Your lectures and classes for LSE100 begin in January 2016.

LSE100 introduces you to the fundamental elements of thinking as a social scientist by exploring real problems and real questions, drawing on a range of disciplines across the social sciences. This distinctive course actively challenges you to analyse questions of current public concern and of intellectual debate from a rigorous social science perspective. Focusing on 'big questions' – such as 'How should we manage climate change?', 'Does culture matter?' and 'Who should own ideas?' – as an LSE100 student you will explore the different approaches to evidence, explanation and theory that are used in the different social sciences. In this way, the course not only broadens your intellectual experience, but also deepens your understanding of your own degree discipline. The course also helps you to develop the critical methodological, information and communication skills that underpin your study and application of the social sciences.

LSE100 is assessed through five pieces of summative work: three assessments carried out during classes, an essay due at the end of the Lent Term and a final examination at the end of the course, which is held on the week before Lent term. Marks for LSE100 appear on your transcript but do not affect your

degree classification. The LSE100 classification scheme is non-numeric: Pass, Merit, Distinction or Fail.

More information on the course can be found in the LSE100 mini course guide which you will receive during Welcome Week in September 2016, the website lse.ac.uk/LSE100 or by visiting the LSE100 Moodle site.

lse.ac.uk/LSE100

LSE100 Class Changes

Online change requests are not available for LSE100, due to the small size and group work element of classes. For more information email lse100@lse.ac.uk

Language, Linguistics and Literature – Degree Options and Certificate Courses

Undergraduates can study a language as a fully assessed part of their degree programme by taking a Modern Foreign Language Degree Course. French, German, Mandarin, Russian and Spanish Language and Society courses are available to choose from.

As well as the range of Language & Society and Literature & Society degree options available on all undergraduate programmes, the LSE Language Centre also offers an extra-curricular programme in a range of modern foreign languages which is open to all LSE members for a fee. Registration begins in September/October.

The Language Centre currently offers Arabic, Business Chinese, Mandarin, French, German, Italian, Japanese, Portuguese, Russian and Spanish. There will be five levels offered in most languages, with possibly some further sub-divisions.

If you are a UK/EU undergraduate student you can claim your

entitlement to a free language course during your time at LSE if you do not have a GCSE (or equivalent) in a language which is not your mother tongue.

English Language Support

As well as degree options the LSE Language Centre provides a comprehensive programme of support if English is not your first language and a range of extra-curricular courses designed for students of the social sciences.

For information on the English for Academic Purposes (EAP) In-session Support Programme please see:

www.lse.ac.uk/languages

Language Centre Information Sessions

To help you choose the most appropriate course there are a series of information sessions and individual appointments held during the first weeks of term. Courses start in week 5 of the Michaelmas Term and the cost of a standard course in 2014/15 is £220.00.

For information on the Modern Foreign Language (MFL) Certificate Course Programme please see

www.lse.ac.uk/languages

Managing Your Studies

Your Teaching Timetable

Teaching begins on Monday 26 September 2016. This is referred to as Week 1 of Michaelmas Term. The timetable of all taught courses can be viewed here:

<http://www2.lse.ac.uk/intranet/diaryAndEvents/timetables/Home.aspx>

(The timetables web page refreshes overnight. Changes made to teaching will appear the following day.)

Undergraduate students must select their course choices using LSE for You. They are then placed into lectures and classes by the Timetables Office. Personal Timetables will be published in LSE for You on the Friday of Week 0, subject to course choices having been made and non-clashing courses selected.

Course Choices

All course choices are subject to the approval of your home department.

The deadline for making course choices for undergraduate students is 12 October 2016 (tbc). Courses will be available for selection if they fall within the programme regulations. If a course is not listed for your programme, you can request it via the 'request unlisted course' button within LFY. Unlisted courses require additional approval by the Departmental Tutor.

If you wish to amend your course choice after the online system has been switched off, you will need to request this using a 'late course change' form (available from the Student Services Centre).

For more information please see lse.ac.uk/registration

Requesting a Class Change

To request a class change you must apply using the LSE for You class change request function.

If you have circumstances which prevent you from attending your scheduled class, the dates and times for which you are unavailable must be included in the request. Once you have applied, the request will be sent for consideration to the department responsible for teaching the affected course. We may ask you to provide documentary evidence in support of your application.

The Department will only approve requests for class changes in exceptional circumstances. The most common valid reasons for transfer – when properly documented – are:

- A clash with confirmed part time work
- Religious obligations
- More than five hours of classes and lectures in a row without a break

Examples of invalid reasons for which a change will NOT normally be approved are:

- Commuting (distance or time of day)
- Wish to have teaching concentrated (or not) in a particular day
- Most voluntary extra-curricular activities
- Weekend travel
- Preference for a different teacher

If the request is approved you will be sent an email informing you of the decision. The change appears on your LSE for You personal timetable within three working days.

www2.lse.ac.uk/registration

Academic Advisers

You will be allocated an Academic Adviser who you should meet with during the first week of term to discuss your course selections.

Your Academic Adviser is your most important academic link with the department and the School and it is important that you establish contact promptly and see them regularly, at least once a term. Your Academic Adviser will provide you with academic guidance and discuss with you any academic problems you may experience, as well as providing you with feedback on your performance at certain stages of the year.

Class teachers write a report on each student on LSE for You at the end of the Michaelmas and Lent Terms. Your Academic Adviser will read these and add comments, usually after meeting with you to discuss your progress.

Your Academic Adviser may be able to offer advice if your work is affected by illness, financial difficulties, or other crises. Students should regard their advisers as their first port of call in relation to both academic and welfare matters.

Office Hours

Office hours are times when teachers and academic advisers are available to see students without prior appointment.

A list of office hours is here. www2.lse.ac.uk/economicHistory/whosWho/academic_staff/OfficeHours.aspx

If you are unable to see your Academic Adviser during the office hour you should email him or her to ask for another time.

Managing Your Studies (continued)

The Departmental Tutor and Academic Support Manager

Dr Peter Cirenza is our Academic Support Manager. He is available every week in term time to discuss academic matters with undergraduates. You can make an appointment to see him in office hours on LSE for You, or drop in during office hours without an appointment if necessary. His office hours are on the department's website. You can also contact him by email.

p.t.cirenza@lse.ac.uk

The department's Undergraduate Administrator, Helena Ivins, can also signpost sources of advice and guidance.

h.ivins@lse.ac.uk

Dr Gerben Bakker is Departmental Tutor. He has a formal role in authorising various procedures for students, including transfers into and out of the department, and requests to change of programme. He also chairs the Staff Student Liaison Committee.

g.bakker@lse.ac.uk

If a query cannot be resolved within the department then please consult the Student Advice Centre in the first instance.

ssc.advice@lse.ac.uk

Interruption/deferral/withdrawal from study

Students facing severe difficulties or disruption to their studies may wish to consider the following options:

Interruption

With approval from your department you can interrupt your programme by taking an authorised break in your studies, normally from the end of one term and for one calendar year.

Deferral

If you complete the teaching but have difficulties during the examination period then in exceptional circumstances you can apply to defer an examination to the following year.

Withdrawal

Withdrawing means you wish to permanently leave the programme.

For more information please see lse.ac.uk/registration

Plagiarism/Academic Dishonesty

The work you submit for assessment must be your own. If you try to pass off the work of others as your own you will be committing plagiarism.

Any quotation from published or unpublished works of other persons, including other candidates, must be clearly identified as such, being placed inside quotation marks and a full reference to their 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 does one long unacknowledged quotation from a single source.

The 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 an Assessment Misconduct Panel which may result in severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your tutor or the Library.

www2.lse.ac.uk/library/services/training/citing_referencing.aspx

The Regulations on Plagiarism can be found here:

www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm

Results

The School releases information about marks to students after they have been officially ratified by the relevant School Board of Examiners. For the most up to date information on results publication dates, see lse.ac.uk/results

The School does not release provisional results to students, i.e. those not ratified by the relevant School Board of Examiners. Some individual Departments release information about provisional results for summative work, including some courses in the Economic History Department.

The School will not release your results if you owe any fees. Please check your balance on LSE for You to see if you have any tuition, halls or library fees outstanding. If you cannot see any outstanding fees on your account, then please contact the Finance Office for clarification.

Email: fees@lse.ac.uk

Transcripts of Results

After each examination session continuing students can request a transcript of their marks called an 'intermediate transcript' online via LSE for You. The Student Services Centre aims to despatch all requests for intermediate transcripts within five working days of the online request being made.

Transcripts for finalists are issued digitally within five working days of the final results being published.

lse.ac.uk/transcripts

Classification Schemes

Undergraduate and graduate degrees are classified according to the classification scheme which may vary depending on the year a programme started. Classification schemes are applied by the Boards of Examiners at their meetings in July and November each year.

Please refer to one of the following web link for further details:

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

School and Programme Regulations

The School has Regulations and Codes of Conduct covering many aspects of student life and it is a good idea to familiarise yourself with the policies which exist.

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

The following web link details the General Academic Regulations:

www.lse.ac.uk/resources/calendar/academicRegulations/generalAcademicRegulation.htm

Regulations for First degrees

www.lse.ac.uk/resources/calendar/academicRegulations/regulationsForFirstDegrees.htm

Regulations for Short Courses and Summer School:

www.lse.ac.uk/resources/schoolRegulations/regulationsforShortcoursesandSummerSchools.htm

Regulations for the consideration of appeals against decisions of boards of examiners for taught courses:

www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsForTheConsideration

[OfAppealsAgainstDecisionsOfBoardsOfExaminers.htm](http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsonoffencesOtherThanPlagiarism.htm)

Regulations on assessment offences: other than plagiarism:
www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsonoffencesOtherThanPlagiarism.htm

A-Z list of relevant regulatory documents where you can find further details of all School Regulations is here:

www.lse.ac.uk/resources/schoolRegulations/atoz.htm

Deans

Dean of Undergraduate Studies

While the role of the Dean of Undergraduate Studies is under review by the School students are encouraged to contact the Advice Team in the Student Services Centre for guidance. The Advisers to Male and Female Students (further down the page) can also offer support.

ssc.advice@lse.ac.uk
Tel: +44 (0) 20 7955 7849

Dean for the General Course

The Dean is available to see General Course students who wish to raise a problem, academic or otherwise. In particular, he is available to counsel students who may be having difficulty adjusting to life at LSE.

The Associate Dean sees students by appointment or during his open office hours as published outside his office of OLD 1.09 (Old Building.) To arrange an appointment contact:
Email: gc.dean@lse.ac.uk
Tel: 020 7955 5197

Adviser to Women Students - Dr Bingchun Meng

The Adviser is available to discuss issues of concern to women

students in the School and to offer advice and support to female students with personal problems.
TW2.1.01h, ext. 5020
b.meng@lse.ac.uk

Adviser to Male Students

Dr Jonathan Hopkin is available to discuss issues of concern to male students and provides a confidential point of contact.

Dr Jonathan Hopkin
H519, ext 6535
j.r.hopkin@lse.ac.uk

Adviser to Students with Disabilities

The Adviser provides a first point of contact for students and can give advice and information about disability issues. The Dyslexia Support Tutor provides advice, advocacy and support for students with dyslexia, according to individual needs.

The Disability Consultative Forum meets once a term and provides an opportunity to discuss disability issues at LSE. It is chaired by the Dean of Graduate Studies and attended by staff from around the School. All students with a disability, special needs or dyslexia are welcome to attend. Contact the Adviser if you are interested in attending or would like to suggest agenda items.

See also the Learning, support and career development skills website and our pages with full details of School facilities for students with disabilities.

Disability and Wellbeing Service
OLD G.23, ext.7677
disability-dyslexia@lse.ac.uk

What to do when there are disruptions on campus

Disruptive incidents can include

- known or predicted major events or pandemics
- major incidents causing the loss of access to the site e.g. bomb threats, or a major loss of infrastructure or facilities e.g. power failures, fire, IT outages
- less serious occurrences, eg adverse weather conditions .

The main method of communication with students and staff during disruptive incidents is the LSE website and it is therefore important that to check the website regularly.

In any emergency the key messages are to keep calm, follow instructions issued by the School, and to remain in touch with your department.

Graduation and after

Presentation ceremonies

Presentation ceremonies for undergraduate students are held in July in the Peacock Theatre.

Invitations are emailed to all students expected to successfully complete their programme of study no later than two months before the ceremonies are scheduled to take place. Tickets for both yourself and up to two guests can then be requested online. The ceremony itself usually lasts between one and one and a quarter hours and is immediately followed by an on-campus drinks reception.

For more information please see lse.ac.uk/ceremonies

Degree Certificates

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

Your certificate will be available for collection on the day of your presentation ceremony. If you are unable to attend the ceremony, your certificate will be posted out to your home address within four weeks of the ceremony so please ensure that your home address is complete and up-to-date on LSE for You.

For more information, lse.ac.uk/degreecertificates

Alumni Association

You automatically become a member upon graduation and membership is free. By registering with LSE Alumni Online community, you will be able to stay connected with former classmates and the School after your graduation.

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with 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 biannual LSE Connect alumni magazine.

- LSE alumni also have access to:
- Alumni Professional Mentoring Network
- LSE Careers for up to two 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 contact the Alumni Relations team. alumni@lse.ac.uk.

Assessment, Exams and Academic Feedback

Assessment

Assessment takes the form of formative and summative assessment.

Formative assessment

Formative assessment (assessment which does not count towards your final results) takes place on all courses and can take the form of essays, quizzes and presentations, depending on the course. Its purpose is to provide you with feedback from class teachers to help you develop your analytical and writing skills ahead of formally assessed examinations.

Summative assessment

Summative assessment means work which counts to your final course results. It can be in the form of an exam, including mid-term exams, an essay/dissertation, or presentation, depending on the course. Some courses (eg EH102) will use a mix of methods to assess student work, ie a summative essay and an exam. Some courses will have exams split between Lent and in Summer Term. Information about summative assessment is included in the calendar entry for each course.

www.lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm

Feedback and Academic Advice

Feedback and academic advice comes in different forms, both formal and informal.

You will receive feedback on your classwork from your class teacher, including a termly report commenting on your class work, verbal participation and preparation.

Another important means of receiving feedback is from your Academic Adviser. Your academic advisor will also write a brief report on your progress at the end of

Michaelmas and Lent terms. In addition to this, you should meet with them at least once a term for feedback and advice. This is not a mere formality, and you should always take up the offer to meet, even if you feel you have 'nothing to say.' It is important that your Adviser gets to know what your academic interests and strengths are, as they may need to make an academic decision on your behalf, for instance, allowing you to take a specific course, or supporting repeat teaching. They may also write references for you as you look for jobs, so a good working relationship with them is important.

You should also regard office hours as an opportunity to get advice and feedback on specific questions you may wish to raise.

Exams

Depending on their programme, students on first year Economic History programmes will take mid-term exams for the following courses – EC100/EC102, MA100, and ST100. The mid-term exams take place in Week 0 of Lent term (the first week after the New Year.) The remainder of exams will be in the Summer Term.

Consult the calendar to see the percentage of overall mark assigned to each part of the exam.

The remaining exams take place in Lent and Summer Term, with results published in early July on LSE for You.

To help you understand how your examination results are used to calculate your final degree, please look at this page:

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

What happens if you fail a course?

If you fail one course you will be allowed to proceed to the following year, but you will be expected to retake that exam the following year.

If a course has been passed, however, you cannot retake it, no matter how low the mark.

If you fail two or more courses, you will be referred to the LSE Repeat Teaching Panel (RTP). In such a situation, students may take the option of a year out from their lectures and classes to resit the failed exams the following year as an unregistered candidate. If personal circumstances justify it, it is also possible to apply for repeat teaching in the failed courses.

What is an exam bar?

If a student's attendance at class falls below a certain level or they fail to hand in coursework an exam bar may be placed on them. An exam bar means that they will not be allowed to take an exam.

In this situation students are warned of the problem and given an opportunity to meet with the Academic Support Manager to discuss why this is happening and address any issues constructively. However it may be judged appropriate to set a bar.

The Departmental Tutor will set conditions under which the bar can be lifted. The process is designed to be constructive and help students address any problems affecting their work. Students are always advised of sources of advice and support to help them address issues affecting their work. However, failure to meet the conditions is taken very seriously, and may well lead to a permanent bar being placed.

Exam Marking Criteria

Examiners use the following benchmarks when assessing timed undergraduate exam essays.

However, similar criteria apply when marking essays and other assessed work.

First Class (70-100%)

First Class (70-100)

90-100

Analysis of such originality or insight as potentially to change some aspect of conventional understanding on the subject treated; and in the case of a thesis to be potentially publishable.

80-89

Analysis of exceptional quality, based on comprehensive knowledge (both historical and conceptual) of the topic, and either developing an original argument in response to the question, or demonstrating independent critical discussion and insight.

70-79

Analysis which shows both broad and deep knowledge of the historical evidence as well as conceptual command of the subject matter based on close engagement with the question, an informed understand

Upper Second Class (60-69%)

Clearly written and well argued work which reflects an understanding of the question as well as the historical period and issues under discussion, engages seriously with the questions, offers a thorough analysis of the relevant material and is aware of its implications.

Lower Second Class (50-59%)

Work which displays an understanding of the questions set and knowledge of the historical periods and issues under discussion, but which tends to a less than systematic critical analysis of material and to presentation of a discussion which is not consistently focused or relevant.

Third Class (40-49%)

Work which shows sufficient knowledge to frame a basic answer to the question and which contains relevant information about the historical period and issues under discussion, but which is otherwise characterised by lack of clarity and originality, by an absence of analytical skills, by a tendency to factual error and by straying from the question at hand.

Fail (0-39%)

34-39

Work which provides some material relevant to the question and demonstrates some knowledge of the historical period and issues raised but which is otherwise badly marred by weaknesses of error, omission and relevance, and which demonstrates very little analytical understanding.

30-33

Work which fails to proceed beyond the most rudimentary acquaintance with the historical period and issues under discussion, which pays little attention to the precise question posed and has persistent factual errors or an inability to frame a consistently coherent argument.

20-30

Characterised by paucity of information, confusion and lack of relevance but with some germane points or information.

0-19

Work which reveals paucity of information or knowledge about the period and question under discussion and is characterised by persistent confusion and error concerning any historical ideas it mentions, as well as by a total inability to engage with the question and frame a coherent argument in response to it. Alternatively, work which is seriously truncated and totally undeveloped.

Supporting You In Your Studies

LSE LIFE

LSE LIFE is the School's centre for academic, professional and personal development. We are here to 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. We offer

- 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.

lse.ac.uk/lselife

LSE Study Toolkit

A brand new web resource, LSE Study Toolkit – is designed to help you tackle LSE-style study with confidence. Four areas identified by current students as vital to success at LSE – justifying your arguments, studying independently,

communicating your ideas and honing your quantitative skills – are addressed with short films and expert guidance that provide the tools necessary for effective and rewarding study.

<http://www.lse.ac.uk/studytoolkit>

One to one advice

Study advisers are available to offer free advice on aspects of both quantitative and qualitative subjects. LSE also hosts two Royal Literary Fund Fellows who can advise on writing style and structure. For details on all of these, see <http://www.lse.ac.uk/tlc/taughtstudents>

Maximise Your Potential

For undergraduates, LSE offers several two week intensive programmes at the end of Summer Term that enable you to broaden skills in research, languages, job searching and peer support. See <http://www.lse.ac.uk/apd/maximise>

Services for Disabled and Dyslexic Students

Disability equality is an important facet of the equality and diversity agenda and is the responsibility of the whole School throughout the student journey. LSE acknowledges that disabled students have often overcome additional barriers in order to gain a university place, and is committed to eliminating further unnecessary obstacles and to facilitating equal access to study and university life. The Disability and Well-being Service (DWS), headed by Dr Nicola Martin, runs three specialist services, all of which are free and confidential:

- The Disability Service, for students with physical/sensory impairments and those with long-term or chronic medical conditions
- The Neurodiversity Service, for students with dyslexia, dyspraxia,

Asperger syndrome and other neurodiverse conditions

- The Mental Health and Well-being Service, for students with mental health concerns

The DWS can also set up Inclusion Plans (IPs), outlining reasonable adjustments such as extended library loans, negotiated deadlines and rest breaks in exams, and runs several interest and support groups.

www.lse.ac.uk/collections/disabilityOffice/

Email: disability-dyslexia@lse.ac.uk.

The Library

Your LSE student card is also your Library card. No additional registration with the Library is required.

All the information you need to get started is on the Library website at <http://www.lse.ac.uk/library> but please do ask Library staff at the beginning of term for general information, your Library guide and other freebies.

Use Library Search to find both the Library's print and electronic resources.

You can sign up for a course on finding items from your reading list, and other training events from across the School, at <https://apps.lse.ac.uk/training-system/>

Staff at the Enquiry Desk on the ground floor are available for any questions you may have about using our collections and electronic resources and every Department has an Academic Support Librarian to help support your studies <http://www.lse.ac.uk/academicsupportlibrarian>

The Academic Support Librarian for Economic History is Paul Horsler p.n.horsler@lse.ac.uk

Services for Students

Student Services Centre (SSC)

The Student Services Centre provides advice and information on the following services

- Admissions
- Certificates of Registration
- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques
- Financial Support – Advice on scholarships, awards, prizes, emergency funding and studentships
- Information for new arrivals
- Programme Registration
- Presentation of Awards Ceremonies
- Transcripts and Degree certificates
- Visa and immigration advice

The SSC provides a counter service for students at the following times:

- 10am–5pm every weekday during term time
- 10am–4pm during vacation.

You can also contact us by telephone. Details of who to contact and more information on advice can be found on our website:

lse.ac.uk/ssc

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 <http://www2.lse.ac.uk/intranet/students/moneyMatters/financialSupport/Home.aspx>

International Student Visa Advisory Service (ISVAT)

The International Student Immigration Advisory Team (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 a web query form on the ISIS website) or at the drop-in service in the Student Services Centre reception. 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 ISIS also manages staff and student exchanges through the Erasmus + programme at LSE. For more information on our exchanges, go to: lse.ac.uk/Erasmus.

IT and IT Support

LSE for You

LSE for You is the School's web portal, giving you access to a range of services. For examples, you can

- 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 tutorial on how to navigate and personalise LSE for You via its login page. Use your LSE network username and password to log in. Access to LSE for You is here:

lse.ac.uk/lseforyou

Email

The School and Economic History department will use your LSE email address to communicate with you so you should check it regularly.

The email program, Microsoft Outlook is available on all student PCs on the LSE network. You can also access 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 do this visit lse.ac.uk/itservices/remote

Moodle

Moodle is the School's Virtual Learning Environment (VLE). It is a password protected web environment that may contain a range of teaching resources and activities. The content of each Moodle course page is the responsibility of the teacher so it will vary from course to course. Not all teachers choose to use Moodle.

You can access LSE Moodle pages from any computer with an Internet connection, either on and off campus. Access Moodle using your School user name and password moodle.lse.ac.uk

If you have any technical problems with the Economic History department's Moodle pages please contact the department's Moodle editor, Helena Ivins (h.ivins@lse.ac.uk).

IT Support

Key information for new students can be found here:

<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/studentOrientation.aspx>

Student IT Help Desk - first floor, Library

Contact the IT Help Desk for support regarding School-owned hardware and software on the LSE network, network and email account issues, and general IT queries.

it.helpdesk@lse.ac.uk
<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/contactStudents.aspx>

Laptop Surgery

A Laptop Surgery is held daily on the first floor of the library for free advice and hands on assistance with problems connecting to LSE resources from personally owned laptops and mobile devices.

it.helpdesk@lse.ac.uk
<http://www.lse.ac.uk/intranet/LSEServices/IMT/about/contactStudents.aspx>

IT Support for disabled students

IT Services is committed to providing facilities and support for disabled students, to ensure equality of access to services. Additional PCs and printing facilities for disabled students are provided in the public computer areas in the Library. Other facilities are available in three dedicated PC rooms in the Library (R25,26) and St Clements Building (S073).

They also provide one-to-one support for students with disabilities who wish to become familiar with assistive technologies and software. This can be arranged by contacting Sebastiaan Eldritch-Böersen or Yvonne Ward via imt.disabilities.support@lse.ac.uk

For contact details and further information about these services visit <http://www.lse.ac.uk/intranet/LSEServices/IMT/accessibility/home.aspx>

Students' Union

The Students' Union is run by students for students, and exists to make LSE students' time at the School the best it can be. It is run by an Executive Committee of five paid, elected student Sabbatical Officers and elected volunteers.

The Union exists to represent students to the School and campaign on student issues through School committees and by developing links with key external stakeholders.

The Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising.

The Student Support Unit has legally-trained advice workers who run our Advice and Counselling Centre, offering free, confidential advice to students on a range of issues.

The Union also runs various pubs and shops on campus, plus the LSE Gym.

www.lsesu.com
su.info@lse.ac.uk

Personal Development and Wellbeing

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.
<http://www.lse.ac.uk/tlc/development>
<http://www.lse.ac.uk/counselling>

LSE Student Counselling Service

The LSE Student Counselling Service is located on the 5th Floor of 20 Kingsway. This free and confidential service aims to enable you to cope with personal or study difficulties. Throughout the academic year there are also group sessions and workshops on issues such as exam anxiety and stress management. Full details below:

www.lse.ac.uk/collections/studentCounsellingService

All sessions need to be booked in advance but there is a limited number of daily emergency slots available. Make an appointment by coming to the TLC office (KSW 507), by phone or email.

student.counselling@lse.ac.uk

Its Peer Support scheme enables students to talk with fellow students if they have any personal worries.

<http://www.lse.ac.uk/peersupport>

The Disability and Well-being Office (DWO)

The DWO provides advice to disabled students and puts Inclusion Plans and Individual Examination Adjustments in place for any students with learning needs, including support for dyslexia.

www.lse.ac.uk/disability/

The Students' Union has an Advice and Counselling Service providing advice on housing, immigration, visa extensions, employment problems, welfare benefits, grants, fee status and disability rights.

www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/disabilityOffice/Home.aspx/

LSE Personal Development Aide Memoire (PDAM)

This is a record that you can access and build in LSE for You and that 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 <http://www.lse.ac.uk/apd/PDAM>

Nightline

Nightline is a free and confidential listening service run by students for students from 6pm to 8am.
nightline.org.uk

St Philips Medical Centre

St Philips Medical Centre is an on-campus NHS medical practice available to students who live locally to the School.

St Philips Medical Centre
Floor 2, Tower 3
Clement's Inn
London
WC2A 2AZ
Tel: +44 (0)20 7611 5131.

Monday to Friday, 9am-5pm

<http://www.lse.ac.uk/intranet/LSEServices/medicalCentre/Home.aspx>

The Chaplaincy

The Chaplaincy to the LSE, whilst having a definite Christian identity, is for all students regardless of religious or non-religious background. There is a full-time Anglican Chaplain and part-time Roman Catholic and Free Church Chaplains available to students needing a confidential conversation or advice.

The Chaplaincy holds a weekly Catholic Mass and Anglican Eucharist. It hosts study groups, bible studies and social activities.

The Chaplaincy hosts an Inter-Faith Forum for all faith communities present at LSE. The Chaplaincy can put you in touch with any of these communities. Above all the chaplaincy is here to provide a warm welcome and hospitality to all who come through its doors.

The Chaplaincy can be found in Saw Swee Hock Student Centre, room 2.01
www.lse.ac.uk/chaplaincy

Quality Assurance

The School's approach to quality assurance is set out in the document 'Towards a Strategy for Managing Academic Standards and Quality':
www2.lse.ac.uk/intranet/LSEServices/TQARO/InternalQualityAssurance/TowardsAStrategy.aspx

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

LSE's Teaching, Learning and Assessment Committee (TLAC) is the body responsible for ensuring that the School and Departments discharge their responsibilities under 'Towards a Strategy'. It does this by receiving reports on a range of related areas: degree and course outcomes, external examiners' reports, reviews of Departments and Institutes, and national developments in quality assurance, etc. It also monitors the outcomes of the quality assurance processes that operated locally by departments and institutes, for instance. Staff-Student Liaison Committees, course and programme monitoring, Departmental and Teaching meetings, consideration of teaching surveys, etc.

TLAC is serviced by the Teaching Quality Assurance and Review Office (TQARO). This office is responsible for supporting the School's quality assurance infrastructure. This includes acting as the School's point of contact with the Quality Assurance Agency, a national body that safeguards quality and standards in UK higher education.

Further details about TQARO's work can be found here
www2.lse.ac.uk/intranet/LSEServices/TQARO/Home.aspx

Careers Service

LSE Careers aims to advise you through the career planning and recruitment process, helping you to research options, acquire new skills and promote yourself to employers in the best way. We do this through a programme of careers advice sessions, seminars, an extensive information website, fairs, forums, employer-led events and more.

LSE is very fortunate in attracting the top recruiters in many sectors which enables us to run an LSE-exclusive vacancy board full of internships, voluntary, part time and graduate positions.

LSE Careers also run a series of internships schemes. Internships can allow you to gain practical experience in your chosen sector, can help you develop a broad range of transferable skills and can act as the perfect platform to make key contacts for your future job search.

We work closely with employers to secure internship opportunities in all sectors with a focus on business and management and with entrepreneurs. We also source a series of graduate internships to help you make the transition from study to employment. You can search for internship opportunities throughout the year on LSE CareerHub.

If you are considering a career in parliament, public and social policy, media policy or corporate social responsibility, look out for the LSE Internship scheme, which offers internships for up to 15 hours per week for postgraduate students. Applications open in early October each year. For the latest information, see:

www.lse.ac.uk/studentinternships

LSE Volunteer Centre

The LSE Volunteer Centre is also based within the LSE Careers and is here to support you in finding voluntary roles while studying. The annual Volunteering Fair takes place

in the first week of Michaelmas term and is a great opportunity to meet with over twenty charities. Throughout the year, we run skills, training and information events and work with charity partners to support student-focused projects, such as the READ Campus books drive, FoodCycle and the Teach First Access Bus.

Take a look at the Volunteer Centre website for practical information and advice about volunteering while at LSE and then search under 'volunteering' to browse through the exciting range of positions available on LSE CareerHub:

www.lse.ac.uk/volunteerCentre

Booking for all events and appointments at LSE Careers and searching for jobs and opportunities is available in one place on the LSE CareerHub system via our website.

Find out what is happening right now at:

www.lse.ac.uk/careers

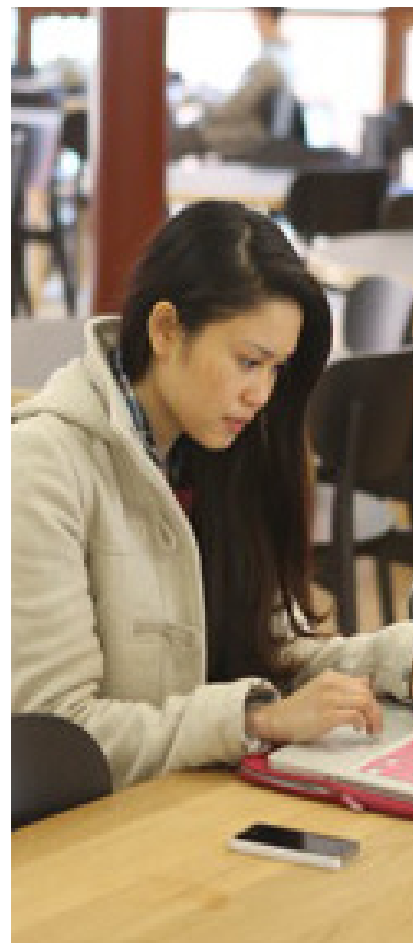
Volunteering with LSE's Widening Participation (WP) team

WP aims to raise aspiration and attainment in young people from London state schools. We deliver a number of key 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.

There are many benefits to working with young people and volunteering your time. These include getting involved and giving back to your local community, strengthening your CV and personal satisfaction.

For more information:

lse.ac.uk/wideningparticipation
widening.participation@lse.ac.uk



Feedback, Equality, Diversity

Staff-Student Liaison Committees

Staff-Student Liaison Committee meetings (SSLCs) take place at a departmental or institute level and typically meet once a term.

The meetings provide a forum for students both to share their views about their programmes of study and to discuss issues that affect the student community as a whole. SSLCs are made up of student representatives from each programme of study together with appropriate academic staff.

The SSLC also elects a representative to attend the relevant School level Students' Consultative Forum. More information on the Consultative Fora can be found here:
www2.lse.ac.uk/studentRepresentation/home.aspx

Codes of Good Practice: Teaching, Learning and Assessment

The Codes of Practice for Undergraduates and Taught Masters Programmes 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; examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

Code of practice for undergraduate students:

www.lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeforUndergraduateProgrammesTeachingLearningAndAssessment.htm

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. They give students the opportunity to give feedback on their lectures and class/seminar teaching. They provide lecturers and teachers with important information about the perceived quality of their teaching, and the School with a measure of general teaching standards. They are conducted via paper questionnaires which are distributed in classes and lectures.

Teaching scores are made available to individual teachers, heads of departments, course convenors, the Director of the Teaching and Learning Centre and Pro-Director (Teaching and Learning). 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.
<http://www.lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results/Home.aspx>

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, colour, nationality, ethnic or national origin, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion and belief, sex, sexual orientation or personal circumstances.

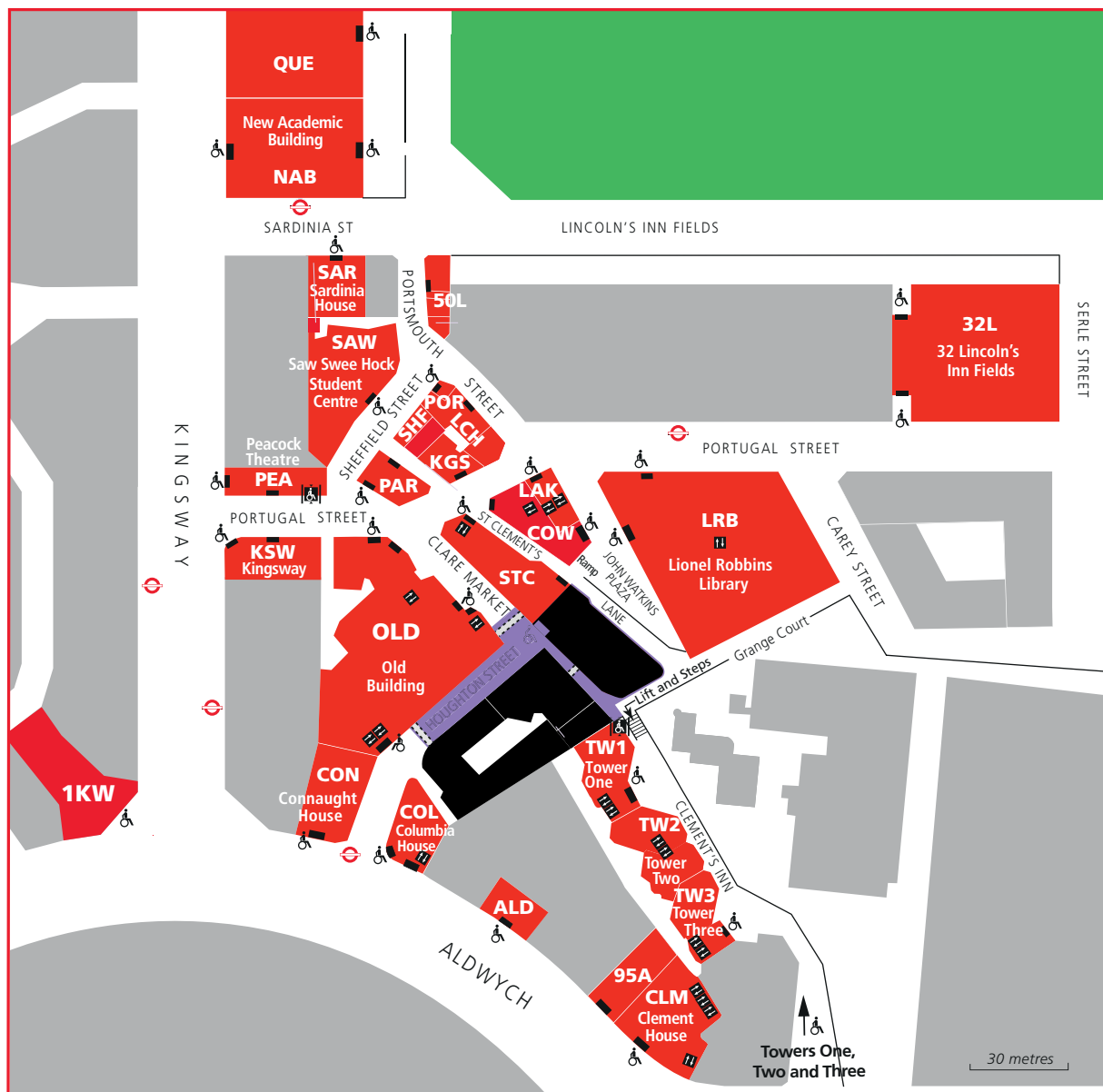
In practice, this means we expect you to:

- Actively oppose all forms of discrimination and harassment;
- Reflect on prejudices, including examining the use of inappropriate language and behaviour;
- Strive to create an environment in which student goals may be pursued without fear or intimidation;
- Not victimise any fellow student who has complained, or who has given information in connection with such a complaint;
- Challenge and/or report unacceptable behaviour which is contrary to equality legislation and principles;
- Treat all peers fairly and with respect;

For further advice or information on Equality and Diversity, please visit the School's Equality and Diversity website
lse.ac.uk/equalityanddiversity

We have also set up the Equality and Diversity at LSE blog (blogs.lse.ac.uk/diversity). To stay up to date, you can follow us on Twitter [@lsediversity](https://twitter.com/lsediversity)

LSE Campus Map



Bridge
 Cycle Hire Station (www.tfl.gov.uk/maps/cycle-hire)
 Disabled access
 Disabled lift
 No access
 LSE buildings being demolished

95A	95 Aldwych <i>Aldwych</i>
ALD	Aldwych House <i>Aldwych</i>
CLM	Clement House <i>Aldwych.</i>
COL	Columbia House <i>Aldwych</i>
CON	Connaught House <i>Aldwych</i>
COW	Cowdray House <i>Portugal Street</i>
KGS	King's Chambers <i>Portugal Street</i>
1KW	1 Kingsway
KSW	20 Kingsway
32L	32 Lincoln's Inn Fields
50L	50 Lincoln's Inn Fields <i>Portsmouth Street</i>
LCH	Lincoln Chambers <i>Portsmouth Street</i>
LAK	Lakatos Building <i>Portugal Street</i>
LRB	Lionel Robbins Building, Library

NAB	New Academic Building <i>Lincoln's Inn Fields</i>
OLD	Old Building <i>Houghton Street</i>
PAR	Parish Hall <i>Sheffield Street</i>
PEA	Peacock Theatre <i>Portugal Street</i>
POR	1 Portsmouth Street
QUE	Queens House <i>Lincoln's Inn Fields</i>
SAR	Sardinia House <i>Sardinia Street</i>
SAW	Saw Swee Hock Student Centre <i>Sheffield Street</i>
SHF	Sheffield Street
STC	St Clement's <i>Clare Market</i>
TW1	Tower One <i>Clement's Inn</i>
TW2	Tower Two <i>Clement's Inn</i>
TW3	Tower Three <i>Clement's Inn</i>