



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Welcome to
the Language Centre

Undergraduate Handbook

2023/24

lse.ac.uk/language-centre



Contents

Language Centre

- 3 Welcome and congratulations ↗
- 4 Welcome from the Modern Languages Society ↗
- 5 Professional Services Team ↗
- 5 The Huddle ↗
- 6 Key Programme Staff ↗
- 7 Academic Mentors ↗
- 7 Office Hours ↗
- 8 Language Centre Studies ↗
- 8 Assessments ↗
- 9 Language Community ↗
- 10 Your Study Abroad ↗
- 10 Non Degree Language Courses ↗
- 10 Opportunities for Volunteering ↗
- 11 Course Selection and Timetables ↗
- 15 Key Information ↗



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

Welcome and congratulations

About the Language Centre

Languages have been taught at LSE for over 100 years. The current Language Centre was founded in 1996 to offer institution-wide language programmes for staff and students at the School. We offer degree courses in five languages (French, German, Mandarin, Russian and Spanish) and in literature and linguistics. In addition, we offer non degree courses in nine languages, and as Language Centre students, you can enrol free of charge on these courses (see the section on Non degree language courses).

We teach our courses in the context of social scientific study and research. Our language courses are “language and society”, and economic, social and political themes run through all the courses we teach. Our literature courses are similarly focused on placing literature in the social context in which the works you study were written. Sociolinguistics and intercultural communication also have to be taught in ways that emphasise the setting and cultural contexts of language use.

Staff at the Language Centre are experienced language teachers, many of whom have taught at the Centre for a number of years. LSE is a fascinating institution for anyone interested in understanding human behaviour, and we try to bring our own professional expertise to students’ thinking about social, economic and political life. Although we teach around 3,000 LSE students each year, we are also a small and collegial Centre, and we look forward to having you on our degree programmes and in our classes.



Dr Neil McLean
Director, Language Centre

Welcome from the Modern Languages Society



LSESU's Modern Languages Society is at the heart of the multilingual student's experience. Visit our website: lsesu.com/organisation/14714/

The society exists, as a community, to bring language learners together, creating a space for people to practise speaking languages, make mistakes and learn together.

By getting involved in our coffee breaks, games nights and cultural events and joining the Language Centre's conversation circles together, you'll meet like-minded language buddies from all over the world. Indeed, you can expect to meet students speaking three, four or five languages! We have big dreams for the upcoming year and we can't wait to meet you at our first coffee break!

Contact us via email (modernlanguagessoc@lsesu.org) if you have any questions or suggestions for our society.

The Language Centre has kindly offered to pay your membership of the LSESU's Modern Languages Society during your time on your BSc programme at LSE.

Professional Services Team

Our Professional Services Team can help you with questions you might have such as who to speak to about your course, the location of a building or a classroom at LSE. This will especially be the case in your first few weeks at LSE, so please feel free to contact us with your questions. We will keep in touch with you via the **Student Hub** so, if you have not done so already, please make sure you download this and join the Language Centre page and the Language Centre: BSc students 2023/24 group.

Our Professional Services Staff are:

Helen Mayer

Maggie Evans

Inés Alonso García

Sabrina Rabi

Suzie Beckley

They will organise our community events with you as well as our conversation circles, bitesize speaking sessions, group tutorials and tandem learning events.

The Huddle

The Huddle, 20 Kingsway (20KSW), is your space on campus. It provides Language Centre students with some much needed study space and a place to meet. Our Professional Services Team are based here too.

Teaching staff are based in Pethick-Lawrence House.

Email: languages@lse.ac.uk

Postal address:

Language Centre

The London School of Economics and Political Science

Ground floor, 20 Kingsway London, WC2A 2AE

Key Programme Staff

Dr Neil McLean

Director

Neil is responsible for managing the Language Centre and its relationship with the rest of the School. He is our Departmental Tutor and the Academic Mentor for Year 4 students on the BSc International Relations and Chinese.

Email: N.D.McLean@lse.ac.uk

Alison Standring

Deputy Director

Alison is responsible for educational quality and monitoring, and responding to student feedback within the Language Centre. She is also the Academic Mentor for Year 4 students on the BSc Language, Culture and Society.

Email: A.Standring@lse.ac.uk

Dr Catherine Hua Xiang

Programme Director

BSc International Relations and Chinese. **Catherine** co-ordinates Mandarin, Japanese and Korean teaching.

Email: H.Xiang@lse.ac.uk

Dr Olga Sobolev

Programme Director

BSc Language, Culture and Society

Olga is Chair of our Examination Sub-Board and responsible for the smooth running of all assessment processes within the Language Centre.

Email: O.Sobolev@lse.ac.uk

John Heyworth

Centre Manager

John is responsible for the efficient management of the Language Centre's human, financial and space resources. As well as being the Programme Manager for the Centre's BSc programmes, he also manages the Centre's Professional Services Team.

Email: J.Heyworth@lse.ac.uk



Academic Mentors

At the start of each academic year all students will be assigned an Academic Mentor. [Jim Pavitt](#) is Academic Mentor for Year 1 BSc International Relations and Chinese students. [Simon Roberts](#) is Academic Mentor for Year 1 BSc Language, Culture and Society students. You will meet your Academic mentor several times over the course of your first year.

The Role of the Academic Mentor

Your Academic Mentor will:

- Provide you with academic guidance and feedback on your progress and performance;
- Discuss any academic challenges you may be experiencing;
- Provide pastoral support on non-academic issues and refer you, as necessary, to the appropriate support agencies within the School;
- Meet with you regularly and maintain regular contact with you outside of meetings via email and other appropriate methods.

Mentors will be able to give you advice and discuss a range of academic and pastoral issues. These can include academic progress, course choices, internships, deferral, examinations and personal circumstances. Academic Mentors are also one of the first points of contact for you if you are facing difficulties with your studies.

Office Hours

All teaching staff at LSE, including class teachers and Academic Mentors, hold regular office hours. Office hours give you the opportunity to speak to teaching staff or to your Academic Mentor about any questions you might have. [John Heyworth](#), the Centre Manager, also offers a weekly drop-in during term time.

You can book an Office hour appointment via the [Student Hub](#). Please note that Office Hours only run during LSE term time.



Language Centre Studies

General Aims

We teach a range of courses and our degree programmes are unique to LSE. We offer two joint degree programmes with the Departments of International Relations and Sociology. We also offer a range of degree courses in languages, literature and linguistics. In addition, we teach around 1,500 LSE students a language each year through our non degree language programme.

BSc International Relations and Chinese

This programme offers the chance to study China as a global power, while developing Mandarin to a level that will allow graduates to work in China, or with Chinese counterparts. The programme includes a year abroad in Shanghai, studying at Fudan University.

BSc Language, Culture and Society

This programme offers the study of language in its own right, as well as understanding language as a social institution and cultural resource. Students can choose from five languages, with years abroad in China, France, Germany, Russia or Spain. Graduates will leave LSE not only able to use their chosen language in professional contexts, but also with a deep insight into the use of language itself, and how its use influences social outcomes.

Assessment

Assessment Types

Formative assessment

Many courses include a formative assessment component, which does not count towards your final degree results, but which is compulsory. Formative assessment components are designed to help you with your studies and provide opportunities for individual feedback from teachers in order to give you an idea of how you are progressing. Course teachers will provide you with feedback, usually in the form of written comments and a mark. This feedback is useful in your preparation for the summative assessments as it should help you to improve and develop.



Summative assessment

Each LSE course will be summatively assessed by coursework and/or examination. Summative assessment results will count towards your final degree classification. In the Language Centre, you will benefit from continuous assessment throughout the year. This rewards you for working consistently, and is normally complemented with a final examination in Spring term.

Please see the online course guides for specific information about what is required regarding formative and summative assessments. You will also be notified of this by your class teacher.

Assessment Criteria and Guidelines

All compulsory courses on your programme will have a presence in Moodle. This will include information on how your courses are assessed, the criteria used as well as guidelines when submitting coursework. If you are not sure about anything, always consult the teacher(s) of the course in question. There is more information on Moodle itself in this guide.

Feedback

You will get different kinds of feedback on your work. Feedback on essays tends to balance what you did well with what you can improve next time. Markers want to guide you to better argumentation in general, as well as to challenge your thinking and ideas. Feedback on language learning tends though to focus on developing your own ability to edit your communication in your chosen language. For instance, we often use marking symbols to tell you the kind of error you've made, so you can correct the text yourself. This will personalise your learning, helping you to learn from your own mistakes – perhaps the most valuable kind of learning. This kind of feedback is designed to be regular, and will be given to you within a week of submitting your work, as long as you keep handing in your coursework throughout the academic year.

Language Community

During Welcome there are many events you can take part in. These are organised by ourselves, the School and the LSE Student Union.

Throughout the year we have a planned programme of Language Community events and opportunities. These range from small events to bigger celebrations such as Chinese New Year.

Details of our Language Community events are on the [current Language Centre Undergraduate Students' website](#), but please also follow us on the [Student Hub](#), including any groups we set up for your programme, so we can keep you informed and remind you about events that will be of interest.



Your Study Abroad

We have five study abroad destinations in China, France, Germany, Latvia, Estonia and Spain. We try to ensure that you can visit your destination during your first or second year, so that when you arrive for your year abroad, you are already familiar with the institution and the city where you will be living.

During your year abroad, your primary focus will be on improving your language skills, but you will also be able to audit courses in your other discipline – International Relations or Sociology. Those completing research projects in their final year in London will also be able to gather data for these projects during their time 'in-country'.

Non Degree Language Courses

We offer a [Non degree language programme](#) to the LSE community:

This puts you in a privileged position as we have decided that all students taking a Language Centre BSc programme will be able to register, for free, on one of these courses each year they are at LSE. This means, in addition to your degree programme, you will now have a second choice from one of nine languages. You will need to follow the normal registration procedure as outlined on the programme website but then, when you come to register, you will not need to pay an additional fee. All you need to do is to email [John Heyworth](#) with your course and class choice.

Opportunities for Volunteering

As well as the [LSE Volunteer Centre](#) there are opportunities to get involved in our Language Community events. You could volunteer to lead a conversation circle, or some bitesize speaking sessions and/or get involved with the [LSE Modern Languages Society](#).



Course Selection and Timetables

Programme structure and what you need to do

Each year of an undergraduate programme comprises four papers. Each of these papers is completed by taking either one full, or two half units.

You can view the regulations for our programmes using these links to the LSE Calendar:

[BSc International Relations and Chinese](#)

[BSc Language, Culture and Society](#)

You will need to select all your courses in [LSE for You](#) – both your compulsory courses and any options. Your timetable will then be created by the Timetables Team.

When to select your courses

- Undergraduate course selection will open for all new LSE students on Tuesday 5 September 2023.
- Course selection across LSE will close at 5pm on Monday 9 October 2023.

If something goes wrong, emergency changes to course selections can be made until 16 October 2023. After this no changes can be made, no matter the circumstances.

How to select your courses

- 1 Find out about your courses** – Go to lse.ac.uk/findcourses to access tools and information on the courses you can take in Year 1.
- 2 In your pre-arrival communications**, we advised who to contact regarding your modern language course. The appropriate Language Co-ordinator will have been able to advise you on which course to select.
- 3 Select your courses in [LSE for You](#)** – Go to lse.ac.uk/selectcourses for step-by-step instructions on how to select your courses on [LSE for You](#). Remember you need to input all four courses for Year 1.
- 4 Check you have Moodle access for your selected courses** – Providing your selected courses are ready in Moodle, you should automatically be enrolled on their Moodle pages a few hours after selecting your courses on [LSE for You](#).



Capped courses

Some courses are capped; this means that there are only a limited number of places available on that course. You can access a full list of [capped courses online](#).

In Year 1, given your programme regulations, this will not be an issue for you and throughout your programme we will always prioritise your Language Centre course choices.

Each department handles this slightly differently and information about the likelihood of getting a place on a course will be included in the relevant Course Guide in the LSE Calendar.

So, in future years, if your preferred outside option is capped, it is sensible to have a backup in case you cannot get a place. If you cannot get a place on your preferred outside option, remember that you can potentially take it in your fourth year.

Timetables

Undergraduate students are allocated to all teaching centrally by the Timetables Team. We recommend that you make your initial selections in [LSE for You](#) before **5pm on Monday 19 September 2023**. You should receive your personal timetable at 10am on 22 September. After this, if you make changes to your course selections it can take up to three working days for these to be reflected on your personal timetable.

Can't see your timetable?

Personal timetables are published at the end of September on LSE for You. Before you start selecting courses on LSE for You, you should complete [online pre-enrolment](#) (new students) and activate your IT account, as part of the pre-enrolment process, in order to see your timetable. If the timetable still does not show, after pre-enrolment, it is possible this is due to a timetable clash.

There is a "Student Timetable Clashes" screen in LSE for You which may help to identify your clash. This screen provides details of simple clashes, these are the straightforward lecture to lecture clashes. Some clashes are more complex and do not appear on the list in LSE for You. Complex clashes may involve more than two courses and often arise when a clash free seminar/class group can't be found even though there are multiple groups.

You are also advised to consult the School-level timetables (found on the Timetables webpage) and check all of your course timings so you understand the full nature of the clash(es).

For more information about timetable clashes and how to access your personal timetable, please refer to the [Undergraduate Course Selection and Timetables](#) Student Guide section 7 and the information on [Timetables webpages](#).



If you can't see your timetable, or it is incomplete, after 22 September check that you have:

- Completed [online pre-enrolment](#) and campus enrolment
- Selected all your courses in [LSE for You](#)
- Not selected a course which creates a timetable clash (check the info.lse.ac.uk/current-students/timetables. Timetable viewed by course Code).
- Not made changes within the last three working days.

Changing your timetable

It is not possible to change the lectures in your timetable; there is usually only one lecture for each course, and it takes place at a fixed time. You can potentially change class/seminar group in exceptional circumstances. To request a group change apply using the “Undergraduate Class/Seminar Group Change Request” tool within [LSE for You](#). You should include details of why you need to change group and outline your availability for alternative groups. We may request evidence in support of your request.

You can request a class group change via LSE for You, but you should be aware that this is at the discretion of the department running the course. You may need to provide evidence justifying the need to change classes. It is at the discretion of each department to define what reasons are valid for a class change. If you have any questions about this, please get in touch with the teaching department for the course directly. Please also note that any potential class group changes are subject to availability. You can find more information on the [class and seminar group change requests webpage](#).

Your main contact in the Language Centre, should you have any questions or problems relating to Course Selection and Timetabling, is [John Heyworth](#).

Auditing courses

Some LSE courses allow for students to “audit”. This is an informal arrangement where you join the lectures but do not go to classes/seminars or take the assessments. As an informal arrangement, it is not possible for LSE to confirm whether you have audited a course; it will not appear in your course selections, on your timetable or on your transcript. If you do choose to audit a course you should first check that your timetable will allow you to join the lectures. If so, contact the relevant course leader and ask permission to audit their course. **You must not attend any classes/seminars for courses you are auditing.** This is particularly important for in-person classes/seminars where social distancing and track and trace policies need to be in place to maintain the safety of the LSE community.

We do not recommend that you audit any courses in Year 1; you have got a full year ahead of you and should concentrate on the courses that you are formally registered for.

Winter term course selection

Course selection will reopen at the start of Winter term 2024, however as you are only selecting full units or paired courses (i.e., courses that run over Autumn and Winter term) you will not be able to make any changes.

Getting help

Your main contact in the Language Centre, should you have any initial questions or problems relating to Course Selection and Timetabling, is the Centre Manager, [John Heyworth](#).

There are some central services you can also check in with for specific issues:

- For queries about the course selection process, you can contact the Student Services Centre (SSC) via [their enquiry form](#). The SSC can help if you are experiencing issues with the [LSE for You](#) system.
- For queries about your timetable, you can contact the Timetables team at timetables@lse.ac.uk. Please do check the list of common problems above first.
- If you are not able to access [LSE for You](#) at all then contact [Tech Support](#).
- If you have a question about Moodle, please contact eden.digital@lse.ac.uk



Key Information

Term Dates and LSE Closures – Academic Year 2023/24 

Student Services Centre 

Student Voice 

Student Partnership 

Quality Assurance 

Study and Career Support Services 

Equity, Diversity and Inclusion (EDI) 

Your Wellbeing and Health 

Exams and Assessments 

Assessment Misconduct 

Results and Classification 

Fees and Finance 

Codes and Charters 

Systems and Online Resources 

LSE100 

LSE Campus 

“ At LSE, you don’t just get to study our changing world, you can see it and experience it. With history being made every day, why would you want to be anywhere else? ”



Term Dates and LSE Closures

Academic Year 2023/24

Autumn Term

Monday 25 September – Friday 8 December 2023

Reading Week: Monday 30 October – Friday 3 November 2023

Winter Term

Monday 15 January – Thursday 28 March 2024

January Exams: Monday 8 – Friday 12 January 2024

Reading Week: Monday 19 February – Friday 23 February 2024

Spring Term

Monday 29 April – Friday 14 June 2024

Spring Exams: Monday 6 May – Friday 14 June 2024

LSE will be closed during the following periods:

Christmas Closure

Thursday 21 December 2023 – Monday 1 January 2024

Easter Closure

Friday 29 March – Thursday 4 April 2024

May Bank Holiday: Monday 6 May 2024

Spring Bank Holiday: Monday 27 May 2024

Summer Bank Holiday: Monday 26 August 2024

Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building. Advice and information is available on services including:

- **Support for new arrivals**
- **Student status documentation**
- **Course selection**
- **Immigration advice**
- **LSE ID cards**
- **TfL 18+ Student Oyster Photocards**
- **Exams and assessment**
- **Results and degree certificates**
- **Graduation**

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit lse.ac.uk/ssc for the latest information about our services, opening times and drop-in sessions.

Online pre-enrolment and campus enrolment

The majority of new students will be required to undertake a two-stage process: online pre-enrolment and campus enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person and is where we will check your official documents and you will be issued with your LSE Card. It is very important that you attend campus enrolment and with the **correct original documents**. Usually, you can re-enrol for subsequent years of study online, but sometimes we may need to see you in person again.

For more information, visit lse.ac.uk/enrolment



Student status documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Enrolment provides proof that you are enrolled as a current student at LSE to organisations such as council tax offices, embassies and banks. For more information about what a Certificate of Enrolment shows visit lse.ac.uk/studentletters

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address as a PDF. If the standard letter is not sufficient, you can request a bespoke Certificate of Enrolment to be produced by the Student Services Centre. **We will do our best to provide the information required, but this cannot be guaranteed.** Please bear in mind that during peak periods bespoke letters may take longer to produce. For more information about both types of Certificates of Enrolment and how to order, please visit lse.ac.uk/studentletters

The Student Services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. For more information about the types of documents available, how to request letters, and to access our enquiry form, please visit lse.ac.uk/studentletters

Your LSE Card

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

Student Advice and Engagement

The SSC has a dedicated Student Advice and Engagement Team that can provide advice on academic (particularly non-progression, interruption, withdrawal, regulations and exams), and immigration matters.

If you are not sure who to contact about a query or question, then the Advice and Engagement Team will be happy to help. You can contact the team via the enquiry form at lse.ac.uk/studentadvice

Immigration Advice

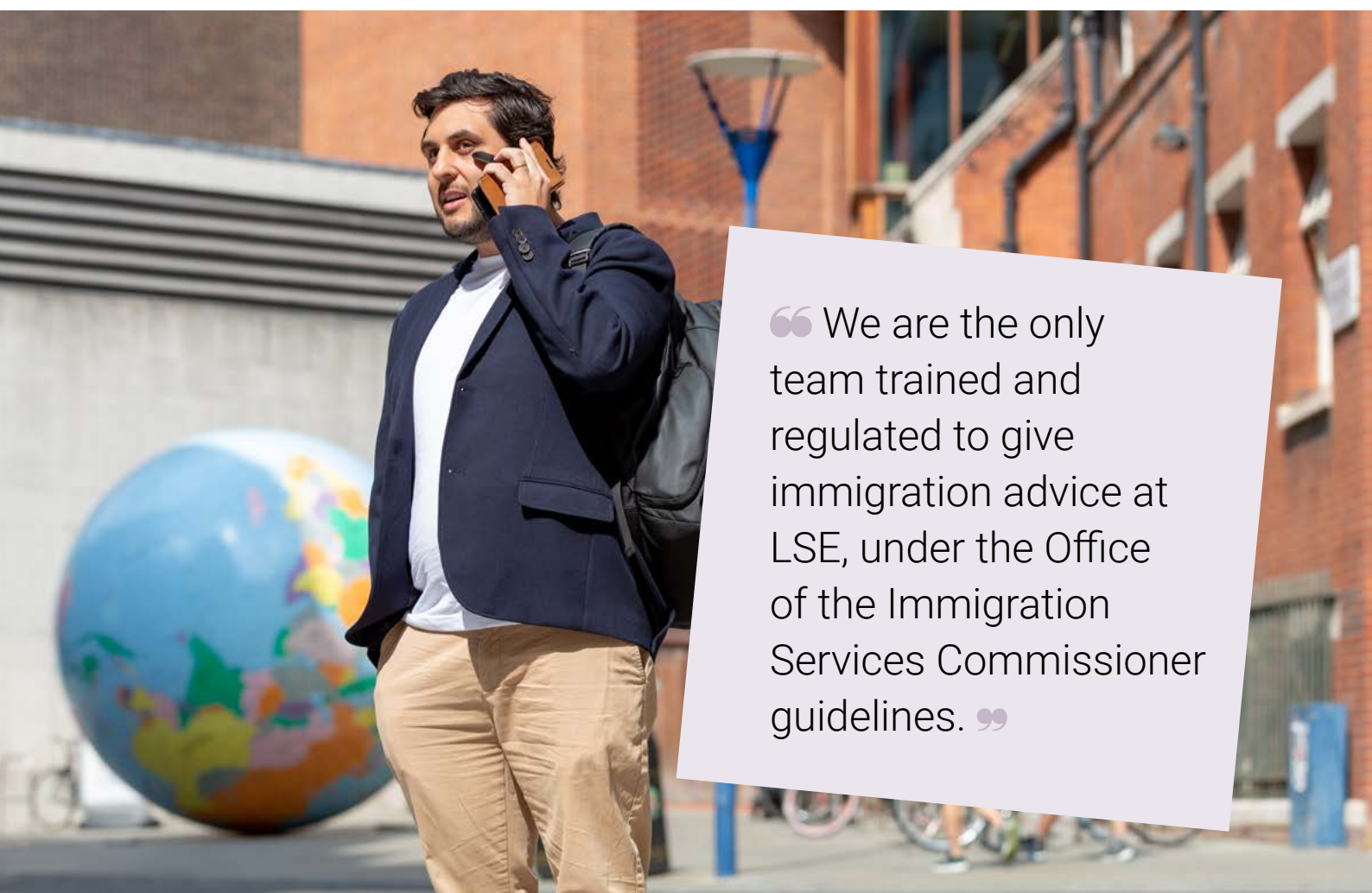
The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the visa advice query form or to attend one of their drop-in sessions, or log-in to their dedicated visa advice live chat.

What do I do if...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including, what to do if you’re unwell during an exam; become pregnant; change your name; or want to change degree programme. You can find these questions and answers at lse.ac.uk/what-if

Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School. You are usually required to return at the start of either Autumn term or Winter term the following year as appropriate. Spring term interruptions are not possible. For more information visit lse.ac.uk/interruptions



“ We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. ”

Programme transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible.

All transfer requests need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit

lse.ac.uk/programmetransfers

Change of mode of study

If you are studying a master's programme, and you need to change from full-time to part-time study due to your circumstances, you will need to seek approval from your academic department.

Changing from full-time to part-time study is generally acceptable up until the end of Winter term Course Selection, as long as your selected courses can be amended according to programme regulations and in line with the teaching that you have already taken. Your fees will also be amended.

Changing from part-time to full-time may not always be possible, especially if you need a visa to study at LSE, and requests will be considered on a case by-case basis.

It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit lse.ac.uk/changemode





Withdrawal

Withdrawing means that you are leaving your programme permanently.

Before withdrawing you should consult with your Academic Mentor, and you may want to consider requesting an interruption instead, so that you have some time to consider your options. For more information visit lse.ac.uk/withdrawal

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programme, assessment requirements, how your final degree is calculated and what to do if you experience problems during your studies.

Visit lse.ac.uk/calendar for more information on:

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Assessment offences including plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees.

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

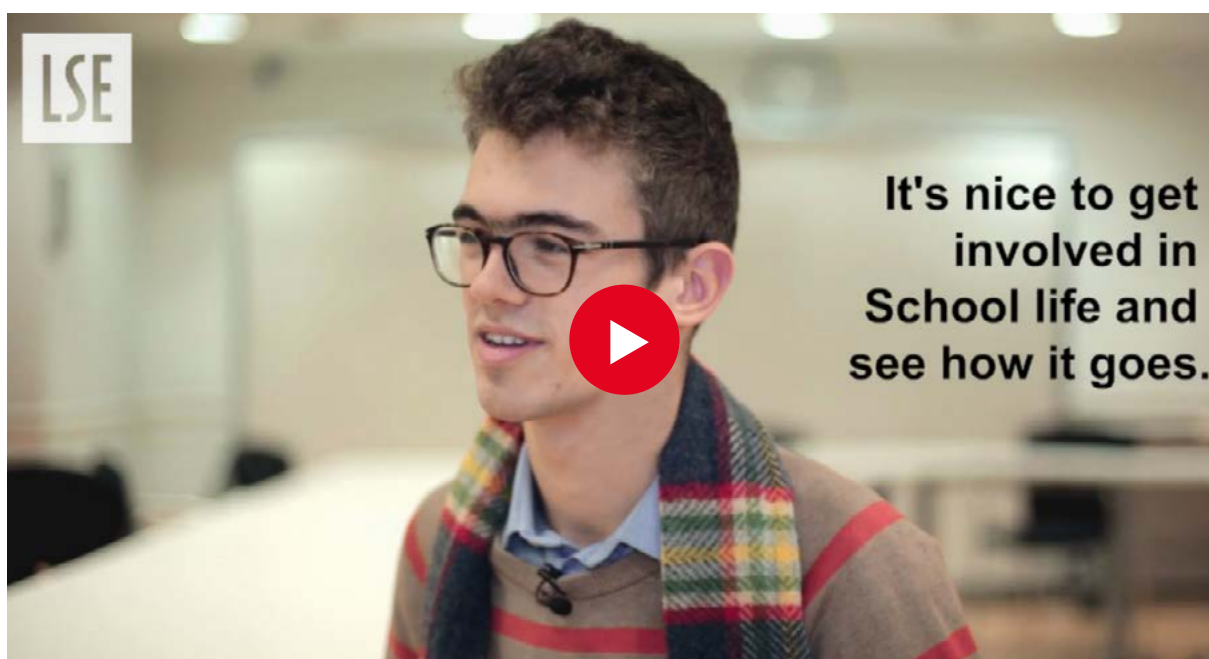
Student Voice

Student-Staff Liaison Committees

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

SSLCs are your chance to engage with LSE and enact positive change for the benefit of yourself, your peers, and even future cohorts. Volunteer to represent your peers and take a leading role in the student body.

At the start of the year, you will be asked by your department if you would like to represent your programme on the SSLC as a Student Academic Representative.



Hear from current students about their experience of getting involved in SSLCs and the Peer Support scheme.

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found on the [student voice webpages](#).



Student Q&As with LSE Leadership

The LSE President and Vice Chancellor hosts student Q&As with members of the School Management Committee, where you can discuss your experience as a student with LSE leadership.

The Q&As are an opportunity for students from across the School to hear from the President and Vice Chancellor in person and give you the chance to ask questions, raise suggestions and voice any concerns. Look out for details of where and when the Q&As will be happening.

Student Partnership

Change Makers

Change Makers is an opportunity for you to instigate positive changes at LSE through independent research.

You are invited to propose a research project (independently, as a pair or as a group) about an aspect of student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff.

Approximately 25 proposals will be selected to receive 80 hours of funding, full academic supervision, and the opportunity to present your findings and recommendations directly to LSE leaders.

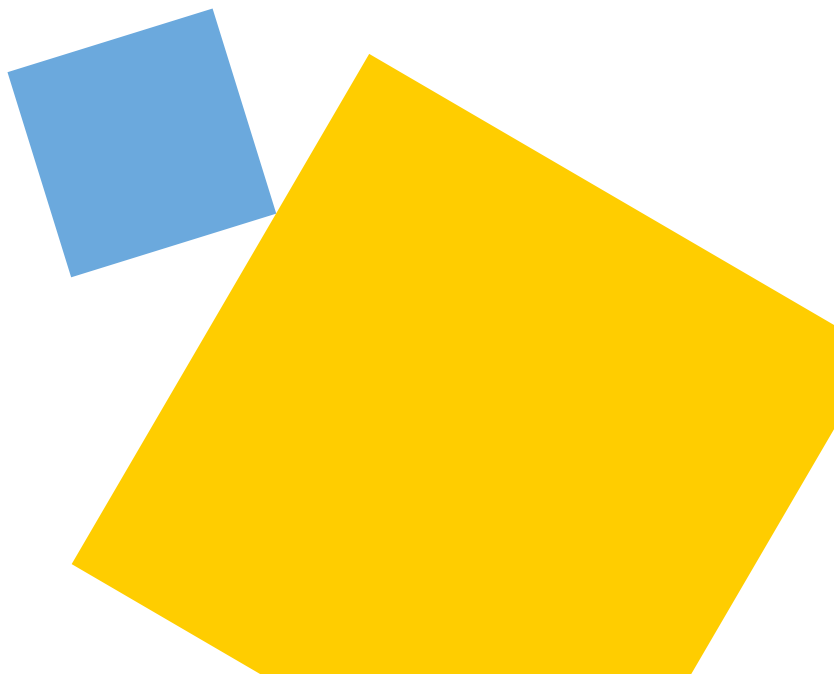
Applications to become a Change Maker will open in Autumn term 2023 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

The Student Education Panel is an opportunity for you to enhance education at LSE and gain insight into how the university works.

50 Student Education Panellists meet twice per term to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they work in partnership with LSE and LSESU leaders to co-create a better educational experience for everyone. In recognition of their contributions, and to enable a wide range of students to participate, panellists receive a voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2023 and you can find out more at lse.ac.uk/studenteducationpanel



Quality Assurance

Quality assurance

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at lse.ac.uk/tqaro. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's [Calendar](#). Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student surveys

In both Autumn term and Winter term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information can be found online in the "Surveys" section of the website at lse.ac.uk/tqaro

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments.

Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to tqarosurveys@lse.ac.uk

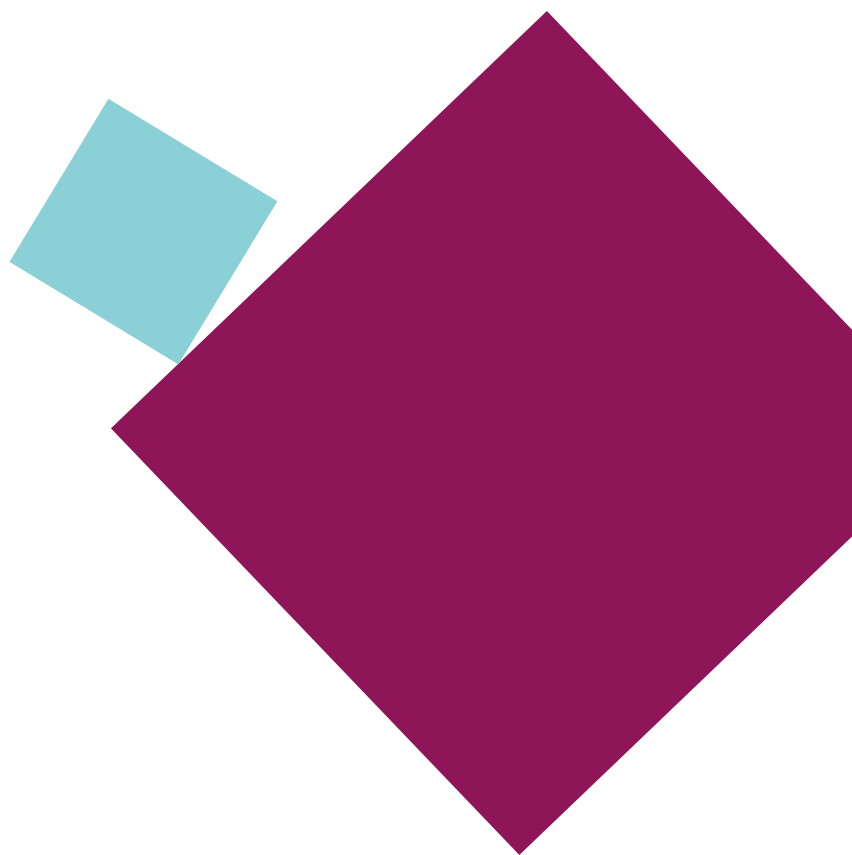
Study and Career Support Services

LSE LIFE

LSE LIFE is the place to discover and develop the skills you'll need to reach your goals at LSE, whether they concern your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE. It is also the place to come to ask about the range of opportunities and services available across the School to help you achieve success, whatever 'success' means to you.

LSE LIFE offers:

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.
- **Constructive conversations** and **workshops** to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.
- **One-to-one appointments with LSE LIFE study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE. Or simply book an appointment – on campus or online – to talk through your ideas for an essay, a project, or your research.



- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

Find out more at lse.ac.uk/lselife, check out workshop materials and other resources on Moodle or just drop by with any questions, or just to pick up a lollipop – LSE LIFE is on the ground floor of the Library, open Monday-Friday, 10am – 6pm.



[Listen to our podcasts](#)

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

LSE Library is the major international library of the social sciences. The collections, both print and online, cover the discipline in the widest sense, and will support your studies and research.

The two main print book collections are:

- **The course collection**, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.
- **The main collection** is located across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 30 books at any one time. You can renew your books online by logging into your Library account at lse.ac.uk/library. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

Each department has a dedicated professional Librarian, a subject expert offering email support and in-person and online appointments to help you locate and access information resources on any topic. This support ranges from identifying key resources to support your studies to high-level systematic literature searching for researchers. They also provide expert help in managing references.

The Library is a focal point of the School and we are open seven days a week during term time and vacation and 24 hours daily from the beginning of the Winter term until the end of the examination period. There are over 2,300 study spaces, including group study rooms, and extensive IT facilities, including over 500 PCs, laptop points, a laptop loan service, wireless Internet access via eduroam, and photocopying and printing facilities.





Language Centre

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

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. You can find out more information on what is on offer and how to sign up at info.lse.ac.uk/current-students/lse-life/events/english-language-skills

You may be eligible to take a language, literature or linguistics course as part of your degree. As an LSE student you can also sign up for a non-degree language course at a discounted rate. As part of the **LSE Language Policy**, if you are a UK-EU undergraduate and you do not have a GCSE Grade 4 (or equivalent) in a language that is not your mother tongue, you are eligible to take a course for free!

For more information visit lse.ac.uk/languages



LSE Careers

LSE Careers is here to work with you throughout your LSE journey – from helping you to find part-time work and internships, to providing opportunities for you to explore different sectors and connect with employers and alumni.

How do I get started?

Whether you're just beginning to explore your career options or have a clear idea of where you want to go, use LSE Careers to access a range of careers support, from events and job opportunities to resources and careers appointments. We also provide bespoke services for Disabled students and PhD students.

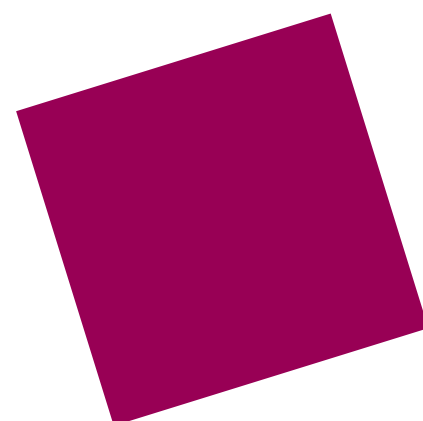
Explore our website (lse.ac.uk/careers) to find:

- details about our services and how to access them.
- resources about career options.
- insight into employment sectors and recruitment processes.
- CV, cover letter and application form advice.
- details of what LSE graduates have gone on to do.

Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- register for careers events.
- browse jobs and opportunities.
- book a one-to-one appointment with a careers consultant.
- update your preferences to receive careers information relevant to your career interests.

Follow @LSECareers on [Instagram](#) and [TikTok](#) to stay up-to-date with upcoming events, expert advice and new resources.



LSE Volunteer Centre

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

We work with multiple organisations to provide you with short term and long-term volunteering opportunities across London, the UK and internationally. Throughout the year charities will be on campus to discuss their volunteering opportunities with you at our volunteering fairs and Charity Tuesdays.

We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. Additionally, we can support you with starting your own volunteering project with fellow students.

You can find out more, as well as the advice and support we can offer, at lse.ac.uk/VolunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)



Read our blog

“The feeling of fighting for a cause that you are passionate about is second to none, but the skills you gain from it are unparalleled.”

Dan Lawes, International Relations and History, 2022





LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

We welcome all students and alumni – from those starting their journey in developing entrepreneurial skills to those who have already launched their ventures and are looking for support. We specifically focus on supporting and scaling socially driven student ventures and have a presence here in the UK and across the globe (from Lisbon to Lagos!).

As a student, you'll have access to all of our startup resources as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our events vary from funding competitions, talks, workshops on a range of topics, skill development bootcamps, and even international treks!

Pop by and meet us in our co-working space (the GenDen) opposite the Student Services Centre on campus.

Discover more on our website lse.ac.uk/generate, [register with Generate](#) to receive our monthly newsletter, follow us on all our social media channels (Instagram, Facebook, Twitter) [@LSEGenerate](#), or you can join our [Slack community](#) where ALL the action happens!



Equity, Diversity and Inclusion (EDI)

What is EDI?

One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone's contribution is valued.

Support and resources available:

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential “signposting” service for staff and students who have previously or are currently subjected to some form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence.

Safe Contacts are often the first point of contact if you are unsure of what to do. They provide support to you and help you navigate what comes next. Find out more at lse.ac.uk/safecontacts

Report it Stop it: If you have been subjected to, or witnessed, any form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave your contact details, the School's Deputy Head of Student Services will be able to get in touch to help with the next step.

Find out more at info.lse.ac.uk/making-a-choice/report-an-incident

Ethics Module: This online module has been designed for the whole School community with the aim of increasing understanding of the Ethics Code, the range of ethics policies that support the ethics principles, how they can be applied, and the importance of creating a culture in which individuals can and do raise any concerns that they may have.





Consent.ed: Consent.ed is an educational programme that explores issues around consent and provides an opportunity for us to discuss how we can look out for one another and create a respectful and inclusive campus. It is expected of students at LSE to take part in the Consent.ed sessions. It takes place over two platforms. The first step is completing a short online module at your own pace before taking part in the second step which is an in person 90-minute session. The session is led by two student facilitators.

As we recognise the sensitive nature of Consent.Ed, students who feel unable to participate for personal reasons can opt out.

More information can be found here: lsesu.com/support/consented/

AccessAble: Our partnership with [AccessAble](#) will help us to be proactive in improving the accessibility of our buildings, at a time when the LSE estate is undergoing major physical change.

LGBT+ Role Models and Allies Directory: Being an LGBT+ role model at LSE is about being a visible member of the LGBT+ community and a champion for LGBT+ issues.

Rape Crisis: Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more: info.lse.ac.uk/Making-a-choice/Sexual-violence-support-worker

Survivors UK: LSE has recently partnered with Survivors UK and they can provide independent sexual violence advisor services to any man, boy, transgender or non-binary person in the LSE community. Any staff or student can book a 45 minute confidential appointment by emailing isva@survivorsuk.org

If you would like to find out more about these and the information and support available to you, please contact the EDI Team at edi@lse.ac.uk, or visit lse.ac.uk/equitydiversityinclusion where you can also find out more about our initiatives including the Race Equity Framework.





Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two specialist student facing services; the Disability and Mental Health Service (DMHS) and the Student Counselling Service (SCS), supported by the Wellbeing Team. SWS also facilitates the Peer Supporter Scheme. Student Wellbeing Services works with you to remove barriers and manage challenges to get the most out of your LSE experience. Visit lse.ac.uk/studentwellbeing to access support.

Student Counselling Service (SCS)

SCS provides a professional, free and confidential service to help you with any personal problems that you may be experiencing. You can speak to a qualified and experienced counsellor about academic stresses, as well as personal and emotional difficulties.

Visit lse.ac.uk/counselling to book a Wellbeing appointment to discuss whether counselling is the best option for you, and to explore further options available to you.

SCS also organises groups and workshops to support students experiencing stress, anxiety or other issues. Details of these groups can be found at [info.lse.ac.uk/ current-students/student-wellbeing/counselling-workshops](https://info.lse.ac.uk/current-students/student-wellbeing/counselling-workshops)

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DMHS can help you to create My Adjustments which is a way of putting in place agreed “reasonable adjustments” to support your studies. Visit lse.ac.uk/disability to find out more.

Peer Supporters

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

My Adjustments

If you have a disability, long-term medical or mental health condition, you are advised to apply for My Adjustments (MA) as soon as possible. The earlier that you let the Disability and Mental Health Service (DMHS) know about your condition, the earlier they can work with you to put appropriate support in place. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. For more detailed information about My Adjustments, and to apply for My Adjustments, visit lse.ac.uk/myadjustments



Health care in the UK

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

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

- **You are a UK resident**
- **You have a Student visa and have paid the Immigration Health Surcharge (IHS)**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

Alternatively, you can find your nearest GP by using the GP finder function on the NHS website available at nhs.uk

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty pharmacists. In an emergency you should dial **999** to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

There is a lot more information about Health Care, including details about dentists and opticians, available at lse.ac.uk/studenthealth



LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, transformational interfaith leadership programmes, and provides spaces for worship, prayer, and quiet reflection.

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options!

We provide a space for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our [resources](#).

Wellbeing

We host a range of wellbeing activities. Details of our regular classes can be found on the [Wellbeing page](#) and we always have [spaces](#) available for prayer, meditation, and reflection.

Facilities

The Faith Centre comprises Islamic Prayer Rooms, a space for silent prayer/meditation (The Cave), and a multifaith space (The Desert Room) which is bookable for LSESU Faith Societies or faith/wellbeing-based staff groups. [Find out more here](#) or email faithcentre@lse.ac.uk for booking enquiries.





Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on j.walters2@lse.ac.uk for confidential support regardless of your religion or belief.

You can also find contact details for our team of Associate Chaplains on our “People” page at lse.ac.uk/faithcentre

Beecken Faith and Leadership Programme

Learn more about our flagship faith and leadership programme at lse.ac.uk/faithcentre. These programmes are free, extra-curricular modules for all students at LSE, providing opportunities to explore, question and challenge religious differences, and build relationships and transform attitudes across faiths.

LSE Religion and Global Society

The Faith Centre is also home to the Religion and Global Society research unit; an interdisciplinary unit conducting, coordinating and promoting religion-related social science research at LSE.

LSE Religion and Global Society Blog

The [LSE Religion and Global Society blog](#) is an interdisciplinary platform that explores the place and role of religion in our globalised world. The blog is a platform for experienced and early career academics, PhD and Masters research students, and other expert commentators to share their insights on this complex, wide-reaching topic. We welcome contributions from all researchers working on religion and global society.

If you are interested in contributing to the blog, have a look at our [guidelines](#) or get in touch with the editor Flora Rustamova at f.d.rustamova@lse.ac.uk

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Flora Rustamova at f.d.rustamova@lse.ac.uk

Keep up-to-date with the Faith Centre: [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#)

Visit us: 2nd Floor, SAW Building, 1 Sheffield Street, WC2A 2AP

Exams and Assessments

Candidate numbers

Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Autumn term.

Exam timetables

Course by course exam timetables will be available [online](#). For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers.

Exam procedures 

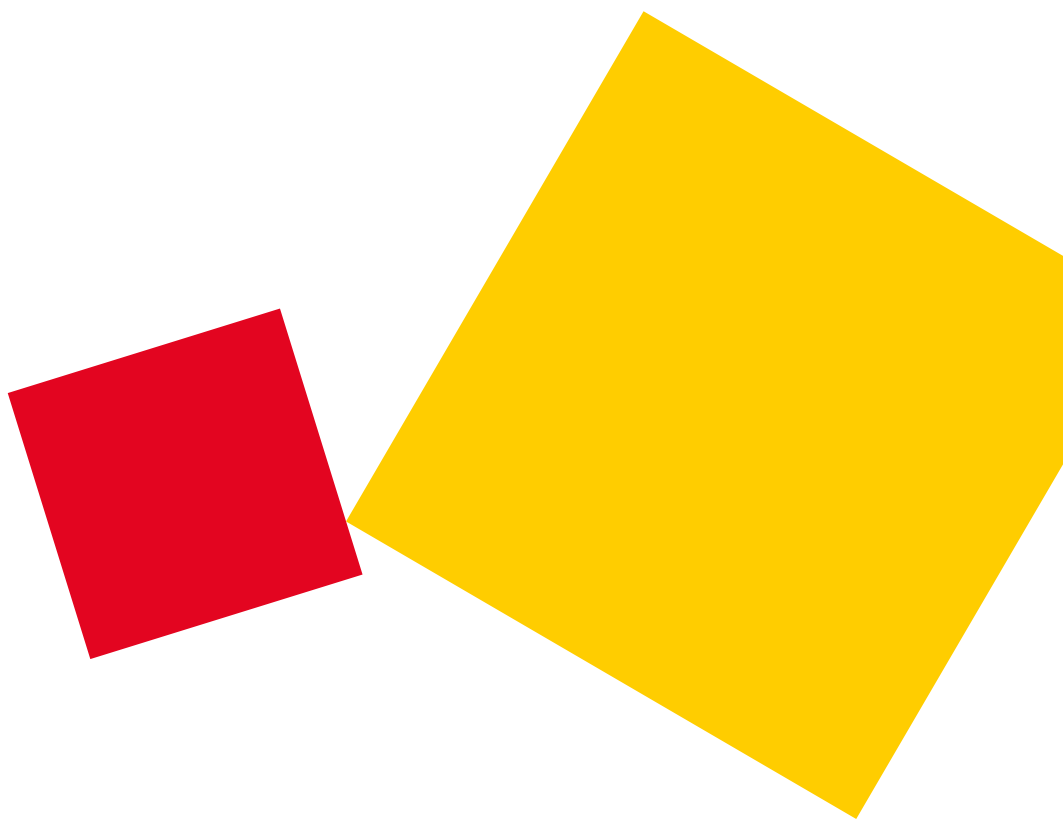
Central exam adjustments 

Fit to sit policy 

Deferral policy 

Extension policy 

Exceptional circumstances 





Exam procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year.

The document is less than fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams to what to do if things go wrong. You can download your copy at lse.ac.uk/exams

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please read the Exam Procedures for Candidates. If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments

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

Fit to sit policy

By attempting any type of assessment, including but not limited to sitting exams, submitting coursework, class participation, presentations, or dissertations, you are declaring yourself fit to do so. If you have experienced disruption to your studies (including but not limited to illness, injury or personal difficulties) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.

Deferral policy

If you feel you require more time to submit the work than an extension would normally allow, or the assessment in question has a static deadline e.g., an exam or take home assessment released on a specific date, you should consider requesting a deferral. You must submit the deferral form and evidence in advance of the submission deadline or starting time of an exam. For more information visit lse.ac.uk/deferral

Extension policy

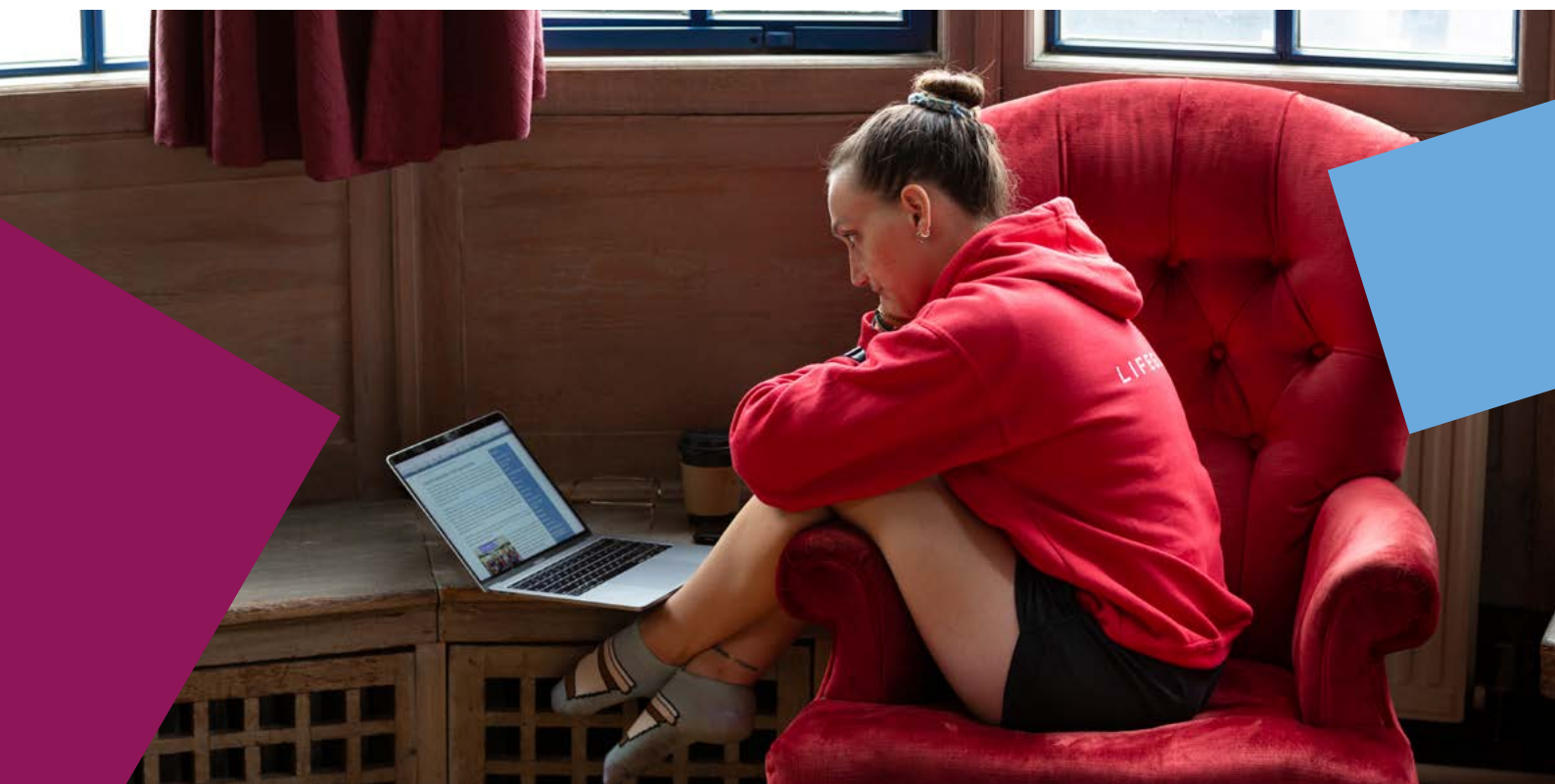
If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of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

Exceptional Circumstances

You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which you feel may have affected your performance. These could include (but are not limited to):

- **missing an assessment which you did not defer, or submitting an assessment late and incurring penalties**
- **experiencing difficulties which could have affected your academic performance in an exam or coursework**
- **adjustments such as CEAs, My Adjustments or deadline extensions that you feel were insufficient to compensate for the impact of your circumstances**
- **a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.**

Submitting an EC Form is the only way for you to alert the Exam Boards to the circumstances which may have affected your performance. For more information visit lse.ac.uk/exceptionalcircumstances





Assessment Misconduct

All summative assessments that you submit to the School are subject to the School's Regulations on Assessment Offences. You are expected to have read and acknowledged these regulations before you submit your work to the School. If you are found to have committed an assessment offence, such as plagiarism, exam misconduct, collusion, contract cheating or using Artificial Intelligence software, you could be expelled from the School. For more information and support regarding the School's expected standards of academic integrity visit lse.ac.uk/assessmentdiscipline

When you submit your summative (assessments that count towards your mark in a course) assessments to the School you are expected to have read and understood the following academic integrity statement:

By submitting work to the School you confirm you will abide by and uphold the School's Code of Good Practice, Ethics Code and academic integrity as outlined in the School's Regulations on Assessment Offences and Department guidance and you also confirm that:

- the work in this assessment is solely your own; and
- you have not conferred or colluded with anyone in producing this specific assessment*; and
- you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and
- your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

**It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment.*

You can seek advice about the School's rules regarding academic integrity from the Library (visit lse.ac.uk/library) and LSELIFE (visit lse.ac.uk/lse-life)

You should also ensure that you adhere to the School's Research Ethics Policy and Procedures where appropriate when conducting research. Failure to obtain the necessary Ethics Approval for your research could result in your conduct being considered under the School's Research Misconduct Procedure. For more information visit lse.ac.uk/ethics

Results and Classification

Results

Final results are available once the relevant School Board of Examiners has ratified them. Provisional results are available for students taking January exams and for 12 month master's students.

Results are not released to students who owe debts to the School.

For more information on how and when results are released visit lse.ac.uk/results

If you need to take a deferred or resit assessment, more information about the resit period can be found at lse.ac.uk/re-entry

Classification schemes 

Transcripts 

Degree certificate 





Classification schemes

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

Transcripts

Continuing students can request [intermediate transcripts](#) through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared.

For more information about final transcripts please visit lse.ac.uk/transcripts

Degree certificate

Depending on when you are awarded your degree, you may have the opportunity to collect your certificate at graduation. Any certificates that are not collected are posted to the permanent home address we have on record. For more information, please visit lse.ac.uk/degreecertificates



Fees and Finance

Fees

All administration around your fees is handled by the Fees, Income and Credit Control Team.

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to enrolment or by payment plan. If you have not paid your fees in full before you enrol you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 2023

28 January 2024

28 April 2024

For payment plan options relating to Executive programmes please see Instalment options Executive Programmes.

For tuition fee levels please visit lse.ac.uk/tableoffees

To pay online or to find out about the different payment methods available, visit lse.ac.uk/feepayments

Once you are enrolled you can access your financial details at any time to review your tuition and accommodation fees, invoices, payments and instalment arrangements by accessing the Student Finance Hub. Please visit our webpage to get full details lse.ac.uk/ficc

Unfortunately, it is not possible for you to pay in person.

The Fees, Income and Credit Control Office also run support services for students who wish to discuss fees, loans and payment related enquiries. For further information, please visit lse.ac.uk/ficc

For full details regarding tuition fees, charging policy, payment and instalment options, visit lse.ac.uk/feespolicy



Financial Support Office

The Financial Support Office is responsible for administering a variety of scholarships, bursaries and funds for registered students. Please contact us if you have any questions about your LSE funding or have any funding related queries.

If you experience financial difficulties, contact us as soon as possible to talk about your options.

Phone, email or join a one-to-one Zoom Drop-in Session: lse.ac.uk/financialdropin

Contact details:

Financial Support Office

+44 (0)20 7955 6609

financial-support@lse.ac.uk | lse.ac.uk/financialsupport





Codes and Charters

LSE Academic Code

LSE's Academic Code sets out what we are doing to deliver a consistent student experience across our School, and clarifies what you can expect from an LSE education.

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

[Read the Academic Code in full.](#)

The Student Charter

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

The charter covers:

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

Find out more about the charter and [read the full version](#) online.

Codes of Good Practice

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

They set out what you can expect from your department in relation to your teaching and learning experience. The codes cover areas like the roles and responsibilities of Academic Mentors and Departmental Tutors, the structure of teaching at LSE and exams and assessment. The codes also lay out your responsibilities as a member of our community. You can find the codes of practice in the [LSE calendar](#).



The Ethics Code

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

We expect the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the six ethics principles:

- **Responsibility and Accountability**
- **Integrity**
- **Intellectual Freedom**
- **Equality of Respect and Opportunity**
- **Collegiality**
- **Sustainability**

Learn more about the [Ethics Code](#).

Research Ethics

If you conduct research, you'll need to follow the Research Ethics policy and procedures.

Find [resources, training and support on LSE research ethics](#). If you have any questions regarding research ethics or research conduct, please email research.ethics@lse.ac.uk

Systems and Online Resources

Need IT help?

- Visit the Tech Centre on the first floor of the library – Lionel Robbins building (LRB)
- Email: tech.support@lse.ac.uk
- **Call: 020 7107 5000**

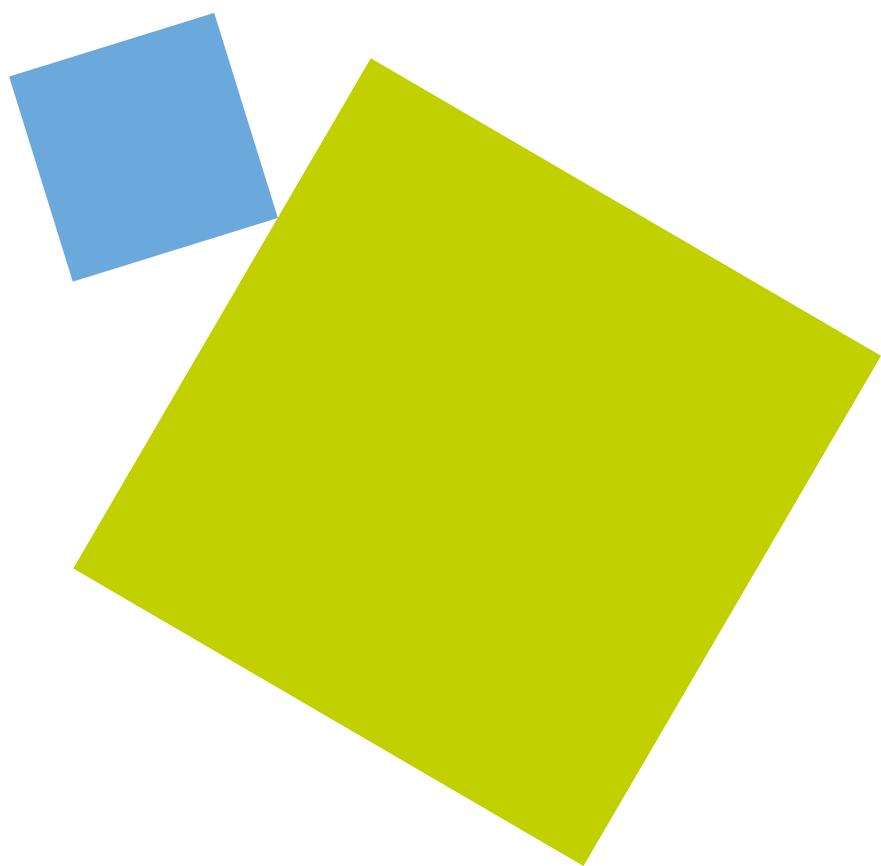
The Tech Centre is open seven days a week during term time and offers a range of services including laptop surgery. For further information visit info.lse.ac.uk/current-students/dts

Student Hub 

Moodle 

Reset your IT password 

Email 



Student Hub

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

- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers, the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services.**

Available on iOS and Android app stores or as a web app at studenthub.lse.ac.uk





Moodle

Moodle is LSE's virtual learning environment.

The majority of taught courses have a corresponding course on Moodle, the online learning platform used at LSE. Moodle courses contain essential resources such as lecture slides, lecture recordings and reading lists. Moodle also enables activities such as quizzes and discussion forums and allows for online assignment submission, marking and feedback. How Moodle is used is determined by the course convenor and so this may vary from course to course. LSE also provides a Moodle Archive service which provides teachers and students with a snapshot of previous year's courses.

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

Reset your IT password

You can reset your own IT password at the [LSE Password website](#)

Multi-Factor Authentication (MFA)

MFA provides an extra layer of security on top of your username and password when you access our resources online – providing increased protection against cyber-attacks.

Once set up, it is easy to use and manage via the link below: lse.ac.uk/mfa

Email

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

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

Microsoft Office 365 @ LSE 

Training and Development System 

Information security awareness training 



Microsoft Office 365 @ LSE

All our students are eligible for a free copy of Microsoft Office 365 on their personal computers and devices.

Microsoft Office 365

Training and Development System

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

You can access the Training and Development System at **[apps.lse.ac.uk/training- system](https://apps.lse.ac.uk/training-system)**

Login using your LSE username and password.

Information security awareness training

The LSE Cyber Security Awareness Training can be self-enrolled at **Course: LSE Cyber Security Awareness Training**. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

More tips are available at **lse.ac.uk/cyber**



LSE100

Welcome to LSE100

LSE100 is LSE's flagship interdisciplinary course taken by all undergraduate students in the first year of your degree programme. The course is designed to build your capacity to tackle multidimensional problems through research-rich education, giving you the opportunity to explore transformative global challenges in collaboration with peers from other departments and leading academics from across the School.

Your LSE100 theme

Before registering at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing challenge facing social scientists. In 2023/24, the themes will focus on:

- **AI**
- **Climate**
- **Fair society**

For more information about each theme, visit [info.lse.ac.uk/current-students/lse100/Welcome](https://info.lse.ac.uk/current-students/lse100/welcome)

LSE100 is a single course, and the themes are highly interrelated. Whichever theme you choose to study, you will have the opportunity to investigate issues from different themes throughout the course, including in both your individual and group assessments.

Alongside learning about your chosen theme from a range of disciplinary perspectives, you will also study frameworks of systems thinking and systems change during LSE100. These are fields of interdisciplinary research that are being adopted by academics, policymakers, corporations, and NGOs. During LSE100, you will think holistically about how complex systems work and how the social sciences can enable change at a systemic level.

How will I study in LSE100?

LSE100 is a half unit course running across Autumn and Winter terms in the first year of your undergraduate degree programme. Each term, you will attend five 90-minute interactive, discussion-based seminars in alternating weeks.

Before each seminar, you will use Moodle to watch short video lectures featuring leading LSE academics and complete carefully selected readings to explore ideas and arguments from across the social sciences.



How will I be assessed?

Your LSE100 mark will be based on two summative assessments: one individual written assessment (50 per cent) and one group research project (50 per cent) that you will submit and present as a team. Your final mark in LSE100 will be included with your other first year marks and, if it is one of your six best marks, will count towards your overall first year average.

Chat with the LSE100 team

We have a team answering your enquiries from 9am to 5pm, Monday to Friday. Email us and we will be happy to help answer any questions you may have about LSE100 – get in touch at LSE100@lse.ac.uk or visit the LSE100 Course Office in KSW 4.10.

We're [online](#), on [Moodle](#), on the [Student Hub](#), and on the fourth floor of 20 Kingsway (KSW). To find out more about LSE100, check out lse.ac.uk/LSE100 and follow us on Twitter [@TheLSECourse](https://twitter.com/TheLSECourse).

LSE Campus



Key

CBG	Centre Building	KGS	King's Chambers	50L	50 Lincoln's Inn Fields	PAN	Pankhurst House		Student Centre
CKK	Cheng Kin Ku Building	KSW	20 Kingsway			PAR	Parish Hall	SHF	Sheffield Street
		LAK	Lakatos Building	LRB	Lionel Robbins Building, Library	PEA	Peacock Theatre	SAL	Sir Arthur Lewis Building
CLM	Clement House	LCH	Lincoln Chambers	MAR	The Marshall Building	PEL	Pethick-Lawrence House	STC	St Clement's Clare Market
COL	Columbia House	35L	35 Lincoln's Inn Fields			POR	1 Portsmouth Street		
CON	Connaught House			OLD	Old Building	SAR	Sardinia House		
COW	Cowdray House	49L	49 Lincoln's Inn Fields (Coopers)	OCS	Old Curiosity Shop	SAW	Saw Swee Hock		
FAW	Fawcett House								



All buildings have wheelchair access and lifts, except, KGS, KSW*, POR* and SHF.

Disabled Access

After 6.30pm, please call Security Control on **020 7955 6200** to ensure that any disabled access doors are open. Also see: [Accessibility map \[PDF\]](#) For access to 20 Kingsway, please call security staff on **020 7955 6200** to set up the portable ramp in the entrance foyer.

Access Guides to LSE buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now **available online**.

lse.ac.uk/language-centre



Language Centre

The Huddle, Ground Floor

20 Kingsway

The London School of Economics and

Political Science

Houghton Street

London WC2A 2AE

E: languages@lse.ac.uk

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

Please contact languages@lse.ac.uk

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

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

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Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place.

LSE takes every step to ensure the safety of all their staff and students.