



# MPhil/PhD Statistics HANDBOOK 2016 – 2017



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## Welcome by the Head of Department

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Welcome to the Statistics PhD programme at the London School of Economics and Political Science. Undertaking a PhD is a major commitment and should be one of the most creative periods of your life. Your PhD will require you to work with purpose throughout your time here and we will provide every support we can to help you achieve your potential.

Alongside your PhD work there are many seminars and special lectures and we strongly encourage you to attend these and take maximum advantage of the resources that the LSE can offer you. You may also have the chance to attend and present a paper at a conference. All in all, undertaking a PhD in Statistics at LSE is an excellent opportunity to develop your academic and research interests.

I would like to wish you all the best for your studies here and I hope that you will make the most of your time with us. Our success very much depends on your success and we look forward to getting to know you and supporting you in your endeavours. Enjoy your time at the LSE and do take some time to enjoy London too.



**Professor Pauline Barrieu**  
**Head of Department**

## Introduction

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This handbook provides useful general information about the LSE, the Department of Statistics and the MPhil/PhD in Statistics programme. It includes registration details as well as information about seminars and teaching opportunities. There is also important information about the submission of your thesis.

## Regulations, policies and codes of practice

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In addition to the information in this handbook, it is essential that you familiarise yourself with the LSE regulations on Research Degrees. The up-to-date version of these can be found on the school's website at:

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

The regulations specify the general school rules and practices for most aspects of your study, including teaching, supervision, assessment and degree classification, as well as the basic reciprocal obligations and responsibilities of staff and students. It is very important that you read and understand these regulations.

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>



## Who's who in the Department of Statistics

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**Professor Pauline Barrieu**

Head of Department

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**Dr Angelos Dassios**

Doctoral Programme Director

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**Professor Irini Moustaki**

Deputy Head of Department for Teaching and Strategy

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**Dr Erik Baurdoux**

Deputy Head of Department for Teaching

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**Imelda Noble**

Department Manager

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## Administrative staff

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**Steve Ellis**

(Undergraduate Administrator)

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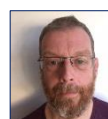


**Sarah McManus**

(MSc Administrator)

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**Ian Marshall**

(Research Administrator)

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(Events and Communications Officer)

Room COL 6.12 / Ext. 7511

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## Risk and Stochastics group

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### Dr Beatrice Acciaio

Research interests include the theory of martingales and stochastic processes and their application to finance and insurance, risk measures and stochastic ordering of risk, pricing and hedging of financial derivatives and optimal risk sharing

Room COL 6.02 / Ext. 2957

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### Professor Pauline Barrieu

Research interests include insurance derivative, derivatives on non-tradable risks, financial mathematics, security design, risk measures and environmental economics.

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### Dr Erik Baurdoux

Research interests include optimal stopping, stochastic games, Lévy processes and financial and insurance mathematics.

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### Dr Luciano Campi

Research interests include stochastic calculus and its applications to finance, information asymmetry and insider trading, credit risk, financial markets and transaction costs and energy markets.

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**Dr Umut Cetin**

Research interests include stochastic calculus, theory of martingales and Markov processes, liquidity risk and credit risk modelling, asymmetric information in financial markets, carbon finance.

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**Dr Angelos Dassios**

Research interests include applied probability, stochastic processes and applications to insurance, mathematics and mathematical finance. Current research projects include Quantile and Parisian options and possible connections to insurance mathematics as well as applications of point processes in default risk.

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**Professor Kostas Kardaras**

Research interests include stochastic analysis, martingales and the general theory of stochastic processes, foundations of mathematical finance and economics, stochastic control and optimisations and Monte Carol methods.

Room COL 6.07 / Ext. 7169

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**Dr Hao Xing**

Research interests include stochastic calculus, analysis of differential equations, and their application on finance and insurance; computational finance.

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## Social Statistics group

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**Dr Wicher Bergsma**

Research interests include categorical data analysis, multivariate analysis, graphical modelling, measures of association, non-parametric statistics and non-linear smooth optimisation with constraints.

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**Dr Sara Geneletti**

Research interests include causal inference, graphical modelling (in particular directed acyclic graphs and their applications to social science and epidemiology) and Bayesian modelling.

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**Dr Kostas Kalogeropoulos**

Research interests include Bayesian inference, Markov chain Monte Carlo, sequential Monte Carlo and inference on models with stochastic differential equations, and high frequency financial data analysis.

Room COL 6.10 / Ext. 6017

Email: [k.kalogeropoulos@lse.ac.uk](mailto:k.kalogeropoulos@lse.ac.uk)

**Dr Jouni Kuha**

Research interests include model selection, models with measurement error and missing Data, and categorical data analysis.

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**Professor Irini Moustaki**

Research interests include latent variable models, structural equation models, categorical data analysis, multivariate analysis, missing values and detection of outliers.

Room COL 6.05 / Ext. 5172

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**Professor Chris Skinner**

Research interests include statistical methodology of sample surveys, official statistics and the social sciences, including measurement error, non-response and statistical disclosure control.

Room COL 7.13 / Ext. 6726

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**Professor Fiona Steele**

Research interests include statistical methods for social research, multilevel modelling, longitudinal data analysis, event history (survival) analysis, structural equation modelling, applications in demography, psychology, education and epidemiology.

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Email: [f.a.steele@lse.ac.uk](mailto:f.a.steele@lse.ac.uk)

## Time Series and Statistical Learning group

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**Dr Matteo Barigozzi**

Research interests include time series analysis, dynamic factor models (stationary and non-stationary), volatility modelling, graphic models and social networks.

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**Dr Yining Chen**

Research interests include shape-constrained estimation, nonparametric classification and regression, semiparametric modelling and time series analysis.

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**Professor Piotr Fryzlewicz**

Research interests include time series, wavelets and multiscale modelling and estimation, estimation in the "large  $p$ , small  $n$ " paradigm and statistics in finance.

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**Dr Kostas Kalogeropoulos**

Research interests include Bayesian inference, Markov chain Monte Carlo, sequential Monte Carlo and inference on models with stochastic differential equations, and high frequency financial data analysis.

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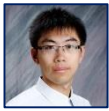


**Dr Clifford Lam**

Research interests include semiparametric modelling, variables and feature selections, regularization methods and high-dimensional data analysis.

Room COL 6.09 / Ext. 7636

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**Dr Xinghao Qiao**

Research interests include functional and longitudinal data analysis, high dimensional statistics, statistical machine learning and time series analysis.

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**Professor Leonard Smith**

(Director of the Centre for the Analysis of Time Series)

Research interests include time series, non-linear time series and chaos.

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**Professor Milan Vojnovic**

Research interests include data science, machine learning, artificial intelligence, game theory, statistical methods for ranking data and information networks.

Professor Vojnovic joins the department on 1 October 2016

Email: tbc

**Professor Qiwei Yao**

Research interests include time series analysis, multidimensional nonparametric regression and spatio-temporal modelling.

Room COL 7.16 / Ext. 6767

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## Other staff

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### **Dr James Abdey** – Assistant Professorial Lecturer

Research interests include forensic statistics, compound error methods, decision-theoretic foundations, economic and public sector applications and significance measures.

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### **Dr Andreas Anastasiou** – Research Officer

Research interests include asymptotic theory, assessing the quality of distribution approximations, Stein's method and time series analysis

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### **Dr Myrsini Katsikatsou** – Research Fellow (ESRC Future Researcher Leaders)

Research interests include latent variable models, structural equation models, missing values, composite likelihood estimation and testing, analysis of ordinal and ranking data and ranking data models.

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### **Dr Tobias Kley** – Research Office

Research interests include time series analysis (especially spectral analysis) and software analysis (especially with R).

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### **Dr Evangelia Mitrodima** – Teaching Fellow

Research interests include time series and financial econometrics, market risk, quantile regression and Bayesian statistics.

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### **Dr George Tzougas** – Teaching Fellow

Research interests include

Room COL 7.04 / Ext. 7649 Email:

## Current research students (year two onwards, 2016-17)

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**Behvand, Farshad**

*Research group:* Time Series and Statistical Learning

*Research topic/title:* Deep Learning applied to forecasting FX spot movements

*Contact details:* [f.behvand@lse.ac.uk](mailto:f.behvand@lse.ac.uk), COL 7.03

*Supervisors:* Professor Qiwei Yao / Dr Xinghao Qiao

**Blaser, Rico**

*Research group:* Time Series and Statistical Learning

*Research topic/title:* Machine learning for high-dimensional data

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*Supervisors:* Professor Piotr Fryzlewicz / Dr Angelos Dassios

**Dubiel-Teleszynski, Tomasz**

*Research group:* Time Series and Statistical Learning

*Research topic/title:* Bayesian inference for diffusion processes in finance and a hidden Markov model for load forecasting

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*Supervisors:* Dr Kostas Kalogeropoulos / Professor Qiwei Yao

**Feng, Huang (Phoenix)**

*Research group:* Time Series and Statistical Learning

*Research topic/title:* A nonparametric Eigenvalue-regularized integrated volatility matrix estimator using high-frequency data for portfolio allocation

*Contact details:* [h.feng2@lse.ac.uk](mailto:h.feng2@lse.ac.uk), Room COL 2.0

*Supervisors:* Dr Clifford Lam / Professor Piotr Fryzlewicz

**Ho, Tak Yui (Andy)**

*Research group:* Risk and Stochastics

*Research topic/title:* Simulation methods for path dependent options

*Contact details:* [t.y.ho2@lse.ac.uk](mailto:t.y.ho2@lse.ac.uk), Room COL 2.0

*Supervisors:* Dr Angelos Dassios / Professor Pauline Barrieu

**Idowu, Victory**

*Research group:* Risk and Stochastics

*Research topic/title:* Uncertainty quantification

*Contact details:* [v.idowu@lse.ac.uk](mailto:v.idowu@lse.ac.uk), Room LCH 1.04

*Supervisors:* Professor Pauline Barrieu / Dr Hao Xing

**Jamil, Haziq**

*Research group:* Social Statistics

*Research topic/title:* Regression modelling with l-priors

*Contact details:* [h.jamil@lse.ac.uk](mailto:h.jamil@lse.ac.uk), Room COL 2.0

*Supervisors:* Dr Wicher Bergsma / Professor Irini Moustaki

**Li, Luting**

*Research group:* Risk and Stochastics

*Research topic/title:* Tail study and path-dependent products in mathematical finance

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*Supervisors:* Dr Angelos Dassios / Dr Hao Xing



### **Liu, Shiju**

*Research group:* Risk and Stochastics

*Research topic/title:* Excursions of Brownian motion with jumps and applications on Parisian barrier options

*Contact details:* [s.liu20@lse.ac.uk](mailto:s.liu20@lse.ac.uk), Room COL 7.03

*Supervisors:* Dr Angelos Dassios / Dr Erik Baurdoux



### **Maeng, Hyeyoung**

*Research group:* Time Series and Statistical Learning

*Research topic/title:* Change point detection in functional time series

*Contact details:* [h.maeng@lse.ac.uk](mailto:h.maeng@lse.ac.uk)

*Supervisors:* Professor Piotr Fryzlewicz / Dr Clifford Lam



### **Qian, Cheng**

*Research group:* Time Series and Statistical Learning

*Research topic/title:* Spatial Weight Matrix Estimation

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*Supervisors:* Dr Clifford Lam / Professor Qiwei Yao



### **Qu, Yan**

*Research group:* Risk and Stochastics

*Research topic/title:* Exact Simulation mean reverting processes driven by subordinators

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*Supervisors:* Dr Angelos Dassios / Dr Erik Baurdoux



### **Sabharwal, Ragvir**

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*Research topic/title:* Sequential Changepoint Detection in Factor Models for Time Series

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*Supervisors:* Dr Matteo Barigozzi / Professor Irini Moustaki



### **Sienkiewicz, Ewelina**

*Research group:* Centre for the Analysis of Time Series (CATS)

*Research topic/title:* Defining the limits of climate modelling: when to downscale

*Contact details:* [e.a.sienkiewicz@lse.ac.uk](mailto:e.a.sienkiewicz@lse.ac.uk), Room TW1 U11

*Supervisors:* Professor Leonard Smith / Dr David Stainforth



### **Terzi, Tayfun**

*Research group:* Social Statistics

*Research topic/title:* Detecting semi-plausible response patterns (SpRPs)

*Contact details:* [t.tayfun@lse.ac.uk](mailto:t.tayfun@lse.ac.uk), Room COL 2.0

*Supervisors:* Professor Chris Skinner / Dr Jouni Kuha



### **Tsimbalyuk, Alexandra**

*Research group:* Risk and Stochastics

*Research topic/title:* Distribution of a perpetuity in an ergodic Markov model

*Contact details:* [a.timbalyuk@lse.ac.uk](mailto:a.timbalyuk@lse.ac.uk), Room LCH 1.04

*Supervisors:* Professor Kostas Kardaras / Dr Umut Cetin

**Vichos, Georgios**

*Research group:* Risk and Stochastics

*Research topic/title:* Risk-sharing games

*Contact details:* [g.vichos@lse.ac.uk](mailto:g.vichos@lse.ac.uk), Room LCH 1.04

*Supervisors:* Professor Kostas Kardaras / Dr Kostas Kalogeropoulos

**Zabaljauregui, Diego**

*Research group:* Risk and Stochastics

*Research topic/title:* Optimal Market Making in FX / Stochastic Optimization and Control

*Contact details:* [d.zabaljauregui@lse.ac.uk](mailto:d.zabaljauregui@lse.ac.uk), Room LCH 1.04

*Supervisors:* Dr Luciano Campi / Dr Beatrice Acciaio

**Zhu, Xiaolin**

*Research group:* Risk and Stochastics

*Research topic/title:* The hitting time of Ornstein-Uhlenbeck process and more complicated mean-reverting type process

*Contact details:* [x.zhu15@lse.ac.uk](mailto:x.zhu15@lse.ac.uk), Room COL 2.0

*Supervisors:* Dr Angelos Dassios / Dr Hao Xing

**Zhu, Yajing**

*Research group:* Risk and Stochastics

*Research topic/title:* Structural equation models for longitudinal analysis of the relationships between childhood circumstances, partnership and employment histories, and health in mid-life

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*Supervisors:* Professor Fiona Steele / Professor Irini Moustaki

## New Arrivals

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Student Services has a “Welcome Week” website devoted to new arrivals, providing useful information.

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

Please refer to the Welcome Week website for any queries about your arrival at LSE. It provides information on registration and induction, details of documents you will need and additional information for overseas students and students with disabilities.



## When you first arrive

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### How to find us

The Department of Statistics is located in Columbia House, the entrance to which is on the Aldwych (see the map of LSE buildings on page 73). The administrative offices and notice boards are all located on the sixth floor and there are other offices on the second and seventh floors. Additional study space is located in Lincoln Chambers and Tower One. Most academics in the Department of Statistics have offices on the sixth and seventh floors.

**Please feel free to come and see the research administrator in room COL 6.12 on the sixth floor when you first arrive to the department.**

### Term dates

Michaelmas Term (MT)	<b>Thursday 22 September 2016 to Friday 9 December 2016</b>
Lent Term (LT)	<b>Monday 9 January 2017 to Friday 24 March 2017</b>
Summer Term (ST)	<b>Monday 24 April 2017 to Friday 9 June 2017</b>

### Public holiday closures

Christmas closure: 22/12/2016 - 30/12/2016; New Year's Day Holiday: 02/01/2017;

Easter closure: 13/04/2017 - 19/04/2017; May Bank Holiday: 01/05/2017; Spring Bank Holiday: 29/05/2017; Summer Bank Holiday: 28/08/2017

## Registration

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Registration will take place on **Wednesday 21 September 2016\***. This applies only to new MPhil/PhD students, who should report to the PhD Academy to register. If this date is not convenient, you can register with the PhD Academy between 14 and 21 September 2016. For more details about registration please see the **Registration 2016/2017 (MPhil/PhD and Visiting Research Students)** page on the website:

<http://www.lse.ac.uk/study/PhDAcademy/admissions-and-registration.aspx>

Please remember to bring your original offer letter from the School, plus some form of photographic identification, such as your passport. You must ensure that you have returned all required admissions paperwork prior to registration. This includes transcripts of results, your acceptance form and your financial undertakings form. These should be sent to the Graduate Admissions office. Please note that all documentation must be in English.

At registration you will be given a network password and an email address. It is important that you regularly check your email, preferably on a daily basis. Information about course arrangements, meetings, seminars and job advertisements is distributed by email.

All registered students will be issued with an LSE student ID card. This card serves as your student identity card and your library card and should be kept in a safe place. You should carry it with you when on campus. A fee is charged to replace a lost or stolen card.

\*If you meet all the entry conditions and have all necessary paperwork, it is possible to register from Wednesday 14 September 2016 onwards. However, if you do wish to register early you must give us advance notice by contacting the research administrator ([i.marshall@lse.ac.uk](mailto:i.marshall@lse.ac.uk)).

## Fees

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The School offers two options for payment of fees. They can either be paid in full in by the time of your registration, or by a termly Payment Plan:

[http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How to Pay.aspx](http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How%20to%20Pay.aspx)

If you do not know the cost of your fees, please see the Table of Fees at:

<http://www.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/2016-17%20Fees%20Table.pdf>

### How to pay your fees

You can pay by cheque either by posting your cheque to the Fees Office or by using the drop-box in the Student Service Centre.

You can pay by credit/debit card online via the payment portal:

[http://reports.lse.ac.uk/internetbuilder/UIBdesign.asp?goto=WEB\\_PAY\\_01\\_TX](http://reports.lse.ac.uk/internetbuilder/UIBdesign.asp?goto=WEB_PAY_01_TX)

You can pay by Bank Transfer; the full details of the bank transfer options are available at:

[http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How to Pay.aspx](http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How%20to%20Pay.aspx)

### 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.



## Induction

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### LSE Welcome Presentation

Key LSE staff from the Directorate, the Deans' and the Students Union General Secretary will give you essential information about the school. This is an important part of your induction and you are expected to attend.

The LSE Welcome Presentation will take place on **Wednesday 21 September 2016**, starting at 2pm in room **TW1 G.01**, which is located on the ground floor of **Tower 1**. This will be followed by a reception in the PhD Academy.

### Induction to Statistics PhD programme

In addition to the LSE school registration and induction, the Department of Statistics holds its own induction for new PhD students as an introduction to the department and to the MPhil/PhD in Statistics programme. This will be an opportunity to meet the Doctoral Programme Director, the Head of Department and the other new students on the programme.

### Induction timetable

<b>Wednesday</b> <b>21 September</b> <b>2016</b>	<b>14:00 – 16:00</b>	<b>LSE Welcome Presentation</b>	<b>Room TW1 G.01 (Tower One), followed by a reception in the PhD Academy</b>
<b>Thursday</b> <b>22 September</b> <b>2016</b>	<b>10:30 – 14:00</b> (Start time subject to confirmation)	<b>Department of Statistics Induction to PhD programme and welcome lunch</b>	<b>Leverhulme Library</b> <b>Department of Statistics</b> <b>COL 6.15</b>

## LSE website

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The school's website has links to all LSE department web pages, as well as many useful external links. Please use this as your first point of reference.

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

## LSE for You

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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.

<https://lfy.lse.ac.uk/>

## 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 PhD Academy 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

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

## The Department of Statistics

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### About the department

The discipline of Statistics flourished at LSE under Sir Arthur Lyon Bowley, the eminent statistician and economist, who joined the school in 1895 and was made Professor of Economic Statistics in 1915.

The Department of Statistics became one of the world's leading centres of quantitative methods in the social sciences and home to some of the world's most famous and innovative statisticians, including Maurice Kendall, Claus Moser, Roy Allen, David Bartholomew, Jim Durbin, Anthony Atkinson, Henry Wynn and Howell Tong.

Today, the department has an international reputation for the development of statistical methodology that has grown from its long history of active contributions to research and teaching in statistics for the social sciences.

### Research environment

The Department offers expert teaching in three key areas; time series and statistical learning, risk and stochastics, and social statistics. The Centre for the Analysis of Times Series (CATS), based in Tower One, is affiliated to the department.

The Department shares teaching and research with other sections of the school that have strong interests in statistics, including the Department of Methodology and the Departments of Economics, Finance, Management and Mathematics. The Department also has close links with the Royal Statistical Society and the Institute and Faculty of Actuaries.

Throughout the academic year the department holds weekly Econometrics and Statistics Research Seminars jointly with the Department of Economics. There are regular departmental seminars at which statistics academics and research students present current research. Seminars on Risk and Stochastics run regularly throughout the year, with speakers from academia and industry. You are encouraged to attend these seminars.

#### Departmental websites

Department of Statistics	<a href="http://www.lse.ac.uk/statistics/home.aspx">http://www.lse.ac.uk/statistics/home.aspx</a>
The Centre for the Analysis of Time Series (CATS)	<a href="http://www.lse.ac.uk/CATS/Home.aspx">http://www.lse.ac.uk/CATS/Home.aspx</a>

## Departmental Facilities

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### Leverhulme Library

As a research student, you are entitled to use the Leverhulme Library, located in COL 6.15 on the sixth floor of Columbia House. The library holds a large selection of statistical books and journals. You can borrow books and browse the journals.

### Incoming mail

All post for research students is delivered to the Leverhulme Library (COL 6.15), where it can be collected from the research students' post tray. Please check the post tray regularly.

## Communication between Students and the Department

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### In person

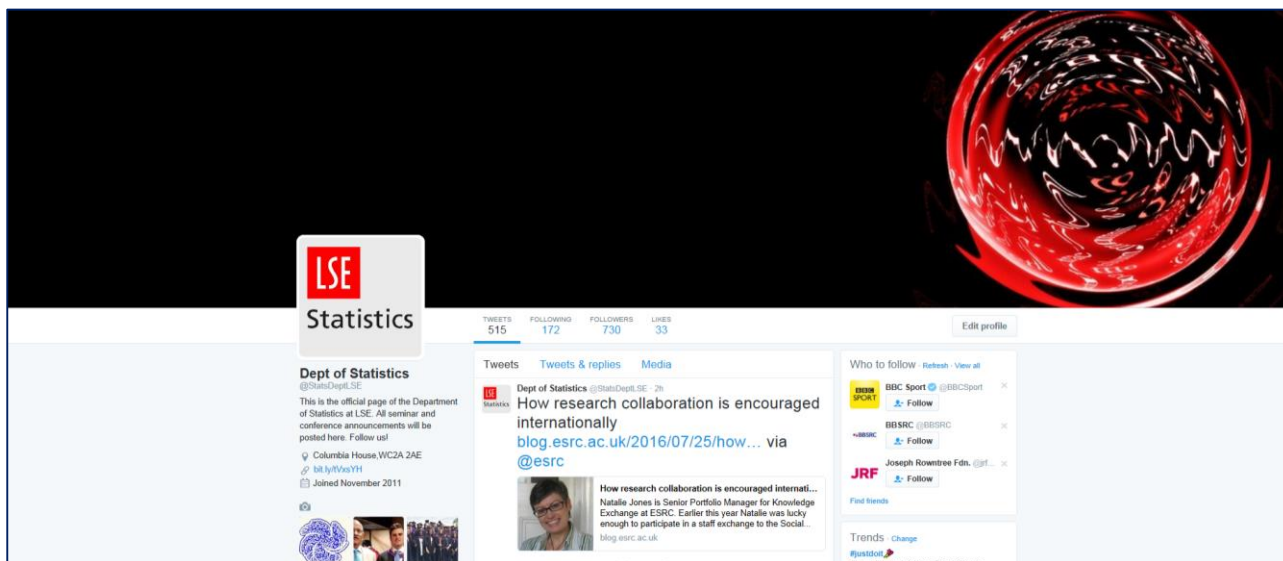
You should agree the times, dates and frequency of meetings with your supervisor(s) and record these meetings on the LSE PhD Log. You are free to visit the research administrator's office at any time.

### Email

Students may contact staff directly by email. The preferred and most usual method of communication for us to contact you will be by email. Therefore, it is very important that you use your LSE email address and check it daily. 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 e-mail off campus, visit

<http://www2.lse.ac.uk/intranet/LSEServices/IMT/remote>.

## Twitter and Facebook



The department has Twitter and Facebook pages:

<https://twitter.com/StatsDeptLSE>

<https://www.facebook.com/StatisticsLSE>

We encourage you to follow us on Twitter.

## Contact by telephone/post

Sometimes it will be necessary for us to send you information by post. For urgent matters it may be necessary to contact you by telephone. It is important that we have your correct contact details. Please inform the research administrator if your contact details change. You should also amend your details on LSE for You.

## Notice boards

The department's notice boards on the sixth floor of Columbia House are regularly updated with new information. You will find information about courses, seminars, conferences and public lectures, as well as job vacancies.



## Absence

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In the event of absence that is likely to be for more than a week, whether because of illness or other reasons, you should notify your supervisor and the research administrator, either by email or telephone.

## Travel and travel insurance

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Please familiarise yourselves with the LSE guidelines and travel and the terms of the LSE travel insurance policy. Please pay particular attention to information about “leisure days” when travelling.

<http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx>

If you are travelling (e.g. to attend a conference or visit another academic institution) you must give full details to the research administrator before the start of your trip.

## Student Representation in the Department

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### Staff-Student Liaison Committee (SSLC)

At the beginning of the academic year each course nominates a student representative, who attends meetings of the Staff-Student Liaison Committee (SSLC). The SSLC is one of the most important forms of representation for students at LSE. The primary role of the SSLC is to improve communication and partnership between the department and its students. In a wider context, the SSLC can inform the academic community of the school if there are any problems that appear to be occurring across departments. Although it may not always be able to resolve all issues, it can refer these to a higher level when appropriate to do so.

SSLC meetings are held in the Michaelmas and Lent Terms.

## Student Representation in the School

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### Research Students' Consultative Forum (RSCF)

The Dean of Graduate Studies chairs the Research Students' Consultative Forum (RSCF). The Forum considers research students' opinions on matters affecting their research at the school, for example by considering issues arising from the reports of departmental student-staff liaison committees. Students in each department select a representative to sit on the forum.

<http://www.lse.ac.uk/intranet/LSEServices/governanceAndCommittees/committeesAndWorkingGroups/consultativeForumForResearchStudents/Home.aspx>

## The PhD Programme

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### MPhil and PhD in Statistics

Initially, you will be registered for the MPhil in Statistics and reviewed for transition to the PhD normally within the first two years of full time registration. During the first twelve months you may attend MSc and research training courses to enhance your background knowledge and research skills. You should discuss course selection with your supervisors. Your progress will be assessed regularly.

### First and second supervisor

Supervision arrangements for research students are carefully considered at the application stage. A first supervisor is agreed during the application process and is selected to reflect the candidate's research topic. From the start of PhD work, supervisors arrange regular meetings with their students. Supervisors are available during term time; please make arrangements during vacation periods, so that you remain in contact with your supervisors. You will have a main supervisor and a second supervisor. The second supervisor provides additional or parallel expertise, local support if the first supervisor is away and backup to cover contingencies such as illness.

## Doctoral programme director

Dr Angelos Dassios is the department's Doctoral Programme Director and has overall responsibility for monitoring the progress of research students, as well as for management of the PhD programme.

Dr Dassios has to approve continued annual registration, the upgrade from MPhil to PhD, assignment of your second supervisor and any other arrangements, such as the thesis viva examination. If you are unable to resolve any issue with the programme director, the Head of Department is available to discuss them with you.

## PhD Log

The PhD Log should be used to record meetings with your supervisor throughout your time at the School. You will also be able to find your submission date on the log, which can be found on LSE for You. It is very important that you make regular and accurate use of the PhD Log.

## Outside help

If you plan to seek outside help with any aspect of the research process you must discuss your plans with your supervisor(s) first before doing this. This also applies if you intend to seek advice from other departments within LSE or from sources outside the School. All help received must be credited appropriately within your work.

## Annual monitoring

A formal departmental assessment of your progress is made in each summer term. This assessment is based on statements made by yourself and the supervisors in the progress report form. You are required to complete the progress report form and forward it to your first supervisor, who will complete a second progress report form on your research.

The PhD programme director and the department's research committee also monitor the progress of PhD students.

### Procedure for upgrading to PhD

1. It is the normal expectation of the department that the decision to upgrade a full-time student to PhD will be undertaken during the second year of registration. In some cases it may be appropriate to upgrade a student to PhD at the end of the first year of registration or, **in exceptional circumstances\***, during the third year of registration. The final decision regarding the timing of the upgrade rests with the supervisor(s), in consultation with the Doctoral Programme Director or Head of Department. For part-time students the upgrade would normally be conducted in the third or fourth year of registration.

(\* Examples of exceptional circumstances are long-term ill health resulting in an interruption of registration, maternity leave, etc.)

2. The upgrade review should normally be conducted by the first supervisor and at least one other member of academic staff in the department. In some cases, it might be appropriate to ask a member of staff from another department to sit on the panel. In exceptional circumstances, an academic who is external to the School might be asked to sit on the panel. The approval of the Doctoral Programme Director or Head of Department should be sought in such cases.

(The student is required to submit a written report of literature searches, research findings, etc., together with a written research plan. The student presents her/his work to date and finding to the panel and answers questions from the panel. The decision of the panel to upgrade or not upgrade the student should be notified in writing to the research administrator.)

3. Supervisor(s) should communicate detailed upgrade review requirements to be to the student by email:
  - Specify the amount and type of written materials a student is required to produce and indicate the deadlines for submission;

- Require the student's written materials to detail the research finding to date, include a clear framework for the research and a timetable for completion;
  - Include the opportunity for the student to orally defend his or her written materials.
4. In all cases where issues have been identified that might affect the upgrade to PhD, the Doctoral Programme Director or Head of Department should sit on the upgrade panel.
  5. The decision to upgrade a student from MPhil to PhD registration should reflect the panel's judgement that the student is working at a level that, if continued, should lead to the award of a PhD within the maximum period of registration.
  6. If a student is not upgraded, there should be the opportunity of a second attempt. The School requires that the second attempt should be within six months from the original attempt. If, **in exceptional circumstances**, a longer period might be appropriate, the research administrator will seek the approval the PhD Academy.
  7. Where a second attempt is unsuccessful, students are normally permitted to continue in registration and submit for an MPhil. The student has the right to appeal against the decision not to upgrade registration to PhD.
  8. The supervisor(s) should notify the outcome of the upgrade to the Doctoral Programme Director and research administrator by email, with a brief report of the findings of the panel. It should be recorded by the research administrator in the department's MPhil/PhD student records and notified to the PhD Academy by email.

## Course Structure

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### First year: MPhil

Students are expected to attend courses suggested to them by their supervisors and do well in any mandatory summer examinations. They should also complete any necessary training in research techniques and/or computing. Throughout their first year, students perform literature searches and become more familiar with their chosen research topic and by the end of the year are expected to have written up an introductory chapter for their thesis as well as any new results they may have obtained. Assessment by the supervisor is based on these. Students will present their initial results at an internal seminar.

### Second year: MPhil/PhD

In the second year students become more deeply involved with their research topic, producing and writing up new results. During this time, students need to meet with supervisors on a regular basis to discuss their academic development and at some stage during the year the department will formally review their progress. Following the successful assessment of their work students may be recommended to register for the PhD. Students should also be able to present their current research at one or more of the departmental seminars.

### Third year: PhD

The third year demands considerable and rapid progress with research and a substantial part of the year should be spent consolidating material, which students have already assembled. The role of the supervisor is to ensure the thesis is of a high standard. Towards the end of the year students should be considering submitting their thesis, although in some circumstances this is done in the fourth year. However, in this situation, a student is encouraged to submit their thesis as early in the year as possible.

## Thesis examination and Beyond

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When a thesis is nearly ready for submission, your supervisor will nominate a suitable internal examiner and an external examiner. The internal examiner will be from the School or another school or college of the University of London, while the external examiner will be from another university. The examiners appointed by the panel will require at least two months to read a thesis once it has reached them. After the examiners have read the thesis, supervisors arrange for a viva examination. Students should expect to give a short presentation of their work and answer general questions on their area of research, as well as on details of their thesis. Students may request the attendance of their supervisor at the viva, but the supervisor will speak only if asked to do so by the examiners.

### Submission of thesis

It is important that the presentation of your thesis follows the strict guidelines. Please refer to the Guidelines for MPhil and PhD examinations available at:

<http://www.lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx>

Please ensure that you adhere to the regulations when preparing to submit your thesis. If you need any further information or advice regarding the presentation of your work you should speak to your supervisor.

You must submit your entry form for PhD examination to the PhD Academy at least two months prior to the submission of your thesis.

### Where to send your thesis

Two soft-bound copies of your thesis must be submitted to the PhD Academy. There is no provision in the regulations for this to be sent anywhere else. Although LSE is occasionally prepared to allow your thesis to be sent direct to examiners, this is in exceptional cases and by prior arrangement only.



## Binding

Two soft-bound copies are required initially. Please refer here for notes on the submission, format and binding of MPhil/PhD theses:

<http://www.lse.ac.uk/study/PhDAcademy/documents/PDFs/thesisFormat.pdf>

## Graduation Ceremonies

Graduation ceremonies are held twice a year: in July for MPhil/PhD degrees awarded by 30 April and in December for those awarded by 30 September.

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

## Degree Certificates

The degree certificate will be available for collection on the graduation ceremony days for the relevant graduation period in July or December. If you don't collect it at the ceremony, it will be posted to your home address within four to six weeks. It is therefore essential that you keep your details up-to-date on LSE for You. A confirmation of your award can also be requested from the PhD Academy for the purposes of job hunting whilst your degree certificate is being produced.

For more information, please see:

<http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/certificatesDocsLetters/DegreeCertificate.aspx>

## Plagiarism

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It is essential that you familiarise yourself with and comply with the School's rules on plagiarism, here:

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

The work you submit for assessment must be your own. If you attempt to pass off the work of others as your own, whether deliberately or not, you are 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. Quotes must be placed inside quotation marks and a full reference to 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 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 (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) 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 the Regulations on Assessment Offences: Plagiarism which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, Supervisor, the Teaching and Learning Centre (TLC) or the Library as soon as possible.

### Statement on editorial help for PhD theses

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A statement on editorial help for PhD theses is available on the PhD Academy website and is copied on the next page. It is important that you read and adhere to this.

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

The statement applies to all research students and should be provided by students to any third party from whom they might seek editorial help in the final stages of their thesis prior to submission for examination.

*This statement was approved by the Academic Board, July 2012*

Any written work a student produces (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely his/her own work<sup>1</sup>. Specifically, a student must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on his/her behalf<sup>2</sup>.

This guidance is for use when a student is considering whether to employ a third party such as a professional copy editing or proof reading company when producing work in draft or final version.

It also applies when a student seeks editorial help from other, non-professional third parties, such as fellow-students or friends.

It is not concerned with the regular and iterative interaction between student and tutor/supervisor(s) on draft versions of his/her work throughout the registration period. The student's tutor/supervisor is not regarded as a "third party" for this purpose.

For research students, further guidance is included in the Supervisor's Handbook produced by the Teaching and Learning Centre.

If a student contravenes this statement, this will be considered an assessment offence and investigated in accordance with the regulations on assessment offences: plagiarism.

1 If the student chooses to employ a third party, it is his/her responsibility to give them a copy of this statement. When submitting work the student must acknowledge what form of contribution they have made, by stating for example, 'this thesis/essay/dissertation was copy edited for conventions of language, spelling and grammar by ABC Editing Ltd'.

2 A third party **cannot be used**:

- 2.1 to change the text of the work so as to clarify and/or develop the ideas and arguments;
- 2.2 to reduce the length of the work so that it falls within the specified word limit;
- 2.3 to provide help with referencing;
- 2.4 to correct information within the work;

2.5 to change the ideas and arguments put forward within the work; and/or

2.6 to translate the work into English.

3 A third party **can be used** to offer advice on:

3.1 spelling and punctuation;

3.2 formatting and sorting footnotes and endnotes for consistency and order;

3.3 ensuring the work follows the conventions of grammar and syntax in written English;

3.4 shortening long sentences and editing long paragraphs;

3.5 changing passives and impersonal usages into actives;

3.6 improving the position of tables and illustrations and the clarity, grammar, spelling and punctuation of any text in or under tables and illustrations; and

3.7 ensuring consistency of page numbers, headers and footers.

4 The third party shall give advice by means of tracked changes on an electronic copy or handwritten annotations on a paper copy or other similar devices. The student must take responsibility for choosing what advice to accept, and must him/herself make the changes to the master copy of the work.

## Notes

<sup>1</sup> Except where the School's regulations might permit it to include the work of others e.g., Regulations for Research Degrees (paragraph 31.1) permit a thesis to include the work of others and individual programme regulations for taught students permit group work.

<sup>2</sup> This does not preclude the use of a 'scribe' where verbatim dictation might be required for a student with a particular disability.

## Statement on term dates, vacations and working during MPhil/PhD study

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### Term dates

When you register for a research programme, you are expected to reside within the UK in order to attend taught courses and/or supervision meetings at the LSE. In exceptional circumstances, the Research Degrees Subcommittee Chair might permit you to reside outside of the UK during the final stages of your research: for further information on residing outside of the UK please see the PhD Academy website.

<http://www.lse.ac.uk/intranet/students/researchStudents/researchDegrees/Home.aspx>

For full-time students, you are registered for four years until you submit your thesis for examination. Part-time students are registered for eight years.

For all registered research students vacations are the Christmas and Easter breaks in each year of registration. You are considered a registered student, continuing your studies during each summer vacation; this is therefore **not** vacation time. You can request one short vacation (of up to 4 weeks) during each summer vacation in years 1 to 3 (or 1 to 7 if part time). This does not normally apply in the summer of your final year when you are expected to be completing your thesis for submission. Vacations during the summer must be negotiated with your academic department, usually with your supervisor and/or Doctoral Programme Director in good time before you plan to leave. Agreed vacation periods should be notified to the PhD Academy ([phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)). If additional vacation periods of this kind are granted to you, this cannot then be used as a reason for needing to extend your maximum period of registration in order to complete your thesis.

### Working while studying

Studying at the LSE and completing an MPhil or PhD is intensive and demanding. Therefore, we recommend that all students limit work during term time to a maximum of 20 hours per week, and fewer if possible.

If you are on a Tier 4 (General) student visa which permits working in the UK, you may only work up to 20 hours per week except during vacations, when you are permitted to work full-time. The number of hours that you can work is the same regardless of whether you are paid or unpaid. If you have completed your programme, and have a visa that permits you to work, you can work during the short period you are

permitted to be in the UK after your programme ends. However, if you withdraw from your programme or interrupt your studies, you are not entitled to work regardless of when your permission in the UK ends. Further guidance on working during your studies as a Tier 4 visa holder can be sought from the International Student Visa Advice Team at the LSE.

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

If you have an ESRC award, you are encouraged to undertake a certain amount of paid teaching or other research work during your studentship provided that you spend a minimum of 1800 hours each academic year on your doctoral training and research. Your programme of training should be compatible with such work and your supervisor must approve. Further guidance on the conditions of ESRC funding can be sought from the Financial Support Office at the LSE.

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



## Research Training

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### Department of Methodology

The Department of Methodology, which, like the Department of Statistics, is based in Columbia House, runs courses for research students throughout the year. More information can be found on the Department of Methodology website:

<http://www.lse.ac.uk/methodology/courses/Home.aspx>

### Teaching and Learning Centre

LSE offers a range of training sessions on different aspects of study and learning through its Teaching and Learning Centre (TLC). This is an opportunity to develop a range of skills, which will help you with your research, as well as providing useful skills when you start looking for jobs and planning your career.

For information about study skills courses and a full list of events, please visit the Teaching and Learning Centre website:

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

## Academic and professional development programme for PhD students

The PhD Academy provides a number of opportunities for professional development and networking that complements the support you receive from your supervisors at departmental level, including a series of short courses which offer you help at the different stages of your PhD. These include support in core skills such as writing, constructing a thesis, managing your time effectively, coaching for timely completion as well as preparing for upgrade and your viva. In addition, these courses help you promote your ideas outside of LSE and prepare you for the job market.

For more information about the programme, please visit the website:

<http://www.lse.ac.uk/study/PhDAcademy/academicAndProfessionalDevelopment/home.aspx>

## LSE Postgraduate Certificate in Higher Education

The Teaching and Learning Centre also provides support and training for PhD students who teach, including a compulsory programme for new graduate teaching assistants who are also registered as PhD students at the school. Those students who wish to take their teaching training further should consider taking the 'LSE Postgraduate Certificate in Higher Education' (PGCertHE), a formal qualification in teaching in Higher Education, which is externally accredited by a national body, the UK Higher Education Academy.

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

There are a number of other training events and support networks for research students. Please see the training and development system for further details of courses and events:

<http://training.lse.ac.uk/>

## PhD Academy



The PhD Academy, on the 4<sup>th</sup> floor of the Library, houses a dedicated space and services hub for all PhD students. All students will be invited to visit the Academy and find out more about it once induction at departmental level is complete. If you have any queries about registration, being an ESRC student, finance, or professional development you are welcome to visit the office in the Academy.

- The primary purpose of the Academy is to create a meeting place for students across Departments and to bring together centralised services which focus on PhD students.
- The service hub operates an open door policy for students and has a reception desk where students can come with any query and be directed to the right person to deal with that query.
- The Academy consists of an open plan PhD common room (with access to microwaves and free tea and coffee), a dedicated teaching room and a service hub which will consist of the Research Degrees Unit, ESRC Doctoral Training Centre and the professional development team for PhDs.
- All Methods Training courses, professional development courses and careers events geared towards PhDs will take place in the dedicated teaching space within the Academy.
- The teaching room will also be available for PhD students to book for multi/intra disciplinary workshops and funding is available to support these:

<http://www.lse.ac.uk/study/PhDAcademy/documents/Word/multiDisciplinaryFund.doc>

The PhD Academy website lists useful links to regulations and documentation for research students. In particular, the website contains links to useful forms that you will need during your study, e.g. examination entry pack for MPhil/PhD students.

<http://www.lse.ac.uk/study/PhDAcademy/home.aspx>

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

Tel: +44 (0)20 7955 6607

## Academic and Professional Development

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### Annual progress reports

Students are asked to complete a progress report form each year, usually in May, detailing work done, any problems encountered and outlining a work plan for the coming year. This form must be submitted by no later than the designated deadline date.

### Annual research presentation events

The department holds an annual two-day presentation event, usually in May or June, at which first-year students are asked to present their research topic and second and third students are asked to present their research findings. It is important for students to participate in this event.

Details of previous events can be found on the Department of Statistics website, here:

[http://www.lse.ac.uk/statistics/researchstudents/researchposters\\_PhD.aspx](http://www.lse.ac.uk/statistics/researchstudents/researchposters_PhD.aspx)

### Poster presentations

Students are offered the opportunity to produce a poster and abstract that outlines an aspect of their research. The poster is displayed in the department for a period of up to four weeks. It can also be uploaded to LSE Research Online and submitted for presentation at conferences.

**We strongly urge you to avail yourself of this opportunity.**

## PhD advanced courses

The department has been closely involved in the development and expansion of the London Graduate School in Mathematical Science and the London Taught Course Centre, highlighting our commitment to widening PhD training by adding our expertise and resources to this collective drive for excellence in the development of doctoral students and teaching in statistics and mathematics.

## London Graduate School in Mathematical Finance

The London Graduate School in Mathematical Finance (LGS) is a consortium of the mathematical finance groups of Birkbeck College, Brunel University, Cass Business School, Imperial College, King's College London, University College London and the London School of Economics. Its primary purpose is to provide a programme of advanced courses in mathematical finance, primarily for first-year MPhil/PhD students in the various groups. Courses begin in October and take place throughout the academic year.

Information about the courses provided by the LGS are posted on its website:

<http://www.londonmathfinance.org.uk/>

## London Taught Course Centre

The London Taught Course Centre (LTCC) for PhD students in the mathematical sciences is run by a consortium of universities in the London region, including the Statistics and Mathematics departments at LSE. Its aim is to ensure that all mathematical sciences research students have a broad mathematical culture covering at least one (and ideally more) of the three areas; pure mathematics, applied mathematics, and statistics, but also to offer students opportunities to acquire a working knowledge of classical results and recent developments in their own broad research fields, but outside the specialised domains of their individual research projects.

<http://www.ltcc.ac.uk/>

## Teaching: Graduate Teaching Assistants (GTAs)

The Department of Statistics employs Graduate Teaching Assistants to teach a number of its undergraduate and postgraduate courses; in particular, ST102, Elementary Statistical Theory and ST107, Quantitative Methods. PhD students are encouraged to do some teaching, usually in their second and third year of study.

Students awarded an LSE PhD Scholarship are required to contribute to their academic department as part of their research training, in the form of providing teaching or other work in their department, usually from year two onwards.

## Conferences

The department encourages students to attend conferences during their PhD programme in relation to their particular research topic. LSE operates a Postgraduate Travel Fund to provide travel funding to PhD students who have been invited to present a paper at a conference related to their research degree.

<https://www2.lse.ac.uk/intranet/students/studentServicesCentre/financialSupport/internal/registeredStudents/postgraduateTravelFund.aspx>

The department also offers financial assistance suitable conference, training programme or workshop for each student during the whole of the maximum period of registration, up to a maximum of £1,000. In the first instance, you should discuss the event you are interested in attending with your supervisor.

To make a claim for funding you are required to send all relevant receipts and details to the research administrator, who will produce an expenses form for you to sign. As your supervisor will normally be asked to support your claim for conference or other expenses, it is highly recommended that you seek approval from him or her before proceeding with a purchase for which you intend to claim reimbursement.

**The department particularly encourages students to attend the Research Students' Conference (RSC) and Young Statisticians Meeting (YSM).**

## Seminars

All research students are encouraged to attend the seminar series on offer at LSE and other colleges. Throughout the year the Department of Statistics hosts its own Seminar Series, including Big Data seminars, as well as contributing to the Joint Econometrics and Statistics Workshops with the Department of Economics. The Joint Risk and Stochastics and Financial Mathematics seminar series and The London Mathematical Finance Seminar series run regularly throughout the year, with speakers from academia and industry.

Research students make regular presentations of their work-in-progress at the Postgraduate Research Seminars. You will also have the opportunity to produce a poster to be presented within the department. This would be displayed for a period of usually not less than four weeks.

Details of the departmental Seminar Series are advertised on the Events pages of the department's website, along with other occasional seminars.

<http://www.lse.ac.uk/statistics/events/events.aspx>

Further details of the Joint Econometrics and Statistics Workshops are available on the Department of Economics website. All seminar notifications are sent out by email.

## Office and computing facilities

The school is situated in the very heart of London and we are constrained with limited office space. However, the department is determined to offer each full-time research student a desk and PC, subject to availability. Students also have access to PCs in the Library, PhD Academy and the public terminal rooms.



## Library

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The Library of the London School of Economics, also known as the British Library for Political and Economic Science, is housed entirely in the Lionel Robbins Building on Portugal Street. As well as the main and course collections, which house key reading list texts, the library also has several specialist collections, including its extensive Governmental and Statistics collections.

Please see the library website for further information:

<http://www.lse.ac.uk/library/Home.aspx>

### Joining the library

When you register with the school, you will receive a student identification card. This permits you to enter the library and borrow books. At the beginning of term, the library offers general introductions to its facilities. The library also runs training courses throughout the year, explaining the use of other facilities such as electronic journals and on-line databases. These courses are designed to familiarise students with the wealth of electronic information sources available and show them how to use them effectively.

## Library opening times

The library opening times can vary throughout the year. For a full list of opening hours please visit:

<http://www.lse.ac.uk/library/about/findUs/libraryOpeningHours.aspx>

## Student Services

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### Student Services Centre



The Student Services Centre provides administrative services relating to admissions, registry, courses and assessment, examinations, ceremonies and financial support. The Student Services Centre is located on the ground floor of the Old Building.

Please visit the Student Services Centre website for a full list of the services they provide. These include drop-in sessions for the Fees Office, Financial Support Office and Graduate Admissions.

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

## Financial Support

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The Financial Support Office, which is part of the Student Services Centre, is responsible for administering school funds and a variety of scholarships, studentships, prizes and awards. 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://www.lse.ac.uk/intranet/students/studentServicesCentre/financialSupport/Home.aspx>

## Student Counselling Service

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The LSE student counselling service aims to enable students to cope more effectively with personal or study difficulties that may be affecting them while at LSE. There are nine professionally qualified and experienced counsellors in the service, offering up to 100 sessions of counselling each week. The service also runs a wide range of short term and long term groups and workshops. The service is a part of the Student Wellbeing Service.

For more information about the many services that are available, please visit the Student Counselling Service website at:

<http://www.lse.ac.uk/collections/studentCounsellingService/Default.htm>

## LSE Life

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LSE LIFE is the School's centre for academic, professional and personal development. They 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.

They 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.

<http://lse.ac.uk/lselife>



LSE Careers provides a comprehensive careers service for PhD students and recent graduates during and after your PhD; helping you to make the most of your PhD experience, to research career options, network with employers, and find vacancies for jobs and part-time work. We work completely confidentially with you to help you make the best decisions about your career and develop your future plans at whatever stage you are.

You can book [an appointment](#) with [Catherine Reynolds](#), the PhD careers consultant for PhD students at any stage of your PhD.

Each year about 60% of LSE PhD graduates go on to work in education and 40% work in other sectors. About 25% start work outside Europe and the other 75% in UK and Europe. Make use of the support available to you for your career development.

[LSE Careers](#)

Floor 5

Saw Swee Hock Student Centre

1 Sheffield Street

London WC2A 2AP

Tel: 44 (0)20 7955 7135

[Maps and directions](#)

Opening hours Monday – Friday: 10.00am - 5pm and late night on Thursday until 8pm

Open all year during term time and vacations (except when LSE is closed)

[Ask us a question on LSE CareerHub](#) or email at [careers@lse.ac.uk](mailto:careers@lse.ac.uk)



Contact [@LSECareers](#) on Twitter



Contact us on [Facebook](#)



## IMT Services and Training

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### User support

For desktop support of School-owned hardware and software on the LSE network, network and email account issues and general IT queries you should contact the IT Servicedesk in the first instance, at [It.Servicedesk@lse.ac.uk](mailto:It.Servicedesk@lse.ac.uk), by phone at 0207 107 5000 or in person at the IMT Walk In Centre, 1st Floor, Library (Mon - Fri, 09.30 - 17.30).

Please note you can access your email account from anywhere via the school webpage:

<http://exchange.lse.ac.uk/intro.htm>

For further information about IMT Services, please visit their website at:

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

### Laptop Surgery

The laptop surgery provides assistance connecting to LSE resources from off-site and connecting personally-owned laptops and mobile devices to the LSE network.

<http://www.lse.ac.uk/intranet/LSEServices/IMT/remote/laptopSurgery/home.aspx>

**Email:** [It.Servicedesk@lse.ac.uk](mailto:It.Servicedesk@lse.ac.uk)

**Location:** Walk in Centre, 1st Floor, Library

Laptop surgery hours vary from week to week in order to match demand. Please check the schedule before your visit.

## IMT Training

The school's IMT Services runs a series of IT courses for students. The courses introduce students to the advanced use of Microsoft Office applications for data analysis. Details of training courses are posted on the IT Training website:

<http://www.lse.ac.uk/intranet/LSEServices/IMT/training/home.aspx>

## Students' Union

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All LSE students are able to become members of the Students' Union. The purpose of the Students' Union is to advance the interests, welfare and corporate life of its members. The union ensures and maintains the provision of commercial, social, educational and sporting services across campus.

Please visit the website: <http://www.lsesu.com>

### The Students' Union Advice and Counselling Centre

The Students' Union advice and counselling centre offers professional, free, independent, confidential, impartial advice on any welfare or legal issues. The SU professional advisors can help with a range of issues including housing, immigration, visa extensions and employment problems. Welfare benefits, grants, fee status and disability rights. They also offer a series of information leaflets in the Advice and Counselling Centre's reception area.

The centre also operates a counselling service for students who are concerned about their emotional and mental welfare or who are feeling stressed or depressed.

More information is available on the Students' Union website here:

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

All services are free of charge and advice and counselling are provided in strict confidence.

### Gymnasium

The LSESU Gym is located on the fourth floor of the Saw Swee Hock student Centre. The gymnasium is fully equipped and has qualified staff. Please visit the website for more information:

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

## International Students

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The student community of the LSE is one of the most diverse in the world, with students from over 150 countries. Even though it can be exciting to study abroad, some students will be daunted by the challenges of coming to live in a new country. The Students' Union has an International Students Office who is responsible for the welfare and representation of international students. There are many international student societies within the Students' Union, representing almost every region of the world.

### Immigration procedures



If you are coming from overseas to study in the UK, you must make sure you have the appropriate documentation before you start your journey. Please refer to the International Student Visa Advice Team page here:

<http://www.lse.ac.uk/intranet/students/ISVAT/Home.aspx>

For more information about immigration procedures, please refer to the website of the UK Council for International Student Affairs (UKCISA):

<http://www.ukcisa.org.uk/> (external link)

## The Language Centre

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The Language Centre specialises in providing language support to current students of the LSE, as well as programmes for prospective students. In addition to its English language programmes, a number of other services are offered, including proofreading, translation and document authentication.

Please visit the Language Centre website for more information:

<http://www.lse.ac.uk/language/Home.aspx>

Tel: +44 (0)20 7955 6713

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

## Equity, Diversity and Inclusion Policy

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The Department of Statistics is committed to giving equal opportunities to all its members, irrespective of race, religion, sex, age, disability or sexual orientation. In particular, the department supports the school's Equity, Diversity and Inclusion Policy.

### School Equity, Diversity and Inclusion Policy Statement

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](#).

## Disability Equality

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The LSE is committed to promoting equality and diversity in order to deliver the best possible service to its students, staff and the wider community, in accordance with its Articles of Government.

### Disability and Well-being Service

The school's Disability and Well-Being Service co-ordinates support for students with disabilities and/or dyslexia, in accordance with the Disability Discrimination Act 2005 (DDA) and the Special Educational Needs and Disability Act 2001 (SENDA).

Students with disabilities are encouraged to contact the Disability and Well-being Service at an early stage to discuss general facilities and individual requirements.

#### Contact

Tel: 020 7955 7767

Location: Room OLD G.23, Old Building

Email: [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk)

Please visit the Disability and Well-being website for more information about the full range of services that are available to students.

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

### Funding for students with disabilities/dyslexia

UK students with disabilities/dyslexia can apply for funding from the Disabilities Student Allowance (DSA). The Disability and Well-being Office can advise you about documentation and help with applications and the deployment of resources. Students should also contact the Disability and Well-being Office if they are funded through the Disabled Student Allowance or need help in applying to their local education authority (LEA). Further information on DSAs can be found via the link below:

<https://www.gov.uk/disabled-students-allowances-dsas> (external link)

## LSE Circles Network

Students with disabilities are also invited to contact the LSE Circles Network, a support network composed of people who aim to provide mutually beneficial practical, study and social support to other students. The Circles Network aims to make it easier for students with a range of disabilities, medical conditions and special needs to study, survive and succeed at LSE.

For more information about the Circles Network, please visit their website:

<http://www.lse.ac.uk/intranet/LSESocial/circles/Home.aspx>



## LSE Volunteer Centre

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The LSE Volunteer Centre (which is part of LSE Careers), exists to help students find a volunteering placement at a charity or not-for-profit organisation during their time studying at LSE. It offers a wide range of volunteering opportunities for students to get involved in, whether they have one hour or two days a week to spare.

The centre can offer a wealth of advice on volunteering in London and internationally and how to make the best use of opportunities to make a difference in the world and how to gain new skills for future careers.

### **LSE Volunteer Centre**

Floor 5  
Saw Swee Hock Student Centre  
1 Sheffield Street  
London  
WC2A 2AP

Tel: +44 (0)20 7955 6519

Email: [volunteer@lse.ac.uk](mailto:volunteer@lse.ac.uk) or [@LSEVolunteering](https://twitter.com/LSEVolunteering)

<http://www.lse.ac.uk/intranet/CareersAndVacancies/volunteerCentre/Home.aspx>

## Health Services

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There is an NHS (National Health Service) general practice within the LSE campus, located in St Phillips Medical Centre on the second floor of Tower 3, Clement's Inn. Full details of its services can be found at the website:

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

Some services are only available to registered patients. Information about registration issues and other ways to access NHS care are given on the website.

The dental practice located in Sardinia House is operated separately to the general medical practice. Please visit the following website for more information about their services:

<http://www.sardiniahousedentalpractice.com/> (external link)

For general health advice and information you may wish to visit the NHS Choices website at:

<http://www.nhs.uk/pages/home.aspx> (external link)

**It is very important to register with a GP while you are living in London and studying at LSE.**

## Faith Centre

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The Faith Centre provides a focus for information and support for students interested in exploring spiritual issues, as well as those already committed to a particular faith. It is a state of the art multi-faith facility used for worship, prayer, reflection, interfaith discussion and hospitality by the diverse student body at LSE. Its team of chaplains works with representatives of many religious societies of the Students' Union, including societies for different Christian denominations, the Islamic Society, the Jewish Society and the Buddhist Group.

The Faith Centre organises regular activities, groups, seminars, workshops and other forms of discussion for those of all faiths and none. It is a place that offers welcome and hospitality to all, as well as the opportunity to talk confidentially with any of the chaplains at any time. The full time Chaplain and Interfaith Advisor is Reverend Dr James Walters, who you can contact by email at [j.walters2@lse.ac.uk](mailto:j.walters2@lse.ac.uk).

The Faith Centre is located in room 2.01, Saw Swee Hock Student Centre.

For more information, please visit the website at:

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

## Accommodation

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The Accommodation Office can provide information about accommodation for LSE students in London. The website contains information about the range of residences, both LSE and University of London, and private housing options.

<http://www.lse.ac.uk/lifeAtLSE/accommodation/home.aspx>

## LSE Calendar

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The Calendar is an extremely useful source of information. It is published on the LSE website for use by LSE staff and students. Its purpose is to gather together into a single resource regulations relating to students and their study.

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

## Shaw Library

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The Shaw Library (also known as the Founders Room) is located on the sixth floor of the Old Building and is open to all staff and students of LSE, although it is not intended for serious study by students. Comfortable armchairs provide a restful atmosphere. A roof terrace is open when weather allows and there is also a rehearsal room available.

The library has a lending collection of general literature and travel books, as well as a selection of newspapers and magazines to read. There is free admission to all lunchtime concerts.

More information regarding the Shaw Library is available at:

<http://www.lse.ac.uk/intranet/LSESocial/shawLibrary.aspx>

## Catering Venues

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### **The Bean Counter**

Located in the basement of 32 Lincoln's Inn Fields

### **Café 54**

Located on the ground floor of the New Academic Building.

### **Fourth Floor Café Bar**

Located on the fourth floor of the Old Building.

### **Fourth Floor Restaurant**

Located on the fourth floor of the Old Building. Serves breakfast, lunch and early evening supper.

### **George IV pub**

Located on Portugal Street.

### **LSE Garrick**

Located at the entrance to Houghton Street. The ground floor offers a wide range of hot and cold drinks, as well as sandwiches and sweet pastries. The lower floor offers a meal service at lunchtime.

### **Mezzanine Café**

Located on the mezzanine floor of the New Academic Building.

### **Plaza Café**

Located on John Watkins Plaza, outside the Library.

For more information about these venues, including opening times, please see the Catering Services website:

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

## Alumni Association

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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 coordinated 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](#) 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 at <http://www.alumni.lse.ac.uk/> or contact the Alumni Relations team on [alumni@lse.ac.uk](mailto:alumni@lse.ac.uk).

## General Information

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### Banks

Students who wish to open a bank account in the UK should bring their original LSE offer letter with them, as some banks require it. For more information, please refer to the Student services website on setting up a bank account.

<http://www2.lse.ac.uk/intranet/students/moneyMatters/bankAccounts/home.aspx>

### Chemists

There is a branch of Boots (the Chemist) close to the LSE on Kingsway and also a Boots and Superdrug on High Holborn and the Strand. The pharmacy counters have well-trained staff who can give medical advice.

### Entertainment

The LSE is ideally located for many of London's theatres, cinemas, art galleries, museums and bars. The following websites provide information about entertainment and leisure in and around London, as well as event listings:

(1) <http://www.timeout.com/london/> (2) <http://londonist.com/> (3) <http://londonnet.co.uk/>



## News

The Students' Union shop (at Lincoln Chambers, 2–4 Portsmouth Street) sells newspapers at reduced rates, including the *Financial Times*, as well as magazines, stationary, sports equipment and LSE merchandise.

### *Student News*

Internal Communications produces this electronic newsletter which is emailed every Wednesday to all LSE students, on a weekly basis during Michaelmas and Lent term and fortnightly during Summer term.

<http://www.lse.ac.uk/intranet/news/newsletters/studentNews.aspx>

### *The Beaver*

The Beaver is the student newspaper, published by the Students' Union. It was first published in 1949.

<http://beaveronline.co.uk/> (external link)

## Nursery

The school runs a day nursery for students and staff, with places for up to 63 children aged between three months and school age (5 years). There are places for up to 23 babies aged three months to 2 years, 24 places for children aged 2 – 3 years and 16 places for children aged between 3 and 5 years.

The nursery is located in the basement of the Halls of Residence in Wild Street. All staff are qualified nursery nurses and the nursery is registered with Ofsted (the Office for Standards in Education, Children's Services and Skills) in accordance with the Children Act 1989.

For further information, including details of the application process, please visit their website:

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

Tel: 020 7107 5966

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

## Parks and walks and walks

The nearest parks to the LSE are Lincoln's Inn Fields, which is said to have been one of the inspirations for Central Park in New York, and Victoria Embankment. There are many others worth visiting, such as the Royal Parks, which include Hyde Park and Regent's Park, and Hampstead Heath, which has superb views over London.

Royal Parks website:

<http://www.royalparks.org.uk/> (external link)

There are also many walking routes in London. Please see the Transport for London website at:

<https://tfl.gov.uk/modes/walking/> (external link)

Guided walks are available, taking in many tourist attractions. For example, please see:

<http://secretlondonwalkingtours.co.uk/> (external link)

## Post Office

The nearest post office is on the Aldwych between Columbia House and Clement House. It is open Monday to Friday 9am – 5.30pm (9.30am opening time on Tuesday).

<http://www.postoffice.co.uk/>

## Public Transport

Please visit the Transport for London website for local travel information, including interactive maps and route guides.

<http://www.tfl.gov.uk/>

The nearest underground stations are Holborn (Central and Piccadilly lines) and Temple (Circle and District lines). The nearest mainline rail stations are Charing Cross, King's Cross and Euston. Buses run from High Holborn, Aldwych/Strand and Kingsway. A night bus service operates throughout the night – look for an “N” preceding the route number.

Students are entitled to reductions on underground trains, buses and national rail journeys. For more information, please see:

<http://www.lse.ac.uk/intranet/students/campusLondonLife/studentTravelCard.aspx>

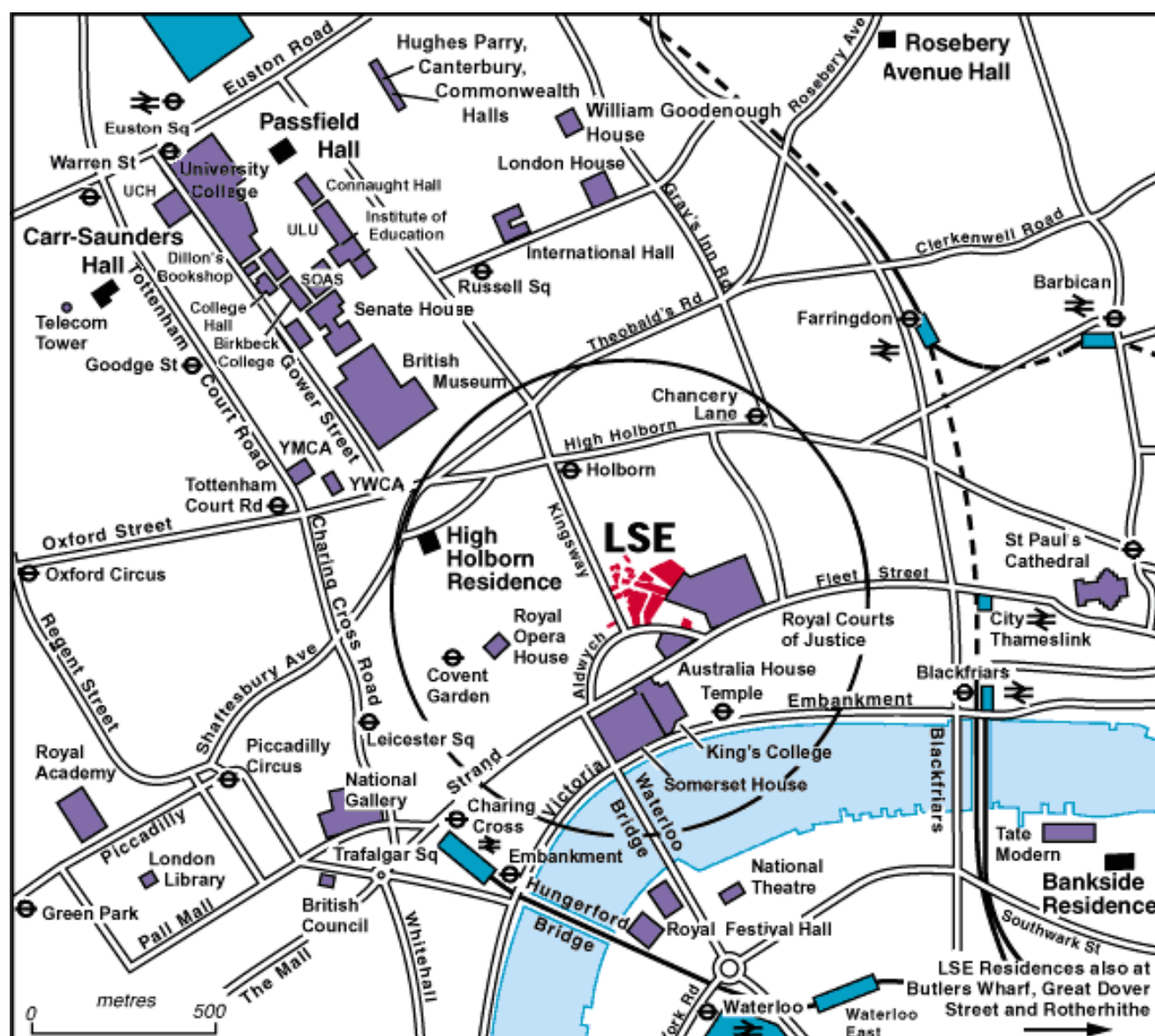
## Sports Ground

The school has 9.5 hectares of playing fields in New Malden, Surrey. There is a main pavilion, which houses changing rooms and shower facilities, as well as a bar and dining hall. Sporting amenities include seven football pitches and two rugby pitches in the winter and two cricket squares and one grass tennis court in the summer. These facilities are available for use by students and staff of the school and are available for hire by external users when not in use by the Athletics Union.

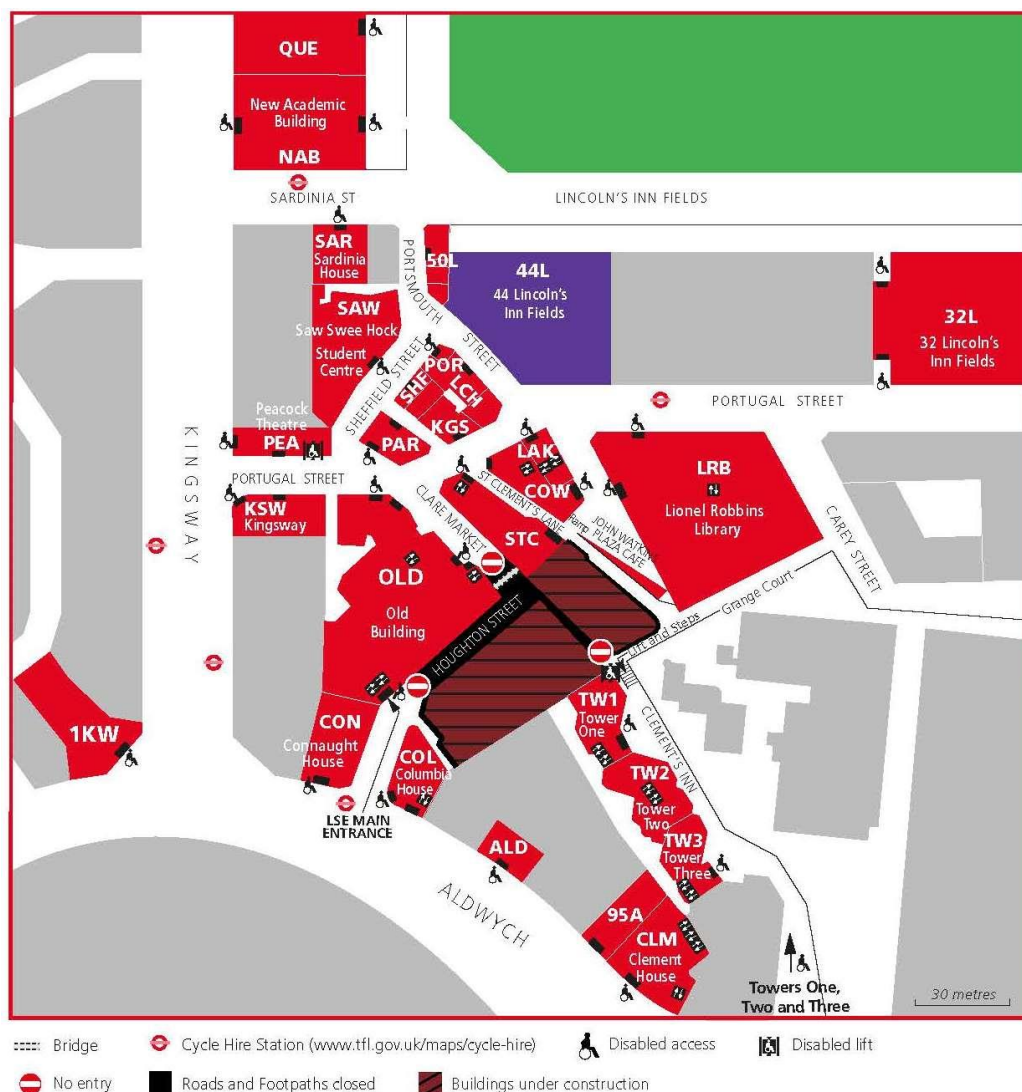
For further information, please see the website:

<http://www.lse.ac.uk/intranet/LSESocial/sportsground/Home.aspx>

## How to find LSE



## Map of all LSE buildings



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

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

coming from  
Holborn Station



coming from Charing Cross Station

coming from Temple Station