

**LSE**

THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# MSc in FINANCIAL MATHEMATICS



**Student Handbook 2016/7**

2016/17

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# Welcome to the Mathematics Department!

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## Welcome!

On behalf of the entire Department, we would like to welcome you to the MSc in Financial Mathematics, and to the Department of Mathematics at the LSE.

We encourage you to read this Handbook during your first few days at LSE, and we trust that you will find the information useful. There are many other places where you can find important information about the LSE and about your degree. Where appropriate, we give pointers to those in this booklet. Please, do have a look at them as well.

We hope you have a fruitful time while studying for your MSc at LSE!

### Arne Lokka

#### MSc Programme Director

*The MSc Programme Director is in overall charge of the academic aspects of this specific MSc degree*

### Rebecca Batey

#### MSc Programme Manager

*The MSc Programme Manager deals with the non-academic aspects of the degree, and should normally be your first point of contact for such matters.*

### Martin Anthony

#### Head of Department

*The Head of Department is responsible for all academic activities, students, staff, and programmes offered by the department.*

## Department contact details

Department of Mathematics  
The London School of Economics and  
Political Science  
Houghton Street  
London  
WC2A 2AE

**Telephone:** 020 7955 7925

**Email:** [maths.info@lse.ac.uk](mailto:maths.info@lse.ac.uk)

**Website:** [www.lse.ac.uk/maths](http://www.lse.ac.uk/maths)

**Twitter:** Follow the Department @LSEMaths

**Blog:** <http://blogs.lse.ac.uk/maths/>

Central telephone switchboard LSE:

020 7405 7886

## Important dates

### Academic Year 2016/2017

#### Registration

Friday 2 September (12.00-13.00)

#### Pre-sessional Course (11.00-16.00)

Monday 5 September – Friday 16 September 2016

#### Pre-sessional Course Exam

Wednesday 21 September (11.00-13.00)

### Term Dates

#### Michaelmas Term (MT)

Thursday, 22 September 2016 - Friday 9 December 2016  
(Teaching begins on Monday 26 September 2016)

#### Lent Term Exams

Tuesday 3 January-Friday 6 January 2017

#### Lent Term (LT)

Monday 9 January 2017-24 March 2017

#### Summer Term (ST)

Monday 24 April 2017- Friday 9 June 2017

### School closures

The School will also be closed on English public holidays. In 2016/2017 these will be:

**Christmas Closure** Thursday 22 December 2016 –  
Monday 2 January 2017

**Easter Closure** Thursday 13 April –  
Wednesday 19 April 2017

**May Bank Holiday** Monday 1 May 2017

**Spring Bank Holiday** Monday 29 May 2017

**Summer Bank Holiday** Monday 28 August 2017

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

## Staff members and contact details

Name	Room	Internal Extension	Calling from outside LSE
<u>Dr Peter Allen</u>	COL 4.15	6289	020 7955 6289
<u>Prof Martin Anthony</u>	COL 3.13	7623	020 7955 7623
<u>Dr Tugkan Batu</u>	COL 4.04	6540	020 7955 6540
<u>Prof Norman Biggs</u>	COL 3.15	7858	020 7955 7858
<u>Dr Julia Böttcher</u>	COL 4.03	7492	020 7955 7492
<u>Prof Graham Brightwell</u>	COL 3.03	7624	020 7955 7624
<u>Dr Christoph Czichowsky</u>	COL 3.11	2954	020 3486 2954
<u>Dr Albina Danilova</u>	COL 4.09	7371	020 7955 7371
<u>Dr Paul Dütting</u>	COL 3.08	7640	020 7955 7640
<u>Dr Pavel Gapeev</u>	COL 4.10	6120	020 7955 6120
<u>Prof Olivier Gossner</u>	COL 2.05D	3755	020 7852 3755
<u>Prof Jan van den Heuvel</u>	COL 3.07	7632	020 7955 7625
<u>Dr Eleni Katirtzoglou</u>	COL 2.05C	7325	020 7955 7325
<u>Dr Ioannis Kouletsis</u>	COL 2.05C	7325	020 7955 7325
<u>Dr Andy Lewis-Pye</u>	COL 3.12	2955	020 3486 2955
<u>Dr Arne Lokka</u>	COL 4.08	6279	020 7955 6279
<u>Dr Katerina Papadaki</u>	NAB 3.14	6538	020 7955 6538
<u>Prof Adam Ostaszewski</u>	COL 4.06	7656	020 7955 7656
<u>Dr Johannes Ruf</u>	COL 3.06	7620	020 7955 7620
<u>Dr Amol Sasane</u>	COL 2.05B	6106	020 7955 6106
<u>Dr Robert Simon</u>	COL 4.07	6753	020 7955 6753
<u>Dr Jozef Skokan</u>	COL 3.04	7008	020 7955 7008
<u>Prof Gregory Sorkin</u>	NAB 3.19	1228	020 7106 1228
<u>Prof Bernhard von Stengel</u>	COL 4.12	6438	020 7955 6438
<u>Dr Konrad Swanepoel</u>	COL 3.09	5095	020 7107 5095
<u>Dr Lazlo Vegh</u>	NAB 3.05	7591	020 7955 7591
<u>Dr Luitgard Veraart</u>	COL 4.11	5062	020 7107 5062
<u>Dr James Ward</u>	COL 4.14	6456	020 7955 6456
<u>Dr Giacomo Zambelli</u>	NAB 3.07	1265	020 7160 1265
<u>Prof Mihail Zervos</u>	COL 4.02	3751	020 7852 3751

## Administrative staff

Name	Room	Internal Extension	Email
Rebecca Batey MSc Programme Manager	COL 4.01	7925	<a href="mailto:R.Batey@lse.ac.uk">R.Batey@lse.ac.uk</a>
Jackie Everid Undergraduate Programmes Manager	COL 4.01	TBC	<a href="mailto:J.L.Everid@lse.ac.uk">J.L.Everid@lse.ac.uk</a>
Enfale Farooq Departmental Administrator	COL 4.01	7732	<a href="mailto:E.Farooq@lse.ac.uk">E.Farooq@lse.ac.uk</a>
Rebecca Lumb Research, Communication and Events Manager	COL 3.14	7494	<a href="mailto:R.C.Lumb@lse.ac.uk">R.C.Lumb@lse.ac.uk</a>
Kate Barker Departmental Manager	COL 3.10	6373	<a href="mailto:K.Barker@lse.ac.uk">K.Barker@lse.ac.uk</a>

All 'COL' rooms are located on the 2nd, 3rd and 4th Floors of Columbia House. The entrance to Columbia House is on the Aldwych, next to the LSE Garrick.

All 'NAB' rooms are on the 3rd floor of the New Academic Building

## Research interests of academic staff

### Dr Peter Allen

Extremal combinatorics (especially graphs and uniform hypergraphs), asymptotic enumeration, Ramsey theory, random discrete structures.

### Professor Martin Anthony

Mathematical aspects of machine learning, particularly probabilistic modelling of learning and discrete mathematical problems in the theory of learning, data mining and artificial neural networks; Boolean function classes and their representations.

### Dr Tugkan Batu

Algorithms and theory of computation. In particular, randomised computation, (sublinear) algorithms on massive data sets, property testing, statistical testing, and streaming algorithms.

### Professor Norman Biggs

Algebraic graph theory, the frequency assignment problem, and graph-theoretical models in finance.

### Dr Julia Böttcher

Extremal combinatorics, random discrete structures, Ramsey theory, algorithmical and structural graph theory, graph colouring.

### Professor Graham Brightwell

Combinatorics in general, especially finite partially ordered sets, probabilistic methods, and algorithmic aspects.

### Dr Christoph Czichowsky

Financial mathematics, stochastic analysis, stochastic optimal control; portfolio optimization, mathematical structure of financial markets and optimal investment strategies, markets with transaction costs, market frictions, mean-variance hedging

### Dr Albina Danilova

Stochastic calculus and financial mathematics, in particular: filtering, enlargement of filtrations and stochastic control and optimisation; derivatives pricing and hedging in incomplete markets and/or under asymmetric information, utility maximization and equilibrium.

### Dr Paul Dütting

Algorithms, Game Theory, and Mechanism Design.

### Dr Pavel Gapeev

Stochastic calculus, optimal stopping and free-boundary problems, pricing of American options, sequential testing and disorder detection problems, interest rate and credit risk models, illiquidity markets, stochastic impulse control and optimisation, Gaussian processes.

### Professor Olivier Gossner

Game theory, economics of information, bounded rationality and complexity.

### Professor Jan van den Heuvel

Graph and matroid theory; applications and algorithmic aspects of graph theory; mathematical aspects of frequency assignment problems.

### Dr Andrew Lewis-Pye

Logic, computability, algorithms, randomness, game theory, agent based models, networks.

### Dr Arne Lokka

Probability and financial mathematics, with special emphasis on hedging and pricing of derivatives, utility maximization and market equilibrium, real investment decisions under uncertainty.

**Professor Adam Ostaszewski** Mathematical finance, in particular real options and accounting theory, including corporate disclosure policy. Bargaining theory.

### Dr Katerina Papadaki

Approximate dynamic programming algorithms; cooperative game theory; discrete optimization; network games; network optimization; patrolling games; reoptimization; robust optimization; routing; scheduling; shortest path tree games; stochastic dynamic programming; stochastic programming; transportation; wireless network problems.

### Dr Johannes Ruf

The modelling of dynamic systems that arise in finance and economics.

### Dr Amol Sasane

Mathematical control theory, Operator theory and Complex analysis.

### Dr Robert Simon

Game theory (stochastic games, games of incomplete information), shellability (simplicial complexes), matroids.

### Dr Jozef Skokan

Extremal set theory, probabilistic combinatorics, quasi-random structures, discrete geometry, graph theory, topics in theoretical computer science, combinatorial games, and mathematical modelling of natural phenomena.



### **Prof Gregory Sorkin**

Combinatorial and discrete geometry, axiomatic geometry, finite geometries, geometry of finite-dimensional Normed Spaces, geometric shortest networks such as Steiner Minimal Trees and the Fermat-Torricelli Problem, extremal combinatorics.

### **Dr Konrad Swanepoel**

Combinatorial and discrete geometry; axiomatic geometry; finite geometries; geometry of finite-dimensional Normed Spaces; geometric shortest networks, such as Steiner Minimal Trees and the Fermat-Torricelli Problem; extremal combinatorics.

### **Dr Lazlo Vegh**

Combinatorial optimisation related to connectivity, flows, matchings and matroids, and also applications to areas such as mathematical economics, algorithmic game theory and network design.

### **Dr Luitgard Veraart**

Financial mathematics, particularly, optimal investment problems, stochastic volatility models, pricing of derivatives, risk management in financial markets.

### **Professor Bernhard von Stengel**

Game theory (efficient computation of equilibria, theory of online algorithms), extensive form games, correlated equilibria, pivoting algorithms in linear programming and linear complementarity, polytope theory.

### **Dr Giacomo Zambelli**

Combinatorial optimisation; integer programming; mathematical programming; operations research.

### **Professor Mihail Zervos**

Stochastic analysis, stochastic control and optimisation, optimal stopping problems, valuation of investment decisions and investments in real assets, options of American type, derivative pricing in incomplete markets, weather derivatives.

## **Staff Office Hours**

Members of academic staff have regular office hours during term time. These are the times when they are available to be seen in their offices. Office hours are normally posted on their office doors and on the departmental web site at [www.lse.ac.uk/maths/Courses/Office\\_Hours.aspx](http://www.lse.ac.uk/maths/Courses/Office_Hours.aspx)

## **Departmental Office, COL 4.01**

Rebecca Batey, Jackie Everid, Enfale Farooq, Rebecca Lumb and Kate Barker work together to provide the administrative support for the Mathematics Department.

- **Rebecca Batey**, MSc Programme Manager, Room COL 4.01.
- **Jackie Everid**, Undergraduate Course Co-ordinator, Room COL 4.01
- **Enfale Farooq**, Departmental Administrator, Room COL 4.01
- **Rebecca Lumb**, Research Administrator, Room COL 3.14
- **Kate Barker**, Departmental Manager, Room COL 3.10

The Departmental Office is usually open for enquiries between 10.00–12.00 and 14.00–16.00 during term time (and often at other times as well). All non-academic enquiries should be directed here.

You can contact the office via email or telephone. Email addresses are:

[maths.info@lse.ac.uk](mailto:maths.info@lse.ac.uk)  
(reaches all five people)  
[r.batey@lse.ac.uk](mailto:r.batey@lse.ac.uk);  
[j.l.everid@lse.ac.uk](mailto:j.l.everid@lse.ac.uk);  
[e.farooq@lse.ac.uk](mailto:e.farooq@lse.ac.uk);  
[r.c.lumb@lse.ac.uk](mailto:r.c.lumb@lse.ac.uk);  
[k.barker@lse.ac.uk](mailto:k.barker@lse.ac.uk).

The telephone number of the Departmental Office is 020 7955 7925.

## **Postgraduate study room**

The Department of Mathematics has a study room that is available to you. This room is **COL.2.05E**, on the 2nd floor of Columbia House, and is available 07:00–00:00; weekends 08:00–22:00. You will need your ID card for access to the building and to the room.

## Information on Studying and Support

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### Your Academic Adviser

Each student on the MSc is assigned one of the academic members of the Department as an Academic Adviser. You can consult your Adviser if you have any difficulties with your studies. Your Adviser can also be a first contact in case of personal problems. All Advisers have regular office hours, see:

[www.lse.ac.uk/maths/Courses/Office\\_Hours.aspx](http://www.lse.ac.uk/maths/Courses/Office_Hours.aspx)

During Welcome Week, at the beginning of the academic year, you must see your Adviser to discuss and agree your choice of courses. After this initial meeting, you should arrange to see your Adviser at least once or twice in each term.

Your Adviser is likely to be one of the people who will write reference letters for you in the future, so it is important that they get to know you well. Furthermore, your Adviser is your first point of contact with the School should anything go wrong. Please let your Adviser know about any changes in your situation. In particular, let them know if you miss teaching for any long period because of illness, family circumstances, or anything else.

Academic Advisers are expected to treat all information you give them with the appropriate level of confidentiality. However, sometimes it may be necessary for your Adviser to discuss your situation with, e.g., the Programme Director, or some of your lecturers. If you are worried about how the information will be used or who has access to it, discuss this with your Adviser.

Note that your Academic Adviser is not responsible for assisting you with administrative problems. If something is wrong with your registration, timetable, etc., you should contact the Student Services Centre or the MSc Programme Manager in the Departmental Office (COL 4.01).

### Programme Director

The Programme Director for the MSc in Financial Mathematics for this year is Dr Arne Lokka. The Programme Director is in overall charge of the tutorial system, and is also responsible for monitoring the progress of students. He has to approve all course choices, as well as any special arrangement requests. In most cases you should consult your Academic Adviser before seeing the Programme Director.

If you have difficulties communicating with your Academic Adviser, you can contact the Programme Director to discuss the situation further. In exceptional circumstances, where you feel the Programme Director is unable to help, you are welcome to instead consult the Head of Department, Professor Martin Anthony, or even LSE's Dean of Graduate Studies.

### Lectures and Seminars/Classes

Courses in Mathematics (i.e., those actually taught by the Mathematics Department) are taught by means of lectures and seminars/classes. For each course, there are usually two lectures per week during the two main teaching terms (most half-unit courses run for one term, or eleven weeks, of teaching). For each course, you will also be assigned to a class or seminar meeting once a week and presided over by a class teacher. This teacher will often, but not always, be the same person as the lecturer for the course. Classes normally start in week 2 of the term. Timetables can be viewed on the web at: [www.lse.ac.uk/timetables/](http://www.lse.ac.uk/timetables/) or your personal timetable on LSE for You.

Teaching arrangements on courses run by other departments may be a little different.

### Attendance

According to School regulations, attendance at classes/seminars is **mandatory** and registers will be taken. (**Visa holders** should note that the School is required to report non-attendance to the UK Border Agency; so please take this seriously).

### Student study advice

The LSE Teaching and Learning Centre offers study advice, with specialist provision for undergraduate and taught Masters students. There is a series of lectures and workshops throughout the academic year covering essay writing, time management, preparing for exams, dealing with stress, etc. A limited number of one-to-one appointments can also be booked with a study adviser to discuss strategies for quantitative/qualitative subjects or with the Royal Literary Fund Fellow to improve writing style. Email [studentsupport@lse.ac.uk](mailto:studentsupport@lse.ac.uk) for further details.



## **Interruption / Deferral / Withdrawal**

If you experience any difficulties during your time at LSE you should make sure that you keep in regular contact with your Academic Adviser. He/she will be able to help signpost you to appropriate services within the School so that you receive the support to enable you to continue studying successfully.

However, if this isn't the case, you may wish to consider the following options:

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

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

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

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

For more information, please see [www.lse.ac.uk/registrationChanges](http://www.lse.ac.uk/registrationChanges)

## **Staff-Student Liaison Committee (SSLC)**

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

The SSLC also elects one representative to attend the relevant School level Students' Consultative Forum. More information on the Consultative Fora can be found by following at: [www.lse.ac.uk/studentrepresentation](http://www.lse.ac.uk/studentrepresentation).

## The MSc Financial Mathematics

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Academic year programme (10 months). Students must take five compulsory half-unit courses and optional courses to the value of one-and-a-half units as shown.

There is also a two-week compulsory pre-session course, MA400 September Introductory Course, relating to MA415 and MA417.

### Paper Course number and title

- |   |       |   |
|---|-------|---|
| 1 | MA415 | Mathematics of the Black and Scholes Theory (0.5)             |
| 2 | MA416 | The Foundations of Interest Rate and Credit Risk Theory (0.5) |
| 3 | ST409 | Stochastic Processes (0.5)                                    |
| 4 | FM413 | Fixed Income Markets (0.5)                                    |
| 5 | MA417 | Computational Methods in Finance (0.5)                        |

6. One of the following:

- MA402 Game Theory I (0.5)
- MA411 Probability and Measure (0.5)
- MA414 Stochastic Analysis (0.5)
- MA420 Quantifying Risk and Modelling Alternative Markets (0.5)
- ST439 Stochastics for Derivatives Modelling (0.5)
- ST440 Recent Developments in Finance and Insurance (0.5)

7 & 8 The equivalent of one unit from the following:

- FM402 Financial Risk Analysis (0.5)
- FM404 Forecasting Financial Time Series (H)
- FM441 Derivatives (0.5)
- FM442 Quantitative Methods for Finance and Risk Analysis (0.5)
- FM445 Portfolio Management (0.5)
- FM472 International Finance (0.5)
- FM492 Principles of Finance
- ST422 Time Series (0.5)
- ST426 Applied Stochastic Processes (0.5)
- ST427 Insurance Mathematics (0.5)
- ST429 Probabilistic Methods in Risk Management and Insurance (0.5)

Further half unit(s) from those courses listed under paper 6 above.

Further half unit(s) from any MA4\*\* courses or any other appropriate MSc course, subject to the approval of the Programme Director and Teacher Responsible for the course.

Students can also take MA422 Research Topics in Financial Mathematics, a non-assessed course taken in addition to the required five compulsory half-unit courses and optional courses to the value of one-and-a-half units detailed above.

## 2016/17 Timetable outline

The table below indicates which terms the courses that form the MSc in Financial Mathematics fall under during the 2016/17 academic year. You will see that most courses only take place in a single term but one or two courses run over both terms.

Please note that all compulsory courses on the MSc appear in bold italics in the table.

<b>Michaelmas Term*</b> <b>(September – December)</b>	<b>Lent Term*</b> <b>(January – March)</b>
MA402 Game Theory I	
MA411 Probability and Measure	
	MA414 Stochastic Analysis
<b><i>MA415 The Mathematics of the Black and Scholes Theory</i></b>	
	<b><i>MA416 The Foundations of Interest Rate and Credit Risk Theory</i></b>
<b><i>MA417 Computational Methods in Finance</i></b>	<b><i>MA417 Computational Methods in Finance</i></b>
	MA420 Quantifying Risk and Modelling Alternatives Markets
FM402 Financial Risk Analysis	
FM442 Quantitative Methods for Finance and Risk	
	FM404 Forecasting Financial Time Series
	<b><i>FM413 Fixed Income Markets</i></b>
	FM441 Derivatives
	FM445 Portfolio Management
	FM472 International Finance
FM492 Principles of Finance	FM492 Principles of Finance (Full Unit)
<b><i>ST409 Stochastic Processes</i></b>	
ST422 Time Series	
ST427 Insurance Mathematics	
	ST429 Probabilistic Methods in Risk Management and Insurance
	ST426 Applied Stochastic Processes
	ST439 Stochastics for Derivatives Modelling
	ST440 Recent Developments in Finance and Insurance

Details about (provisional) timetables can be found on the School's website at [www.lse.ac.uk/timetables](http://www.lse.ac.uk/timetables). At the moment this covers only lectures. Class timetables will not be available until the first week of term.

\*The LSE refers to Autumn (Fall) Term as Michaelmas Term; this covers the period from the start of formal teaching until the Christmas vacation (October–December). The period of teaching from Christmas to Easter (January–March) is referred to as Lent Term. The period from Easter until the Summer vacation is called Summer Term; exams take place during this time and teaching is restricted to a small number of revision lectures on each course.

## Choosing your courses

There are many places where you can get information about the content of the courses available to the Financial Mathematics MSc students. The official course guides can be found online in the LSE Calendar:

[www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm](http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm)

Most Departments also have more information available on their websites. If you want to get an even better idea about a particular course, or about whether it really fits your interests, you could contact the teacher responsible for the particular course. That may mean spending some extra time when selecting your courses, but this is usually worth it. Most lecturers will use the first lecture of their course to give an introduction and a general overview.

Once you have decided what courses to take, you should enter your selection online in LSE for You ([lfy.lse.ac.uk](http://lfy.lse.ac.uk)). Your selection will need the approval of your Academic Adviser. If you want to choose a course outside those listed in the regulations for your degree, you will also need the approval of the MSc Programme Director. Until your choices have been approved, you won't be officially registered for a course, and you won't be assigned a class for the course.

The deadline for course choices for postgraduate students is the start of week 3 in Michaelmas Term. Many courses will have restricted access and for these you will need to successfully apply to the teaching department for permission to take the course before it can be selected. If such an application is required it will be indicated on the LFY course choice system.

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

Seminar registration for postgraduate students is coordinated by the department teaching the course; therefore please contact them directly with any queries.

For more information please see [www.lse.ac.uk/intranet/students/registrationTimeTablesAssessment/Registration/home.aspx](http://www.lse.ac.uk/intranet/students/registrationTimeTablesAssessment/Registration/home.aspx)

Please note that course choices apply to the courses that take place during formal teaching in the Michaelmas and Lent Terms. The pre-session course takes place before formal teaching begins and it has a set content.

Faculty from the Department have prepared short films to give you more information about the courses available to you. Please note that the lecturers who recorded these films may not be the lecturer delivering the course each year. The films can be found on the MSc Mathematics Moodle page at the following link:

<https://moodle.lse.ac.uk/course/view.php?id=2417>

**The Department of Finance** will be holding its **Graduate FM Optional Courses Orientation Session** on Wednesday 21 September from 13:00 – 17:00 in the Peacock Theatre. This is the meeting where course leaders will present FM optional courses to students.

**Be aware that course choices must have been made by the start of week 3 (Monday 12 noon)**

## Assessment

This section is concerned with the various forms of assessment that you might encounter during your studies for the MSc. You should also consult the School's advice on assessment, which you can find on the Calendar website at the following link: <http://www.lse.ac.uk/resources/calendar/>

'Informal' assessment, which does not count towards your final results, takes place on all courses; this is referred to as 'formative work' in the course guides in the LSE Calendar. In mathematics courses this will usually take the form of 'exercises'.

'Formal' assessment, which does count towards your final results (and is sometimes known as 'summative' assessment), can take several different formats. Most MSc courses are primarily assessed by an unseen written exam in the Summer Term. A half unit course is usually assessed by a two-hour exam and a full unit course by a three-hour exam.

A number of courses, including the compulsory course MA417 Computational Methods in Finance, include assessed coursework as part of the final assessment, in addition to the exam. Assessed coursework may come in a variety of formats, and you are advised to check the course guide for each course to see what format the assessment takes. Further guidance on assessed coursework is provided below.

### Codes of Good Practice

The Codes of Practice for Undergraduates and Taught Masters Programmes explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your Departments – and what Departments are expected to provide – in relation to the teaching and learning experience. The Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e., what the School expects of you. Postgraduate students: [www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/CodeOfGoodPracticeTaughtMasters.pdf](http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/CodeOfGoodPracticeTaughtMasters.pdf)

We recommend that you also read the School's Student Charter and Ethics Code.

- The Student Charter sets out the vision and ethos of the School – [www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf)
- The Ethics Code highlights the core principles of LSE life – [www.lse.ac.uk/intranet/LSEServices/ethics/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/ethics/home.aspx)

### General School and Programme Regulations

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

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

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

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

And the following web link gives you an A-Z list of relevant regulatory documents where you can find further details of all School Regulations. <http://www2.lse.ac.uk/intranet/LSEServices/policies/home.aspx>

### What to do if you are ill during your studies:

Information about the School's procedure can be found here: [www.lse.ac.uk/intranet/students/registrationTimetable/Assessment/examinationsAndResults/exceptionalCircumstances/illnessExceptionalCircumstances.aspx](http://www.lse.ac.uk/intranet/students/registrationTimetable/Assessment/examinationsAndResults/exceptionalCircumstances/illnessExceptionalCircumstances.aspx)

### Assessed Coursework

In some courses, you will be set one or more coursework, or project, assignments as part of the formal (summative) assessment of that course. The mathematics courses to which this applies can be found by looking at the information on 'Assessment' given in the official course guides on the LSE Calendar website: <http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm>

Also, the lecturer responsible for the course will tell

you, towards the beginning of teaching, the nature of any assessed coursework, roughly when the coursework will be set, and the due date for submission of the work.

Assessed coursework is marked according to the same strict procedures as the formal written examinations in Summer Term. It therefore involves a second Examiner as well as the Department's External Examiner. The marking of coursework is done anonymously. This means that coursework must be handed in formally to the Mathematics Departmental Office and not to the lecturer of the course. You will be required by the Office to complete a submission sheet and sign a plagiarism statement for each piece of coursework you are handing in. The office will pass on your work identified only by your Examination Candidate Number. Therefore, please remember not to write your name or student ID number on any piece of assessed coursework you are submitting, only your Examination Candidate Number. The Departmental Office will however keep a record of Candidate Numbers and names to ensure that a proper record is kept of the submission of coursework.

## Assessment Criteria

### Examinations

Most of the courses you will take as part of your degree will be in mathematics. Other subjects have their own traditions and arrangements for assessment, and students are directed to the appropriate departments to find more about these.

Mathematics courses at LSE are assessed primarily by means of written, unseen, closed-book examinations, although occasionally some courses include a specified amount of assessed coursework. The Mathematics department has the following general guidelines on assessment criteria, which provides broad descriptions of the meaning of marks awarded on our examinations (see next page).

Those unfamiliar with the UK system might also find the information here to be useful:  
[www.lse.ac.uk/maths/Courses/Exam\\_guidance.aspx](http://www.lse.ac.uk/maths/Courses/Exam_guidance.aspx).

Also informative is the national 'QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research', available at: <http://www.qaa.ac.uk/en/Publications/Documents/SBS-Mathematics-15.pdf>, whilst primarily aimed at undergraduate courses – these set out the expectations for any undergraduate degree course in the UK in these subjects – much of what they say will also apply at graduate level.

### Coursework

There are specific assessment criteria for dissertations and extended pieces of assessed coursework. Smaller pieces of assessed coursework are likely to resemble homework exercises in style and nature, and one purpose of the marking and grading of homeworks earlier in the course is to inform students about what is expected from them in assessed coursework (and also in examinations).

Coursework will be assessed on accuracy and understanding of the material. It is LSE policy that students should be given some feedback on assessed coursework; this will often be in the nature of 'collective feedback', i.e., indications of common errors and parts of questions that were answered particularly well or badly. The exact format of such feedback is at the discretion of the lecturer of the course.

Further information can also be found at the following link: [http://www.lse.ac.uk/maths/Courses/Exam\\_guidance.aspx](http://www.lse.ac.uk/maths/Courses/Exam_guidance.aspx)

### Penalties for late submission of coursework

The School has a clear and strict policy on the late submission of any assessed coursework that counts towards your final degree marks. This information is laid out in paragraphs of the Regulations for Taught Masters Degrees, which can be found at the following link:

[http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsForTaughtMasters\\_InOrAfter2009-10.pdf](http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsForTaughtMasters_InOrAfter2009-10.pdf)



<b>Mark (%)</b>	<b>Grade descriptor</b>	<b>Characteristics</b>
0–9	Bad Fail	<ul style="list-style-type: none"> <li>Nothing presented or completely incorrect information or answers contain nothing at all of relevance.</li> <li>No evidence of understanding.</li> <li>No competence in core basic techniques of the subject.</li> </ul>
10–19	Bad Fail	<ul style="list-style-type: none"> <li>Very little information or information that is almost entirely incorrect or irrelevant.</li> <li>Very little evidence of understanding.</li> <li>Very little competence in core basic techniques of the subject.</li> </ul>
20–29	Fail	<ul style="list-style-type: none"> <li>Little understanding evident.</li> <li>Very limited competence in core basic techniques of the subject.</li> </ul>
30–39	Fail	<ul style="list-style-type: none"> <li>Some understanding evident, but no ability to grapple with anything other than a limited range of very routine questions.</li> <li>Limited competence in core basic techniques of the subject or competence only in a small part of the material.</li> </ul>
40–49	Fail	<ul style="list-style-type: none"> <li>Not more than basic understanding and competence in the subject, with no ability to grapple with anything other than very routine questions.</li> <li>Not more than basic competence in core basic techniques of the subject or competence only in a limited part of the material.</li> <li>A basic range of information and knowledge deployed, with areas of inaccuracy.</li> </ul>
50–59	Pass	<ul style="list-style-type: none"> <li>An acceptable demonstration of a basic understanding of, and competence, in the subject.</li> <li>Knowledge of, and application of, relevant methods and techniques.</li> <li>A range of information and knowledge deployed, with a few possible areas of inaccuracy.</li> </ul>
60–69	Merit	<ul style="list-style-type: none"> <li>A clear understanding of the subject.</li> <li>Competent application of relevant methods and techniques.</li> <li>Wide and accurate range of information and knowledge deployed.</li> <li>Some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.</li> <li>May demonstrate ability to grapple with standard problems but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.</li> </ul>
70–79	Distinction	<ul style="list-style-type: none"> <li>A thorough understanding of the subject.</li> <li>Deft application of relevant methods and techniques.</li> <li>Extensive range and consistent accuracy of information and knowledge.</li> <li>A significant capacity to solve more unusual or demanding questions involving application of thorough understanding of the subject and its methods.</li> </ul>
80–89	Distinction	<ul style="list-style-type: none"> <li>A deep understanding of the subject.</li> <li>Mastery of relevant methods and techniques.</li> <li>Highly extensive range and consistent accuracy of information and knowledge.</li> <li>An impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods.</li> </ul>
90–100	Distinction	<ul style="list-style-type: none"> <li>A comprehensive and deep understanding of the subject.</li> <li>Mastery of relevant methods and techniques and an ability to deploy them with flair.</li> <li>Very extensive range and consistent accuracy of information and knowledge.</li> <li>An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods.</li> </ul>

## Feedback

### What is feedback?

- It is part of learning – providing you with ideas and information about how to improve your work.
- It is a dialogue – between you and all those other people you come across in your learning who help you develop and understand ideas.
- It is a joint responsibility – you need to be an active player, not a passive recipient!

### How can feedback help you?

- It helps you improve the particular assignment you are working on.
- It gives you useful pointers for subsequent work.
- It helps you understand the criteria that will be used to assess you in essays and exams where the grade counts towards your degree result.
- It motivates you to reach your potential.

### How is feedback provided?

You will get feedback on all sorts of work:

- course essays
- class presentations
- problem sets
- your contributions to class discussions
- your participation in Moodle discussion forums– questions you raise in lectures or online
- group projects
- dissertation outlines
- mock exams, 'exam type' assignments and tests
- your work overall throughout the term

Feedback comes in many different forms:

- written comments on work you've
- handed in – direct oral feedback from your class
- teacher or seminar leader
- group feedback from your lecturer
- informal feedback from discussion
- with fellow students and teachers
- online feedback

Feedback comes from a variety of sources:

- your class teachers,
- your academic adviser or supervisor
- fellow students on your courses/programme
- fellow students in your Hall/flat/house/neighbourhood

### Making feedback work for you (PDF)

<http://www.lse.ac.uk/intranet/LSEServices/TLC/Resources/home.aspx>

## Important Notes on Plagiarism

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

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

Any written work you produce (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely your own. You must not employ a 'ghost writer' to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School's Statement on Editorial Help, see link below. Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once. Submitting the same piece of work twice will be regarded as an offence of "self-plagiarism" and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing plagiarism may be referred to an Assessment Misconduct Panel which may result in severe penalties. If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department (webpages, Moodle, Handbook or the administrators), Academic Adviser, the Teaching and Learning Centre (TLC) the Library as soon as possible. Please see the assessment regulations for assessed coursework below.

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

[http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsAssessmentOffences\\_Plagiarism.pdf](http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsAssessmentOffences_Plagiarism.pdf)  
<http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/StatementOnEditorialHelp.pdf>

## **Citations**

The LSE Library offers classes and an online guide in citing and referencing. EndNote is installed on LSE computers and is available to buy from the IT Help Desk on the first floor of the Library. A free alternative is Zotero ([zotero.org](http://zotero.org)). For guidance from within the Department, refer to section 4 of Professor Bernhard von Stengel's dissertation guide: [tiny.cc/lsemathsdissertationguide](http://tiny.cc/lsemathsdissertationguide) .

## Guide to useful LSE websites

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Please note that throughout this Handbook we give links to important information rather than reproducing it in full here. This is because the online versions of the documents referred to are inevitably more up-to-date.

### Email

The School will use your LSE email address to communicate with you so you should check it regularly. We recommend that you develop a filing system, frequently deleting and archiving mail to ensure you stay within your email storage limit. The email program Microsoft Outlook is available on all student PCs on the LSE network. You can also access e-mail off-campus using webmail and remote desktop or on the move, using email clients for laptops and mobile phones. For instructions on how to access your email off campus visit [www.lse.ac.uk/intranet/LSEServices/IMT/remote](http://www.lse.ac.uk/intranet/LSEServices/IMT/remote)

### Departmental Website:

[www.lse.ac.uk/maths/home.aspx](http://www.lse.ac.uk/maths/home.aspx)

This is the website of the Mathematics Department. It is one of the main sources of information about the Department and its courses.

### LSE for You

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

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

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

### Change of address

If you change your term-time address or phone number, please inform your Academic Adviser, as well as update the corresponding entry on the LSE for You. Your address is protected information and it will not be disclosed to any third party without your consent, unless it is for reasons of official School business.

### LSE Calendar:

[www.lse.ac.uk/resources/calendar](http://www.lse.ac.uk/resources/calendar)

The purpose of the Calendar is to gather together all regulations relating to students and their study within a single resource. Full details of degree regulations, exam arrangements, guides to all courses, etc., can be found in the Calendar, and specifically on the pages for students studying for Taught Masters degrees:

[www.lse.ac.uk/resources/calendar/taughtMasters.htm](http://www.lse.ac.uk/resources/calendar/taughtMasters.htm)

The following links contain information that you are likely to find particularly useful:

- MSc Financial Mathematics Programme Regulations:  
[http://www.lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2015\\_MScFinancialMathematics.htm](http://www.lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2015_MScFinancialMathematics.htm)
- Graduate Course Guides (formal information on each course module):  
<http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm>
- Scheme for the award of a Taught Master's Degree:  
<http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/SchemeTaughtMasters.pdf>

You can find further information concerning the Calendar website in the appendices at the end of the handbook.

### Moodle

[moodle.lse.ac.uk](http://moodle.lse.ac.uk)

Moodle is LSE's Virtual Learning Environment (VLE). It is a password protected web environment that may contain a range of teaching resources, activities, assignments, information and discussions for your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course (not all teachers choose to use Moodle). You can access Moodle from any computer connected to the internet, on and off campus. Go to [moodle.lse.ac.uk](http://moodle.lse.ac.uk) and use your LSE username and password to log in. This page also has links to help and advice on using Moodle.

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

## Timetables

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

The Timetables web page includes information for students and staff. [www.lse.ac.uk/timetables/](http://www.lse.ac.uk/timetables/)

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

For more information please see:

[www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Course/Graduate/pgcoursechoice.aspx](http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Course/Graduate/pgcoursechoice.aspx)

## Postgraduate Course Choice, Seminar Sign Up and Personal Timetables

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

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

To choose your courses first visit

[lse.ac.uk/coursechoice](http://lse.ac.uk/coursechoice). Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to use the Graduate Course Choice system.

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

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

Personal timetables can then be viewed in LSE for You.

## Classification Schemes

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

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

Graduate Scheme for Taught Masters programmes with four units:

[www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/SchemeTaughtMasters.pdf](http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/SchemeTaughtMasters.pdf)

Staff in the Student Services Centre can provide you with guidance on the School's academic regulations and degree classification schemes.

## School services and sources of help, advice and information

### Student Services Centre (SSC)

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

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

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

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

[lse.ac.uk/ssc](http://lse.ac.uk/ssc)

### Advice, Communications & Operations

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

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

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

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

### International Student Visa Advice Team (ISVAT)

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

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

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

### Fees

The School offers two options for payment of fees. You can either pay them in full prior to Registration or by Payment Plan. Full fee information, including how to pay, can be found here:

[http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How\\_to\\_Pay.aspx](http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx)

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

### Penalties for late payment

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

Please visit the Fees Office website for more information: [www.lse.ac.uk/feesoffice](http://www.lse.ac.uk/feesoffice).

### Financial Support

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

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

Full details and application forms are available from <http://www2.lse.ac.uk/intranet/students/moneyMatters/financialSupport/Home.aspx>



## Certificate of Registration

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

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

If you require a certificate with information beyond what is on the Certificate of Registration please see [lse.ac.uk/registrydocuments](http://lse.ac.uk/registrydocuments).

## Results and transcripts of results

The School releases confirmed marks once the relevant School Board of Examiners has ratified them. For further information, please see [www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Results/results.aspx](http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Results/results.aspx)

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

Transcripts for finalists are issued digitally within ten working days of final results being officially published. Continuing students will be able to request an 'intermediate transcript' of results as soon as they are officially published. For more information, please see.

[www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/certificatesDocsLetters/Transcripts/home.aspx](http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/certificatesDocsLetters/Transcripts/home.aspx)

## Presentation Ceremonies

The Graduation Ceremony for MSc Financial Mathematics students normally takes place in July. The ceremonies take place on campus in the Peacock Theatre. The Student Services Centre emails invitations, which include details of the ticket booking process, are emailed to eligible undergraduate and taught postgraduate students five to six months before the ceremonies are scheduled to take place. The ceremony itself usually lasts between one and one and a quarter hours and is immediately followed by an on-campus drinks reception.

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see [www.lse.ac.uk/ceremonies](http://www.lse.ac.uk/ceremonies)

## Degree Certificates

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

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

For more information, please see [www.lse.ac.uk/degreeCertificates](http://www.lse.ac.uk/degreeCertificates)

## Teaching and Learning Centre

LSE's Teaching and Learning Centre provides a range of events, resources and services that will complement your academic study and help you to make the most of your time here. For more information, please see :

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

## LSE Study Toolkit

This web resource, available at [www.lse.ac.uk/studytoolkit](http://www.lse.ac.uk/studytoolkit), has been designed to help you tackle LSE-style study with confidence. Four areas identified by current students as vital to success at LSE – justifying your arguments, studying independently, communicating your ideas and honing your quantitative skills – are addressed with short films and expert guidance that provide the tools necessary for effective and rewarding study.

## LSE LIFE

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

We offer

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

LSE LIFE is located on the ground floor of the library and is your first port of call to discover what is available for you. The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in. [www.lse.ac.uk/intranet/students/LSE-Life/lseLIFE.aspx](http://www.lse.ac.uk/intranet/students/LSE-Life/lseLIFE.aspx)

## Personal development

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

### *Personal development events*

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

### *Student Wellbeing Service: One to One Support*

LSE's Student Counselling Service (<http://www.lse.ac.uk/counselling>) offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme <http://www.lse.ac.uk/peersupport> enables students to talk with fellow students if they have any personal worries. The Disability and

## Wellbeing Service

<http://www.lse.ac.uk/disability> provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments.

### *LSE Personal Development Aide Memoire (PDAM)*

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

## LSE Volunteer Centre

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

## Volunteering with LSE's Widening Participation (WP) team

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

Visit [lse.ac.uk/wideningparticipation](http://lse.ac.uk/wideningparticipation) or email [widening.participation@lse.ac.uk](mailto:widening.participation@lse.ac.uk) for more information.

## The Language Centre English Language Support

If English is not your first language the Language Centre is on hand to give you advice and support throughout your time at LSE. The support is free and starts as soon as your main programme starts. There are specific classes for academic units and information sessions are held during the

first days of term to advise you on the most appropriate classes to take. Classes begin in week 2 of the Michaelmas Term. Please see [www.lse.ac.uk/languages](http://www.lse.ac.uk/languages) for information on the English for Academic Purposes (EAP) In-session Support Programme.

### Foreign Language Courses

The Language Centre offers a number of extra curricular language courses. Courses run from October through to April. Registration begins in September. Details can be found at the following link:

<http://www.lse.ac.uk/language/ModernForeignLanguages/Certificate/MFLCertificateHome.aspx>

MSc Mathematics students wishing to pursue one of these courses can apply for financial support by contacting the MSc Mathematics Programme Manager. Funding is given on a first-come-first serve basis in week 1.

### Women in Mathematics seminar series

The London Mathematical Society for some years has run "Women in Mathematics" seminars and events to help promote the careers of women in mathematics and to provide support, advice and networking opportunities. The Department of Mathematics will be supporting its staff and students in a similar way by running a termly lunchtime academic and professional development seminar series which focuses on issues of particular interest to women in Mathematics. For each seminar we plan to invite a prominent female mathematician to introduce their area of research to our students and discuss other issues of relevance to the group. While our female UG, MSc, PhD students and academic staff are especially encouraged to attend these seminars, everybody is welcome. These seminars will be held on Wednesday afternoons when there is no timetabled teaching. Look out for an invitation from your programme manager confirming the dates and times to book your place.

### LSE Careers

LSE Careers works very closely with postgraduate students from the Department of Mathematics. They are a very active service offering a wide range of seminars, employer presentations, fairs and face-to-face appointments to help you at every stage of the career planning process; from deciding what you want to do to preparing for interviews and settling into your first job. As your course only lasts a year, it's best to get started on your career planning almost as soon as you arrive to increase your understanding of different career areas and to maximise the opportunities open to you. Their very popular Banking and Finance and Consultancy careers fairs all take place in the

first few weeks of term so make sure you register so you don't miss out!

LSE Careers also work with the Department to offer events specifically for Mathematicians, including the very popular 'What can you do with an LSE Mathematics degree?' panel and networking lunch and 'Meet the alumni'— a careers networking evening specifically for MSc students. There are also employer led workshops covering specialised occupational areas and application processes including technical finance interviews and psychometric testing.

LSE attracts top recruiters from many sectors who use our vacancy board to advertise hundreds of internships, voluntary, part-time and graduate positions. You can access the vacancy board, book appointments and attend events through LSE CareerHub at [careers.lse.ac.uk](http://careers.lse.ac.uk)

The LSE Careers website ([www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)) and blog are also full of tips, advice and information about every stage of the career process, from CV writing to interviews, and information about a wide range of employment sectors (including banking, finance, accountancy, actuarial and consultancy) and international careers. You can also browse the Graduate Destinations website to find out what LSE graduates from Mathematics have gone on to do. ([www.lse.ac.uk/GraduateDestinations](http://www.lse.ac.uk/GraduateDestinations)).

The LSE Volunteer Centre is also based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part time internships with charities. You can find out more, as well as tips and advice about volunteering, on the LSE Volunteer Centre website: [www.lse.ac.uk/volunteercentre](http://www.lse.ac.uk/volunteercentre)

### St Philips Medical Centre

[www.lse.ac.uk/collections/medicalCentre/](http://www.lse.ac.uk/collections/medicalCentre/)

The Medical Centre is a general NHS practice which LSE students can use if they live within the practice's catchment area. The Centre also provides dental facilities, an osteopath, an acupuncturist, and more general first aid, vaccination, travel and contraceptive advice. Register online at [www.spmc.info](http://www.spmc.info) for NHS registration.

### Deans of Graduate Studies

The Dean has a wide range of duties relating to the School's student community. The Dean is available to any student who wishes to discuss academic or personal issues. The Dean will see students by appointment or during their office

hours. Appointments can be booked through the Executive Assistant. See

<http://www.lse.ac.uk/intranet/students/academic/SupportServices/home.aspx>

Although the Dean is available to meet any student to discuss personal or academic matters, students should seek the advice and support of their Academic Adviser and Departmental Tutor/Programme Director before going to the Dean.

### **Advisers to Students**

The school has specialist advisers to male and female students. They are available to discuss issues of concern to students in the School and to offer advice and support to students with personal problems.

The adviser to women students is Dr. Bingchun Meng, Office: TW2.1.01h

Email: [b.meng@lse.ac.uk](mailto:b.meng@lse.ac.uk)

Telephone: +44 (0) 20 7107 5020

The adviser to male students is Dr Jonathan Hopkin, Room CON 5.18, telephone number: 020 7955 6335, and by email at:

[j.r.hopkin@lse.ac.uk](mailto:j.r.hopkin@lse.ac.uk)

### **The Faith Centre**

The Faith Centre in the Saw Swee Hock Building brings together multi-faith facilities for prayer, worship, and faith society meetings, as well as providing a contemplative space on campus available to all staff and students. The Chaplain is also available to provide pastoral support to anyone seeking conversation or advice and to support religious life and cohesion within the wider School community.

For more information about events and services, consult the *Religion and Belief Guide*:

[www.lse.ac.uk/intranet/LSEServices/faithCentre/Home.aspx](http://www.lse.ac.uk/intranet/LSEServices/faithCentre/Home.aspx)

### **Services for disabled students**

**(including students who have dyslexia and other neurodiverse conditions)** Disability equality is an important facet of the equality and diversity agenda. LSE acknowledges that disabled students have often overcome additional barriers in order to gain a university place, and is committed to eliminating further unnecessary obstacles and to facilitating equal access to study and university life.

The Disability and Well-being Service (DWS) runs three specialist services, all of which are free and confidential:

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

conditions

- The Neurodiversity Service, for students with dyslexia, dyspraxia, Asperger syndrome and other neurodiverse conditions
- The Mental Health and Well-being Service, for students with mental health concerns

The DWS can also set up Individual Student Support Agreements (ISSAs), outlining reasonable adjustments such as extended library loans, negotiated deadlines and rest breaks in exams.

It runs several interest and support groups, for example the Neurodiversity Interest Group and the Circles Network.

For further information please visit

[www.lse.ac.uk/disability](http://www.lse.ac.uk/disability) or email [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk).

### **LSE Student Counselling Service**

This free and confidential service aims to enable you to cope with any personal or study difficulties that may be affecting you while at LSE. As well as one-to-one appointments, there are group sessions and workshops throughout the year on issues such as exam anxiety and stress management. For full details, please see [www.lse.ac.uk/counselling](http://www.lse.ac.uk/counselling)

All counselling sessions need to be booked in advance, but there are also a number of drop-in sessions available each day. (please see the website). You can make appointments by email ([student.counselling@lse.ac.uk](mailto:student.counselling@lse.ac.uk)), phone (020 7852 3627) or by coming in to the Teaching and Learning Centre Reception (KSW 5.07, on the 5th floor of 20 Kingsway).

### **Peer Support**

The Student Counselling Service runs a Peer Support Scheme. A group of 16 undergraduate students are trained at the end of their first year to offer emotional support to all other LSE students (especially new first year students). The scheme is mainly based within the halls of residences, but there are also a number of campus based Peer Supporters.

Peer Support provides students with an informal space to talk to a specially selected non-judgmental peer. It can sometimes be hard to talk to friends and family about certain issues, and some students prefer to see a Peer Supporter to talk about anything that is troubling them.

Peer Supporters are not counsellors, but have been specifically selected and formally trained in listening, questioning and responding skills to ensure they are able to help other students to reach their own solutions. They are also able to

provide students with information and point them in the direction of further help. For further information, or to contact a Peer Supporter, see:  
[www.lse.ac.uk/collections/studentCounsellingService/peersupport](http://www.lse.ac.uk/collections/studentCounsellingService/peersupport)  
[www.facebook.com/LsePeerSupport](https://www.facebook.com/LsePeerSupport)

## Equity, Diversity and Inclusion at LSE

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

In practice, this means we expect you to:

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

The School is committed to embedding and mainstreaming equity, diversity and inclusion. For further advice or information, please visit the School's Equality and Diversity website (<http://www.lse.ac.uk/equityDiversityInclusion>), see our blog, and follow us on Twitter @EDI\_LSE.

### Access Guides to LSE buildings

These are available at <http://www.lse.ac.uk/mapsAndDirections/AccessibilityMap.pdf>

## Quality Assurance

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

[www.lse.ac.uk/intranet/LSEServices/TQARO/InternationalQualityAssurance/StrategyForManagingAcademicStandards.aspx](http://www.lse.ac.uk/intranet/LSEServices/TQARO/InternationalQualityAssurance/StrategyForManagingAcademicStandards.aspx)

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

### Codes of Good Practice

The Codes of Practice for Undergraduates and Taught Masters Programmes explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your departments – and what departments are

expected to provide – in relation to the teaching and learning experience. The Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

Postgraduate students:

<http://www.lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeForTaughtMastersProgrammesTeachingLearningAndAssessment.htm>

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

<http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf>

If you conduct research you should refer to the School's Research Ethics Policy and procedures <http://www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx>

and also the Code of Research Conduct –

<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/codResCon.pdf>

## Student Surveys

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

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

[www.lse.ac.uk/intranet/LSEServices/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/home.aspx)  
Results of the 'course' section of the surveys are made available to students through the online course guides

In the Summer Term TQARO will also invite students to complete the Postgraduate Student Survey. This questionnaire is about your degree programme overall, and you are not asked to assess individual courses or teachers.

You are strongly encouraged to get involved and complete these surveys as they are an opportunity for you to inform the School about your particular experience, and at the same time, it is an invaluable source of information that will help the School to improve the student learning experience. These surveys are conducted in



confidence and take only a short time to complete. The results will be fed into various quality assurance and enhancement processes. LSE takes all student feedback seriously and is constantly working to make improvements and so your views really matter.

## LSE Library

[lse.ac.uk/library](http://lse.ac.uk/library)

Your LSE student card is also your Library card. No additional registration with the Library is required, but you will need your PIN to borrow books. It is available on LSE for You.

Use Library Search ([catalogue.lse.ac.uk](http://catalogue.lse.ac.uk)) to find both the Library's print and electronic resources.

Information about how to use Library services effectively is available online ([lse.ac.uk/library/usingTheLibrary](http://lse.ac.uk/library/usingTheLibrary)). You can also sign up to a course on how to find items from your reading list, and other training events from across the School, at [apps.lse.ac.uk/training-system](http://apps.lse.ac.uk/training-system).

Your Academic Support Librarian is Nancy Graham  
Email: [n.graham1@lse.ac.uk](mailto:n.graham1@lse.ac.uk) .

Staff on the Help Desk are available for any enquiries you may have about using the collections and electronic resources. You can also contact the Library  
email: [library.enquiries@lse.ac.uk](mailto:library.enquiries@lse.ac.uk)  
When inside the Library building, please remember:

- To respect the zone you are in and keep noise to a minimum in Quiet and Silent zones.
- Food cannot be consumed inside the library, although you are able to eat in the Escape area (before the turnstiles).
- Only drinks with lids can be brought into the Library.
- Fully vacate your study space for others when taking a break.
- Do not leave your bags or other items unattended.

You can follow us: @LSELibrary and [facebook.com/LSELibrary](https://facebook.com/LSELibrary).

## Sustainability at LSE

[www.lse.ac.uk/intranet/LSEServices/estates/Division/sustainableLSE/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/estates/Division/sustainableLSE/home.aspx)

Sustainability is an important part of life at LSE. We have put together a few easy and fun tips:

- Join the Sustainable Futures student society
- Join a Green Impact team in your academic department

- Join the Student Switch Off competitions in halls
- Contribute your research and views to the LSE Sustainability Blog
- Get your hands dirty at the roof gardens
- Volunteer at green events
- Apply for funding for your own project through the Sustainable Projects Fund
- Use a reusable coffee cup or water bottle—available on campus
- ReLove your old stuff at the ReLove fair and at your halls of residence (details on our website)
- Switch things off when not using them, especially overnight
- Take a short shower

You can also get in touch through our Facebook (Sustainable LSE) and Twitter (@SustainableLSE).

## Catering

[www.lse.ac.uk/intranet/LSEServices/cateringServices/Home.aspx](http://www.lse.ac.uk/intranet/LSEServices/cateringServices/Home.aspx)

For details of catering facilities located around the School, please see the above website. LSE Catering Services became the first London university to achieve Fairtrade status in 2004. Fairtrade refreshments are available in all the School's catering outlets.

## Alumni Association

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups. Its primary role is to support the alumni programme co-ordinated by the LSE Alumni Relations team by developing and supporting the network of international and special interest alumni groups and contact networks, and representing the voice of the alumni community within the School.

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

- Alumni Professional Mentoring Network
  - LSE Careers for up to five years after graduation
  - An email forwarding address to continue using an LSE email address
  - The Library's printed collections on a reference basis, and can borrow free of charge
- For more information about the benefits and services available to alumni, please visit [LSE Alumni Online](http://LSE Alumni Online) or contact the Alumni Relations team on [alumni@lse.ac.uk](mailto:alumni@lse.ac.uk).



# Computers and IT Services

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[www.lse.ac.uk/imt](http://www.lse.ac.uk/imt)

The LSE has a growing number of computers in computer classrooms, open access computer areas around the School, and computer rooms in student residential halls. You will find computers with a broad range of the major software packages. There is also a high-speed network providing further access to a wide range of software and electronic mail. Email, the internet, and specialised software play an increasingly important role in your studies and further career, so it is a good idea to familiarise yourself with them as soon as possible!

All students get a username and password allowing access to the computers in public areas. **Keep this password secret at all times.**

Users of LSE IT facilities are bound by the School's rules and regulations for IT use. You can find these at [www.lse.ac.uk/intranet/LSEServices/policies/](http://www.lse.ac.uk/intranet/LSEServices/policies/). If you break one of these rules, for instance by sending abusive emails, you can be barred from using the School's computer systems.

IT services run many courses where you can learn to use computers in general, but also provide introduction to specific software. Information about computer facilities and training can be obtained from the IT Services help desk on the first floor, Library. Lots of information can also be found via the website [www.lse.ac.uk/intranet/LSEServices/IMT/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/IMT/home.aspx)

All public computer rooms and areas have printing facilities. The opening hours vary. See [www.lse.ac.uk/intranet/LSEServices/IMT/facilities/students/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/IMT/facilities/students/home.aspx) For security reasons, you will need your LSE ID card to get access. Public room computer use can now be viewed via a real-time car park style information service to help students to identify available PCs instead of queuing. This information can be viewed on the PCs in the kiosks on many ground floors of the School buildings and on the plasma information screens.

Students who want to connect their own computer to the LSE network can find more information on [www.lse.ac.uk/intranet/LSEServices/IMT/remotework/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/IMT/remotework/home.aspx) All rooms in LSE residences should have their own network connection. Inside the academic buildings there are more and more wireless access points as well (in particular in the catering facilities).

## IT Support

### Student IT Help Desk – first floor, Library

Contact the IT Help Desk ([it.helpdesk@lse.ac.uk](mailto:it.helpdesk@lse.ac.uk)) for support for School- owned hardware and software on the LSE network, network and email account issues, and general IT queries.

### VITA (Virtual IT Assistance)

Double click on the 'Virtual IT Assistance' icon on the desktop of a campus PC to get real-time assistance from an IT Help Desk Adviser during opening hours.

### Laptop Surgery

Walk In Centre, 1st Floor, Library

Opening hours: 10:00-16:00 during term time

Visit the Laptop Surgery for free advice and hands-on help with problems connecting to LSE resources from personally-owned laptops and mobile devices.

### LSE Mobile

Download the LSE Mobile app to access your course timetable, library information, LSE information, maps, guides and more. Search 'LSE Mobile' on the App Store or Google Play to download.

## IT Support for students with disabilities

[www.lse.ac.uk/intranet/LSEServices/IMT/accessibility/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/IMT/accessibility/home.aspx)

The School is committed to providing facilities and support for students with disabilities. Additional PCs and printing facilities for students with disabilities are provided in the public computer areas in the Library. Other facilities are available in dedicated PC rooms in the Library (LRB R.25 and LRB R.26) and Tower 1 TW1.G.04d. We also provide one-to-one support for students with disabilities who wish to become familiar with assistive technologies and software. This can be arranged by contacting Sebastiaan Eldritch-Böersen via [its.disabilities.support@lse.ac.uk](mailto:its.disabilities.support@lse.ac.uk) to arrange an appointment.

## Social Media

The School has outlined guidance on the use of social media. You can find the full details here: [www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/guiSocMedStu.pdf](http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/guiSocMedStu.pdf)

For contact details and further information about our support services visit [www.lse.ac.uk/imt](http://www.lse.ac.uk/imt)

## LSE Students' Union

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[www.lsesu.com](http://www.lsesu.com)

We believe that LSE has one of the most active student communities at any university, and is being led by students. The Student's Union is independent from the School. We'll help you out if you get into trouble, tell you how you can meet students with similar interests and views, and provide opportunities to have the sort of student experience you want.

Here are some of the ways in which we do it:

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising
- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society
- Representation – led by a Student Executive, working with representatives across the School, you influence and shape the decisions and direction of the School

- Welfare and student support – our independent, legally-trained advice workers offer free, confidential advice when things go wrong or you need help
- The Union runs a bar, some shops and the only gym on campus all designed for LSE students.

You will be part of one of the most important chapters in our history, where we go now and what happens next for your union is up to you. Also visit:

<http://www.lsesu.com/whatson/>

## University of London Union

[www.ululondon.co.uk](http://www.ululondon.co.uk)

All registered students are automatically members of the University of London Union (ULU). This is housed in Malet Street, 15 minutes north of the LSE, and the premises include numerous sports facilities and services such as banks, shops, bars, etc.

## Appendices

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The following appendices contain links to the LSE Calendar website. As has already been stated throughout this Handbook, the Calendar website contains vital information relating to your study. It outlines the School's regulations and procedures and will provide you with an invaluable reference source explaining what you can expect from your study and from the School and Department. At the same time it should also help you to understand what is expected from you as a student. If you have any questions about the information contained on the Calendar website please do not hesitate to contact Rebecca Batey in the Departmental Office or speak to your Academic Adviser. You can also speak to the Student Services Centre Help Desk who should be able to find answers to many of your questions.

As mentioned earlier, throughout this Handbook we refer to web links to important information rather than reproducing it in full here. This is because the online versions of the documents referred to are always likely to be more up-to-date.

The main page for the Calendar website can be found at the following link:

[www.lse.ac.uk/resources/calendar](http://www.lse.ac.uk/resources/calendar)

**Appendix 1: Your Programme of Study** This section of the Calendar website contains basic information pertaining to your study and examinations at LSE.

[www.lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/Default.htm](http://www.lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/Default.htm)

### **Appendix 2: Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment**

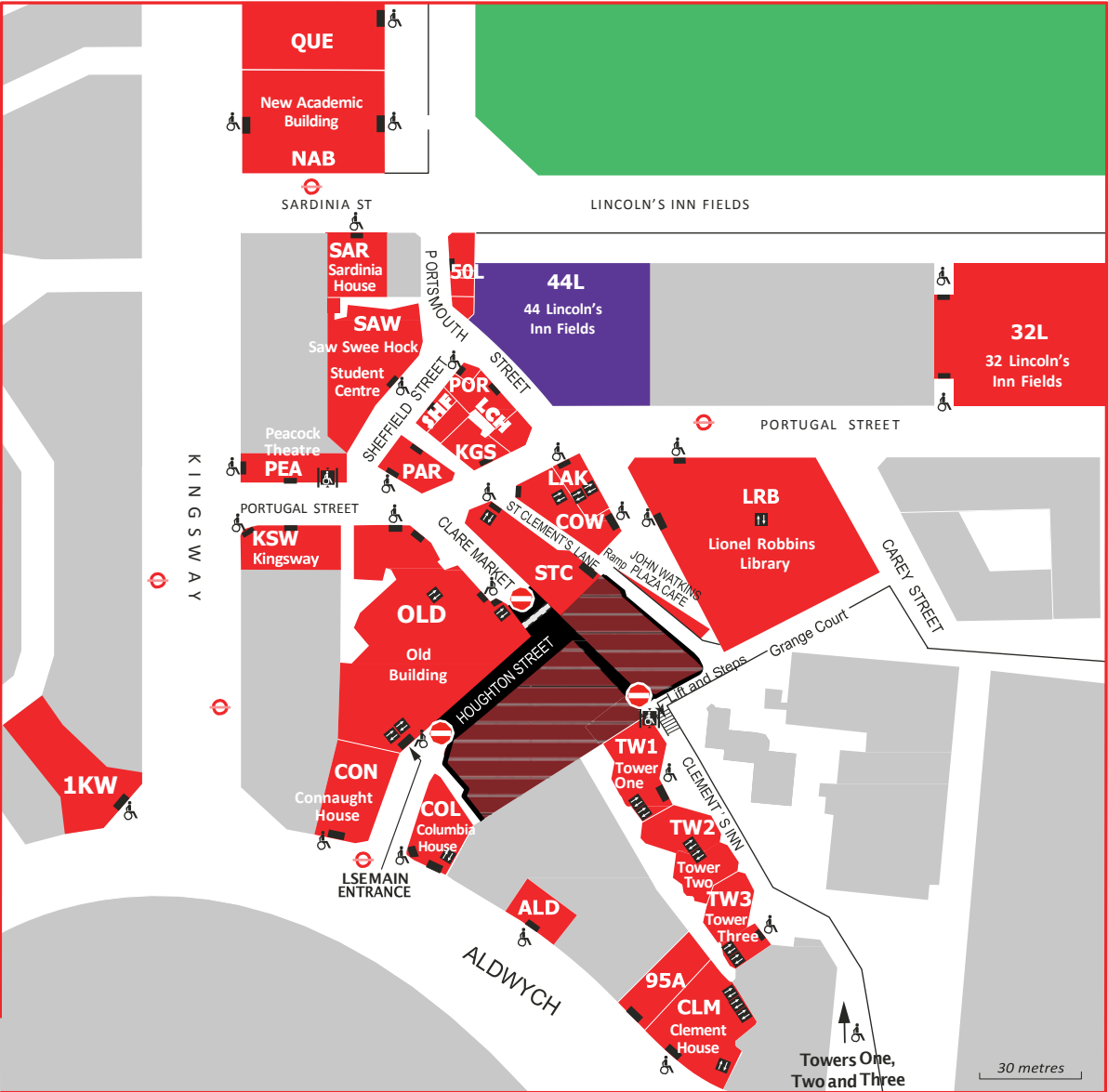
This Code sets out the general School practices for all taught graduate programmes. It sets out basic reciprocal obligations and responsibilities of staff and students.

[www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/CodeOfGoodPracticeTaughtMasters.pdf](http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/CodeOfGoodPracticeTaughtMasters.pdf)

### **Appendix 3: Regulations for Taught Masters Degrees**

This section of the Calendar website contains the regulations governing the Taught Masters degrees ranging from registration through to the award of a degree.

<http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/GeneralAcademicRegulations.pdf>



- Bridge

Cycle Hire Station ([www.tfl.gov.uk/maps/cycle-hire](http://www.tfl.gov.uk/maps/cycle-hire))

Disabled access

Disabled lift

No entry

Roads and Footpaths closed

Buildings under construction

95A	95 Aldwych <i>Aldwych</i>
ALD	Aldwych House <i>Aldwych</i>
CLM	Clement House <i>Aldwych</i>
COL	Columbia House <i>Aldwych</i>
CON	Connaught House <i>Aldwych</i>
COW	Cowdray House <i>Portugal Street</i>
KGS	King's Chambers <i>Portugal Street</i>
1KW	1 Kingsway
KSW	20 Kingsway
32L	32 Lincoln's Inn Fields
44L	44 Lincoln's Inn Fields (not occupied by LSE)
50L	50 Lincoln's Inn Fields <i>Portsmouth Street</i>
LCH	Lincoln Chambers <i>Portsmouth Street</i>
LAK	Lakatos Building <i>Portugal Street</i>
LRB	Lionel Robbins Building, Library

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