



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

**Department of Statistics**

2016/17

# BSc Actuarial Science - Handbook



Department of Statistics  
Room COL.6.11  
6<sup>th</sup> Floor Colombia House  
Houghton Street  
London  
WC2A 2AE  
Tel: +44 (0)20 7955 7650  
Email: [S.J.Ellis@lse.ac.uk](mailto:S.J.Ellis@lse.ac.uk)

## Contents

<b>Welcome .....</b>	<b>3</b>
A Welcome from the Head of Department .....	3
New Arrivals Information and Orientation .....	3
Registration .....	4
Campus Tours .....	4
<b>Significant Dates .....</b>	<b>5</b>
Term Dates 2016/17 .....	5
<b>Departmental Information .....</b>	<b>7</b>
Statistics Administration Offices .....	7
<b>Communication with Students .....</b>	<b>8</b>
Your Academic Adviser .....	9
The Course Tutor .....	10
Moodle .....	10
LSE for You (LFY) .....	10
Stats support centre .....	11
Academic advice and feedback .....	11
Off Campus Support Scheme .....	11
Staff Student Liaison Committee (SSLC) .....	11
Teaching and Learning Committee (TLC) .....	12
Quality Assurance .....	13
<b>Who's Who .....</b>	<b>14</b>
<b>BSc Actuarial Science Degree Structure .....</b>	<b>18</b>
What is my degree like? .....	18
Option Courses .....	21
Recommended Texts .....	21
Class Changes .....	21
RSS Accreditation .....	22
<b>Actuarial Exemptions .....</b>	<b>23</b>
<b>Studying at the LSE .....</b>	<b>24</b>
Timetable for the First Year .....	24
Course Choices .....	24
Teaching Arrangements .....	24
Time Commitment to Studies .....	24
Auditing Courses .....	25
Interruption/Deferral/Withdrawal .....	25
Exceptional Circumstances .....	25

Assessment Criteria from the QAA .....	25
<b>Assessment .....</b>	<b>26</b>
Candidate Numbers .....	26
Assessed Coursework .....	26
Extensions to Deadlines for Assessed Work .....	27
Penalties for Late Submission .....	27
Receipt of your Coursework .....	28
Feedback .....	28
<b>Examinations.....</b>	<b>30</b>
Assessment Offences - Plagiarism .....	33
Assessment Offences other than Plagiarism .....	34
<b>A Few General Tips .....</b>	<b>34</b>
<b>Graduate Destinations.....</b>	<b>35</b>
<b>The Library .....</b>	<b>36</b>
Borrowing.....	36
Women's Library Reading Room .....	36
Help and Support .....	36
<b>Where to Get Advice .....</b>	<b>37</b>
<b>LSE Careers Service .....</b>	<b>40</b>
<b>Disability Support at the LSE .....</b>	<b>41</b>
<b>Department of Statistics Equal Opportunities Policy.....</b>	<b>43</b>
<b>School Services.....</b>	<b>44</b>
<b>General Information .....</b>	<b>48</b>

## Welcome

### A welcome from the Head of Department

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Dear students,

I would like to extend a warm welcome to all students joining the Department of Statistics to undertake undergraduate study. Your programme will provide you with the opportunity to study statistical and mathematical ideas in depth and to explore their connections with a wide range of topics in the social sciences and in the worlds of commerce, industry and government. I expect that you will find your studies challenging, but I hope that you also find them stimulating and rewarding. We think we are a friendly department and we look forward to getting to know you better. This handbook should help you find your way around the School and the Department. Welcome!



Professor Pauline Barrieu  
Head of Department of Statistics

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Heads of Department have overall responsibility for a department. They usually have a term of office of three years. If you wish to see the Head of Department outside of her office hour, please email Professor Barrieu directly at [p.m.barrieu@lse.ac.uk](mailto:p.m.barrieu@lse.ac.uk) to request an appointment.

### New Arrivals Information and Orientation

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The Your First Weeks and Orientation sections of the School's website are designed to give you essential information to make the most of your time at the School.

The Welcome guide 2016 along with a very helpful orientation web page provides comprehensive information to help you settle in to life at LSE. It will refer you to information regarding what to expect after you arrive, how to open a bank account, what to do if you arrive early or late to LSE, crucial health information, how to set up your LSE IT account, School support services, orientation events taking place and much more.

The Orientation information also refers you to details of when your registration session will take place and what you need to bring with you to successfully register on your programme. All this is available via <http://www.lse.ac.uk/intranet/students/yourFirstWeeks/welcomeWeek/welcomeWeekEvents.aspx>

## Registration

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At the start of the academic year all new students need to formally register on their programme of study. New students need to do this in person. Registration will take place on **Friday 23<sup>rd</sup> September 9-10am in the Hong Kong Theatre 2016**

**All Students should bring:**

- Your original Offer Letter or a printed copy of your Statement of Confirmation
- Any outstanding documents to complete your application

**UK and EEA Students should also bring:**

- Your Passport or National ID Card UK or EEA nationality, such as your passport or national identity card. **A driving licence does not verify nationality** and is therefore not sufficient for registration purposes.
- UK citizens who do not hold a passport can register with alternative documents but this will take significantly longer. If you are registering without a passport, please note we require the same [combination of documents as required for a DBS](#) application.

**Students from outside the EEA should also bring:**

- Your passport
- Evidence of your entitlement to study in the UK at LSE. For a detailed list of what we can accept at Registration, please refer to the [International Student Immigration Service](#).

OR

- Evidence that you are in the process of applying for an LSE Tier 4 Visa (usually the application coversheet)
- A copy of your current visa and passport.
- If you are registering with a Tier 4 application in process in the UK, you should be aware that registration is likely to take significantly longer. We cannot accept evidence that you have a Tier 4 application in progress outside the UK at registration.

## Certificate of Registration

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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 the School. Once you are formally registered with the School you will be able to print out your certificate instantly via LSE for You (LfY) under the 'Certificate of Registration' option (Please note it can take up to 4 hours for your change in Registration Status to be picked up by LfY). If you require a certificate with information beyond what is on the Certificate of Registration, please email [registry@lse.ac.uk](mailto:registry@lse.ac.uk). Your enhanced certificate should then be available for collection from the Student Services Centre (SSC) within five working days. Additionally, should you require an LfY-produced certificate to be signed and stamped, staff at the SSC will be happy to do this for you. However, please note that this version may not be sufficient to open a bank account. Visit <http://www.lse.ac.uk/intranet/students/moneyMatters/bankAccounts/home.aspx> for details on the types of documents required by many banks local to LSE.

## Campus Tours

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Campus tours run on the last Wednesday of each month, plus additional tours during half term. You do not need to book a place, simply turn up at 3pm to the Student Services Centre in the Old Building where you will be met by a LSE student. Your guide will be happy to answer any questions you have about student life at LSE. Tours will last approximately 30 minutes. Following the tour, you will have a presentation by a member of staff from the Student Recruitment Office, followed by a Q&A session. See <https://www.lse.ac.uk/study/meetLSE/secure/campusToursIndividualStudents.aspx> for further details

## Significant Dates

### Term Dates 2016-2017

➡ **Michaelmas Term 2016** - Thursday 22nd September 2016 – Friday 9<sup>th</sup> December 2016

➡ **Lent Term 2017** - Monday 9th January 2017 – Friday 24th March 2017

➡ **Summer Term 2017** - Monday 24th April 2017 – Friday 9th June 2017

Start of Michaelmas Term	22nd September 2016
Start of Teaching	26 <sup>th</sup> September 2016
Candidate Examination Numbers Allocated	During November/Early December 2016
End of Michaelmas Term	9th December 2016
Start of Lent Term	9 <sup>th</sup> January 2017
End of Lent Term	24 <sup>th</sup> March 2017
Announcement of Examination Timetable	End of Lent Term
Start of Summer Term	24 <sup>th</sup> April 2017
BSc Examination Period	Lent Term: (week 0) Week Starting 3rd Jan 2017
	Summer Term: Mid May - June 2017
End of Summer Term	9 <sup>th</sup> June 2017
Graduation Ceremonies	July 2017

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

Christmas Closure	Thursday 22nd December '16 – Monday 2nd January '17
Easter Closure	Thursday 13 <sup>th</sup> April 2017 – Wednesday 19 <sup>th</sup> April 2017
May Bank Holiday	Monday 1st May 2017
Spring Bank Holiday	Monday 29th May 2017
Summer Bank Holiday	Monday 28 <sup>st</sup> August 2017

LSE closes over the Easter and Christmas public holidays breaks. During this time, the Department of Statistics along with all other Departments in the school will be closed and the Statistics Administration staff and faculty will not respond to emails. Please organise your workload so that you can see your Academic Adviser with any queries during term time.

**\*\*Students are expected to be in attendance all throughout term-time.**

**If you are a Tier 4 Visa student then you have certain responsibilities to uphold such as attending all classes. Please Read this web page in great detail**

<http://www.lse.ac.uk/intranet/students/ISVAT/currentStudents/Tier4StudentResponsibilities.aspx>

## Departmental Information

**Department of Statistics**  
**6<sup>th</sup> Floor, Columbia House**  
**LSE**  
**Houghton Street**  
**London**  
**WC2A 2AE**

**Tel: 020 7955 7650 / 7731**  
**Email: [S.J.Ellis@lse.ac.uk](mailto:S.J.Ellis@lse.ac.uk)**

The Department of Statistics teaches three Undergraduate BSc degrees (*Actuarial Science*, *Business Mathematics & Statistics* and *Statistics with Finance*), three Postgraduate MSc degrees (*Statistics*, *Financial Statistics and Risk and Stochastics*) and an MPhil/PhD in Statistics. Our research interests include actuarial statistics, experimental design, financial mathematics, latent variable models, operational research, regression models, robustness, simulation, social statistics, stochastic processes and time series. The Department is also home to a research centre, the Centre for the Analysis of Time Series (CATS).

### Statistics Administration Offices

All non-academic queries should be directed to the Departmental Offices. We are open for student enquiries from **10.00-13.00** and **14.00-16.00** during term time. You are welcome to visit in person, call or email. We are located on the 6<sup>th</sup> floor of Columbia House.

#### Contact details:

<ul style="list-style-type: none"><li>• <b>Departmental Manager</b> <b>Imelda Noble</b> Room: COL 6.13 Email: <a href="mailto:i.noble@lse.ac.uk">i.noble@lse.ac.uk</a> Tel: +44 (0)20 7955 7731</li></ul>	<ul style="list-style-type: none"><li>• <b>Undergraduate Administrator</b> <b>Steven Ellis</b> Room: COL.6.11 Email: <a href="mailto:S.J.Ellis@lse.ac.uk">S.J.Ellis@lse.ac.uk</a> Tel: +44 (0)20 7955 7650</li></ul>
<ul style="list-style-type: none"><li>• <b>Postgraduate Administrator</b> <b>Sarah McManus</b> Room: COL 6.11 Email: <a href="mailto:s.mcmanus@lse.ac.uk">s.mcmanus@lse.ac.uk</a> Tel: +44 (0)20 7955 6879</li></ul>	<ul style="list-style-type: none"><li>• <b>Research Administrator</b> <b>Ian Marshall</b> Room: COL 6.12 Email: <a href="mailto:i.marshall@lse.ac.uk">i.marshall@lse.ac.uk</a> Tel: +44 (0)20 7955 7511</li></ul>



## Student/department communication

The department of statistics will often have the need to communicate with you; the following are ways in which this the department may contact you

1. Primarily by email.

Email is the primary means of communication for all staff who wish to contact students **so please check your email frequently!** Please make sure you clear your inbox regularly to avoid it becoming too full.

You will be sent a weekly emails in term time with lots of useful information regarding any internships coming up, events and workshops on campus, fun things to do in London and much more.

You can access e-mail off-campus using webmail and remote desktop 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>.

2. On the Department of Statistics notice boards located on 6<sup>th</sup> floor of Columbia House
3. Via announcements on the Business Maths and Statistics and Statistics with Finance and Actuarial Science Moodle pages
4. Via the Statistics department Twitter account
5. The department of statistics undergraduate Facebook group, it is a closed group and you will need to request membership which you can do via <https://www.facebook.com/groups/177124742629172/>  
Please note if your Facebook account is not registered in your official name, it will be difficult for the administrator to know who you are and grant you access. In such instances please email Steve Ellis [s.j.ellis@lse.ac.uk](mailto:s.j.ellis@lse.ac.uk) to advise him of the name difference so he can look out for your request
6. You can leave department specific anonymous feedback via the following link <https://lsesu.typeform.com/to/W5Z7bx> this feedback is managed by the SU and is 100% anonymous.

As much as the department may wish to communicate with you, you may wish to communicate with us. This can be done by:

1. By email from your personal LSE email address. Please see pages 7 and 14-17 for useful email addresses.
2. Telephone. Please see pages 7 and 14-17 for useful numbers
3. Moodle. (see page 10)
4. Student staff liaison committee (SSLC's) please see page 11 for more information
5. Twitter. You can utilise the departments twitter account, @statsdeptlse
6. In person. If you have a question, concern or just want to pass on some information you can always pop along to the department office in person and speak to one of the knowledgeable administrators there.
7. The department UG Facebook account, see above for details

## Your Academic Adviser

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Your academic Adviser will be Dr James Abdey.

Each student has an academic adviser, who receives regular reports from class teachers and meets with the student during the course of the year to discuss their academic progress. The academic adviser is also there to help with any academic, administrative or personal questions where the student may not be sure which person or office is responsible.

A pre-arranged meeting between yourself and Dr Abdey will have been set up and you will get the opportunity to meet him during your welcome week

The role of the adviser includes:

- ➔ To provide students with academic guidance and feedback on the student's progress and performance and to discuss any academic problems they may experience.
- ➔ To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
- ➔ To implement the provisions outlined in Individual Student Support Agreements (ISSAs) for students with disabilities, in liaison with the School's Disability Office.
- ➔ To maintain regular contact with the student on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails.
- ➔ To comment on and provide a general assessment of a student's progress on their termly class reports via LSE for You.
- ➔ To agree students' course choices via LSE for You.
- ➔ To inform the Departmental Tutor and School of any students whose attendance and progress is not satisfactory.

Finally, your academic adviser is likely to be one of the people who will write your reference letters in the future, so it is important that they get to know you well. This will also mean that your adviser will be better able to help you if things go wrong.

### How do I make an appointment to see my Academic Advisor?

It is not always essential to make an appointment to see your Advisor; during their advice and feedback sessions it is perfectly acceptable to visit them without an appointment. Advice and Feedback times are posted on the door of COL.6.11, and online <http://www.lse.ac.uk/statistics/Advice-and-Feedback-Hours-of-Teaching-Staff/teacherofficehours.aspx>

Of course if you want to guarantee speaking to them then its best to make an appointment, there may be some variations on making an appointment to see your Advisor, however as a general rule it is recommended that you contact them by email and ask for them for a suitable appointment time.

If your matter is very urgent please don't feel you have to wait, you can always visit or call your advisor who will try to help. Of course outside of the advice and feedback periods they have other commitments so if they are not available then why not pop along to or call the Administration office COL.6.11 020 7955 7650 where the Undergraduate administrator can look to help.

In some instances it is probably more relevant to meet with your course Lecturer / course teacher. In this instance you again would simply make an appointment or visit them during their advice and feedback periods

## The Course Tutor

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The Course Tutor is responsible for monitoring the progress of individual students, as well as being in overall charge of the Actuarial Science degree, class teaching arrangements, class changes and course transfers. You should go to the Course Tutor if you have a problem with your classes, or with your academic adviser. The Actuarial Science Course Tutors for 2016/17 are **Dr Luciano Campi** and **Dr Angelos Dassios**.

Dr Luciano Campi's contact details are: Room Number: COL.7.10, Tel: 020 7955 6013 and Email: [L.Campi@lse.ac.uk](mailto:L.Campi@lse.ac.uk)

Dr Angelos Dassios' contact details are: Room Number: COL.6.14, Tel: 020 7955 7749 and Email: [A.Dassios@lse.ac.uk](mailto:A.Dassios@lse.ac.uk)

## Moodle

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Moodle is LSE's Virtual Learning Environment (VLE). Moodle is a password protected web environment that may contain a range of teaching resources, activities, assignments, information and discussions relating to your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course. Not all teachers choose to use Moodle. Moodle can be accessed from any computer connected to the internet, on and off campus. To access Moodle go to <http://moodle.lse.ac.uk/> and use your LSE user name and password to log in. This page also has links to help and advice on using Moodle. You will also find links to Moodle from a number of web pages including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the IT helpdesk.

## LSE for You (LFY)

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LSE for You (LFY) enables students to view or update personal and registration details from in or outside the School. You should receive instructions on how to activate your LFY account from the Undergraduate Admissions Office. Access is controlled and students use their individual login. LFY can be accessed via any of the LSE web pages. All students **must** use LFY to register for their compulsory and optional courses and to join seminar groups. *Please do not assume that you have a place on a course just because you have selected it on LSE for You as there may be restrictions or pre-requisites that you are not aware of.*

Once you have been enrolled onto your courses and been assigned to class groups, this information will be fed into Moodle and you will be automatically enrolled onto courses on Moodle. Please do note that self-enrolment will still be available for many courses so do check that you can see all of the courses on Moodle that you have signed up to on LFY as important information will be posted on the course Moodle pages such as assessed work submission portals.

LFY enables students to access a wide range of resources (accommodation, paying fees online, registering for courses, checking examination timetables, finding study rooms, and requesting certificates and transcripts).

## Statistics support centre

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The Stats Support Centre is for any LSE student who is taking, or has taken, ST102 or ST107 and would like to drop in and ask questions specifically about these courses. The sessions are held by experienced class teachers or faculty from the Department of Statistics. You can ask questions about lectures, something in textbooks, a question from your homework or anything else you encounter when studying the ST102 or ST107 courses. No appointment is necessary, so just turn up to the Support Centre and ask your questions! The Stats Support Centre is based on the ground floor of the Library in LSE Life and sessions will take place from 10am-1pm on Tuesdays in the MT, Tuesdays 10am-1pm and Thursdays 1pm-4pm in the LT and Tuesdays 10am-1pm, Wednesdays 1pm-4pm and Thursdays 1pm-4pm in the ST

## Academic advice and feedback

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Each lecturer and class teacher has at least one advice and feedback Hour a week during term time for students to ask course related questions. Advice and Feedback times are posted on the door of COL.6.11, and online <http://www.lse.ac.uk/statistics/Advice-and-Feedback-Hours-of-Teaching-Staff/teacherofficehours.aspx>

If you wish to make an alternative appointment with lecturers, please email them directly.

**Please Note:** Some class teachers are part time and completely unable to see you outside of their designated academic advice and feedback slots.

## Off Campus Support Scheme

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Undergraduate students who are not living in halls of residence are given the opportunity to be allocated a trained LSE Student Mentor through LSE's off campus support scheme <http://www.lse.ac.uk/intranet/students/supportServices/offcampusSupportScheme.aspx>.

Mentors are mainly second and third year undergraduate students who have first-hand experience of studying at LSE. They provide a friendly face for incoming students who don't live in halls and information on the wide range of support services available at the School.

Mentors are in touch by email by mid-September to answer any questions that come up before arriving, periodically arrange opportunities for their mentoring groups to get together, and offer confidential email advice and support throughout the entire first academic year. Since mentoring groups often include students from the same department, this is a great chance to meet others who are not living in a hall of residence but may share similar interests.

## Staff Student Liaison Committee (SSLC)

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

Representatives should consult with their colleagues to collect their views in advance of meetings and will be asked to suggest agenda items. One of the SSLC representatives will be nominated in MT 2016 to represent the programme at the Undergraduate Consultative Forum. More information is available via <http://www.lse.ac.uk/studentRepresentation/home.aspx>

Students will be emailed in the first few weeks of term to see who would like to be the student representative. If there are quite a few 1st year volunteers, then there will be an election. Those who were representatives in their 1<sup>st</sup> year will carry on to be the representatives in their 2nd year and so on. Names and contact details of student representatives and agenda and minutes of SSLC meetings will be published on Moodle.

## Teaching and Learning Committee (TLC)

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LSE's Teaching and Learning Centre (part of the School's Academic and Professional Development Division) supports teaching and learning across the School. Its highly regarded events programme, published guidance, funding opportunities and specialist well-being services aim to improve teaching and learning quality and enable both staff and students to get the most from their time at LSE.

### LSE 100 Writing Lab

LSE100 Writing Lab runs from weeks 3-10 of Michaelmas and Lent Terms and offers all undergraduate students a free one-to-one 30 minute tutorial service to support their academic written work from any department. Appointments must be booked in advance via the office hours booking system under LSE100 on LSEforYou. The Writing Lab advisers provide guidance about writing and feedback on draft work. They will go through your work and discuss:

- analysis of the question
- overall structure of the answer
- logical organisation and linking of ideas
- conventions of academic writing, including referencing
- paragraph and sentence length and structure.

Please note that the Writing Lab is not a proof reading service. Advisers will not check an entire piece of work for errors or provide help with content. For appointments visit <http://www.lse.ac.uk/intranet/students/LSE100/The-Writing-lab.aspx>

Experts in LSE's Teaching and Learning Centre are available to offer free advice and guidance on many aspects of your study. To book an appointment - and please note that there is often a waiting list, so please book early - phone 020 7852 3627, email [tlc@lse.ac.uk](mailto:tlc@lse.ac.uk) or call in to the Teaching and Learning Centre Office at KSW 5.07 (5th floor, 20 Kingsway).

## Personal Development

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

### *Personal development events*

There are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. See

<http://www.lse.ac.uk/tlc/development> and <http://www.lse.ac.uk/counselling>

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

LSE's Student Counselling Service (<http://www.lse.ac.uk/counselling>) offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme <http://www.lse.ac.uk/peersupport> enables students to talk with fellow students if they have any personal worries. The Disability and Wellbeing Service <http://www.lse.ac.uk/disability> provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments.

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

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

## Maximise Your Potential

For undergraduates, LSE offers several two week intensive programmes at the end of Summer Term that enable you to broaden skills in research, languages, job searching and peer support. See [here](#) for more details.

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## Quality Assurance

The School's approach to quality assurance is set out in the document 'Strategy for Managing Academic Standards and Quality' which sets out broad principles for assuring academic standards and for enhancing the quality of educational provision. The document can be found online

<http://www.lse.ac.uk/intranet/LSEServices/TQARO/InternalQualityAssurance/StrategyForManagingAcademicStandards.aspx>

The Teaching Quality Assurance and Review Office (TQARO) conducts two teaching surveys every year to assess how students feel about their teaching. The questions ask students about their class/seminar teaching, about their lectures, and about their courses as a whole. Students are also invited to provide overall comments on the positive and negative aspects of the teaching they are receiving. The paper questionnaires are distributed in classes and lectures to encourage higher response rates.

The results from these surveys are used in a number of ways. They give teachers feedback on their teaching performance; they highlight strengths in their teaching competencies; and they flag those areas in which they might improve. The School also uses the survey results as a measure of its teaching quality. Please visit

<http://www.lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Information%20for%20students.aspx> for more information of surveys

## Who's Who in the department

Name	Contact Details
<p><b>Abdey</b>, James (Dr) - Course Tutor.  Interests: Compound error methods; decision-theoretic foundations; significance measures; statistical inference.  <b>Assistant Professorial Assistant</b></p>	<p>Room: COL 7.09  Phone Number:  +44(0) 20 7955 6030  Email: <a href="mailto:J.S.Abdey@lse.ac.uk">J.S.Abdey@lse.ac.uk</a></p>
<p><b>Acciaio</b>, Beatrice (Dr) – Assistant Professor.  Interests: 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; Optimal risk sharing.  <b>On Sabbatical leave MT 2016-17</b></p>	<p>Room: COL.6.02  Phone Number:  +44(0) 20 7955 6400  Email: <a href="mailto:B.Acciaio@lse.ac.uk">B.Acciaio@lse.ac.uk</a></p>
<p><b>Barigozzi</b>, Matteo (Dr) – Assistant Professor.  Interests: Time series analysis; dynamic factor models (stationary and non-stationary); volatility modelling; analysis of cross-sectional consumption data.</p>	<p>Room: COL 7.11  Phone Number:  +44 (0) 20 7955 6063  Email: <a href="mailto:M.Barigozzi@lse.ac.uk">M.Barigozzi@lse.ac.uk</a></p>
<p><b>Barrieu</b>, Pauline (Professor) - Professor.  Interests: Illiquid and incomplete financial markets; Real options; Contract designing; Environmental economics; Risk measures.  <b>Head of Department.</b></p>	<p>Room: COL 6.03  Phone Number:  +44 (0) 20 7955 6016  Email: <a href="mailto:P.M.Barrieu@lse.ac.uk">P.M.Barrieu@lse.ac.uk</a></p>
<p><b>Baurdoux</b>, Erik (Dr) Senior Lecturer in Statistics  Interests: Optimal Stopping; Stochastic Games; Lévy Processes; Financial and Insurance Mathematics.  <b>Deputy Head of department - Teaching</b></p>	<p>Room: COL 6.04  Phone Number:  +44 (0) 20 7955 6717  Email: <a href="mailto:E.J.Baurdoux@lse.ac.uk">E.J.Baurdoux@lse.ac.uk</a></p>
<p><b>Bergsma</b>, Wicher (Dr) – Associate Professor.  Interests: Categorical data analysis; Multivariate analysis; Statistical learning; Measurement of association and testing of independence; Maximum likelihood estimation. <b>Business Mathematics and Statistics and Statistics with Finance Course Tutor</b></p>	<p>Room: COL 6.06  Phone Number:  +44 (0) 20 7955 6725  Email: <a href="mailto:W.P.Bergsma@lse.ac.uk">W.P.Bergsma@lse.ac.uk</a></p>
<p><b>Campi</b>, Luciano (Dr) – Associate Professor.  Interests: Stochastic calculus and its applications to finance, information asymmetry and insider</p>	<p>Room: COL.7.10  Phone Number:  +44(0)2 07955 6013</p>



trading, credit risk, financial markets with transaction costs, energy markets. <b>Actuarial Science Course Tutor</b>	Email: <a href="mailto:L.Campi@lse.ac.uk">L.Campi@lse.ac.uk</a>
<b>Cetin</b> , Umut (Dr) – Associate Professor. Interests: Stochastic calculus; theory of martingales and Markov processes; liquidity risk and credit risk modelling; asymmetric information in financial markets; carbon finance. <b>On sabbatical leave LT 2016-17</b>	Room: COL 6.08 Phone Number: +44 (0) 20 7955 7644 Email: <a href="mailto:U.Cetin@lse.ac.uk">U.Cetin@lse.ac.uk</a>
<b>Chen</b> , Yining (Dr) Research interests include shape-constrained estimation, nonparametric classification and regression, semiparametric modelling and time series analysis.	Room: COL.7.15 Phone Number: +44 (0) 20 7955 6865 Email: <a href="mailto:Y.Chen101@lse.ac.uk">Y.Chen101@lse.ac.uk</a>
<b>Dassios</b> , Angelos (Dr) – Associate Professor. Interests: Stochastic Processes; Theory & Applications of Piecewise Deterministic Markov Processes; Risk Theory; Insurance & Financial Applications of Stochastic Processes. <b>Actuarial Science Course Tutor and Examination Sub-Board Chair.</b>	Room: COL 6.14 Phone Number: +44 (0) 20 7955 7749 Email: <a href="mailto:A.Dassios@lse.ac.uk">A.Dassios@lse.ac.uk</a>
<b>Fryzlewicz</b> , Piotr (Professor) – Professor. Interests: Multiscale modelling and estimation; time series (especially nonstationary time series); high-dimensional statistical inference and dimension reduction; data visualisation; statistics in finance; statistics in neuroscience.	Room: COL 6.01 Phone Number: +44 (0)20 7955 7953 Email: <a href="mailto:P.Fryzlewicz@lse.ac.uk">P.Fryzlewicz@lse.ac.uk</a>
<b>Geneletti</b> , Sara (Dr) – Lecturer. Interests: causal inference, graphical models, Bayesian inference, evidence synthesis. <b>Sara will be on Maternity leave for the 2016/17 academic year</b>	Room: COL 7.04 Phone Number: +44 (0)20 7955 7646 Email: <a href="mailto:S.Geneletti@lse.ac.uk">S.Geneletti@lse.ac.uk</a>
<b>Kalogeropoulos</b> , Kostas (Dr) – Associate Professor. Interests: Bayesian Inference, Markov Chain Monte Carlo, Sequential Monte Carlo, Inference on models with Stochastic Differential Equations. <b>Business Mathematics and Statistics and Statistics with Finance Examination Sub-Board Chair.</b> <b>General Course Tutor.</b>	Room: COL 6.10 Phone Number: +44 (0)20 7955 6017 Email: <a href="mailto:K.Kalogeropoulos@lse.ac.uk">K.Kalogeropoulos@lse.ac.uk</a>



<b>Kardaras, Kostas</b> (Professor) - Professor. Interests: Stochastic analysis, martingales and stochastic processes, foundations of mathematical finance and economics, stochastic control, optimisations and Monte Carol methods.	Room: COL 6.07 Phone Number: +44 (0)20 7955 6236 Email: <a href="mailto:K.Kardaras@lse.ac.uk">K.Kardaras@lse.ac.uk</a>
<b>Kuha, Jouni</b> (Dr) – Associate Professor. Interests: Model Selection; Models with Measurement Error and Missing Data; Categorical Data Analysis.	Room: COL 8.02 Phone Number: +44 (0)20 7955 6835 Email: <a href="mailto:J.Kuha@lse.ac.uk">J.Kuha@lse.ac.uk</a>
<b>Lam, Clifford</b> (Dr) – Associate Professor. Interests: Semiparametric modeling; Variables and feature selections; Regularization methods; High-dimensional data analysis; time Series and factor modelling.	Room: COL 6.09 Phone Number: +44 (0)20 7955 7636 Email: <a href="mailto:C.Lam2@lse.ac.uk">C.Lam2@lse.ac.uk</a>
<b>Mitrodima Evangelina</b> (Dr) LSE Fellow <i>Research interests:</i> Time series and financial econometrics; market risk; quantile regression; Bayesian statistics	Room: Col 7.04 Email: <a href="mailto:E.Mitrodima@lse.ac.uk">E.Mitrodima@lse.ac.uk</a> Phone: 020 7955 6009
<b>Moustaki, Irini</b> (Professor) - Professor. Interests: Latent Variable Models; Structural Equation Models; Categorical Data Analysis; Multivariate Analysis; Missing Values. <b>Deputy Head of department Teaching Strategy</b>	Room: COL 6.05 Phone Number: +44 (0)20 7107 5172 Email: <a href="mailto:I.Moustaki@lse.ac.uk">I.Moustaki@lse.ac.uk</a>
<b>Qiao, Xinghao</b> (Dr) Research interests include functional and longitudinal data analysis, high dimensional statistics, statistical machine learning and time series analysis	Room: COL 7.14 Phone Number: +44 (0) 20 7955 6880 Email: <a href="mailto:x.qiao@lse.ac.uk">x.qiao@lse.ac.uk</a>
<b>Skinner, Chris</b> (Professor) - Professor. Interests: Statistical methodology of sample surveys, official statistics and the social sciences, including measurement error, non-response and statistical disclosure control. <b>Professor skinner will be on sabbatical for the 2016/17 academic year</b>	Room: COL 7.13 Phone Number: +44 (0) 20 7955 6726 Email: <a href="mailto:C.J.Skinner@lse.ac.uk">C.J.Skinner@lse.ac.uk</a>
<b>Smith, Leonard</b> (Professor) - Professor in Statistics, Director of Centre for the Analysis of Time Series Interests: Time Series; Non-Linear Time Series and Chaos.	Room: TW1 11.01A Phone Number: +44 (0) 20 7955 7626 Email: <a href="mailto:L.Smith@lse.ac.uk">L.Smith@lse.ac.uk</a>

<p><b>Steele, Fiona</b> (Professor) – Professor.  Interests: Statistical methods for social research, including multilevel modelling, event history (survival) analysis and structural equation modelling (SEM), with applications in demography, psychology, education and public health.</p>	<p>Room: COL.7.08  Phone Number  +44(0)2 07955 6236  Email: <a href="mailto:F.A.steele@lse.ac.uk">F.A.steele@lse.ac.uk</a></p>
<p><b>Tzougas George</b> (Dr)  Interests: Mixture Models, EM algorithm , Distribution Theory, Multivariate Count Data, Actuarial Mathematics, Risk Theory and Actuarial Modelling, Design of Optimal Bonus – Malus Systems</p>	<p>Room: Col. 7.04  Phone Number:  +44(0)2 07955 7646  Email: TBC</p>
<p><b>Vojnovic Milan</b> (Prof) – Chair in Data Science  Interests: are data science, machine learning, artificial intelligence, game theory, statistical methods for ranking data and information networks. He joins the department on 1 October 2016 and will be a member of the Time Series and Statistical Learning group</p>	<p>Room: 2.03  Phone Number: TBC  Email: TBC</p>
<p><b>Xing, Hao</b> (Dr) – Associate Professor.  Interests: Stochastic Calculus, Analysis of differential equations, and their application on Finance and Insurance; Computational Finance.</p>	<p>Room: COL 7.12  Phone Number:  +44 (0) 20 7955 7629  Email: <a href="mailto:H.Xing@lse.ac.uk">H.Xing@lse.ac.uk</a></p>
<p><b>Yao, Qiwei</b> (Professor) - Professor.  Interests: Time series analysis; factor modelling and dimension reduction; nonparametric regression; spatial and temporal modelling; financial econometrics.</p>	<p>Room: COL 7.16  Phone Number:  +44 (0) 20 7955 6767  Email: <a href="mailto:Q.Yao@lse.ac.uk">Q.Yao@lse.ac.uk</a></p>

## BSc Actuarial Science Degree Structure

### What is my Degree like?

Actuarial Science applies mathematical skills to a range of applied subjects, and helps to solve important problems for government, commerce, industry and academic researchers. Students, who enjoyed mathematics at A Level and are interested in the application of statistics to the social sciences, have a choice between the BSc in Actuarial Science, the BSc in Business Mathematics and Statistics or the BSc in Statistics with Finance.

Students will need to take up to the value of 4 units each year.

Previous knowledge of statistics is not a required entry qualification - interest in the application of Mathematics is. **Dr Luciano Campi** and **Dr Angelos Dassios** are the Actuarial Science Course Tutors. If you need further help or advice about the degree as a whole, contact them on [L.campi@lse.ac.uk](mailto:L.campi@lse.ac.uk) and [a.dassios@lse.ac.uk](mailto:a.dassios@lse.ac.uk)



### First Year:

1. ST102 - Elementary Statistical Theory is concerned with both theory and application and is appropriate whether or not you're A level Mathematics course included statistics. It forms the basis for later statistics options.
2. MA100 - Mathematical Methods is an introductory level 'how to do it' course designed to prepare you for using mathematics seriously in the social sciences, or any other context.
3. AC104 - Elements of Accounting, Financial Institutions and Financial Management is an accounting course tailored to the needs of actuaries. Note that it can only lead to an exemption of CT2 from a professional examination if FM212 is taken in the second year as well.

OR

MA103 - Introduction to Abstract Mathematics is an introduction to mathematical reasoning. Students are introduced to the fundamental concepts and constructions of mathematics. They are taught how to formulate mathematical statements in precise terms, and how such statements can be proved or disproved.

4. EC102 - Economics B is an introductory course in microeconomics and macroeconomics for those expecting to take further courses in economics. A-level economics is required, whilst some knowledge of mathematics (e.g. elementary calculus) is strongly recommended.

OR

EC100 – Economics A. This course provides a foundation in micro and macroeconomics, primarily to those without background in the subject. The course aims to provide students with methods of economic analysis that can enable them to think about when markets work well, when they are likely to fail and what policies might improve outcomes. Macroeconomics is the focus of Lent Term, which covers questions such as unemployment, inflation, monetary policy and an introduction to international economic issues. The analytical methods taught are applied to questions of contemporary importance e.g. issues of inequality, climate change, economic growth.

LSE100 - The LSE Course: Understanding the causes of things is taken by all students in the Lent Term of Year 1 and the Michaelmas Term of Year 2. The course is compulsory but does not affect the final degree classification.

## Second Year Options:

In the second year a wider choice of paper is available to allow you, at least in part, to customise your course of study to reflect your particular interests, abilities and aspirations.

5. ST202 - Probability, Distribution Theory and Inference will develop your knowledge of probability and statistics beyond the first year course. It will also provide the probability and statistics basis for all third year courses.
6. MA212 - Further Mathematical Methods
7. ST227 - Survival Models (H) is an introduction to actuarial mathematics and statistics  
&  
ST226 - Actuarial Investigations – Financial (H) is a course on compound interest techniques from an actuarial viewpoint.
8. Courses to the value of one unit from:
  - AC104 Elements of Accounting, Financial Institutions financial management
  - MA203 Real Analysis
  - FM212 – Principles of Finance
  - MA103 - Introduction to Abstract Mathematics (if not previously taken)

OR

- Courses to the value of one unit approved by the academic director

Courses for which permission can never be given: Logic, Introduction to Econometrics, Operational Research for Management, Any Management course, Stochastic Processes, Decision Analysis.

### Third Year Options:

9. ST302 - Stochastic Processes (H)  
&  
ST304 - Time Series and Forecasting (H)
10. ST306 - Actuarial Mathematics: General (H)  
&  
ST301 – Actuarial Mathematics: Life (H)
11. ST330 - Stochastic and Actuarial Methods in Finance
12. Courses to the value of one unit from:
 

<u>ST300</u>	Regression and generalised Linear Models (H)
<u>ST308</u>	Bayesian Inference (H)
<u>ST303</u>	Stochastic Simulation (H)
<u>ST312</u>	Applied Statistics Project (H)
<u>MA203</u>	Real Analysis (H)
<u>MA208</u>	Optimisation Theory (H)
<u>MA209</u>	Differential Equations (H)
<u>MA313</u>	Probability of Finance (H)
<u>MA318</u>	History of Mathematics in Finance and Economics (H)

**Note** Students can replace 10, 11 or 12 with subjects to the value of one unit approved by their tutor, but this will affect exemptions from examinations set by the Institute and Faculty of Actuaries.

LSE100 is taken by all students in the Lent Term of Year 1 and the Michaelmas Term of Year 2. The course is compulsory but does not affect the final degree classification.

AC104 and FM212 taken together could lead to an exemption of CT2.

Either ST300 or ST308 needs to be chosen for exemption of CT6

There are no options in the 3<sup>rd</sup> year, but you could substitute one whole unit of these courses (except the first pair) with an option taught outside the Department. However, this may affect exemptions from the Institute and Faculty of Actuaries examinations. One exception is replacing ST300 with ST308; this has no implications on exemptions.

All of the above information can be found in the programme regulations via <http://www.lse.ac.uk/resources/calendar/>

## Option Courses

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Optional courses at LSE are worth either 0.5 units or 1 unit. 0.5 unit courses are taught in either the Michaelmas or the Lent term. 1 unit courses are taught across both Michaelmas and Lent terms. Courses are usually taught only **once in each academic year** (i.e. courses taught in the Michaelmas Term are not offered again in the Lent Term).

There are 2 exam periods, the first being during week 0 of LT term followed by a second exam period during the ST. Most exams are in the ST but there are some first year exams during LT week 0.

The only courses that you are guaranteed a place on are those that are compulsory for your degree. You are advised to carefully discuss your proposed option choices with your Academic Adviser, who must approve all your course choices. This includes option courses outside of your degree.

## Recommended Texts

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If you wish to gain further insight into the subject we suggest that you look at one or more of the following books:

☆ J S Rosenthal **Struck by Lightning: the curious world of probabilities** (Harper Collins, 2005)

☆ V Bryant, **Yet Another Introduction to Analysis** (Cambridge University Press, 1990)

☆ N L Biggs **Discrete Mathematics** (Oxford University Press, 2003)

☆ D Hand **Statistics: a very short introduction** (Oxford University Press, 2008)

☆ P Eccles, **An Introduction to Mathematical Reasoning** (Cambridge University Press, 1997)

☆ A Dilnot **The Tiger That Isn't: Seeing Through a World of Numbers** (Profile books, 2007)

☆ K J Devlin **The Millennium Problems: the seven greatest unsolved mathematical puzzles of our time** (Granta Books, 2005)

☆ P J Davis and R Hersh **The Mathematical Experience** (Houghton Mifflin, 2000)

## Class Changes

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In order to request a change to a scheduled class, you should apply using the LSE for You (LFY) 'class change request' function. Online change requests are not available for LSE100, due to the small size and group work element of classes. For more information email [lse100@lse.ac.uk](mailto:lse100@lse.ac.uk).

If there are circumstances that prevent you from attending your scheduled class, you should include in your request full details of the dates and times that you are unavailable. Your request will then be considered by the department responsible for teaching the affected course. You may be asked to provide documentary evidence in support of your application.

Once a decision has been made, you will be notified via your LSE email account. If your request is approved, your LSE for Your personal timetable will be updated within three working days of the date of approval.

For check web pages for further information,

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

## Accreditation by the Royal Statistical Society

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The high quality of our undergraduate programmes is reflected in the conditional accreditation by the Royal Statistical Society (RSS). If you take ST202, ST300, and 1.5 further units of 3<sup>rd</sup> year statistics, you are eligible for the professional award of Graduate Statistician, which is a formal recognition of your statistical qualifications by the RSS. Career benefits can be found [here](#)

## General School and Programme Regulations

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

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

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

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

And the following web link gives you an A-Z list of relevant regulatory documents where you can find further details of all School Regulations.

<http://www2.lse.ac.uk/intranet/LSEServices/policies/home.aspx>

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

Information about the School's procedure can be found here:

- <http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/exceptionalCircumstances/illnessExceptionalCircumstances.aspx>

## Actuarial Exemptions

You may be able to gain exemptions from the Core Technical series of the Institute and Faculty of Actuaries examinations if you reach a sufficient standard in the relevant LSE courses. This is normally well above a pass mark. The information below sets out the provisional LSE subjects and corresponding exemptions. **Please note that this is provisional and modifications may take place during your studies.** Further details, including the weighting of subjects, will be explained during the course of your studies.

Students reaching an average of 65% in the following courses weighted as shown below will be granted exemptions for CT1, CT3, CT4, CT5, CT6, CT7 and CT8.

**The courses leading to an exemption for current students are:**

- ST226 with a mark of 64 or more leads to an exemption for subject CT1
- ST102 (weight = 50%) combined with ST202 (weight = 50%) with a global mark of 60 or more leads to an exemption for subject CT3
- ST227 with a mark of 64 or more leads to an exemption for subject CT4
- ST305 with a mark of 58 or more leads to an exemption for subject CT5
- ST306 (weight = 90%) and ST300 (weight = 10%) or ST308 (10%) with a global mark of 64 or more, with a pass mark in ST304, lead to an exemption for subject CT6
- EC102 with a mark of 60 or more leads to an exemption for subject CT7
- ST330 with a mark of 64 or more, with a pass mark in ST302, leads to an exemption for subject CT8

The weights of the different combinations and the level required to obtain the corresponding exemption were fixed by the external examiner and the Institute of Actuaries. New arrangements in the exemption process are being made to follow the changes in the Institute professional exams. More information and how to apply for Exemptions can be found on the Statistics Department [website](#).

The Institute of Actuaries and the department have also agreed that it is possible to get exemption from subject CT2. This will be based on a straight average of courses AC104a and FM212. Students should note that these two courses are optional. Students that choose both courses can also get exemptions for CT1, CT2, CT3, CT4, CT5, CT6, CT7 and CT8 by reaching an average of 65% in a formula that has not been decided yet but will be similar to the previous formula involving AC104a and FM212 as well.

The Institute of Actuaries can provide further information, including a list of actuarial employers and sample examination papers. Their website is here [www.actuaries.org.uk/](http://www.actuaries.org.uk/) and other useful websites to help you get a better idea about the actuary profession are <http://www.actuaries.org.uk/> and <http://www.beanactuary.org/>

*The prevailing formula is:*

$$\begin{aligned} & (ST102 \times 0.75 + EC102 \times 0.75 \\ & + ST202 \times 0.75 + ST226 \times 0.75 \\ & + ST227 \times 0.50 + ST300 \times 0.10 \\ & + ST302 \times 0.50 + ST304 \times 0.15 \\ & + ST305 \times 1.00 + ST306 \times 0.75 \\ & + ST330 \times 1.00) / 7 \end{aligned}$$

*For other students, exemptions on a course by course basis are possible.*



## Studying at the LSE

### Timetable for the First Year

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The times and location of all lectures and classes are available on the web. Please check regularly because there can be late room and time changes (normally only to classes), although you should be notified of these by email. Your personal timetable will be available on LSE for You.

### Course Choices

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***For the 2016/17 academic session, the online course selection facility will be accessible from Wednesday 31<sup>st</sup> August to approx. Friday 14<sup>th</sup> October.. After this date the facility will be switched off.***

If you have not yet completed all of your admissions paperwork (such as your Financial Undertaking Form or Confirmation of Conditions) then the option to select your courses will not be available to you on LFY. Please contact the Undergraduate Admissions Office to finalise your admission to the School, and allow one working day for the 'Course Selection' option to appear in LFY. For instructions on selecting courses, please see <https://lfy.lse.ac.uk/lfy/ap/lfy2/html/selectStudentTutorial.html>

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

### Teaching Arrangements

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At the LSE, teaching in the majority of courses is given in the form of lectures and classes. First year students should expect to attend a mixture of lectures (with between 200 and 700 students per lecture) and classes (about 15 students to a class), for around 10 – 15 hours per week. Your class teachers and lecturers will be available to offer general guidance and assistance with academic concerns relating to the course they teach.

### Time Commitment to Studies

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Students often ask “How many hours a week should I expect to attend LSE?” This varies according to the programme and courses taken. You will also need to allocate a significant amount of time for work at home or in the library to support the formal hours spent in the classroom. Begin serious study from the start of the programme, but you should not panic if you cannot read all the recommended readings in the first few weeks of term.

## Auditing Courses

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You may wish to audit some courses which are not part of your programme, and for which you will not gain credit. You may audit the lectures of any courses in the School in which you are interested subject to the approval of the teacher responsible, but you may not normally attend the associated seminars if you are not registered on the course. It is courteous to introduce yourself to the teacher responsible for any course you intend to audit regularly. Please note that audited courses will not appear on your transcript and *you cannot sit the examination of an audited course*.

## Interruption / Deferral / Withdrawal

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If you experience any difficulties during your time at LSE then you should make sure that you keep in regular contact with your Academic Adviser. He/she will be able to help signpost you to appropriate services within the School so that you receive the necessary support to hopefully enable you to continue studying successfully. However, should this not be the case, you may wish to consider the following options:

*Interruption:* with approval from your department you can interrupt your programme by taking an authorised break in your studies, normally from the end of one term and for one calendar year.

*Deferral:* if you complete the teaching year but have difficulties during the examination period then in exceptional circumstances you can apply to defer an examination(s) to the following year.

*Withdrawal:* withdrawing means that you are permanently leaving the programme. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

## Exceptional Circumstances

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You can ask your academic adviser for further advice on the best way to prepare for examinations. You should also contact him or her if you encounter health problems or other difficulties that may affect your performance in any assessed coursework or at the exams. If such problems arise, you will need to submit a statement detailing them and their impact upon your studies. This statement should be accompanied by medical and/or other documented evidence. All material should be submitted to the Student Services Centre as soon as possible, and **no later than seven days following your last scheduled examination**. Further information can be found

<http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/exceptionalCircumstances/exceptionalCircumstances.aspx>

## Assessment Criteria from the QAA

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Please note that there is a Subject Benchmark Statement for Mathematics, Statistics and Operational Research on the QAA website which can be found online

<http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statement-Mathematics-statistics-and-operational-research.pdf>

## Assessment

### Candidate Numbers

Each academic year, you will be allocated a candidate number which is used to identify you on assessed work and examination scripts. This is a five digit number and will become available on LSE for You in October/November. To ensure anonymity during the marking process, the candidate number is the only thing that will identify you on assessed work and examination scripts. It is therefore essential that you enter it correctly to ensure that you are credited with the marks for your work. Please note that your candidate number is **not** the same as your student ID number and is **not** the final five digits of your student ID number.

If you have to submit work before your new candidate number is available, you should use your student number to identify yourself. Returning students will get a **new** candidate number and you should **not** continue to use previous candidate number.

### Assessed Coursework

**Formative coursework** (non-assessed) does not count towards your final degree. Its purpose is to provide you with informal feedback from seminar teachers, which will help you to develop your analytical and writing skills ahead of summative coursework and examinations. All courses include some kind of formative assessment.

Please consult the appropriate course teacher for guidance on the requirements for the format and submission of formative coursework as procedures vary across courses. Please note that formative work should never be put in the drop box.

**Summative coursework** (assessed) does count towards your final degree and, along with your written examinations, is designed to evaluate your level of academic achievement.

All **summative** coursework is submitted using the drop box located on the 6th floor of Columbia House (unless otherwise instructed by the course tutor). When submitting coursework:

- Ensure all work is bound securely, stapled or held together in a folder. Although the administrative office does provide a stapler for your use it will only hold smaller pieces of work. All CDs etc.

### Five Things to Remember

1. Make sure your work is securely bound and **completely** ready for submission.
2. Only use your candidate number to identify your work and never your name.
3. Place your completed assessed work into the drop box located outside the Statistics Administration Office, COL.6.11
4. Complete a plagiarism statement and submit it next to the drop-box. Do not attach it to your work.
5. Upload your work onto Moodle by the deadline as this is needed along with the paper copy for your work to be deemed on time!

should be taped to your work or held securely in the same sealed folder as your work.

**Note:** The administrative office does not provide pens, sticky tape, folders, printing or photocopying. Please come to Columbia House with your coursework fully prepared for submission.

- Do not write your name anywhere on your work as it is marked anonymously. Please use only your candidate number to identify your work.
- You must also fill out a plagiarism statement and put it on top of the drop box. This declaration is required for coursework submitted as part of the formal assessment of a degree. It states that you have read and understood the School's rules on assessment offences (Undergraduate Handbook) and that the work submitted is your own apart from properly referenced material.
- Upload your work to Moodle as instructed by your teacher. You must upload your work both onto Moodle and in paper copy for your work to be deemed complete.

Copies are available outside the administrative offices on the 6th floor of Columbia House.

**Please note that in order to be eligible for the award of a degree ALL elements of assessment required for the courses you have taken must have been completed. If you have failed to submit any assessed work, you will be considered incomplete and will not be eligible for the award of a degree**

## Extensions to Deadlines for Assessed Work

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If you need to request an extension to a deadline for assessed work within the Department of Statistics, you should complete an Extension Request Form (available from Moodle) and e-mail it, with any supporting documentation, to Steve Ellis at [s.j.ellis@lse.ac.uk](mailto:s.j.ellis@lse.ac.uk) and the relevant course teacher. Procedures for requesting extensions may be different in the departments where your option courses are based so you are advised to check these carefully – the Departmental Offices will be able to help. **Students will not be given retrospective extensions.**

## Penalties for Late Submission

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If a student fails to submit their assessed work by the set deadline (or extended deadline as appropriate), the following penalty will apply:

**Five marks out of 100** will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

LSE has a strict policy on penalising students for late submission of assessed coursework. We recognise however that students may face unforeseen difficulties. If you feel that you cannot meet a given deadline, then you should seek a formal extension request as above.

## Receipt of your Coursework

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The drop box is emptied at 12pm midday on the deadline date (unless otherwise instructed by your course tutor). All work submitted after this time will be marked as late.



**Please note that even if you submit your work on the deadline date, if it is after 12pm midday then it will be stamped with the following day's date and treated as 1 day late and incur a 5 point penalty.**

If you submit your coursework more than one day late please give it directly to the Undergraduate or Postgraduate administrator to prevent the coursework being missed and left in the drop box. Names of all those whose work has been received will be posted on the relevant page on Moodle. It is your responsibility to check Moodle following the deadline - please contact the administrative office immediately if you have submitted your work but your name does not appear.

## Feedback

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Tutors are available in normal office hours to discuss assessed coursework. Coursework is not normally returned so please ensure that you keep a copy for your own records. Graduate Teaching assistants are on hand to answer queries throughout term and also hold office hours for this purpose. They can offer assistance with queries and give feedback on how you're doing. Similarly, both class teachers and

Academic Advisers give specific written feedback on LSEforYou at the end of Michaelmas and Lent term.

## **1 Get ready for feedback**

- Find out what sort of feedback you will get on each of your courses and across your programme as a whole. Ask your Academic Adviser what the feedback opportunities are.
- Find out who you can get feedback from, when and how: What time are staff office hours? Do you need to book in advance or turn up? Can you ask questions in lectures, after lectures, via email?
- Look at assessment criteria for your courses/programme and ask questions if the criteria are not clear to you.
- Agree with some fellow students how you will make the most of each others' experiences – seeing other people's work and reading the feedback they have had can often be really useful.
- Think about what you want feedback on and when (e.g. for your essay, on a class presentation, in your meeting with your academic adviser) – and then specifically ask for that feedback.

## **2 Understand feedback**

- See feedback as dialogue – don't just 'accept' it. Arrange to meet with fellow students or teachers to help understand any new ideas and suggestions given.
- Read the comments – don't just focus on grade!
- Take up any offers to meet with teachers and come to them with questions.
- Go back to the assessment criteria – do you understand them better now?
- Ask how feedback in this context relates to other forms of assessment – e.g. is this the kind of work you would be expected to do in a formal examination?

## **3 Use feedback**

- Try reworking the piece of work you've just had feedback on.
- Use the more general ideas you've been given to improve future work.
- See it as a way of improving your writing style, citation and referencing, or your use of English (for these more generic aspects of writing, you may want to consider accessing additional support services - see the back page of this leaflet for details).
- Use it as an opportunity for more dialogue and discussion with fellow students and teachers.
- Use it to help you refine your ideas/style/approach for examinations or formally assessed essays, projects and dissertations.

## Examinations

Most courses are assessed by means of a 3 hour examination in Jan or June. Some courses are assessed by project work and an examination. The class of degree a student obtains is based on the assessment over the 3 years at the LSE, with the emphasis on marks gained in the 2<sup>nd</sup> or 3<sup>rd</sup> years. If you fail one full unit, you progress but repeat the failed exam with the next year's examinations. If you fail more than one unit you will probably have to re-sit in the May/June of the following year before you may progress to the next year of study, or you can apply for Repeat Tuition.

*Some important things to note: -*

- **There are no September re-sits!**
- **There is no provision for exam scripts to be remarked and you are not allowed to access any of your exam scripts. However, you can ask for an administrative mark check if you are a borderline mark or failed the exam.**
- **No exam results are disclosed before mid-July and can never be given out via email or phone.**
- **You will not be able to be re-examined in any course which you have already passed.**
- **If you do not complete all aspects of a course i.e hand in your assessed work, then you will be deemed incomplete and will receive '0' marks for that particular course and have to resit the missing element the following summer, even if you are a 3<sup>rd</sup> year! So please don't think that you are being wise by dedicating all your time to exam revision instead of completing your other assessments for your courses as well.**

The School will automatically re-enter any student that has either failed a course (and is eligible to resit it) or deferred their entry to the next academic year. There may be reasons why a student may decide not to take up their automatic re-entry of a paper(s):

- They do not wish to resit and will therefore withdraw from the programme.
- They wish to defer their re-entry to a subsequent academic year.

A student in any of the above categories will need to notify the Student Services Centre (SSC) of their decision not to take up their resit. Instructions on how to do this will be sent to them with their transcript of results, and is outlined below:

- For option 1, students will need to request a withdrawal form that must be completed and returned to the SSC in order to be officially withdrawn from the programme.
- For option 2, students will need to request a deferral form that must be completed and returned to the SSC in order to officially defer a paper(s) to a subsequent academic year.

If a student absents themselves from a resit without following either of the above options, then this will count as a failed attempt and will be taken into consideration when calculating their final classification.

You probably need to spend a considerable amount of time on revision during the Easter period, when there is no teaching. Effective revision should involve background reading and working on problems. You should also have a look at (and attempt) previous years' exam papers to get an impression of what you can expect in an exam. Previous exam papers can be found [here](#). Some exams advice, specifically for exams set by the Maths Department, is available on the maths [website](#).

You must read and get to grips with the regulations for first degree

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

Please also read the classification scheme

[http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/SchemeBA\\_BSC\\_InOrAfter2007-08\\_OtherThanFourYear.pdf](http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/SchemeBA_BSC_InOrAfter2007-08_OtherThanFourYear.pdf)

Please familiarise yourself with the **Examination Procedures for Candidates**, which will be available with your personalised exam timetable via LSE for You.

During previous years, a number of cases of exam cheating were reported. The consequences for the students involved were serious, and included zero for the course, zero for all courses taken that year, and expulsion. Invigilators have been fully briefed on what to look for; and they are all updated on the methods which are used in detected cases. With potential penalties being so serious, it is simply not worth the risk to cheat.

An external (non-LSE) examiner participates in all stages of the examining process, including vetting examination papers, grading scripts, dissertations and course work as is the norm in all British universities.

Statistics papers (and solutions where available) from past years can be downloaded from the Library <https://library-2.lse.ac.uk/protected-exam/index.html> . The Mathematics Department (COL 4.01) provides students with past examination questions and solutions for a small fee.

An exam commentary for ST102 can be found on the ST102 Moodle course page (currently in section 4 - Examination resources). This includes learning outcomes, examination structure, student performance data and a full examiner's commentary on the 2013/14 exam. It also supplies some great exam advice, copied here for your reference:



### **What are the Examiners looking for?**

The Examiners are looking for you to demonstrate command of the course material. Although the final solution is 'desirable', the Examiners are more interested in how you approach each solution and in turn most marks are awarded for the 'method steps'. They want to be sure that you:

- ➔ have covered the syllabus.
- ➔ know the various definitions and concepts covered throughout the year and can apply them as appropriate to examination questions.
- ➔ understand and answer the questions set.

You are not expected to write long essays where explanations or descriptions are required, and note form answers are acceptable. However, clear and accurate language, both mathematical and written, is expected and marked.



### **Key steps to improvement**



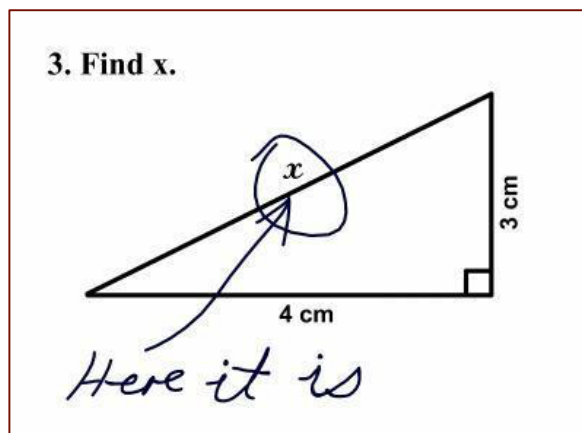
The most important thing you can do is answer the question set! This may sound very simple, but these are some of the things that candidates did not do. Remember:

- ➔ Always show your working. The bulk of the marks are awarded for your approach, rather than the final answer.
  - ➔ Write legibly!
  - ➔ Keep solutions to the same question in one place. Avoid scattering your solutions randomly throughout the answer booklet — the Examiners will not appreciate having to spend a lot of time searching for different elements of your solutions.
  - ➔ Where appropriate, underline your final answer.
  - ➔ Do not waste time calculating things which are not required by the Examiners!
- 

Work hard and make sure you do this.....



Not this.....!!!



## Assessment Offences – Plagiarism

*The School considers academic integrity to be an issue of the utmost importance. Under the Conditions of Registration for your programme of study you consented to all of your summative coursework (essays, projects, dissertations, etc.) being analysed by plagiarism detection software. The Department of Statistics may submit summative coursework to Turnitin UK (iParadigms) for textual similarity review and the detection of plagiarism. Copies of all papers submitted to this software will be retained as source documents in the iParadigms reference database solely for the purpose of detecting plagiarism. Use of the Turnitin UK service shall be subject to such Terms and Conditions of Use as may be agreed between iParadigms and LSE from time to time and posted on the Turnitin UK website.*

Please note that there are severe penalties for assessment offences, including plagiarism. Plagiarism is taking someone else's work or ideas and passing them off as your own (adapted from Concise Oxford Dictionary definition). This arises in course work as sections of text lifted from books or internet sources and submitted as the student's own work. It includes phrases or sentences taken from someone else work and mixed in with your own. Plagiarism is a very serious offence that is quite easy to detect. You are strongly encouraged to read widely and assimilate ideas from as many sources as possible. However, when you use other people's work you must give a proper reference.

The penalties available to the Misconduct Panel if plagiarism is proven include:

- (undergraduate and taught graduate students) that the student be awarded a zero mark, either for the assessed script or for the course as a whole, with the right to re-submit the script or re-sit the course in the following year subject to degree regulations, or
- (undergraduate and taught graduate students) that the student be awarded a zero mark for the course as a whole and a zero mark for one or more other courses taken that year, with the right to re-sit all courses in the following year subject to degree regulations, or
- (undergraduate and taught graduate students) that the student be awarded a zero mark for all courses taken that year, or for all courses taken that year and in one, two or all previous years, and also be expelled from the School.

### **School regulations state:**

You must make yourself familiar with the School regulations. Full regulations and details of disciplinary procedures can be

<http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm>

"All work for classes and seminars as well as scripts (which include, for example, essays, dissertations and any other work, including computer programs) must be the student's own work. Quotations must be placed properly within quotation marks or indented and must be cited fully. All paraphrased material must be acknowledged. Infringing this requirement, whether deliberately or not, or passing off the work of others as the work of the student, whether deliberately or not, is plagiarism."

## Assessment Offences other than Plagiarism

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Assessment is the means by which the standards that students achieve are made known to the School and beyond; it also provides students with detached and impartial feedback on their performance. In short, assessment would include any written work submitted as part of your course, assessed coursework and examinations.

An assessment offence according to School regulations can include:

- bringing books, notes, instruments or other materials however they are stored or transported, which might be used to the student's advantage and are not expressly allowed by the examiners under Regulation 3, into the examination room or using them in the examination room;
- communication in any form by a student during the examination to another individual or individuals except where expressly allowed by the examiners;
- in the examination room, copying or reading from the work of another student or from another student's books, notes, instruments, computer files or other materials or aids, unless expressly allowed by the examiners;
- using software or information stored electronically in any form that is not expressly allowed by the examiners;
- providing or receiving information about the content of an examination before it takes place, except when expressly allowed by the department or institute concerned;
- any attempt to tamper with examination scripts or coursework after they have been submitted by candidates;
- fabricating or falsifying data or results by individual students or groups of students;
- any conduct of which the result would be an advantage for the student obtained by subterfuge or action contrary to published rules or regulations;

You must make yourself familiar with the School regulations. Full regulations and details of disciplinary procedures can be found [online](#).

## A few general tips

- The textbooks recommended for courses are in the library – please let us know if you have difficulties finding them.

- Avoid isolation. You will make more progress and enjoy your time here if you discuss work and problems with other students. Each new student is assigned a mentor (usually a 2<sup>nd</sup> or 3<sup>rd</sup> Year student on the same degree course) who can also help you settle in.

- If you have difficulties with your English, courses are available in English as a Second Language at the Language Studies Centre, 7<sup>th</sup> Floor, Clare Market Building. You may wish to consult their website: <http://www2.lse.ac.uk/language/Home.aspx>

- Studying at university is different from studying at school. The lecturers and tutors will provide you with information but it is up to you to make the maximum use of your time. It is important to attend classes and lectures and to keep up with the coursework - it is difficult to catch up once you have fallen behind. The Christmas vacation is a good time to review the first term's work.

- Divide up your studying time between your 4 courses - you will need to pass all 4 in order to go on to the next year.

- To do well in your courses and your examinations you will need to do further reading outside your class-work and to do further exercises taken from text books.

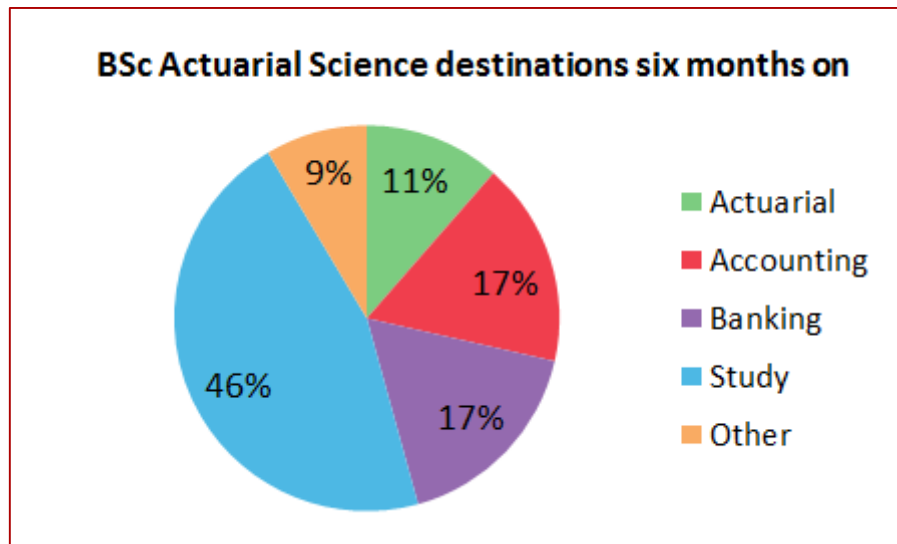
- We recommend you look at exam papers as early as possible to begin your revision. Papers from previous years (and solutions where available) can be downloaded from the Library website: <https://library-2.lse.ac.uk/protected-exam/index.html>

- Make use of class teachers' Office Hours. If you are having problems understanding a concept, they are there to help you. They can also help you with past papers if you are having problems whilst revising (particularly where solutions are not available).

- Finally – don't leave things until the last minute! Far better to attend office hours or speak to class teachers and lecturers earlier in the year than panic in the Easter vacation when staff may be away attending conferences.

## Graduate Destinations

The following chart shows the most up-to-date information available on the destinations of BSc Actuarial Science graduates six months after graduating. Many students wishing to pursue further education have been accepted into competitive postgraduate programmes in a similar field, both here in the UK and abroad.



All students and alumni are given opportunities to meet Careers Advisers for advice on employment or further education. You will also have a chance to attend several National Careers Fairs for further information and to meet potential employers. The Statistics Department informs its students of such events and also sends out recruitment announcements when received.

The following web link is useful to look at in terms of what Department of Statistics students go on to do after they graduate.

<http://www.lse.ac.uk/intranet/CareersAndVacancies/graduateDestinations/Department/Statistics.aspx>

## The Library

### Borrowing

Library Search is as a single search tool and is the main system for finding books, journals and articles within the Library's collections and where you can manage your Library loans and book requests. For more information on this, please see the Library [website](#).

You can borrow a maximum of 20 books at any one time. If you have an overdue loan you will no longer be charged a fine – but you won't be able to borrow anything else until your overdue is either returned or renewed. Everyone who is able to borrow books from the Library will be able to access their account on-line via the link on [Library Search](#). Students and staff from LSE will be required to use their IT account log-in details.

Accessing your account allows you to:

- see what you have borrowed
- see the dates items are due for return
- see a list of items you have reserved and if they are available for collection
- and, importantly, to renew your books

When you have a book, journal or report that you need, note the collection name and classmark, e.g. Main Collection HB103 D45. Use the [Library floor plans](#) to identify the correct floor - available to pick up in the Library and on the signage outside each lift. Course Collection books are all on the ground floor.

### Women's Library Reading Room

The Women's Library Reading Room is located on the 4th floor of the Library. Mondays - Fridays: 10.30am-5pm. The library asks readers to book a reader space two days in advance of your visit. This enables us to support your visit by booking a reader seat, reserving the materials you wish to consult and dealing with any queries you have ahead of your visit. Contact the Library by email on [library.enquiries@lse.ac.uk](mailto:library.enquiries@lse.ac.uk) or telephone on 020 7955 7229 to book a reader space, order materials for consultation and ask for any additional information or guidance you need.

### Help and Support

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

Call : +44 (0) 20 7955 7229

Nancy Graham is our Academic Support Librarian and she can provide expert help in finding resources on your subject. His email address is [N.Graham1@lse.ac.uk](mailto:N.Graham1@lse.ac.uk) so feel free to get in touch with her.

Through Moodle, the Library Companion for Students offers support materials for developing research skills and learning to use a wide range of information sources.

Additional facilities and services are offered for students with disabilities; please ask Library staff for further information. Access to the Library building is via a set of automatic doors, activated by the press

of a button. There is then a ramp walkway to Reception and the Service Counter. Automated glass gates provide access through the entrances to the Main Library and the Course Collection area. Accessible toilets are located on all floors.

## Where to Get Advice

➡ **Student Services Centre (SSC):** All enquiries concerning School administration, registration, timetables, exam registration etc. should be addressed to the Student Services Centre. They are located on the ground floor of the Old Building. At the end of 2013, the Saw Swee Hock Student Centre opened. The site has become a student hub at the heart of LSE's campus and has added significant value to the student experience at LSE. For more details please visit <http://www.lse.ac.uk/intranet/students/campusLondonLife/sweeHockStudentCentre/Home.aspx>

The Saw Swee Hock Student Centre includes:

- the Students' Union reception
- the advice and representation centre
- sabbatical and general manager's offices
- internet café and large venue spaces
- a pub
- a media centre
- a fitness centre including gym and dance studio
- faith centre
- the LSE accommodation, sales and marketing office
- the LSE Careers Service

The SSC in the Old Building provides a counter service for students from 11am–4pm every weekday.

They have a web page which provides a great deal of [information](#).

### ➡ **Advice , Communications & Operations**

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

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

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

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

- ➔ **Timetables:** The timetables are updated regularly via <http://www.lse.ac.uk/intranet/diaryAndEvents/timetables/Home.aspx> . Please check daily for late room changes.
  
- ➔ **Advice on Courses:** For advice on course content and questions concerning projects or examinations, the first person to speak to is the Lecturer of the course. You can also get guidance from your Academic Adviser. Also bear in mind that you can get advice from your student mentor and other students in higher years.
  
- ➔ **St Phillips Medical Centre:** located on the second floor of Tower 3, offers health care and medical advice. There are Nursing Sisters for general health problems, first aid, immunisation, and contraceptive advice. You need to register with the Medical Centre before you can seek medical advice . There is a full-time Dental Service based in Sardinia House. The Health Centre also runs a counselling service and exam stress workshops during the summer term.
  
- ➔ There is also a **Student Counselling service** run by the Teaching and Learning Centre. This free and confidential service aims to enable you to cope with any personal or study difficulties that may be affecting you while at LSE. As well as one-to-one appointments, there are group sessions and workshops throughout the year on issues such as exam anxiety and stress management. See <http://www.lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/adviceCounselling/studentCounsellingService/Home.aspx> for full details. All counselling sessions need to be booked in advance, but there are also a number of drop in sessions available each day at 3.00 pm (please see the website). You can make appointments by email ([student.counselling@lse.ac.uk](mailto:student.counselling@lse.ac.uk)), phone (020 7852 3627) or by coming in to the Teaching and Learning Centre Reception (KSW 5.07, on the 5th floor of 20 Kingsway).
  
- ➔ The **Disability and Well-being Service** is available for guidance on disability issues which may affect students' academic work. They are the first point of contact for disabled students, both before arrival at LSE and throughout their time here. Experts in long term medical, mental health and neurodiverse conditions are available for advice and guidance, and can put Individual Student Support Agreements and Individual Examination Adjustments in place. The Head of the Counselling Service is Adam Sandelson. He can be found in Room KSW.5.07 and you can contact him via [a.sandelson@lse.ac.uk](mailto:a.sandelson@lse.ac.uk) or telephone on 0207 8523627. Further information can be found via the following link <http://www.lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService/home.aspx>
  
- ➔ **Adviser to Female Students** is available to discuss issues of concern to women students in the School and to offer advice and support to women students with personal problems. The Adviser to female students is Dr Bingchun Meng. Her contact details 020 7955 5020, [b.meng@lse.ac.uk](mailto:b.meng@lse.ac.uk)
  
- ➔ **Adviser to Male Students:** The Adviser to Male students is Dr Jonathan Hopkin. He is available to discuss issues of concern to male students and provides a confidential point of contact. He can be found in Room CON 5.18 and contacted by phone on 020 7955 6535, and email [j.r.hopkin@lse.ac.uk](mailto:j.r.hopkin@lse.ac.uk).



- ➡ **Faith Centre:** LSE now has a purpose-built Multi-Faith Prayer Centre in the Saw Swee Hock Student Centre. It is a state of the art multi-faith facility used for worship, prayer, interfaith discussion and hospitality by the diverse student body at LSE. Its purpose is threefold:
1. to meet fully our requirements under the Single Equality Act by providing the spaces necessary for different religious groups to pray, worship and explore their faith together on campus.
  2. to be a centre for interfaith dialogue and common endeavour that seeks to address the religious tensions underlying many campus disputes and that increasingly characterise the world into which our students will graduate.
  3. to provide a reflective space on a hectic campus where both students and staff can take time out away from noise and the stress of work either individually or in organised meditations, yoga, tai chi and so on.
- ➡ **LSE Internet:** The LSE has an internet address: <http://www2.lse.ac.uk/home.aspx> From this homepage, you can access departments across the LSE including the Students Union, the Library system, London entertainment, etc. The Library runs courses on using the Internet.
- ➡ **The Teaching and Learning Centre.** At LSE, your main support for academic guidance is your academic adviser. The Teaching and Learning Centre, however, provides an additional range of support services and development opportunities for students across the School. Additional information can be found [here](#).

## LSE Careers Service

It is never too early to starting thinking about your career and LSE Careers is here to support you whether you know what you want to do, have no idea or are somewhere in between!

**LSE CareerHub** – <https://careers.lse.ac.uk/students/login?ReturnUrl=%2f>

As an LSE student you have your own LSE CareerHub account that gives you access to:

- Jobs board – contains hundreds of full time, part time, internship and voluntary positions targeted at LSE students. Conduct a keyword search and save your favourite opportunities.
- Appointment bookings – see below.
- Event bookings – see below.

### **1:1 appointments**

- Careers discussions – confidential 15 minute appointments to discuss anything careers related.
- CV and/or cover letter discussions – bring your CV and/or cover letter to receive feedback in confidential 15 minute appointments.
- Practice interviews – 30 minute appointments to practice competency questions or a case study, with constructive feedback given on your performance.

Book careers and CV/cover letter discussions via LSE CareerHub from 9:30am on the day you want the appointment. Book practice interviews via LSE CareerHub as soon as you have a real interview date confirmed.

### **Events**

- Careers seminars – led by employers and LSE Careers staff, topics include CVs, application forms, interview skills, commercial awareness, case studies and much more.
- Fairs – talk directly to employers to discover more about their company, opportunities and recruitment processes. Fairs include Banking and Financial Services Fair, Consulting Fair, Public Sector and Policy Fair, Business and Management Fair to name but a few.
- Career panels – a panel of employers share how they got into their sector. Panels include The City, Public Sector and Policy and Economics to name but a few.

Specific event dates and how to book can be found on LSE CareerHub.

### **LSE Volunteer Centre**

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

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

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

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

## Disability Support at the LSE

The [School Disability and Well-being Service](#) (DWS) co-ordinates support for disabled students (including those with dyslexia and other neurodiverse conditions). Disability Equality is a shared responsibility and DWS can also advise colleagues across the institution about inclusive practice. The LSE values diversity and recognises disability as part of diversity. Disabled students have often overcome additional barriers in order to achieve a place and their engagement is celebrated rather than problematised.

The Disability Discrimination Act, Part IV has been absorbed into the Equality Act. Higher education institutions retain a duty to;

- not to treat disabled students less favourably than other students.
- to make reasonable adjustments where disabled students might otherwise be placed at a substantial disadvantage, in anticipation of such needs and in response to individual students.

Adam Sandelson is the Head of Disability and Well-Being Services within the School. He can be found in room KSW.5.07 (email: [a.sandelson@lse.ac.uk](mailto:a.sandelson@lse.ac.uk), tel: 020 7852 3627). Students are encouraged to disclose a disability as soon as possible during the admissions and registration process. This enables the Department and the School to arrange any reasonable adjustments which may be necessary at the earliest opportunity. This is recorded in an Individual Student Support Agreement (ISSA) which is copied to relevant School personnel, with explicit permission of the student.

Some students may find that they become disabled or want to disclose a disability at any time during their course. Within the Department of Statistics, you may want to speak to the Undergraduate Administrator as the first point of contact (COL 6.11, tel: 020 7955 7650). Steve Ellis can ensure that any information is passed on to the Disability Service or help if you feel you are experiencing disability discrimination. Please note that it may not be possible to put in place reasonable adjustments if the Disability Service does not know about the situation and no ISSA is issued.

UK disabled students can apply for funding from the Disabled Student Allowance (DSA) – the Disability Service can advise on documentation, and help with applications and the deployment of resources. Students should also contact the Disability Service if they are funded through the Disabled Student Allowance or need help in applying.

**Services for Disabled Students (examples)**

- A weekly study skills support programme during the term from the Teaching and Learning Centre.
- Additional library services including: photocopying, help with book fetches, longer loans, CCTV scanner and JAWS software.
- Peer support from the LSE Circles Network including readers, note takers and scribes, if necessary.
- Support from a Community Service Volunteer (CSV).
- Access to specific software in a dedicated study room:
  - Networked assistive technology
  - Hearing loops
- Access to rest room with lockers and to dedicated study facilities.
- Specific arrangements in exams and assessment, including up to 25% extra time and the use of a word processor or amanuensis.
- Campus accessibility.

Disabled students are also invited to contact the [LSE Circles Network](#), a peer system providing mutual support.

## Department of Statistics Equal Opportunities Policy

### Policy

The Statistics Department 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 Equality and Diversity policies which can be found

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

The Department aims to disseminate and implement this policy by ensuring that every full time academic and administrative member of staff is aware of the policy and by directly discussing it with new staff. Existing staff will be reminded of the policy at the first Departmental meeting of each academic year. The Department will also endeavour to ensure that all part-time staff are aware of the policy by contacting them at the beginning of the academic year or when they are appointed.

All students, undergraduate, postgraduate and research, will be made aware of the policy by including it in the documentation given to all new students during Orientation.

### Complaint

The administrative staff will be available as first point of contact to all members of the department to discuss and advise on any issue of discrimination. If the administrative staff are unavailable then this role will be taken by the Head of Department. In the case of complaint members are encouraged to engage with staff as soon as possible to resolve the issue.

### Review

This policy will be reviewed annually and any issues will be reported to the department for action as required.

## School Services

➡ **Accommodation:** First year students are guaranteed accommodation in halls of residence as long as they apply by the deadline. The Residential Services Office can provide advice on finding accommodation in London for you. You can email [accommodation@lse.ac.uk](mailto:accommodation@lse.ac.uk), telephone 020 7955 7531 or visit them in 3.02 in the Saw Swee Hock Student Centre from 10am – 4.30pm Monday to Friday. LSE Studentpad is an online private housing database. Registration is free, and you can search for suitable properties and contact landlords directly: [LSE Studentpad](#)

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

LSE LIFE offers

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

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

➡ **Alumni** They are a key part of the LSE community and serve the School by making available their time, expertise and networks. Alumni offer the School financial support through the Annual Fund for unrestricted giving and through major gifts for School projects. The Annual Fund supports School projects such as departmental initiatives, research and teaching, the Students' Union, student support, events and campus facilities that would not otherwise receive funding. If you would like to find out more about LSE's alumni, please contact us at: [alumni@lse.ac.uk](mailto:alumni@lse.ac.uk).

➡ **Careers:** The Department organises a range seminars and workshops for Statistics students. Topics include interview skills, finding permanent and vacation work, obtaining work permits, I.T for statisticians, study skills and meeting business professionals. Potential employers regularly send the Department notices regarding jobs and visit the School for the graduate Milk Round. The LSE Careers Service can help with practicalities such as interview technique, writing CVs and applications as well as with career information. There are excellent links to other sites from their <http://www.lse.ac.uk/intranet/CareersAndVacancies/careersService/Home.aspx>

➡ **Dentist:** There is a Dental Service on the 4<sup>th</sup> floor of Sardinia House (020 7404 8600).

➡ **Fees:** The School offers two options for payment of fees. They can either be paid in full in September/October or by Payment Plan. Further information is attainable via [http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How\\_to\\_Pay.aspx](http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx)

If you do not know the cost of your fees, please see the [Table of Fees](#).

#### **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, by credit/debit card either by using the fees page on LSE for You or 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)

or by **bank transfer**

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

**Early payment reward:** The LSE offers an early payment reward which is credited to your sQuid Card (Loyalty Purse). This reward can be spent in the many LSE catering areas and bars. Please note the early payment reward cannot be deducted from tuition fees. . For more information have a look here

<http://www.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/Early%20payment%20Discount.aspx>

#### **Penalties for Late Payment:**

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

Please visit the fees office website for more information

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

➡ **Financial Support:** The Financial Support Office is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located within LSE's Student Services Centre with a daily drop in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary. Visit their website for more information <http://www.lse.ac.uk/intranet/students/moneyMatters/financialSupport/Home.aspx>

#### *Short Term Loan facility*

For students experiencing acute cash flow difficulties whilst awaiting a guaranteed source of funds (e.g. a loan or salary payment). Students may borrow up to £500, repayable within 4 weeks. Short Term Loans normally take between 24 and 48 hours to process. Full details and application forms are available here

<https://www.lse.ac.uk/accessdenied.aspx?ReturnURL=https%3a%2f%2fwww.lse.ac.uk%2fintranet%2fstudents%2fmoneyMatters%2ffinancialSupport%2finternal%2fregisteredStudents%2fshortTermLoan.aspx>

➡ **Health:** The Medical Centre is located on the second floor of Tower 3 and offers care to students under the National Health Service. Overseas students at the LSE for more than 6 months are entitled to use the NHS.

➡ **Information Technology:** The IT Department runs a help desk for computer training and troubleshooting on the first floor of St Clements Building or by email: [it\\_info\\_desk@lse.ac.uk](mailto:it_info_desk@lse.ac.uk). There are public computer rooms for student use. The IT Desk will give you your email address and information about the School Network and computer facilities.

➡ **International Student Immigration Visa Advice Team (ISVAT)**

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

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

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

➡ **Languages:** The Language Centre (Clare Market, 7th Floor) provides courses in: Arabic, Chinese, French, German, Italian, Japanese, Portuguese, Russian and Spanish as well as English as a second language. The Centre has a Language Showroom and Library Language Zone which all students can use free of charge. The facilities include multi-media stations, selection of video and audio tapes, CD-Roms and accompanying books, independent study material, and a reading zone to look at foreign language magazines and newspapers. You can email the Language Centre at [languages@lse.ac.uk](mailto:languages@lse.ac.uk) or call on 020 7955 6713.

***Please note that the department will reimburse each student with £100 cheque if they take a language as an extra-curricular course at the LSE. Just remember to hold onto your receipt and your certificate so we can check that you have attended over 75% of your classes.***

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

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

You can also access online tutorials on how to navigate and personalise LSE for You via its login page. Use your LSE network username and password to login. Access LSE for You [here](#).

➡ **LSE Mobile App:** [LSE Mobile](#) gives students access to LSE information from your mobile device. Features include: -

**Locations** - find your way around LSE buildings, locate printers and check PC availability in computer rooms



**Timetables** - view your course and exam timetables (limited to courses which are displayed in LSE For You). Timetables data is refreshed hourly at :55 minutes

**Library services** - look up which books you have on loan, your book requests, information about reserved books now available and details of any fines owing. You can also search the library catalogue.

**Pocket Guides** - a wealth of useful information regarding the facilities available at LSE

**People Search** - search the LSE directory, call or email contacts and add them directly to your phone's address book

**News** - view and subscribe to news feeds, find out about forthcoming training courses and listen to podcasts of public events

➡ **Photocopying:** There are photocopiers in the Library & East Building. Squid cards are not valid for either printing or photocopying, you must credit your print account if you want to photocopy. There are 3 ways to do this:

1. Use the value loaders, these are available on the lower ground, ground and first floors.
2. Log on to your online print account
3. Visit the copy shop during opening hours and our staff can take payment in cash or card.

See [here](#) for more details.

➡ **Shaw Library:** On the 6th Floor Old Building (Mon-Fri 09.00-22.00). The Shaw Library has a lending collection of general literature, history and travel books. There are comfortable chairs for reading. Concerts are held during the lunch hour and in the evenings.

➡ **sQuid:** sQuid provides the option for contactless payment for food and drinks at LSE catering outlets. By using sQuid, you may be eligible for special offers and promotions run by LSE. Visit [squidcard.com/LSE](https://squidcard.com/LSE) to learn more about registering and using sQuid. Please note that your sQuid account is not connected to your LSE Wallet and cannot be used to pay for printing.

➡ **Union:** Registered students are automatically entitled to become members of the University of London Union (ULU). [ULU](#) (in Malet Street) provides facilities including a swimming pool, discos, gigs, a gym and squash courts. The LSE Students' Union runs a bar and a café in the East Building as well as social and sporting events throughout the year. It also provides advice and help through the Students Advice Centre. The [Union](#) also supports the student societies - information will be available at Freshers' Week.

## General Information

- ➔ **Books:** The Economists' Book Shop, St Clements Building, has a second-hand section. In addition, Alpha Books, located in the Students' Union, is a second-hand bookshop with a wide range of books. The academic Waterstones in Malet Street opposite the University of London Students' Union Building also has a large second-hand section.
  
- ➔ **Entertainment:** The Students' Union organises a variety of entertainment and societies. The University of London Union also organises concerts and discos. The LSE organises public lectures and concerts (See News and Views). For outside events try looking at the London listing magazines such as Time Out (<http://www.timeout.com/>).
  
- ➔ **Fitness:** The Athletic Union provides facilities for a variety of sports at the sports ground in New Malden (easily reached by train). At the LSE itself there is a gym and dance studio in the Saw Swee Hock Student Centre. There is a swimming pool at the University of London Union (Malet Street).
  
- ➔ **Museums & Galleries:** The LSE is close to a large number of museums and galleries: The British Museum (free) which has international works from prehistory to the present; The National Gallery in Trafalgar Square (free) - a vast collection of European art up to the Post-Impressionists; Tate Modern (free) – Modern Art, and Tate Britain (free) - British Art from 1500 to today; The Science Museum and The Natural History Museum (both free) in South Kensington; to less well known museums such as Sir John Soane's Museum in Lincoln's Inn Fields.
  
- ➔ **News:** The Students Union Shop, in the East Building, sells newspapers, some with student discount, and cheap stationery and computer discs. The LSE publishes News & Views, which gives information about public lectures, concerts in the Shaw Library and language courses. The Students' Union publishes the Beaver.
  
- ➔ **Night buses:** It is still possible to travel around London after the tubes stop. Buses with an 'N' preceding the route number run after 23.30. All night bus routes from the West End start at Trafalgar Square. Each bus stop will list the destinations of each route. Bus and tube maps are available from Holborn Tube station, most train/tube stations and <http://www.tfl.gov.uk/tfl/>
  
- ➔ **Nursery:** There are 63 places for children aged between three months and 5 years. Places are offered on a 'first-come, first-served' basis, but priority is given to parents who already have a child at the [Nursery](#). Fees are charged. The Nursery is open weekdays throughout the year (except School closure days) from 08.45 to 18.15. (Tel 020 7107 5966).
  
- ➔ **Parks:** The nearest parks to the LSE are Lincoln's Inn Fields and the Victoria Embankment, but there are many others it would be worth visiting including Regent's Park, which has sports grounds and an open-air theatre.
  
- ➔ **Post Office:** The nearest post office is on the Aldwych between Columbia House and Clement House. For more details on services go [here](#).
  
- ➔ **Restaurants:** The Fourth Floor Restaurant (Term time: Mon-Fri 09.00-19.00) is situated on the 4th floor Old Building along with the Fourth Floor Café Bar (Term time: Mon-Fri 11.00-21.00). Located at

the corner of Houghton Street, The Garrick is open during term time Mon-Fri 08.00-19.00. The Plaza Café is situated on the John Watkins Plaza, opposite the Library (Term time: Mon-Thur 9.00-21.00, Fri 9.00-18.00, Sat-Sun 12.00-18.00). In the basement of the East Building is The Café, run by the Students' Union (Term time: Mon-Fri 09.00-16.00; Vacation: Mon-Fri 10.00-16.00). Café 54 is located on the ground floor of the New Academic Building (Term time: Mon - Fri 08.30-18.00). The George IV pub (located on Portugal Street) is run and managed by the LSE (Mon-Fri 12.00-23.00). In addition, the Students' Union runs a bar, the Three Tuns, in the Saw Swee Hock Student Centre (Term time: Mon-Thurs 11.00-23.00, Fri 11.00-02.00, Sat 19.30-02.00; Vacation: Mon-Fri 11.00-19.30)

➡ **Safety:** The School has its own security team. A useful booklet entitled 'Staying Safe' has been published by the School, and contains personal safety and crime prevention advice - it is available from the Porters Lodge. If you have any problems or have any property stolen go directly to the Porters Lodge at the entrance of the Old Building and make a report to the staff there. **Do not leave property lying unattended anywhere in the School, including bags – it could be at risk of being stolen or causing a security alert.** In case of a Fire Alarm please leave the building as quickly as you can. The School Emergency number is x666. More tips and advice can be found [here](#).

➡ **Theatre:** The LSE is close to the West End theatres and many fringe theatres. Listing magazines will hold information about current performances. Students can buy standby tickets (for a performance the same day) and concessions at many theatres.

*Please look at the Code of Good Practice for Undergraduate Programmes [here](#) and also the LSE Student Union Charter [here](#).*

**\*\*Welcome to the LSE and the Department of Statistics! Please do come and speak with me if you have any problems or concerns 😊 Steve Ellis – Undergraduate Administrator.\*\***