WELCOME TO THE
Department of Law
### Key Dates

#### Important LLM Dates

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<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Events</th>
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<tr>
<td><strong>Michaelmas Term</strong></td>
<td>Monday 30 September 2019 (week 1)</td>
<td>Teaching begins</td>
</tr>
<tr>
<td></td>
<td>During week 2</td>
<td>Meet with your Academic Mentor</td>
</tr>
<tr>
<td></td>
<td>By end of week 2</td>
<td>Finalise your course options on LSE for You</td>
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<tr>
<td><strong>Lent Term</strong></td>
<td>Monday 20 January</td>
<td>Teaching begins</td>
</tr>
<tr>
<td></td>
<td>By end of week 2</td>
<td>Finalise any changes to Lent term course options (LSE for You)</td>
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<tr>
<td></td>
<td>During week 2</td>
<td>Meet with your Academic Mentor</td>
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<tr>
<td></td>
<td>By end of week 3</td>
<td>Deadline for Specialism requests (optional)</td>
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<tr>
<td></td>
<td>By end of week 6</td>
<td>Submit your dissertation title via Moodle</td>
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<td></td>
<td>Week 7</td>
<td>Exam timetable published</td>
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<td></td>
<td>By end of week 9</td>
<td>Dissertation supervisors will be allocated</td>
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<td></td>
<td>By end of week 11</td>
<td>Meet with you Dissertation Supervisor</td>
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<td></td>
<td>19 March 2020</td>
<td>Postgraduate Law Annual Dinner</td>
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<tr>
<td><strong>Summer Term</strong></td>
<td>By end of week 2</td>
<td>Meet with your Dissertation Supervisor</td>
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<td></td>
<td>27 May 2020 (week 5)</td>
<td>Coursework submission deadline</td>
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<td></td>
<td>May/June 2020</td>
<td>Exams period</td>
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<tr>
<td></td>
<td>4 August 2020</td>
<td>Dissertation submission deadline</td>
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#### Term Dates and LSE Closures – Academic Year 2019/20

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<td>Monday 30 September – Friday 13 December 2019</td>
<td>Christmas Closure: Monday 23 December 2019 – Wednesday 1 January 2020</td>
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<td>Reading Week: Monday 4 – Friday 8 November 2019</td>
<td>Easter Closure: Thursday 9 April – Wednesday 15 April 2020</td>
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<td><strong>Lent Term (LT)</strong></td>
<td>Monday 20 January – Friday 3 April 2020</td>
<td>May Bank Holiday: Friday 8 May 2020</td>
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<td>Reading Week: Monday 24 – Friday 28 February 2020</td>
<td>Summer Bank Holiday: Monday 31 August 2020</td>
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<td><strong>Summer Term (ST)</strong></td>
<td>Monday 4 May – Friday 19 June 2020</td>
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<td>Summer Exams: Monday 11 May – Friday 19 June 2020</td>
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Dear Incoming Student

Welcome to LSE Law at the London School of Economics and Political Science. We are one of the largest and most vibrant Departments at LSE. Our world-renowned LLM programme offers a huge variety of choice, and the opportunity for considerable specialisation. We hope that you will find LSE in general and LSE Law in particular an exciting intellectual environment for your postgraduate studies.

Starting a new course always involves challenges, but your teachers, the LLM Academic Mentors and the professional services support staff in the Department are here to help. Do ask if anything isn’t clear or you would like more advice.

During your time at LSE, make the most of everything that the School and the Department has to offer. I wish you every success in your studies and hope that your year at LSE will be stimulating, engaging, inspiring and fun.

Professor Niamh Moloney
Head of Department
Dear LLM Class of 2019/2020

I want to welcome you to this degree programme and congratulate you on gaining your place on the LLM.

The London School of Economics and Political Science is one of the world’s leading social science institutions and, since the foundation of LSE just over a century ago, the study of law has been an integral part of the School’s mission.

We aim to make your time at LSE both fun and challenging in equal measure. Your teachers will expect a lot from you, as we want to create a stimulating learning environment and to provide you with a firm intellectual grounding for your career.

There will be approximately 280 LLM students this year, studying full-time and part-time. You will find that the great diversity of backgrounds and traditions among your fellow students is one of the most exciting aspects of graduate studies at LSE.

I wish you great success in your studies here at LSE and trust that you will have a memorable, productive and enjoyable year.

Professor Conor Gearty
LLM Programme Director
About LSE Law

LSE Law is one of the world’s elite law schools with an internationally respected faculty. In the 2014 Research Excellence Framework, for instance, LSE Law had the highest percentage of world-leading publications of any UK institution. It offers a uniquely diverse international community which attracts leading academics and talented students from all over the world.

LSE Law owes much of its distinctive character to its location within Europe’s leading school of social sciences. It is well known both for its interdisciplinary approaches to legal scholarship and its contextual approach to legal study and teaching. Academics at LSE believe that to understand the law, its function and effects, it is essential to place it within the political, social and economic context within which it is formed and operates.

The Department organises a topical and broad-ranging series of public lectures in which students are encouraged to play an active part. In recent years, for example, LSE Law and its academics have been involved in public events celebrating 100 years of votes for women, exploring the future of fintech and debating the implications of Brexit. Events are routinely made available as podcasts or videos, so their impact reaches far beyond the LSE community. Full details of all of the year’s events can be found here: lse.ac.uk/law/events

The identity of LSE Law is inextricably linked to its geographical location in the heart of UK legal life. Our campus is adjacent to the Royal Courts of Justice and the Honourable Society of Lincoln’s Inn, one of the four Inns of Court of which all barristers must be members. The LSE campus is a short walk away from the Houses of Parliament, the offices of the largest global law firms, the Law Society and regulatory bodies such as the Takeover Panel and the Financial Reporting Council. To study law at LSE is therefore to study the discipline within walking distance of the most important institutions through which law and regulation is made, interpreted and applied. This brings the study of law at LSE alive in a truly unique way.
The LLM Programme

Degree Requirement

The LLM is a one year full-time course. The course officially begins on 30 September 2019 and ends on 27 September 2020, i.e. the year following registration.

In order to obtain the degree, students must complete courses to the value of four full units, which will normally comprise eight half unit courses. One of these eight half units will be the compulsory half unit Legal Research and Writing Skills course, which will be assessed by a 10,000 word dissertation. This stand-alone dissertation will provide the element of extended writing for all LLM students.

Students can complete the LLM course requirements in either one full-year programme, or as a part-time student in two years, or by extended part-time study within a maximum of six years. Subject to availability and with the permission of the Programme Director of the LLM, one complementary course from other Master’s courses at the School may be selected to replace one LLM course to the total equivalent of one half unit. Exceptionally, and subject to the same conditions, courses to the total value of one full unit may be selected to replace two LLM courses.

Part-time students must satisfy the same requirements as those applicable to full-time students. Part-time students must take courses to the value of two units in their first year and courses to the value of two units in their second year.

Extended part-time students must satisfy the same requirements as those applicable to full-time students. Students must take courses to the value of one unit in the first year and successfully complete this. Students who successfully complete four units within a period of six years will satisfy the requirements for the degree.

Full-Time Students

In order to obtain an LLM degree, full-time students are required to:

- Successfully complete courses to the value of seven half units, and
- Successfully complete the compulsory half unit Legal Research and Writing Skills course, which is assessed by dissertation.

Part-Time Students

Part-time students must meet the same requirements as full-time students, but have two years (or if extended, up to six years) in which to complete the programme requirements.

LLM Programme - Examples of Options for Completing the Programme
Being part of the LSE LLM cohort was a lifetime experience. During this period, I expanded my knowledge through a flexible and diverse syllabus that gave students the opportunity both to specialise and explore new areas of law. In addition, it was the people I met from all over the globe that made this journey truly unforgettable!

Stergos Chatzidiakos, LLM 2018/19
### Administrative Office

<table>
<thead>
<tr>
<th>Academic</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| **LLM Programme Director** | Professor Conor Gearty  
Room: NAB 6.11  
Email: [c.a.gearty@lse.ac.uk](mailto:c.a.gearty@lse.ac.uk)  
Admin Contact: Ms Rachel West  
Email: law.llm@lse.ac.uk |
| **LLM Deputy Programme Director** | Dr Jo Braithwaite  
Room: NAB 7.28  
Email: [j.p.braithwaite@lse.ac.uk](mailto:j.p.braithwaite@lse.ac.uk)  
Admin Contact: Ms Rachel West  
Email: law.llm@lse.ac.uk |
| **LLM Academic Mentor/Team Leader** | Professor Alain Pottage  
(MT only)  
Room: NAB 7.21  
Email: [r.a.pottage@lse.ac.uk](mailto:r.a.pottage@lse.ac.uk) |
| **Course Convener, LL4F9 Legal Research and Writing Skills** | Professor Thomas Poole  
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Email: [t.m.poole@lse.ac.uk](mailto:t.m.poole@lse.ac.uk) |
| **Chair of the Sub-Board of Examiners** | Dr Andrew Scott  
Room: NAB 6.25  
Email: [law.llmexams@lse.ac.uk](mailto:law.llmexams@lse.ac.uk) |
| **Deputy Chair of the Sub-Board of Examiners** | Dr Michael Wilkinson  
Email: m.wilkinson@lse.ac.uk |
| **PGT Student Advisers** | Mr John Taggart  
Email: j.taggart@lse.ac.uk  
Mr Mattia Pinto  
Email: m.pinto@lse.ac.uk |

---

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Tel: +44 (0)20 7955 7271
Advice and Feedback Sessions

LSE Law teaching staff hold weekly term-time advice and feedback sessions in connection with each course they teach. These sessions can be used by students seeking additional guidance and support in respect of courses, as well as for queries about assessed coursework. Appointments can be booked via the Student Hub.

Further sources of advice about study skills and feedback are outlined later in this handbook. They include appointments with the PGT Student Advisers, with Academic Mentors and workshops, study skills session and one-on-one appointments at LSE LIFE, which is the LSE centre for academic, personal and professional development, located in the LSE Library: info.lse.ac.uk/current-students/lse-life

Language Grants

The Department of Law will be offering a number of limited grants for Law students who wish to take a modern foreign language course at the LSE Language Centre. These grants are for the standard certificate courses listed on the Language centre website at a cost of £315. For details see lse.ac.uk/language-centre

Further information will be sent by administrative staff.

Print Accounts

Rather than producing hard copy teaching materials/handouts for Law courses, the Department adds £60 of funds to your print accounts (part-time students will receive £7.50 print funds per half unit course). This will allow you to choose what materials you print and what materials you read on screen. It also allows us to save some trees! The funding will be added to your print accounts by the end of October 2019. This will happen automatically so you do not need to do anything. Please note that balances remaining at the end of the academic year are non-refundable.

Your First Week

In your first week at LSE, please make sure that you register for your degree programme. Information about registration can be found at: info.lse.ac.uk/current-students/your-first-weeks

It is essential that you register before teaching begins, as you will not be able to receive teaching until you are a registered student.

Academic Mentors

By the end of Welcome Week you will have been allocated an Academic Mentor. Your Academic Mentor is your link with the School and is able to advise you on course selection and other academic matters affecting your time at LSE. You are expected to see your Academic Mentor at least once a term – see the LSE Code of Practice for Taught Masters Students: info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/CodeOfGoodPracticeTaughtMasters.pdf

It will also be your Academic Mentor who will normally provide references in the future and you should make sure you keep him or her informed about your progress and any problems you are experiencing. In particular, you should tell your Academic Mentor about any matters such as illness that may affect your work.

PGT Student Advisers

Experienced research students who are familiar with the LLM are also available to provide practical guidance, for example on structuring a dissertation and on writing. PGT Student Advisers can be contacted via email. Please see page 7 for their contact details.

Postgraduate Student Committee (PSC)

The Postgraduate Student Committee is an elected group of students from the LLM and Law & Accounting programmes, whose main role is to provide a variety of events for the student body throughout the year. They also represent the postgraduate student body as a whole on a number of Departmental committees. Students who serve in this group invariably find it rewarding, and we encourage all students to consider becoming part of it.

There are seven committee roles for which an election is held in early Michaelmas Term. Some of the events previously held by the committee include:

- Pro bono events;
- Weekend trips;
- Careers events;
- Class picnics;
- Lent Term/Christmas parties;
- Breakfast networking events;
- The Postgraduate Ball; and
- Moot Court competitions.
Even if you decide the Committee may not be for you, please remember to vote for your committee members as they will be representing you and the whole Postgraduate Law student body while you are here.

There is also an opportunity for students to get involved with the Staff Student Liaison Committee (SSLC). Please see page 26 for further information.

Extracurricular Events

LSE and LSE Law organise a large number of academic events throughout the year that are well worth attending. You are encouraged to attend as many as you have time for and to use them to broaden your horizons and develop an understanding of current debates across a wide range of topics.

Please note in particular our LLM specialist seminar series, in which external speakers provide detailed presentations on their current work, focusing on current issues and complementing the existing offering of courses. Previously the series, organised by subject matter, has consisted of:

- Financial, Corporate and Commercial Law;
- Intellectual Property Law;
- International Business Law;
- Competition Law;
- Taxation Law;
- Taxation Avoidance Law;
- IT, Media and Communications Law; and
- Public International Law.

Further information on the Specialist Seminar Series will be sent by administrative staff.

The Department organises a programme of public events, lectures and seminars throughout the year. Coordinated by the Department’s Events and Communications team (link to mailto:law.events@lse.ac.uk), these events attract a wide range of expert speakers from across the UK and the world; they play a key role in policy debates, and help enhance the knowledge, research and education of our students and staff.

All the events are advertised in advance on the Department’s event webpage (lse.ac.uk/law/events) and social media accounts (@LSELaw). For more information email: law.events@lse.ac.uk

Law Annual Dinner

Each academic year, LSE Law hosts the Postgraduate Law Annual Dinner. The dinner is subsidised by the Department of Law, and includes a drinks reception and dinner along with a guest speaker.

Tickets go on sale at the beginning of Lent Term. The dinner will be held on Thursday 19th March 2020 at Lincoln’s Inn. Further details will be sent to students closer to the event, including how and when to purchase tickets.

Cumberland Lodge

Cumberland Lodge is a Royal House set in the picturesque surroundings of the Great Park, Windsor. Every year the Department of Law arranges a weekend away for staff and Law students, the purpose of which is to create an informal and friendly environment where issues related to the law can be discussed.

The discussions centre on a series of lectures given by a number of speakers, from the legal profession and academia. The lectures usually cover a diverse range of topics and disciplines, ranging from such things as international human rights and environmental protection to contemporary problems in company law and criminal justice reform.

In addition to the lectures, you will have plenty of free time to get to know your fellow students, stroll the grounds or visit the local attractions. This academic year, the weekend will take place on Friday 17 January - Sunday 19 January 2020. The trip is subsidised by the Department. Each student who attends will be required to contribute a sum of £100.00. This price includes accommodation, food and transportation to and from Cumberland Lodge.

A very limited number of bursaries are available for students who wish to attend Cumberland Lodge but are experiencing financial hardship. Please note that applicants must register and pay in advance for Cumberland Lodge. If their application is successful, a refund will be given.

For more information on Cumberland Lodge please contact Rachel Yarham on the following email address: law.cumberlandlodge@lse.ac.uk
Courses

During the first two weeks of Michaelmas Term, you are entitled to sit in on the lectures or seminars for any course in order to find out more about the subject and the approach that the Course Conveners propose to adopt. Should you have questions about a particular course, then the most efficient strategy is to put them to the Course Convener during the Welcome Week Options Fair or if the course is running in Michaelmas Term during the very early stages of the course, ideally in week 1. You can also seek the advice of your Academic Mentor and PGT Student Advisers in the Department of Law.

Some courses will have a reading week and others will not. All reading weeks will be clearly stated in the respective course guide. Please check carefully before you make your course choices.

Choosing Courses

Law Options

Details of the content and format of all graduate courses offered at LSE are available online at: lse.ac.uk/resources/calendar/courseGuides/graduate.htm

Law LLM courses are identified by the “LL4” code. Further detailed information regarding course choice can be found at: info.lse.ac.uk/current-students/services/course-choice

Auditing Courses

You may wish to audit some courses which are not part of your programme, and for which you will not gain credit. You may audit the lectures of any courses in the School in which you are interested, subject to the approval of the Course Convener but you may not normally attend seminars or follow-up seminars/classes if you are not registered for the relevant course. It is courteous to introduce yourself to the Course Convener for any course you intend to audit regularly.

The LLM Writing Requirement

Students are required to take the compulsory LL4F9 (Legal Research and Writing Skills) course which has a value of 0.5 units. Taking this course satisfies the LLM writing requirement on its own. In addition, students are permitted to take a further 1.5 units assessed other than by exam. Students are required to take a minimum of 2.0 units which are assessed by exam.

Non-Law Options

The LLM Regulations allow you to replace the equivalent of up to two half-unit Law courses with non-Law course(s) at Masters level, subject to the approval of the Programme Director. In order to request approval, for each proposed non-Law course, please email Dr Jo Braithwaite (LLM Programme Deputy Director) setting out the following information:

1. The name and course code of your proposed non-Law, Masters course, explaining whether it is a full unit or 0.5 unit course and if the latter, whether it runs in Michaelmas or Lent Term;

2. The LSE Department administering the course;

3. That you have confirmed that the course is open to LLM students. (You should check the online course information to confirm this or email the Course Convener);

4. The mode of assessment of your proposed non-Law course: note that you may not exceed the limit on courses assessed other than by exam, as outlined on this page;

5. Brief reasons for wishing to take the non-Law course or courses.

Example Email

Dear Dr Braithwaite,

I wish to take [course name and code] which is a 0.5 unit masters level course running in Michaelmas Term from the International Relations Department. I have checked the online course information [or emailed the Course Convener] and can confirm the course is open to LLM students.

The course [course code] is assessed by summative essay which is due in January 2019 but this does not take me over the LLM limit on courses assessed other than by exam.

My brief reason for wishing to take this course is below:

Kind regards,

Student full name (Student ID number)

Please also note that non-Law options do not contribute to gaining an LLM specialism. Please visit lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/Default.htm to read the LLM programme regulations

Making the Choice

In deciding on your course choice, please keep the following in mind.

Your course choice is subject to approval by the LLM Programme Director, who will monitor the balance of courses between Lent Term and Michaelmas Term. If your selection is unbalanced (i.e. where more courses are taken in one term than another) it may not be approved. The LLM Programme Director will also check that your course choices meet the programme regulations and may request further information as to why you are requesting such a choice.

Course Selection

You will select your courses once the programme starts. For more information on this please see page 36.
Course selection within the Department of Law also involves the following steps:

1. **Course Capping: Controlled Access**

The LLM is, for the most part, a seminar-based teaching programme. All Department of Law LLM courses (courses with an LL4 code) are subject to the "controlled access" procedure. This is designed to ensure that seminar groups allow for discussions between academics and students. In order to maximise your chances of being enrolled in the courses which you wish to follow, it is imperative that you make your course selections as early as possible.

The controlled access procedure requires that you request permission to enrol in the course through the Graduate Course Choice application on LSE for You.

Postgraduate Law students have priority access to controlled access LL4 courses. This means that they will be accepted on a "first-come, first-served" basis, from the opening of the GCC system until 5:00 p.m on Friday 4 October (end of week 1). Thereafter, access to controlled access courses operates on a first-come, first-served basis to all students.

Once an offer has been made to you, you have 48 hours to accept it after which your offer will time out. Once you accept your offer you will automatically be assigned to the course Moodle page and the course will appear on your personal timetable.

Considerable efforts have been made to avoid overlap of courses but occasionally a clash may be unavoidable due to the complex and interdisciplinary nature of this programme. We regret that no changes to the LSE timetable are possible at this stage and it is each student’s responsibility to avoid any clashes. When making your course choices please keep an eye on the timetables for Lent Term to ensure you do not have any clashes. Please refer to the Controlled Access Courses Guidance Notes on the following link: info.lse.ac.uk/current-students/services/course-choice

More information is also available via the LLM Welcome slides, available on the ‘Postgraduate Law Common Room’ Moodle page – moodle.lse.ac.uk/course/view.php?id=6655

2. **Seminar Sign Up**

Where a course is taught in more than one seminar group, or in larger lecture groups, students are also required to enrol for seminar groups within the course. This is done through the "Seminar Sign Up" facility on LSE for You. More information on "Seminar Sign Up" is available at lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Course/Graduate/pgcoursechoice.aspx

Note: the Seminar Sign Up system operates in parallel with the Graduate Course Choice system. Where a course requires that you apply for entry through the Graduate Course Choice system and takes the form of weekly parallel seminars or lectures and follow-up seminars, you need to apply first for entrance to the course through the Graduate Course Choice system. If you are accepted on to the course, then the Seminar Sign Up System will be open to you, and you can register for a particular parallel seminar or a follow-up seminar group, as appropriate.

Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year, where timetabling considerations make this necessary.

You need to attend the seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

3. **Registering Choice of Courses**

The deadline for course choices on LSE for You is 5:00 p.m Monday 14 October 2019 (week 3).

The LLM Programme Director will approve all course choices by the end of week 3 of Michaelmas Term. Should there be any reason why your course choices cannot be approved you will be contacted by email by the LLM Student Experience and Programme Delivery Officer. Please check that your courses have been approved.

Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically updated for you. There is usually around a 15 minute delay between successful course registration and your timetable being updated.

Once course choices have been approved they cannot be changed online. If you want to make late changes, you will need to request permission from the LLM Programme Director. Changes will be processed directly by Student Services using the Late Course Change form, subject to permission.

4. **Registering for Moodle**

All Department of Law LLM courses have a Moodle site. Students are automatically enrolled on Moodle courses based on LSE for You course choices.

You will however need to self-enrol on the following Moodle site: Postgraduate Law Common Room – moodle.lse.ac.uk/course/view.php?id=6655. Here you will find important information relating to the programme.
Lent Term Course Choice Re-opening

Course choice will reopen at the start of Lent Term from 10:00 a.m. Monday 20 January to 5:00 p.m. Friday 31 January 2020.

You are allowed to change one Lent Term (not Michaelmas Term) half unit for another during the first two weeks of Lent Term provided that:

1. The new course selection does not take you under the minimum of two full units assessed by exam;
2. The newly chosen half unit course is not oversubscribed; and
3. You obtain the approval of the Course Convener of the half unit you wish to join.

If your Lent Term course change meets these three criteria you do not require permission to make this change. Any Lent Term course changes that do not meet all three criteria listed will not usually be possible. If you are in any doubt or wish to discuss any exceptional circumstances which you believe may apply, please contact the LLM Deputy Programme Director, Dr Jo Braithwaite, by email before Graduate Course Choice closes.

Late course changes are not permitted in Lent Term once Graduate Course Choice has closed.

Please note if you have registered for a course you must be assessed in that course unless a late change course is authorised. For more information please see lse.ac.uk/registration

Specialist LLM Degree Certificates

Students can choose to have an approved subject specialism title recorded on their LLM degree certificates. Please note only Law courses beginning with LL4 will contribute towards gaining the LLM Specialism.

The possible specialisms are:

- Banking Law and Financial Regulation;
- Competition, Innovation and Trade Law;
- Corporate and/or Commercial Law;
- Corporate and Securities Law;
- Criminology and Criminal Justice;
- European Law;
- Human Rights Law;
- Information Technology, Media and Communications Law;
- Intellectual Property Law;
- International Business Law;
- Legal Theory;
- Public International Law;
- Public Law;
- Taxation.

To request a specialism, please submit the Request for Specialist LLM Degree Certificate form which is found on the Moodle Postgraduate Law Common Room page by the end of week 3 of Lent Term.

To qualify for a specialism you will need to be registered for LLM courses to the value of at least 2 units (4 half unit courses) within the nominated specialism. The compulsory LL4F9 – Legal Research and Writing Skills course and its dissertation can contribute to the specialism if the topic directly links to the specialism area. The LLM Law courses allocated to different subject specialist areas are listed on the LLM website at: lse.ac.uk/law/study/llm/programme-structure-19-20
Teaching Teams, Seminars and Lectures

The relevant Course Guide and the Timetabling pages for the course set out the teaching method employed. Course Convenors will also highlight their teaching method during the Options Fair. The Course Guides are available at lse.ac.uk/resources/calendar/courseGuides/graduate.htm and the Timetabling page is available at info.lse.ac.uk/Current-Students/Timetables.

Your attendance at seminars and follow-up seminars is monitored through the LSE for You system by Course Convenors. A brief comment on your performance is recorded at the end of the Michaelmas and Lent terms. Academic Mentors also make a general comment on your performance at the end of these terms.

Getting the Most from Seminars

We regard active student participation in seminars and follow-up seminars as the central element of our LLM programme. Course Convenors will expect that you are prepared and ready to engage in discussions. The more you engage with this form of teaching, the more you will gain from the LLM experience.

Reading lists for individual courses, and in some cases course materials, will be provided either at the start of a course for the entire course, or periodically during the year. All LLM courses are also supported by Moodle pages on which Course Convenors place information and course materials.

Please note that copyright in all lectures and seminars is vested in the Course Convener. Notes taken at lectures and during seminars may be used only for the purpose of private study. Lectures and seminars may not be recorded without the Course Convener’s express permission. Any recording permitted is subject to the conditions (if any) imposed by the Course Convener and may not be used for anything except the student’s private study. For further details see the LSE general academic regulations: info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/GeneralAcademicRegulations-all-students-except-18-19-UG-students.pdf

Independent Learning

Remember – attending lectures and seminars is only the tip of the iceberg in terms of the work you are required to do as a graduate student. Most of your work will involve independent learning, individually or in informal groups, not formal teaching.

The teaching you receive provides useful guidance and stimulation for your own independent work, and opportunities for investigating and resolving difficult points. It is not a substitute for independent study. Moreover, seminars, lectures and classes will not necessarily cover the whole syllabus; you will be expected to manage this by extensive additional reading where appropriate.

The Summer Term

There is usually no formal teaching for graduate students during the Summer Term with the exception of LL4F9. Course Convenors hold revision classes over this period, and you are expected to remain in London during this period.

Regulations

This section relates to the general regulations for MA and MSc Degrees and the Code of Practice for Taught Masters Programmes. The LLM programme regulations can be found at: lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2017_LLM.htm
Regulations, Assessment and Grading

**Formative Assessment**

All courses include a formative assessment component which does not count towards your final degree results but which is compulsory. Formative assessments are designed to help you with your studies and provide opportunities for individual feedback from your Course Convener in order to give you an idea of how you are progressing.

Guidance for submitting your formative assessment will be provided by the relevant Course Convener.

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

**Exam Dates**

Exams for all Law courses take place during the Summer Term (May/June).

Please note that once the exam dates are set by the School, no changes to the schedule can be made. The exams timetable is published on the LSE website, and you can access your personal exam timetables through LSE for You. For detailed information on the exam and assessment process, see: [lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/home.aspx](http://lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/home.aspx)

**Summative Assessment**

Each course will also have a summative assessment. Please refer to the online course guides: [lse.ac.uk/resources/calendar/courseGuides/graduate.htm](http://lse.ac.uk/resources/calendar/courseGuides/graduate.htm) or the course Moodle pages ([moodle.lse.ac.uk](http://moodle.lse.ac.uk)) for specific information regarding assessment criteria. Please be aware that deadlines are final and you should take note of due dates and plan your workload in advance. If you have any questions about assessments or deadlines, please contact the relevant Course Convener in the first instance. Feedback will be provided on summative assessments as per the Academic Code which you can find on page 38.

**Assessment via Coursework**

A small number of LLM courses are assessed via coursework. Students will submit their coursework via Moodle in week 5 of the Summer Term.

A small number of LLM courses include diversified assessments methods, e.g. where part of the overall grade is awarded for performance in an exam and part is awarded for a class presentation or project. Please carefully check the assessment methods of the courses you intend to take at the start of the year.

**The LLM Marking Scheme**

There is a set of standard Assessment Criteria setting out the characteristics expected of work graded at the various levels. This can be found on the Postgraduate Law Common Room Moodle page.

**Assessment Guidelines**

The Legal Research and Writing Skills course will provide some indication of the criteria used in assessing dissertations and coursework. General advice on coursework and exams is also available from your Course Conveners, your Academic Mentors, PGT Student Advisers, the Language Centre and LSE LIFE.

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**Assessment for Outside Options**

If you have taken a course outside of the Department of Law and you are required to submit coursework for assessment, you should follow the guidelines provided by the relevant Department.

**Assessment Guidelines**

The Legal Research and Writing Skills course will provide some indication of the criteria used in assessing dissertations and coursework. General advice on coursework and exams is also available from your Course Conveners, your Academic Mentors, PGT Student Advisers, the Language Centre and LSE LIFE.
The LLM Dissertation

The compulsory dissertation course – LL4F9: Legal Research and Writing Skills – is assessed via a 10,000 word dissertation. This specially designed half unit (0.5) seminar course is taken by all LLM students. The taught component of this compulsory course will assist students in gaining a better understanding of:

(a) The nature of research in general and the distinctive features of legal research; the range research methodologies and approaches to be found within legal scholarship;

(b) Doing legal research, including research design and question formulation; resource identification and searching for relevant materials; legal referencing and citation skills;

(c) Writing skills, relating to both the process of writing, as well as the end product and presenting findings to different audiences.

The course is designed to equip students with research and writing skills which will be transferable to domains including the legal profession, policy making, government or academia. Students should be able to apply this learning to the process of writing a dissertation in an area of their choice. A central objective is therefore learning by doing.

The taught component of the course will be delivered in Lent Term, while the dissertation will be due for submission in August. Part-time LLM students will be expected to participate in LL4F9 and submit the dissertation in their second year. Extended part time students will be expected to submit their dissertation in their final year.

Choice of Dissertation Topic and General Support

The compulsory dissertation by which LL4F9 is assessed needs to be your own, independent piece of sustained research and writing. This dissertation is an important opportunity for students to explore a topic in a scholarly way.

Students are urged to begin thinking about possible dissertation topics at the start of the academic year. Since the choice of dissertation topic is required by the end of week 6 of the Lent Term, guidance on choosing a research topic will be addressed early on in the LL4F9 lectures but you are strongly advised to be thinking about your interests and topics for your dissertation as early as possible in the academic year. Deadlines, forms relating to the dissertation and further details are also available on the Postgraduate Law Common Room/ Moodle page.

In the second half of Lent Term one academic member of staff will then be allocated as Supervisor for each student’s dissertation based on their relevant area of expertise. There will be two meetings between the student and this member of staff. One will take place in Lent Term and one in week 1 or 2 of Summer Term. These meetings are usually held during the Supervisor’s designated office hours. The first supervision will usually discuss matters including the choice and scope of the dissertation topic and the proposed work plan and the second meeting will usually cover the progress of the research, the structure of the dissertation and the timetable for completion. Note that the role of the Supervisor is to provide guidance. They are not permitted to give feedback on drafts of your work. These supervisions support the dissertation project in a way which complements LL4F9 and the other means of support outlined below.

The School also offers many further support services relating to study skills, research and writing and relating to Masters level dissertations specifically through LSE LIFE. At the start of the year you should register with LSE LIFE to receive weekly emails setting out the workshops and drop-in sessions which they offer. In previous years, LSE LIFE has also offered one-on-one appointments for students which have been taken up by many LLM students. The LSE LIFE programme continues after the end of the Summer Term and is therefore a useful resource to assist with dissertation work over the summer period.

Overall, it is important to remember that there is no “ideal model” for a good dissertation. The best dissertations from each graduating year ought to be publishable in reputable law journals. This is the standard you should aim for. On Moodle you can review a wide range of sample LLM dissertations, which are designed to give you a sense of what is expected of you and to reinforce the point that there is no one model that is preferred by LLM examiners.

Please note that students are responsible for ensuring that there is no substantial overlap between the dissertation and other summative written work undertaken during the year.

Word Length

The maximum word length for the dissertation is 10,000 words.

The maximum word length for assessed coursework will vary; please check the online course guide for the exact word length.

There is no minimum word limit, but dissertations and assessed coursework are expected to be no more than 1,500 words under the maximum word length. Where the text falls below this range, it may not be regarded as a sustained and rigorous treatment of the subject matter, and this would have implications for the mark awarded.

Please see page 19 for information on penalties.

Excluding the cover sheet, page numbers, appendices and mandatory bibliography everything counts towards the word count (including footnotes and the Table of Contents). This also applies to assessed coursework.

Submission Deadline Dates

The deadline for assessed coursework submission is 4:00 p.m, Wednesday 27 May 2020

The deadline for submitting the LLM dissertation is 4:00 p.m, Tuesday 4 August 2020
The Department of Law was not only supportive and encouraging but also dynamic in the opportunities it provided for personal growth. Choosing to do my LLM at LSE has been one of, if not the best decision I've made in my life.

Arya Gerard, LLM 2018/19
Submitting Dissertations and Coursework

Procedures
Both the dissertation and/or coursework needs to be submitted typed on A4 pages and should be double-spaced or 1.5-spaced, font style Arial or similar. These can be either single or double-sided.

Meeting the Deadline
As there are strict deadlines and also format requirements for submission of the dissertation/assessed coursework please ensure that you keep back-up copies of your work. Computer crashes and breakdowns are not acceptable reasons for late or incomplete submission.

Deadline Extensions
Extensions to the submission deadline are not the normal practice. However, in highly exceptional circumstances (usually only emergency medical cases), it may be possible to obtain short extensions. Your Course Convener or Academic Mentor cannot grant extensions therefore all requests for Law courses must be made to the Chair of Examinations. You should complete a Extension Request Form which can be found via info.lse.ac.uk/current-students/services/assets/documents/Application-to-Request-an-Extension-March-2019.pdf and email this along with your supporting evidence to the LLM Assessment and Regulations Officer using law.llmexams@lse.ac.uk.

The decision to permit an extension will be made by the Chair of the Sub-Board of Examiners and written confirmation of permitted extensions will be sent to students and copied to the LLM Student Experience and Programme Delivery Officer. Applications for extensions will not be considered after the deadline for submission has passed, and unexcused late submissions will attract the normal School penalties.

Accompanying Forms
A completed Cover Sheet should be at the front of your dissertation/any coursework that you submit. Cover Sheets can be found on the Postgraduate Law Common Room Moodle page. This will be the front cover of your dissertation/coursework. Please ensure that you do not write your name anywhere on the cover sheet or within the dissertation/coursework and ensure only your candidate number is used. For more information on candidate numbers please see page 31.

When you submit your dissertation or coursework online you will need to agree to the Department's plagiarism statement before you can submit your work.

Submitting Your Assessments
All summative assessments are submitted to the relevant Moodle course page as a single file, and:

1. Include the Cover Sheet;
2. PDF or Word format.

The file name should state the course code followed by your candidate number (for example, LL4F9 12345).

Do not include your name or other details in the file name.

Your dissertation must be submitted before the deadline, so please ensure that you submit in good time. IT-related issues are not acceptable circumstances for late submission. Your submission will be automatically checked for plagiarism using plagiarism detection software.
Penalties

The rules on penalties are set out in the General Academic Regulations and will take precedence over the guidance below. info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/GeneralAcademicRegulations-all-students-except-18-19-UG-students.pdf

Penalties for Exceeding Word Limit

For summative assessments that exceed the word limit, a penalty of 1 mark will be deducted for every 1% above the word limit. Please note, however, that the Department allows a 1% margin above the word limit. Please refer to the example below:

Example for Dissertation

From 10,001 to 10,099 – No penalty will be incurred
From 10,100 to 10,199 – 1 penalty mark will be applied
From 10,200 to 10,299 – 2 penalty marks will be applied
and so on to a maximum of 9 penalty marks

Please note that any dissertation which is 1,000 words or more over the limit will be failed automatically (in that event, you would have to resubmit a dissertation within the deadline for submission the following year as a resit attempt).

Penalties for Late Submission

The School imposes penalties for late submission of dissertations and assessed coursework. These penalties apply in addition to those which may be imposed for exceeding the word length. If a student fails to submit by the set deadline (or extended deadline as appropriate), the following penalty will apply:

Five marks out of 100 will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. In addition, once five working days have elapsed from the submission deadline date, coursework will only be accepted with the prior permission of the Chair of the Sub-Board of Examiners.

Example:
Submission after 4pm deadline
within one working day (24 hours) – 5 marks will be deducted
within two working days (48 hours) – 10 marks will be deducted
within three working days (72 hours) – 15 marks will be deducted
within four working days (96 hours) – 20 marks will be deducted
within five working days (120 hours) – 25 marks will be deducted
six working days (144 hours) – Permission required


Penalties for Plagiarism

Please refer to page 32 for information on LSE’s plagiarism regulations.
Post-Assessment and the End of the Programme

Appeals against Exam Results

For information about how to make an appeal, please refer to the LSE Regulations for the Consideration of Appeals: info.lse.ac.uk/current-students/services/assessment-and-results/results/challenging-results-and-appeals

There are mandatory deadlines and formal requirements for all such appeals. You are advised to consult your Academic Mentor, the LLM Programme Director or LLM Deputy Programme Director before pursuing this option.

Graduation

The LLM Graduation ceremony is held mid-December in the year that you complete the programme. For more information see: info.lse.ac.uk/current-students/graduating-from-lse

LLM Prizes

A number of prizes are awarded each year to graduating LLM students. Most of these prizes are donated by LSE Law Alumni, law firms and chambers. For example there are prizes for the best overall performance in various subject areas (regardless of whether the student concerned wishes to have a specialism associated with their degree).
Careers Support for Postgraduate Law Students

LSE Careers is here to help guide and support you throughout your time at LSE. Whether you are clear about your future career path, considering life as a solicitor or barrister in England and Wales, or internationally; or perhaps you are considering your options in other legal or non-law related careers, LSE Careers can help. We provide a range of careers services and events both face-to-face and online.

Information and support includes:

• Dedicated Postgraduate Law one-to-one appointments with Kirsty Whitelock, LSE Careers Consultant. Appointments take place in the NAB on Wednesday afternoons during Michaelmas and Lent terms. These 20 minute sessions can cover a range of topics; some examples include: career options and decision making, CV, cover letter or application form reviews, advice on assessment and selection processes, or applying for a PhD.

• One-to-one appointments are also available at other times with a Careers Consultant in the Careers Department, on Floor 5 of the Saw Swee Hock Student Centre.

• Practice job interviews are available as 30 minute mock interviews with feedback.

• Lunchtime careers and skills workshops, e.g. Writing a Legal CV or Cover Letter, Securing a Training Contract or Vacation Scheme and Commercial Awareness.

• Employer presentations and Law panel discussions, such as the Law Fair running across two nights on 22 and 24 October 2019.

LSE CareerHub, our online careers portal, allows you to:

• Book all appointments and events

• Discover jobs and opportunities

• Explore upcoming events including skills seminars

You can access CareerHub at careers.lse.ac.uk

Other Useful Information

• Careers Information for LLM Students – you will find this booklet in your Welcome Pack and will be invited to attend a Careers Orientation session during Welcome Week. Careers updates are also regularly provided on the LLM and MSc Law and Accounting Moodle pages.

• LSE careers website with online resources covering career options, how to find work experience and internships, sector information, plus special subscription websites such as the international employment guides on ‘GoinGlobal’ (lse.ac.uk/careers).

• Entrepreneurship skills and opportunities via Generate at LSE (lse.ac.uk/generate).

• Graduate Destinations website – browse this site to find out what LSE Law Postgraduates have gone on to do (info.lse.ac.uk/current-students/careers/what-graduates-do).

• Volunteering advice and opportunities through the Volunteer Centre (lse.ac.uk/volunteercentre).

• Alumni careers support is also available for up to five years after you graduate (info.lse.ac.uk/current-students/careers/services/for/alumni).

Key contacts in LSE Careers

Postgraduate Law

Kirsty Whitelock
Email: k.whitelock@lse.ac.uk
Tel: 020 7107 5430

Undergraduate Law

Livi Shaw
Email: o.shaw@lse.ac.uk
Tel: 020 7107 5288

LSE Law Careers
Key Information

Registration

It is essential that you are fully registered with LSE during your time here. When you register for the first time you will need to attend in person, show us the required documents, and collect your LSE Card. Usually you can re-register for subsequent years of study online but sometimes we may need to see you in person again. For more information visit lse.ac.uk/registration.

Your LSE Card

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

Inclusion Plans

If you have a disability, long-term medical or mental health condition you are advised to apply for an Inclusion Plan (IP) as soon possible. The sooner that you let the Disability and Wellbeing Service (DWS) know about your condition the sooner they can work with you to put appropriate support in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. To find out how to apply for an Inclusion Plan visit lse.ac.uk/inclusionPlans.

Student Status Documentation

A certificate of registration provides proof to organisations such as council tax offices, embassies and banks, that you are registered as a current student at LSE. For more information about what a certificate of registration shows visit lse.ac.uk/studentletters. You can obtain a certificate of registration from the Student Services Centre during our opening hours which are normally 11am to 4pm, Monday to Friday (these may change during the year and you are advised to check lse.ac.uk/SSC for correct times). Your Department will not be able to produce a certificate of registration for you. If you are planning to use this document to open a bank account, you will normally need to specify which bank it needs to be addressed to.

The Student Services Centre also offers a range of other documents to prove your student status including certificates of course choice and intermediate transcripts. Some can be produced immediately, and others need to be ordered in advance. For more information about the options available please visit lse.ac.uk/studentStatusDocuments.
**Interruption**

You can take a year-long break in your studies (which we call an interruption) with approval from your academic Department and the School. You are usually required to return at the start of either Michaelmas Term or Lent Term as appropriate. Summer Term interruptions are not possible. For more information visit lse.ac.uk/interruptions

**Programme Transfer**

You can request to transfer from your current programme to another programme at the same level according to the School’s regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by, and require approval from, both your current and new academic Department and the School before being authorised. For more information visit lse.ac.uk/programmeTransfers

**Change of Mode of Study**

If you are studying a Master’s programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic Department. Changing from full-time to part-time study is generally acceptable, and your course selection will be amended according to programme regulations. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit lse.ac.uk/changeMode

**Withdrawal**

Withdrawal means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information visit lse.ac.uk/withdrawal

**Regulations**

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life.

Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programmes, assessment requirements, the basis on which your final degree is calculated and what to do if you face exceptional circumstances.

You can find links to the General Academic Regulations, Regulations for First Degrees; Regulations for Taught Master’s Degrees; Plagiarism, Appeals Regulations; and in the LSE Calendar at lse.ac.uk/calendar

You can find a full A-Z listing of all of LSE’s policies and procedures online at lse.ac.uk/policies
The Student Services Centre (SSC) is located on the ground floor of the Old Building and can provide advice and information about:

- Certificates of Registration (for bank accounts, travel, council tax etc.)
- Course selection and class changes
- Exams and assessment
- Results
- Graduation
- Support for new arrivals
- Registration (registration for new students normally takes place in Clement House)
- Transcripts and Degree Certificates
- LSE cards
- TfL 18+ Oyster Cards

The SSC is normally open between 11am and 4pm, Monday to Friday. For the most up to date opening hours visit lse.ac.uk/ssc

The SSC also hosts a series of specialist drop-in sessions covering:

- Financial support
- Fees, Income and Credit Control Office
- Graduate admissions
- International student visa advice

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session. For more information visit lse.ac.uk/ssc

To find out more about the Student Services Centre visit lse.ac.uk/ssc, follow our page on the Student Hub and follow @lse_ssc on Twitter.

What If...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including what to do if you’re unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme.

You can find these questions and answers at info.lse.ac.uk/current-students/what-if

Advice Team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the advice team at ssc.advice@lse.ac.uk or by phone on 020 7955 6167.

International Student Visa Advice Team (ISVAT)

ISVAT provide detailed immigration advice for international students on their website which is updated whenever the immigration rules change. The best way to contact ISVAT is to use the query form at lse.ac.uk/isvat or to attend one of their drop-in sessions.

ISVAT also manage student exchanges to UC Berkley and through the Erasmus+ scheme. For more information about this visit lse.ac.uk/erasmus
Student Staff Liaison Committees and Student Consultative Fora

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

At the start of the year you will be asked by your Department if you would like to represent your programme on the Student-Staff Liaison Committee (SSLC).

The role of an SSLC representative is central to ensuring that courses and programmes at LSE work effectively. Training will be provided for all SSLC representatives. These forums are a great way for students to make their voice heard at LSE.

Each SSLC also elects one representative to attend the relevant Consultative Fora which are School-level forums. Here representatives from around LSE will discuss matters that impact on students.

More information, including access to minutes from SSLCs across the School can be found online: lse.ac.uk/current-students/creators-innovators-leaders/student-voice

Student Only Forums

LSE’s Director, Minouche Shafik, holds Student Only forums in Michaelmas and Lent terms. The forums are an opportunity for students from across the School to hear from the Director in person and gives you the chance to ask questions and share ideas. Look out for details of where and when forums will be happening on the Student Hub.

Quality Assurance

Quality Assurance Strategy

LSE’s approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards which can be found online in the “internal quality assurance section” of the website at lse.ac.uk/tqaro. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different Departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. As of the 2018-19 academic year this includes devolved quality assurance arrangements, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conducts surveys to assess students’ opinions of teaching.

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). In addition to producing reports for individual teachers TQARO produce aggregated quantitative data for Departments and School-wide bodies. The results can be found online in the “Surveys” section of the website at lse.ac.uk/tqaro
LSE Services to Support You with Your Studies and in Your Career

LSE LIFE

LSE LIFE is the place to develop the skills you’ll need to reach your goals at LSE, whether it concerns your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE.

LSE LIFE offers:

• Hands-on practical workshops where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.

• Workshops to learn ways to adapt and thrive in new or challenging situations, including the development of skills for leadership, study/work/life balance, and life beyond university.

• One-to-one appointments with our study advisers for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.

• Drop-in sessions with specialists from around LSE covering areas like CV writing, English language advice, finding and referencing academic sources, and statistics support.

• A space to meet and work together with students from other courses and Departments.

• Special events to take advantage of what LSE and London have to offer.

Find out more at lse.ac.uk/lselifes, check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.

LSE Library

LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.

Most items are split into collections to help you find what you are looking for:

• The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.

• The main collection is housed across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 20 books at any one time. You will be unable to borrow any more until your overdue item is returned or renewed.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at lse.ac.uk/academicsupportLibrarian. Subject Guides are useful online introductions to finding resources, read yours at lse.ac.uk/library/subjectGuides.
Language Centre

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

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. This support is delivered with lse.ac.uk/lselife

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

For more information visit lse.ac.uk/languages

LSE Careers

LSE Careers is here to help guide and support you throughout your time at LSE. We provide a range of careers services and events both online, face-to-face and through one-to-one appointments. We have a jobs board and offer bespoke services for disabled students and PhD students.

There is lots of information and support at lse.ac.uk/careers including:

- Information about the services offered by LSE Careers and how to access them
- Support with your career options and insight into employment sectors and recruitment processes
- CV, cover letter and application form advice and examples
- Details of what graduates have gone on to do

LSE CareerHub, our online careers portal, allows you to:

- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and receive feedback on your applications
- Explore upcoming events including skills seminars, careers fairs and employer presentations

You can access CareerHub at careers.lse.ac.uk

Keep up-to-date with events and advice by following @LSECareers

LSE Volunteer Centre

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

We work with organisations to advertise volunteering opportunities across London, the UK and internationally. Whether you are passionate about the environment or human rights or ready to change the world through campaigning or mentoring, we'll have an opportunity for you. We also know that students are busy and we run a comprehensive one-off volunteering programme to make sure you can fit it in.

Looking to meet charities? The first volunteering fair will take place on Monday 7 October and is a great opportunity to speak to over 50 representatives from some truly inspirational organisations. You can find out more about this, as well as the advice and support we can offer, at lse.ac.uk/volunteercentre or by following @LSEVolunteering

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially-driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team.

Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website lse.ac.uk/generate or keep up to date with Generate news through our social media, @LSEGenerate
Equity, Diversity and Inclusion (EDI)

As part of the School’s commitment to equality of respect and opportunity, and as set out in our Ethics Code, we are all responsible for treating everyone at LSE with dignity and respect. This entails ensuring that no one is treated unfavourably because of their age, sex, disability, gender identity, race, religion or belief, sexual orientation, marital or civil partnership status, pregnancy and maternity status, social or economic background, or their role at the School.

In practice, this means that we are all expected to:

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

If you experience or witness bullying or harassment, please visit lse.ac.uk/ReportIt to access information on how to report an incident and reach support.

All members of the School are encouraged to complete the "Consent Matters" module to learn about how you might positively intervene as a bystander, and to signpost anyone who has experienced any form of bullying or harassment to the support available on the Making a Choice hub.

For further advice or information, please visit lse.ac.uk/EquityDiversityInclusion and follow the EDI Office on Twitter @EDI_LSE
Your Wellbeing and Health

**Student Wellbeing Service (SWS)**

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

SCS provides a professional, free and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit [lse.ac.uk/counselling](http://lse.ac.uk/counselling) to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

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

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

**Health Care in the UK**

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

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

- You are a UK resident
- You have a Tier 4 visa and have paid the immigration health surcharge
- You are an EU/EEA student with a European Health Insurance Card (EHIC)

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website – [ukcisa.org.uk](http://ukcisa.org.uk).

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

Alternatively, you can find your nearest GP by using the GP finder function on the NHS website [nhs.uk](http://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](http://lse.ac.uk/studentHealth).

**LSE Faith Centre**

The Faith Centre is open to students of all faiths and none. It is home to LSE’s diverse religious activities, acclaimed interfaith programmes and a reflective space for all staff and students.

The Faith Centre provides a space for student faith societies to meet and worship. The Faith Centre produces a Religion and Belief Guide each year which provides information and contact details for faith groups, you can collect a copy from the Faith Centre reception on the second floor of the Saw Swee Hock Student Centre.

The Faith Centre hosts a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found online at [lse.ac.uk/faithCentre](http://lse.ac.uk/faithCentre). The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place for reflection. This space cannot be booked but is open throughout the week.

The Faith Centre runs three acclaimed interfaith leadership programmes which are your chance to explore, question and challenge religious differences and provide a unique opportunity to build relationships and challenge assumptions across faiths. Find out more by visiting the “Programmes” page at [lse.ac.uk/faithCentre](http://lse.ac.uk/faithCentre).

The Faith Centre Director and Chaplain to the LSE, Reverend Dr James Walters, can be contacted on [j.walters2@lse.ac.uk](mailto:j.walters2@lse.ac.uk) for confidential support regardless of religious affiliation. Contact details for our team of Associate Chaplains can be found at [lse.ac.uk/faithCentre](http://lse.ac.uk/faithCentre).
Exams and Assessments

Candidate Numbers
Your candidate number is a unique five digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Michaelmas Term using LSE for You.

Deferral
If you have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam, in exceptional circumstances. You will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit lse.ac.uk/deferral

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

Exceptional Circumstances
If you miss an assessment that you did not defer, or experience difficulties that you feel may have had an impact on your performance on an assessment you did attempt, even where you were provided with an extension, you should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre. This will allow you to alert the Sub-Board of Examiners to the circumstances under which you completed the assessment or exams. For more information visit lse.ac.uk/exceptionalCircumstances

Fit to Sit Policy
By submitting your assessment regardless of whether it is coursework, participation in a class presentation or sitting an exam, LSE considers that you have declared yourself fit enough to do so. If you have experienced disruption to your studies (illness, injury or personal difficulties for example) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.

Exam Timetables
Course by course exam timetables will be available online at lse.ac.uk/exams. For January exams the timetable is usually available towards the end of Michaelmas term, for summer exams it is usually available in Lent Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

Exam Procedures
Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at lse.ac.uk/exams

You may only use a calculator in an exam if this is permitted by the relevant academic Department. If you are permitted a calculator, it must be from the Casio fx-83 or fx-85 range. If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the SU Shop.

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

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such. Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations for several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely be your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School's statement on Editorial Help visit lse.ac.uk/calendar. Any breach of the Statement will be treated in the same way as plagiarism.

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

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing (or that contains) plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your Department, Academic Mentor, LSE LIFE or the Library as soon as possible. The Regulations on Assessment Offences: Plagiarism can be found at lse.ac.uk/calendar.

Results and Classification

Results

Final results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available in LSE for You for students taking January exams and for students on 12 month Master’s programmes. For more information on how and when results are released visit lse.ac.uk/results.

Classification Schemes

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

Transcripts

Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically within a system called Digitary which allows them to be easily shared. For more information about final transcripts please visit lse.ac.uk/transcripts.

Degree Certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit lse.ac.uk/degerecertificates.
Fees

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

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

- 28 October 2019
- 28 January 2020
- 28 April 2020

If you do not know your fees please visit info.lse.ac.uk/staff/divisions/Planning-Division/Table-of-Fees

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

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

The Fees Office also run drop-in sessions at the Student Services Centre for students who wish to discuss fee related enquiries:

- Check your tuition fees due
- Discuss any concerns regarding payments due
- Check funding or payments made
- Present forms for confirmation and completion
- Request invoices and receipts

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

Financial Support Office (FSO)

FSO are responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes.

FSO can also provide information about funds such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at lse.ac.uk/financialsupport

FSO hold drop-in sessions in the Student Services Centre, can be contacted by phone on 020 7955 6609 or by email at financial-support@lse.ac.uk

Cheque Collection

Some payments are made by cheque.

If you are asked to collect a cheque then you can collect it from the Student Services Centre during normal opening hours (usually 11am to 4pm, Monday to Friday). You do not need to wait for a drop-in session.
The Ethics Code

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

The School expects the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School’s commitment to the ethics principles of Responsibility and Accountability; Integrity; Intellectual Freedom, Equality of Respect and Opportunity, Collegiality and Sustainability. You can find the Code, guidance and link to the online ethics module “Ethics at LSE” at lse.ac.uk/ethics

Research Ethics

If you conduct research you should refer to the Research Ethics Policy and procedures.

Search online for “LSE Research Ethics and Guidance” to find resources on policy, procedure, informed consent, safety, training and support. You will also find the Code of Research Conduct and its associated procedures.

If you have any questions regarding research ethics or research conduct please email: research.ethics@lse.ac.uk

Codes of Good Practice

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

The codes set out what you can expect from your Department in relation to your teaching and learning experience, including the roles and responsibilities of Academic Mentors and Departmental Tutors; the structure of teaching at LSE and examinations and assessments. The codes also lay out your responsibilities and what LSE expects of you. You can find the codes of practice at lse.ac.uk/calendar
Need IT help?

- Visit the Technology Help Desk on the first floor of the Library
- Email: it.helpdesk@lse.ac.uk
- Call: 020 7107 5000.

The Help Desk is open seven days a week during term time and offers a range of services including a laptop surgery.

LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at lse.ac.uk/lseforyou

LSE for You allows you to:

- View and update your term time (contact) and home (permanent) address
- Reset your IT password
- Access your candidate number
- View your results
- Select your courses

Alternatively you can also access services on the new Student Hub.

Student Hub

The Student Hub is LSE’s app, designed to help you navigate your day-to-day life at LSE.

Use the LSE Student Hub app to view your timetable and upcoming deadlines, find your way around campus and keep up to date with news and events from your Department and the wider School. You can also book appointments with academics or support services and create groups with friends and course mates to carry on the conversation outside of class.

Download the Student Hub app on iOS or Android, or you can access the web app at studenthub.lse.ac.uk.

Moodle

Moodle is LSE’s virtual learning environment.

The majority of taught programmes have a course on Moodle, the online learning platform used at LSE. Moodle courses contain activities such as quizzes, communication tools, resources such as audio and video files, lecture slides, links to recordings of lectures and reading lists. Students may be asked to submit their work electronically to Moodle, and teachers may provide feedback and provisional marks via Moodle. Moodle is managed by your course leader so how it is used will vary from course to course.

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

Email

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

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move using clients for laptops and mobile phones. For help setting up email on your device search “LSE mobile email setup”.

Training and Development System

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

You can access the Training and Development System at apps.lse.ac.uk/training-system and login using your LSE username and password.

Information Security Awareness Training

LSE hosts an information security awareness course in Moodle. It will help teach you how to spot phishing emails, keep your devices safe and know how to treat your personal data.

You can access the course at moodle.lse.ac.uk/course, logging in using your LSE username and password.
Your programme comprises a number of courses, which are usually worth half (0.5) or a full (1.0) unit. Undergraduate students will take courses to the value of four units per year. The number of courses postgraduate students take varies by programme but can be found at [lse.ac.uk/calendar](http://lse.ac.uk/calendar). You will need to select all of your courses, including any compulsory ones, in LSE for You.

**When to Select Courses**

Undergraduate course selection will open in early September. Postgraduate course selection will open for browsing at the beginning of Welcome and open properly just before term starts. Course selections need to be made by the beginning of Week 3 of Michaelmas Term. You will be able to make changes to Lent Term half unit courses in early Lent Term. For the exact dates visit [lse.ac.uk/courseSelection](http://lse.ac.uk/courseSelection).

**How to Select Your Courses**

1. **Find the courses you’d like to take**
   
   Go to [lse.ac.uk/findcourses](http://lse.ac.uk/findcourses) to access the tools and information to help you decide which courses you want to take this academic year. Make sure that you identify a few back-up courses in case your first choice is not available.

   You should make sure that you attend any Departmental course selection meetings and seek advice from your Academic Mentor or Departmental Tutor before finalising your course selections.

   The LSE calendar is the place to check for programme regulations detailing which courses you are permitted to take. It also provides course guides for every course at LSE, including student feedback. You can find the calendar online at [lse.ac.uk/calendar](http://lse.ac.uk/calendar).

   LSE Course Finder is a tool to help you choose which courses to take within your programme regulations. Course Finder allows you to browse available courses by unit value, keyword, Department and assessment type. You can build a shortlist of courses and compare the lecture timetables for that shortlist. Course Finder is available from late August.

   You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes.

   Some Departments have capped or controlled access courses which means that places are limited. For undergraduates these are allocated on a first come first served basis, for postgraduates there are a number of different selection methods. You can find more information about this at [lse.ac.uk/courseSelection](http://lse.ac.uk/courseSelection).

2. **Select your courses in LSE for You**

   Go to [lse.ac.uk/selectcourses](http://lse.ac.uk/selectcourses) for step by step instructions on how to select your courses on LSE for You. Remember to select any compulsory courses and, if applicable, your dissertation. The process differs for undergraduate and postgraduate students.

3. **Check your timetable and Moodle enrolments**

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

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

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

**Changing Class or Seminar**

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

Postgraduate students should either use Seminar Sign Up if it is enabled for your courses or contact the Department responsible for teaching the course.
Can’t See Your Timetable?
If you can’t see a course on your timetable after the relevant publication date there are five common reasons:

- You have not registered/re-registered for this academic year
- You have not selected the course in LSE for You
- You have selected a course which creates a clash on your timetable (undergraduate only)
- You have made changes within the last 48 hours (the timetable can take up to two days to regenerate)
- Your seminar has not yet been allocated by the relevant Department (postgraduate only)

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

Getting Help
There is more detailed information, contact details and answers to frequently asked questions online at lse.ac.uk/courseSelection
The LSE Academic Code

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

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

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

1. All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or Lent term.

2. Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.

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

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

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

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

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

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

2.7 For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.
All buildings have wheelchair access and lifts, except 95A, KGS, KSW*, 5LF, 50L, POR* and SHF.

*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).