



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

BSc in MATHEMATICS AND ECONOMICS

and

BSc in MATHEMATICS WITH ECONOMICS



Student Handbook 2016/17



Department
of Mathematics

**WELCOME TO THE
DEPARTMENT OF MATHEMATICS
2016/17**

This guide is intended for new students who are studying for the BSc in Mathematics and Economics and the BSc in Mathematics with Economics in the Department of Mathematics at LSE. Its aim is to give an introduction to your degree and to the Department, and also to give some general advice and information about studying and LSE.

We encourage you to look through this booklet in your first few days at LSE. There will be parts you can skip now, but keep this booklet for later use. Please do let us know if you think there is anything else that could have been usefully included.

There are many other places where you can find important information about LSE and your degree. Where appropriate, we give pointers to these in this booklet. Make sure you have a look at some of those as well.

Welcome to LSE and to the Department of Mathematics.

We hope you enjoy your time here!

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Essential information

Term Dates

Academic Year 2016-2017

Michaelmas Term (MT)

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

Lent Term (LT)

Monday 9 January – Friday 24 March (*for departments with courses that will be examined in January, examinations will be held in week 0 – Tuesday 3 January – Friday 6 January, more information can be found here:*

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

Summer Term (ST)

Monday 24 April – Friday 9 June

School Closures

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

Christmas Closure	22 December 2016 - 2 January 2017
Easter Closure	13 April – 19 April 2017
May Bank Holiday	1 May 2017
Spring Bank Holiday	9 May 2017
Summer Bank Holiday	28 August 2017

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

Contact details

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

Telephone: 020 7955 7732

Email: maths.info@lse.ac.uk

Website: www.lse.ac.uk/maths

Twitter: Follow the Department @LSEMaths

Central telephone switchboard LSE:

020 7405 7686

About the Department of Mathematics

The Department offers five degree programmes: the BSc Mathematics and Economics, BSc Mathematics with Economics, the MSc Applicable Mathematics, the MSc Financial Mathematics and a PhD/MPhil programme. The Department is also involved in the BSc Business Mathematics and Statistics degree, which is run by the Statistics Department. This section of the guide is intended to tell you a little more about the Department, its facilities and some of the people who work here.

Head of Department

Your Head of Department is Professor Martin Anthony (room COL 3.13). Professor Anthony is in overall charge of the Department. If you wish to see him outside of his office hours, you should make an appointment at the Departmental Office.

Departmental Office, COL 4.01

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

Jackie Everid is the Undergraduate Programmes Manager. She is your main contact and can be found in COL 4.01

Rebecca Batey is the MSc Programmes Manager. Enfale Farooq is the Departmental Administrator. Enfale, Jackie and Rebecca can be found in the Departmental Office, room COL 4.01. This Office is open for enquiries between 10.00–12.00 and 14.00–16.00 during term time, except for periods when the staff may be at meetings. All non-academic enquiries should be directed here. Rebecca Lumb is the Research, Communications and Events Manager in room COL 3.14 and Kate Barker is the Departmental Manager and can be found in room COL 3.10. You can contact the office via email or telephone. The telephone number of the office is 020 7955 7732/7925.

Academic staff

Academic staff in universities such as LSE are required to do more than teach and advise students. Most academics are active researchers and recognised experts in their areas; they

therefore need to devote a significant proportion of their work time to research (and this, in turn, enhances the reputation of the Department, LSE, and your degree). They will also have a number of other duties in the Department and the School. We mention this here because this mix of responsibilities means that students cannot expect academic staff to be available to them all of the time (though they will do their best to be accommodating). But do look out in particular for their 'office hours', explained below.

Office hours

During term time each member of academic staff will usually have two office hours a week for their 'advisees' and for students they teach. Office hour times will be posted on the academic's office door and on the web:

www.lse.ac.uk/maths/Courses/Office_Hours.aspx

Although the academic staff try to have fixed office hours, these can sometimes change at short notice, so do check for updates on the web to avoid disappointment. If you are unable to attend the office hour, or need to see a member of staff urgently, please contact the Departmental Office.

See also information about the Maths Support Centre on page 19.

Contacting staff

The most convenient way to contact any member of staff is by email. The addresses can be found on the next page, but they are also listed on websites such as

www.lse.ac.uk/maths/People/Staff.aspx or via the School's main list:
www.lse.ac.uk/contact/telephoneDirectory/

Undergraduate study room

The Department of Mathematics has a study room that is available to you. This room is **COL.2.01**, on the 2nd floor of Columbia House, and is available 09:00-18:00. You may need your ID card for access to the building and to the room.

Email

The School will use your LSE email address to communicate with you, so you should check it regularly. The email program Microsoft Outlook is available on all student PCs on the LSE network. You can also access email off-campus using webmail and remote desktop or, on the move, using email clients for laptops and mobile phones. For instructions on how to do this visit:

www.lse.ac.uk/intranet/LSEServices/itservices/remote/home.aspx

Note that you will often be contacted with important information via your official LSE email address: Departmental information, course information, invitations to social events, etc., will often be sent to you that way.

So check your LSE email frequently!

Members of the Department

Academic Staff

Name	Room	Ext	Email
† Dr Peter Allen	COL 4.05	6289	P.D.Allen@lse.ac.uk
† Professor Martin Anthony	COL 3.14	7623	M.Anthony@lse.ac.uk
† Dr Tuğkan Batu	COL 4.04	6540	T.Batu@lse.ac.uk
† Professor Norman Biggs	COL 3.15	7640	N.L.Biggs@lse.ac.uk
† Dr Julia Böttcher	COL 4.03	7492	J.Boettcher@lse.ac.uk
† Professor Graham Brightwell	COL 3.03	7624	G.R.Brightwell@lse.ac.uk
† Dr Christoph Czichowsky	COL 3.11	2954***	C.Czichowsky@lse.ac.uk
† Dr Albina Danilova	COL 4.09	7371	A.Danilova@lse.ac.uk
† Dr Paul Dütting	COL 3.08	7640	P.D.Duetting@lse.ac.uk
† Dr Pavel Gapeev	COL 4.10	6120	P.Gapeev@lse.ac.uk
† Professor Olivier Gossner	COL 2.05D	3755*	O.Gossner@lse.ac.uk
† Professor Jan van den Heuvel	COL 3.07	7632	J.van-den-Heuvel@lse.ac.uk
† Dr Eleni Katirtzoglou	COL 2.05C	7325	E.Katirtzoglou@lse.ac.uk
† Dr Ioannis Kouletsis	COL 4.13	7969	I.Kouletsis@lse.ac.uk
† Dr Andrew Lewis-Pye	COL 3.12	2955***	A.Lewis7@lse.ac.uk
† Dr Arne Lokka	COL 4.08	6279	A.Lokka@lse.ac.uk
† Professor Adam Ostaszewski	COL 4.06	7656	A.J.Ostaszewski@lse.ac.uk
† Dr Katerina Papadaki	NAB 3.14	6538	K.Papadaki@lse.ac.uk
† Dr Johannes Ruf	COL 3.06	7620	J.Ruf@lse.ac.uk
† Professor Amol Sasane	COL 2.05B	6106	A.J.Sasane@lse.ac.uk
† Dr Robert Simon	COL 4.07	6753	R.S.Simon@lse.ac.uk
† Professor Jozef Skokan	COL 3.04	7008	J.Skokan@lse.ac.uk
† Professor Greg Sorkin	NAB 3.19	1228****	G.Sorkin@lse.ac.uk
† Professor Bernhard von Stengel	COL 4.12	6438	Stengel@maths.lse.ac.uk
† Dr Konrad Swanepoel	COL 3.09	5095**	K.Swanepoel@lse.ac.uk
† Dr László Végh	NAB 3.05	7591	L.Vegh@lse.ac.uk
† Dr Luitgard Veraart	COL 4.11	5062**	L.Veraart@lse.ac.uk
† Dr James Ward	COL 4.14	6456	J.M.Ward@lse.ac.uk
† Dr Giacomo Zambelli	NAB 3.07	1265****	G.Zambelli@lse.ac.uk
† Professor Mihail Zervos	COL 4.02	3751*	M.Zervos@lse.ac.uk

Administrative Staff

Kate Barker Departmental Manager	COL 3.10	6373	K.Barker@lse.ac.uk
Rebecca Batey MSc Programmes Manager	COL 4.01	7925	R.Batey@lse.ac.uk
Jackie Everid Undergraduate Programmes Manager	COL 4.01	1193****	J.L.Everid@lse.ac.uk
Enfale Farooq Departmental Administrator	COL 4.01	7732	E.Farooq@lse.ac.uk
Rebecca Lumb Research, Communications and Events Manager	COL 3.14	7494	R.C.Lumb@lse.ac.uk

To telephone a member of staff directly from outside LSE, please dial 020 7955 followed by their extension number, except those marked with asterisks which should be prefixed as follows:

* 020 7852, ** 020 7107, *** 020 3486, **** 020 7106

Academic Advice and Departmental Support

Personal Academic Advice

Your Academic Adviser

One of the members of the Department will be your Academic Adviser. You can go to him or her if you have any difficulties with your course, finances, lecturers, or anything else, or just to let them know that everything is fine! All Academic Advisers hold regular office hours, see http://www.lse.ac.uk/maths/Courses/Office_Hours.aspx.

For more information on the responsibilities of Academic Advisers, see <http://www.lse.ac.uk/intranet/LSEServices/TQAR/O/Calendar/CodeOfGoodPracticeUndergraduate.pdf>

Apart from any meetings that you initiate, **first year students must see their Academic Adviser in specific weeks of term, approximately as follows: Welcome Week, 5th and 10th weeks of Michaelmas Term, 2nd and 10th weeks of Lent Term and the beginning of Summer Term.** These meetings are advice and feedback meetings. Also in later years, you will be expected to see your Academic Adviser regularly, for instance, because you need their approval for course choices and so on. Finally, your Academic Adviser is likely to be one of the people that write reference letters for you in the future, so it is important that they get to know you well. This will also mean that your Academic Adviser will be better able to help you if for some reason things go wrong. **If you do have any difficulties please keep your Academic Adviser informed.**

In order to help your adviser help you, let her or him know about any changes in your situation. In particular, if you miss teaching for more than a few days because of illness, family circumstances, etc., keep your Academic Adviser informed!

Academic Advisers will treat all information you give them with the appropriate level of confidentiality. But sometimes it may be necessary for your Adviser to discuss your situation with the Departmental Tutor, with your Class Teachers, etc. If you are worried about how the information will be used and who

has access to it, discuss and agree this with your Academic Adviser.

Note that your Academic Adviser is not responsible for solving 'administrative' problems. If something is wrong with your registration, timetabling, etc., you should contact the Student Services Centre.

Departmental Tutor

The Departmental Tutors are in overall charge of the advisory system, the monitoring of academic progress of students, and are responsible for class changes and course transfers. They also decide whether approval can be given for choosing course options outside the normal regulations, and other special arrangements.

In most cases, talk to your Academic Adviser before you see the Departmental Tutor. Your Departmental Tutor is:

**Dr Tugkan Batu
(1st year students)
Room COL 4.04**

**Dr Pavel Gapeev (MT)
(MT, 2nd & 3rd year students)
Room COL 4.10**

**Dr Konrad Swanepoel
(LT and ST, 2nd & 3rd year students)
Room COL 3.09**

The Departmental Tutors are available to be seen during weekly consultation sessions. For these, you need to make an appointment at the Departmental Office, COL 4.01.

If you are not satisfied with your Academic Adviser, you can contact the Departmental Tutor to explain your concerns, and, if necessary, ask to be assigned to a different Academic Adviser. If your Academic Adviser happens to be a Departmental Tutor, you should raise your concerns with the Undergraduate Programmes Manager or, possibly, the Head of Department.

Feedback

Lecturers are available in their office hours to discuss coursework. Class teachers are on hand to answer queries throughout term and also hold office hours for this purpose. They can offer assistance with queries and give feedback on how you are doing. Class teachers and Academic Advisers also give specific written feedback on LSE for You at the end of Michaelmas and Lent term. Submitting all your homework for marking is also an excellent way of ensuring you get regular feedback.

Making feedback work for you: advice for students

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 exams and coursework 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:

- problem sets
- mock exams, 'exam type' assignments and tests
- your contributions to class discussions
- your participation in Moodle discussion forums

- questions you raise in lectures or online
- class presentations
- course essays
- group projects
- 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
- 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 and lecturers
- your academic adviser
- fellow students on your courses/programme
- fellow students in your Hall/flat/house/neighbourhood

Making feedback work for you (PDF):

<http://tiny.cc/lsefeedback>

Further Support...

Staff Student Liaison Committee

At the start of the year you will be asked if you would like to represent your programme on the Staff Student Liaison Committee (SSLC). 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 at www.lse.ac.uk/studentrepresentation.

Important Websites

LSE for You

www.lse.ac.uk/lseforyou

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

- see your personal timetable
- see your class report/feedback
- 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

In particular, it is important to keep your address details on 'LSE for You' up-to-date, including phone numbers, in case we need to contact you urgently.

LSE's main website

www.lse.ac.uk

This is where you will find almost everything you need to know about studying at LSE. The homepage provides links to LSE for You, and to a web-based version of your LSE email account, and is the best way to access many other sources of useful information.

Training courses on using the Internet are run by the Library. Special web pages dedicated to helping new students can be found at www.lse.ac.uk/yourFirstWeeks

Department of Mathematics Website

www.lse.ac.uk/maths

This is the website of the Department. A great variety of information can be found here, in particular about the courses we teach and academics' office hours. Please check this site regularly as it is frequently updated.

Student Services Centre website

www.lse.ac.uk/ssc

This is the website of the Student Services Centre. The Student Services Centre is responsible for central administration and

provides advice to all LSE students. The website contains a large amount of information about the facilities and services available to students, and also gives information on administrative regulations and procedures.

Moodle

moodle.lse.ac.uk

Moodle is LSE's Virtual Learning Environment (VLE). Moodle is a password-protected web environment that may contain a range of teaching resources, activities, assignments, information and discussions relating to your course. The content of Moodle is the responsibility of the course teacher and so it will vary from course to course.

Moodle can be accessed from any computer connected to the internet, on and off campus. To access Moodle go to 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 IT helpdesk which is situated on the first floor of the Library.

Timetables

www.lse.ac.uk/timetables

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

Course choice is open from **31st August 2016** for new students, for continuing students it opened in March. The deadline for course choice for undergraduate students is **10th October 2016**.

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

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

- Continuing students:
from Tuesday 20th September 2016
- First years:
from Friday 23rd September 2016

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

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

Studying

Our Degrees

Both the Mathematics and Economics and the Mathematics with Economics degrees are administered by the Department of Mathematics. The official Degree Regulations can be found in the School Calendar: www.lse.ac.uk/calendar.

The main points are outlined below.

Course choices

The choice of which courses to take in any year should be made in consultation with your Academic Adviser. The papers you have chosen should then be recorded online via LSE for You. Course choices need to be approved by your Academic Adviser, and sometimes by the Departmental Tutor.

In your first year, course enrolments are made at the beginning of the year. Preliminary choices for later years are made towards the end of the Lent term of the year before. You will be sent more information and guidance on that during the course of the year.

Below is a brief guide to what lies ahead of you on the degrees. Our degrees offer a mixture of Mathematics (both 'Pure' and 'Methods') and Economics, together with some Statistics and/or Finance. The Mathematics and Financial courses are those that are needed in modern economic theory, and the compulsory Economics courses are those that have a strong mathematical element. The degrees form a good basis for a career in any area which requires a strong quantitative background, and they are also suitable for students who have a strong interest in Mathematics for its own sake.

In each of your three years, you take a total of four units. Some courses are full unit courses running all year; others, especially advanced courses in Mathematics, are half units, running for just one of the two teaching terms.

Your choice of papers must conform to the Regulations for the degree, see <http://tiny.cc/ugregulations>. You also need to bear in mind that some advanced courses have pre-requisites; that is, you need to have done a more basic course first. What this means in practice can be mildly complicated and more detailed advice will be given by the Departmental Tutor during the year. Your Academic Adviser, who has to approve your course choices, will be able to give you advice at any time. For the first

year, however, your course enrolment is fixed – the modules you must take in your first year are all compulsory, **although you still need to enter them on LSE for You**. See below for further details.

You can make course choices using the LSE for You course selection system until Monday 10 October 2016, but you will not get a personal timetable until these are entered on the system so please enter these on the system as soon as possible.

After the online course choice system has been switched off, in order to change a course you will need to fill in a 'late course change' form available from the Student Services Centre and then obtain the signed agreement of your Departmental Tutor.

The First Year

In the first year, for both of the degrees, you take the following four full unit courses:

- Economics A or B – EC100 or EC102
- Mathematical Methods – MA100
- Introduction to Abstract Mathematics – MA103
- Elementary Statistical Theory – ST102.

EC100 or EC102 (Course allocation dependent on Economics A-level or equivalent background), MA100 and ST102 are among the largest courses in the School, with over 600 first year students taking each of them. MA103 is a more specialist course, taken by about 180 students. See <http://www.lse.ac.uk/resources/calendar/course/Guides/undergraduate.htm> for the Course Guide of each of these courses.

The Second Year

The second year is where you will notice the difference in the two degrees. Further in-depth information will be given at an Orientation Seminar on Course Choice in February.

On the BSc Mathematics and Economics under Paper 5 you have a choice of **Microeconomic Principles I** or **Microeconomic Principles II** (the II indicates that this is the more mathematical of the two second year microeconomics courses). **Further Mathematical Methods** (which consists of two

topics, **Calculus** and **Linear Algebra**) is compulsory as Paper 6. You also must do one more Economics option (**Macroeconomic Principles**, **Principles of Econometrics** or **Principles of Finance**) for Paper 7, and finally paper 8 is a pair of "Abstract Mathematics" half units, **Real Analysis** with one of **Algebra and Number Theory**, **Optimisation Theory**, **Differential Equations** or **Discrete Mathematics**. Some of these options can be delayed until the third year. Also, your selection of second year options may affect what you can do in the third year. See the Regulations for further details <http://tiny.cc/andregulations>

On the BSc Mathematics with Economics for Paper 5 you also have a choice of Microeconomic **Principles I** or **Microeconomic Principles II** (the II indicates that this is the more mathematical of the two second year microeconomics courses). **Further Mathematical Methods** (which consists of the two topics, **Calculus** and **Linear Algebra**) is compulsory as Paper 6. Under Papers 7 & 8 you then will do **Real Analysis** with a further one and a half units from **Algebra and Number Theory**, **Optimisation Theory**, **Differential Equations**, **Discrete Mathematics** or **Probability**, **Distribution Theory** and **Inference**. See the Regulations for further details <http://tiny.cc/withregulations>.

The Third Year

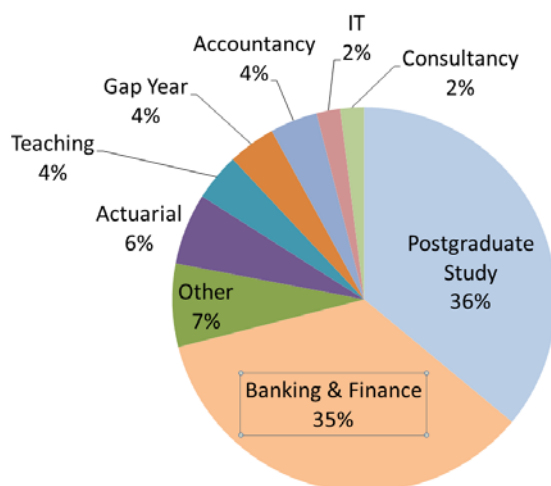
In the third year under both degree programmes you take one unit of an advanced economics course. Your additional options total three course units: these must include two half units in Mathematics, and one in either Mathematics, Economics, Statistics or Finance depending on which degree programme you are following. See: <http://tiny.cc/ugregulations>.

If you have not previously taken an outside option, you may choose any suitable paper taught at LSE, subject to the approval of the Departmental Tutor. Discuss your wishes and interests firstly with your Academic Adviser or with the Departmental Tutor.

And then...

At the end of your degree, you should be equipped to go on to a wide variety of careers, or you can continue your studies by choosing one of the many graduate degrees that may be available to you, including the MSc in Applicable Mathematics and MSc in Financial Mathematics run by the Department. Below is some information about the destinations of our graduates.

Department of Mathematics Student Destination Information 1998-2016



Lectures and Classes

Attendance and preparation

Teaching at LSE takes the form of lectures and classes. Most courses have two lectures per week during the two main teaching terms.

You will also be assigned to a class for each course (a group of up to about 15 students), meeting each week and presided over by a class teacher. This teacher will usually be a different person from the lecturer of the course. First year classes normally start in weeks 2 or 3 of the first term; the timetables and class lists for first year courses will be available by the first week of the Michaelmas Term. They can be viewed on the web at www.lse.ac.uk/timetables or via LSE for You.

Please note that classes are compulsory, and attendance records are held.

Class teachers record your attendance via LSE for You. If you miss more than one class, a warning email will automatically be generated and sent to you, your class teacher, and your Academic Adviser. Class teachers have the option to record an 'absence with reason' in case a student had a good reason to be absent (illness, important appointments, etc.). **Inform your class teachers if you have good reasons for missing a class!**

If you are absent without reason for too many classes for a course, you may be barred from sitting the exam for that course!

Prepare thoroughly for classes. Even if you are struggling to solve the problems set in a homework assignment, be sure to check work carefully against your notes/textbook, particularly all of the concepts referred to in the question. For example, write out the definitions of the concepts in order to think them through, and identify any similar examples in the teaching materials. This will help you to better understand the work done in the class. Above all, be proactive – ask the class teachers in their office hours for hints and explanations, and discuss questions with classmates. A problem shared is a problem halved!

Class changes

The Timetables Office uses an automated process to allocate undergraduate students to classes. If there are circumstances that prevent you from attending your scheduled class permanently, you should apply to change your class and include in your request, full details of the dates and times that you are unavailable. You should apply using the LSE for You 'class change request' function. The relevant department will then consider your request. You may be asked to provide documentary evidence in support of your application.

For permanent class changes, once the department has made its decision you will be notified via your LSE email account. If your request is approved, your LSE for You personal timetable will be updated within three working days of the date of approval. For further detailed information, please see the following links:

www.lse.ac.uk/intranet/diaryAndEvents/timetables/uGPersonalTimetable.aspx

For a one-off change, please try to attend another class group with the class teacher's permission, and also inform your Academic Adviser and the class teacher of your scheduled class.

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

Office hours

Class teachers and lecturers have regular scheduled office hours. If you have questions about the course, or are having trouble with the work, this is by far your best opportunity to get help on a one-to-one basis, and you are encouraged to take full advantage of these. You can find the times and places for the office hours of mathematics class teachers on the web at tiny.cc/lsemathsofficehours.

In Mathematics you may go to the office hour of any of the class teachers who take classes for that course.

Course work

The lecturer for a course assigns work to be done; on Mathematics courses this is usually in the form of weekly exercise sheets, but in other departments there may be different arrangements. You need to do the assigned work and hand it in for marking and grading by your class teacher before the prescribed time. Some class time is spent discussing the exercise sheets, but there will also be opportunities to ask questions about the course in general. In Mathematics, each class teacher has a pigeonhole for the courses they are teaching, located on the ground floor of Columbia House. Be sure to place your work in the correct pigeonhole!

The grades assigned for class work do not count in any way towards your degree, but are a useful source of feedback. In the Department, we use a standardised marking scheme, except for MA100, the details of which can be found here:

www.lse.ac.uk/maths/Courses/Grading.aspx. The grades also form part of the reports on your progress written by the class teacher each week. Your Academic Adviser will discuss the reports with you at the beginning of the following term. If there are any real problems arising in the first term, then we may arrange to see you before Christmas.

If anything goes wrong for you in the exams and you are unable to progress to the next year, your class reports (and attendance records) will be referred to by the Repeat Teaching Panel and will strongly influence the decisions they make about your progress. For this reason, it is important that you work consistently during the year because this will be reflected in your reports. In addition, doing the weekly exercise sheets is some of the best preparation you can get for the exams at the end of the year.

Permission to sit an examination may be withdrawn from students who regularly miss classes and/or do not provide required course work.

Teaching material

The teaching materials provided will differ from course to course. Some courses rely almost entirely on notes handed out by the lecturer, others have one or more recommended textbooks, or require students to consult specialist material in the Library. The best way to find out the details is to go to the first few lectures of a course. In

particular, you shouldn't buy any books before being explicitly advised to do so by the lecturer.

On Mathematics courses, notes, exercise sheets, solutions, etc., can be found on Moodle. Follow the links from <http://tiny.cc/ugcourseinformation> to find out what is available on the courses you are following. Courses from other departments will almost certainly have material available on Moodle. Check the website of the department concerned.

Some students may feel that notes and a textbook are not enough, but would like to consult other background material as well. In that case it is usually a good idea to speak to the lecturer (in their office hour) to obtain advice on suitable further material.

Personal and Professional Development Seminars

During the year, the Department may organise Seminars for all students on the BSc Mathematics and/or Economics. Topics range from information on study skills, time management, report writing, mathematical writing, to presentations by one of LSE's career advisers. We also invite some former students who studied on the in the Department to talk about their careers and experiences during and after their time at LSE.

In the Lent Term, there will also be a special seminar on course choices. **All Seminars will be announced by email.**

New for 2016 - 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.

LSE100 The LSE Course

All first year undergraduate students are required to take the course **LSE100 The LSE Course: Understanding the causes of things** and your lectures and classes for LSE100 begin in January 2016. This is an interdisciplinary and innovative course which is taught over two terms: the Lent term of your first year and the Michaelmas term of your second year. In both of these terms, you will be required to attend a 2-hour lecture and a 1-hour class each week. The innovative approach to teaching and learning in LSE100 is also reflected in how the course is assessed. The course is assessed over the two terms by means of a portfolio and your final mark is based on assessments during the course including essays, group working and group presentations. Your

overall mark for LSE100 of Credit, Merit, Distinction or Fail will be shown on your transcript. More information can be found on the website lse.ac.uk/LSE100 or by visiting the LSE100 Moodle site.

First Year Timetable of Lectures

The table below is the timetable of the **lectures** for all first year BSc Mathematics and Economics and BSc Mathematics with Economics students in the Michaelmas Term. Your class timetables will normally be available by the end of week 0 but do select your courses on LSE for You otherwise there will be a delay in allocating your classes. The times and location of all lectures and classes are also available on the web, at lse.ac.uk/timetables and you can find a personalised timetable via LSE for You. Please check regularly because there can be late room and time changes, although you should also be notified of these by email.

Course Code	Course Title	Day	Time	Starting	Lecturer	Location
MA100	Mathematical Methods	Tue	14.00-15.00	27/09/16	Dr Kouletsis	Peacock Theatre
MA100	Mathematical Methods	Fri	11.00-12.00	30/09/16	Dr Kouletsis	Peacock Theatre
MA100	Extra Example Session	Thu	11.00-12.00	6/10/16	Dr Kouletsis	Old Theatre
MA100	Workshop	Fri	15.00-16.00	7/10/16	Dr Kouletsis	Peacock Theatre
MA103	Introduction to Abstract Mathematics	Mon	12.00-13.00	26/09/16	Prof von Stengel	NAB.LG.08
MA103	Introduction to Abstract Mathematics	Thu	10.00-11.00	29/09/16	Prof von Stengel	Peacock Theatre
MA103	Extra Example Session	Mon	13.00-14.00	3/10/16	Prof von Stengel	NAB.LG.08
EC100	Economics A	Mon	15.00-16.00	26/09/16	Prof Manning and Dr Ngai	Old Theatre
EC100	Economics A	Thu	13.00-14.00	29/09/16	Prof Manning and Dr Ngai	NAB.LG.08
EC102	Economics B	Fri	9.00-11.00	30/09/16	Prof Caselli and Prof Ottaviano	Peacock Theatre
ST102	Elementary Statistical Theory	Tue	15.00-16.00	27/09/16	Dr Abdey	Peacock Theatre
ST102	Elementary Statistical Theory	Thu	12.00-13.00	29/09/16	Dr Abdey	Peacock Theatre
ST102	EST – Help Session	Thu	17.00-18.00	13/10/16	Dr Abdey	NAB.LG.03
ST102	EST Workshop	Thu	16.00-17.00	6/10/16	Dr Abdey	Peacock Theatre

Examinations and Assessment

Assessment in Mathematics courses

A high proportion 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.

Undergraduate mathematics courses at LSE are assessed entirely by means of written, unseen, closed-book examinations (except the courses MA314 Algorithms in Java, and MA318 History of Mathematics in Finance and Economics, both of which have assessed coursework components). There is one examination per course: usually a 3 hour exam for a full unit course, and a 2 hour exam for a half unit course. **Note there will be an exam for MA100, ST102 and all**

Economics courses in week 0 of Lent Term
www.lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/LentTermWeek0Exams.htm

Exams

Mathematics examinations at university are of a different nature from A-level or other school exams: as you advance, the emphasis is increasingly on testing your understanding of the material you have learned, as well as your ability to solve specific types of problem.

Exams take place at the end of the academic year (roughly early May to mid June). The examinations timetable is usually available by the end of the Lent Term. Be aware that exams for different courses may test different kinds of knowledge and skills. Make sure you go to the lectures where the exams are discussed (these are often in the revision lectures at the end of each term and week 1 of Summer term) to get an idea of what is expected in the exams. General guidance for Mathematics exams can be found on the web at <http://tiny.cc/examguidance>.

A word of warning is called for. This concerns adequate mental preparation of a different kind in relation to exams. You are inevitably bound to hear from students that the examination paper they just sat was harder than past examination papers – and not just in Mathematics, but in all LSE subjects. Indeed, students even complain that they feel badly treated because their examination was ‘more difficult’, or bore little resemblance to past papers. There are at least two key reasons for this perception of increased

difficulty. First, the examination they sit is written under the pressures and stresses of examination conditions, unlike during revision. Secondly, examinations will always contain questions that surprise students and are unlike past examination questions. This is deliberate: it is required to be so. Examiners want to test that students understand material well enough to cope with new types of problems. Also, some students mistakenly treat all past examinations as a single corpus of information from which to learn. One of the things they don’t learn (but should!) from this experience is that, if the past examination papers are looked at on a year on year basis, then it can be observed that, almost every year, there are some questions that are rather unusual. So, it would be unusual if their examination did not contain some unusual questions.

In the first meeting after the summer vacation period, you can discuss your exam results with your Academic Adviser. If you feel you did worse than expected in the exams for reasons such as poor study methods, inappropriate exam techniques, bad timekeeping, etc., your Academic Adviser can advise you where to go for help.

Past Exam Papers

Past Exam Papers for some Mathematics courses are available, in some cases with solutions, on the Moodle page for each individual course.

Past exam papers from all departments, without solutions, are available via the LSE library website at tiny.cc/pastexams.

You are sure to find these papers useful, but do be aware that the examination paper you sit will contain questions that differ substantially from those in past papers!

Assessment criteria

Undergraduate courses and degrees in the Department conform to the description in the ‘Subject Benchmark Statement for Mathematics, Statistics and Operational Research’ - www.qaa.ac.uk/en/Publications/Documents/SBS-Mathematics-15.pdf - which sets out the expectations for any undergraduate degree course in the UK in these subjects. Section 5, in particular paragraphs 5.12-5.15, sets out what is required for a student to achieve a “threshold standard” (i.e., to pass a course) and a “typical standard” (roughly sufficient for a mark of 60) in a course in mathematics.

The Department also has the following general guidelines on assessment criteria, which provides broad descriptions of the meaning of marks awarded on our examinations

Mark (%)	Grade descriptor	Characteristics
0-9	Fail	<ul style="list-style-type: none"> Nothing presented or completely incorrect information or answers contain nothing at all of relevance. No evidence of understanding. No competence in core basic techniques of the subject.
10-19	Fail	<ul style="list-style-type: none"> Very little information or information that is almost entirely incorrect or irrelevant. Very little evidence of understanding. Very little competence in core basic techniques of the subject.
20-29	Fail	<ul style="list-style-type: none"> Little understanding evident. Very limited competence in core basic techniques of the subject.
30-39	Fail	<ul style="list-style-type: none"> Some understanding evident, but no ability to grapple with anything other than limited range of very routine questions. Limited competence in core basic techniques of the subject or competence only a small part of the material.
40-49	Third class	<ul style="list-style-type: none"> An acceptable demonstration of a basic understanding of and competence in the subject. Some knowledge of, and application of, relevant methods and techniques. A basic range of information and knowledge deployed, with some areas of inaccuracy.
50-59	Lower second class	<ul style="list-style-type: none"> A sound understanding of the subject. Knowledge of, and some application of, relevant methods and techniques. A standard, and largely accurate, range of information and knowledge deployed. 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.
60-69	Upper second class	<ul style="list-style-type: none"> A clear understanding of the subject. Competent application of relevant methods and techniques. Wide and accurate range of information and knowledge deployed. Some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.
70-79	First class	<ul style="list-style-type: none"> A thorough understanding of the subject. Deft application of relevant methods and techniques. Extensive range and consistent accuracy of information and knowledge. A significant capacity to solve more unusual or demanding questions involving application of thorough understanding of the subject and its methods.

80-89	First class	<ul style="list-style-type: none"> ▪ A deep understanding of the subject. ▪ Mastery of relevant methods and techniques. ▪ Highly extensive range and consistent accuracy of information and knowledge. ▪ An impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods.
90-100	First class	<ul style="list-style-type: none"> ▪ A comprehensive and deep understanding of the subject. ▪ Mastery of relevant methods and techniques and an ability to deploy them with flair. ▪ Very extensive range and consistent accuracy of information and knowledge. ▪ An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods.

Progression

You are required to pass at least three units (out of four) in the 1st or 2nd year to proceed to the next year. If you do not achieve this, you will almost certainly have to re-sit the exams you failed before you can continue.

More information will be given once your exam results are known. Failed exams are retaken in the same exam period as the failed one in the following year. Note that failed exams (except in the final year) always have to be retaken, even if you are permitted to progress to the next year. Please be aware that you have three attempts at first year papers and only **two** attempts at second and third year papers. Please also be advised that if you have passed a paper, even if your score is low, you will **not** be permitted to retake it.

Calendar

www.lse.ac.uk/calendar/

The Calendar contains full details of degree regulations, examination arrangements, services and guides to all courses, etc. It can be viewed fully on the web.

Classification Scheme

The Classification Scheme for your degree can be found via the following link:
www.lse.ac.uk/resources/calendar/academicregulations/ba-bscdegrees.htm

Roughly speaking, for your final classification nine marks are counted: one is the average of the best three 1st year results, and then all four units from the 2nd year and all four units from the 3rd year. If, again roughly speaking, out of these nine marks there are five in a certain class or above, or four in a certain class or above and the total of the nine marks is above a certain threshold, then you receive a degree with that classification.

The precise rules are somewhat complicated so do give them a look.

A second and final word of warning about exams. Every year we find there are some students who are perhaps trying to be too clever for their own good – seeking out what they think are loopholes in the classification rules. This is a risky business! You are advised to do the best you can in all subjects. If you do, your final classification should be a good reflection of your abilities.

Studying at LSE

Below is some basic advice on getting the most from your studies at LSE. However, the Department provides more detailed information relating to studying and exam preparation on its website.

Maths & Stats Support Centres

Mathematics Support Centre, COL 2.01, 2nd floor, Columbia Hse and in LSE LIFE
Monday – Friday 14.00-16.00 (MT, LT, ST)

Please see website for current term's venues,

www.lse.ac.uk/maths/maths-support-centre

Statistics Support Centre, Ground floor of Library in LSE LIFE.

Tuesday 10.00-13.00 (MT, LT, ST)

Wednesday 13.00-16.00 (ST)

Thursday 13.00-16.00 (LT, ST)

There are two Support Centres set up by the Departments of Mathematics and Statistics to help students studying for their first year courses. Any student from the School is able to drop in and ask questions on their first year mathematics and statistics subjects, whether they are current students or are in need of review. This is:

For Mathematics:

MA100 Mathematical Methods

MA103 Introduction to Abstract Mathematics

MA107 Quantitative Methods (Mathematics)

MA110 Basic Quantitative Methods

MA207 Further Quantitative Methods

For Statistics

ST102 Elementary Statistical Theory

ST107 Quantitative Methods (Statistics)

You can ask anything related to the content of first year Mathematics and Statistics courses. It could be questions about the lectures, something in the notes or textbooks, a question from your homework or any other question you encounter when studying those courses.

The Support Centres are there to answer individual questions, or in small groups. It does not offer general taught sessions or revision sessions. You don't need to book a place. Just go to the Support Centres and talk to the teachers. There are some places to study as well, so even if

the teachers are busy, you can use the time efficiently.

Study Skills

See <http://www.lse.ac.uk/maths/Courses/Study-Skills.aspx> and Examinations in Mathematics

<http://tiny.cc/examguidance>

Also see the resources of the Teaching and Learning Centre

www.lse.ac.uk/tlc.

LSE LIFE

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

LSE LIFE offers

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

LSE LIFE is located on the ground floor of the library and is your first port of call to discover what is available for you. The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in. For more information you can also visit lse.ac.uk/lselife

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>

Getting your priorities right

In your first year, there are many enjoyable distractions that form a useful part of your personal development and are part of life at university. But these should be prioritised: learning always comes first. Poor grades at the end of the first year have nearly always been the result of inadequate application on the part of students. Such grades might be redeemable but at great cost. At the start of

Year 2, students might spend a lot of time looking for summer internships, so dealing with additional revision to retake a failed course will stretch them. Another immediate knock-on effect comes into play: reference letters to summer-time employers will reflect not A-levels, not potential achievements, but your actual performance in your first year exams. Students who do not apply themselves properly to their studies from the start, putting in adequate hours each week, are putting their future careers at risk. In particular, it is important to put in the necessary work to prepare for all classes each year.

Points of advice

- ☞ Divide your time sensibly between your courses and do not fall behind, as it will be very difficult to catch up.
- ☞ Use the Christmas vacation to review the work covered in the first term.
- ☞ Find a place to study that suits you. Some prefer to study at home, others in their rooms in Halls, or you might use the Library.
- ☞ If you have a problem with a course, do go and ask your class teacher (in the first instance) for help during their office hours.
- ☞ It is also a good idea to find some fellow students on the same degree (or at least following the same course) to see if you can arrange regular meetings to study together. That way you can help one another. There is no better way to find out if you really understand material than having to explain it to somebody else! Why not book a room using Ify or use the Maths UG study room COL 2.05, see

Quality Assurance

The School's approach to quality assurance is set out in the document 'Strategy for Managing Academic Standards and Quality': <http://tiny.cc/academicstandards>.

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

Student Surveys

During your time here there will be a number of surveys we ask you to participate in.

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

<http://tiny.cc/surveyresults>

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

In your first and second year there will be the mock National Student Survey (**NSS**) from February to the end of April (the full NSS is in your 3rd year). The NSS is a key source of student feedback for the School and the results are fed into various quality assurance and enhancement processes. By answering these surveys you will be helping us get ahead of the game by providing invaluable feedback on your experience to date

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 Equity, Diversity and Inclusion website (<http://www.lse.ac.uk/equityDiversityInclusion>), see our blog, and follow us on Twitter @EDI_LSE.

Access Guides to LSE buildings

DisabledGo have produced detailed access guides to the LSE campus and residences, and route maps between key locations. See

<http://www.lse.ac.uk/mapsAndDirections/AccessibilityMap.pdf>

The LSE Library

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

You are welcome to ask Library staff at the beginning of term for general information, your Library guide and other freebies.

You can sign up to a course on how to find items from your reading list, and other training events from across the School, at <https://apps.lse.ac.uk/training-system>. Staff at the Help Desk on the first floor are available for any enquiries you may have about using our collections and electronic resources.

When inside the Library building, please remember:

- 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) and 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 unattended

Follow the Library at www.twitter.com/LSELibrary and www.facebook.com/LSELibrary

LSE Support Services

Student Services Centre

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

- Admissions (drop-in service)
- 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)
- Information for new arrivals
- Programme Registration
- Graduation Ceremonies
- Transcripts and Degree certificates
- Visa and immigration advice (drop-in service)

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

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

Advice, Communications & Operations

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

- Providing the first point of contact for enquiries and signposting enquirers to the appropriate school services.
- Coordinating all School Welcome Week events, maintaining the [Your First Weeks](#) web pages and managing the [Off Campus Support Scheme](#)
- Providing one-to-one advice on [School Regulations and Codes of Practice](#)
- Processing applications to the [Repeat Teaching Panel](#) and monitoring attendance

- Producing replacement student ID cards for undergraduate and taught masters students
- Administering the School's student consultative fora and the Departmental Tutors Forum

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

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

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, the Access to Learning Fund and the Postgraduate Travel fund.

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

International Student Immigration Visa Advice Team (ISVAT)

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

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

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

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.

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 female students is Dr Bingchun Meng. She can be found in TW2.1.01h
Email: b.meng@lse.ac.uk
Telephone: +44 (0) 20 7107 5020

The adviser to male students is Dr Jonathan Hopkin. He can be found in room CON 5.18, by phone on 020 7955 6535, and by email at j.r.hopkin@lse.ac.uk

Disability and Well-being service

The [Disability and Well-being Service](#) provides a first point of contact for students and can give advice and information about disability issues. The Neurodiversity Services Manager provides advice, advocacy and support for students with dyslexia, according to individual needs.

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

Language Centre

www.lse.ac.uk/languages

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

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>

UG Mathematics students wishing to pursue a language course can apply for financial support by contacting the UG Programme Manager. Funding is given on a first-come-first served basis.

Careers Service

www.lse.ac.uk/careers

LSE Careers works very closely with undergraduate 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. They 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 meetings and careers talks about internships and making applications.

LSE attracts top recruiters from many sectors who use the Careers Service 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.

The LSE Careers website (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 our Graduate Destinations website) to find out what LSE

graduates from Mathematics have gone on to do:
www.lse.ac.uk/GraduateDestinations.

LSE Volunteer Centre

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

Volunteering with LSE's Widening Participation team

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

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

St Philips Medical Centre

www.lse.ac.uk/intranet/LSEServices/medicalCentre

The Medical Centre is a general NHS practice on campus 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.

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 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 at 3.00 pm (please

see the website). You can make appointments by email (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: <http://tiny.cc/peersupport>

Nightline

<http://nightline.org.uk/>

Telephone: 020 7631 0101

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

Chaplaincy

www.lse.ac.uk/chaplaincy

The Faith Centre is in the Saw Swee Hock Building. This 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 non-judgmental conversation or advice and to support religious life and cohesion within the wider School community. For further information visit the Chaplaincy website: lse.ac.uk/chaplaincy.

General LSE Information

Codes of Good Practice: Teaching, Learning and Assessment

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.

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

All students should read The Ethics Code and guidance. The Ethics Code and guidance sets out the core principles by which the whole School community (including all staff, students and governors) are expected to act:

www.lse.ac.uk/ethics.

We recommend that you also read the School's Student Charter. The Student Charter sets out the vision and ethos of the School –

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/policies/pdfs/school/ethCod.pdf.

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 Advisor, the Teaching and Learning Centre (TLC) the Library as soon as possible. The Regulations on Plagiarism can be found at the following web links:

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

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

Results and transcripts of results

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

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

Transcripts for finalists are issued digitally within five 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 lse.ac.uk/transcripts.

Graduation Ceremonies

Graduation ceremonies are held twice a year: it is in July for undergraduate students. For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see lse.ac.uk/ceremonies.

Degree Certificates

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

It will be available for collection on the 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 lse.ac.uk/degreeCertificates

Alumni Association

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 133,000 people in over 190 countries, 53 country groups, nine special interest groups and 30 contact networks.

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 LSE Alumni Online community, you will be able to stay connected with former classmates and the School after your graduation. You will also receive the monthly *LSE Alumni Echo* e-newsletter and the biannual *LSE Connect* alumni magazine.

LSE alumni also have access to:

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

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

Fieldwork Safety

If you are planning fieldwork or any other off site activity please complete the relevant risk assessment on our website:
<http://tiny.cc/lsefieldwork>

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

Please read the Fieldwork Health and Safety Guidance document for further information:
<http://tiny.cc/lsehs>

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

Telephone: 020 7852 3677

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

LSE Students' Union

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

The Students' Union is led by students, for students and exists to make your time at the School the best it can be. It helps students out when they get into trouble, gets students together who have similar interests and supports students to change the world around them.

- 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
- Welfare and student support – the Student Support Unit of legally-trained advice workers offers free, confidential advice when things go wrong or you need help
- Commercial services – the Union runs the Three Tuns Pub, the Underground Bar, two Shops and the LSE Gym which fund everything the Union is able to do

How to live sustainably at LSE

LSE recycles! Make sure your waste sorting is first class:



Make your mark at LSE!

- 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.

Top tips:

- Switch off!
- Use a reusable coffee cup / water bottle – available on campus.
- ReLove your old stuff at the ReLove fair – see website for details.
- Take a short shower.

Website: lse.ac.uk/sustainableLSE

Blog: blogs.lse.ac.uk/sustainability

Twitter: @SustainableLSE

Facebook: [facebook.com/SustainableLondonSchoolofEconomics](https://www.facebook.com/SustainableLondonSchoolofEconomics)

Location of Departments

Accounting	Old Building, 3rd Floor	020 - 7852 3780
Economics	32 Lincoln's Inn Fields	020 - 7955 7542/6426
Finance	Old Building, 3rd Floor	020 - 7955 7736
Mathematics	Columbia House, 2nd 3rd & 4th Floors	020 - 7955 7732/7925
Philosophy, Logic & Scientific Method	The Lakatos Building, 3rd Floor	020 - 7955 6845
Statistics	Columbia House, 2nd 6th & 7th Floors	020 - 7955 7650/6879

Important Telephone Numbers

See also <http://www.lse.ac.uk/directory/staff/department.htm>

📞 Accommodation Office	020 - 7107 5091
📞 Careers Office	020 - 7955 7135
📞 Fees Office	020 - 7955 7874
📞 Financial Support Office	020 - 7955 6351
📞 Graduate Admissions Office	020 - 7955 7160
📞 St Philips Medical Centre	020 - 7611 5131
📞 IT Information & Help Desk	020 - 7955 6728
📞 Library – Enquiries	020 - 7955 7229
📞 London Nightline (18.00-08.00)	020 - 7631 0101
📞 Mathematics Main Office	020 - 7955 7732
📞 Student Services Centre Advice	020 - 7955 7350
📞 Students' Union – Advice and Counselling	020 - 7955 7158
📞 Student Registry	020 – 7849 7152



Bridge
 Cycle Hire Station (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>	NAB	New Academic Building <i>Lincoln's Inn Fields</i>
ALD	Aldwych House <i>Aldwych</i>	OLD	Old Building <i>Houghton Street</i>
CLM	Clement House <i>Aldwych</i>	PAR	Parish Hall <i>Sheffield Street</i>
COL	Columbia House <i>Aldwych</i>	PEA	Peacock Theatre <i>Portugal Street</i>
CON	Connaught House <i>Aldwych</i>	POR	1 Portsmouth Street
COW	Cowdray House <i>Portugal Street</i>	QUE	Queens House <i>Lincoln's Inn Fields</i>
KGS	King's Chambers <i>Portugal Street</i>	SAR	Sardinia House <i>Sardinia Street</i>
1KW	1 Kingsway	SAW	Saw Swee Hock Student Centre <i>Sheffield Street</i>
KSW	20 Kingsway	SHF	Sheffield Street
32L	32 Lincoln's Inn Fields	STC	St Clement's <i>Clare Market</i>
44L	44 Lincoln's Inn Fields (not occupied by LSE)	TW1	Tower One <i>Clement's Inn</i>
50L	50 Lincoln's Inn Fields <i>Portsmouth Street</i>	TW2	Tower Two <i>Clement's Inn</i>
LCH	Lincoln Chambers <i>Portsmouth Street</i>	TW3	Tower Three <i>Clement's Inn</i>
LAK	Lakatos Building <i>Portugal Street</i>		
LRB	Lionel Robbins Building, Library		