JOIN THE GLOBAL DEBATE AT LSE

GRADUATE OFFER PACK
for entry in 2015
Term dates for 2015-16

Michaelmas term
Thursday 24 September 2015 to Friday 11 December 2015

Lent term
Monday 11 January 2016 to Thursday 24 March 2016

Summer term
Monday 25 April 2016 to Friday 10 June 2016

Your personal information

Fill in the spaces below with your details. You will need this information to hand when contacting LSE’s Graduate Admissions Office or your department.

Name

Application number
(This will become your student number after you register)

Programme for which you have an offer

Departmental contact name
(see annex E)

Departmental email address and telephone number
(see annex E)

Graduate Admissions
The London School of Economics and Political Science
PO Box 13420
Houghton Street
London
WC2A 2AE

Applicant hotline
Tel: +44 (0)20 7955 7160
Press 1 then 3 to speak to a member of the Graduate Admissions team

Email via
lse.ac.uk/admissionsenquiries

Website
lse.ac.uk/graduate

Online application tracking system
lse.ac.uk/graduateTrackYourApplication
CONGRATULATIONS ON YOUR OFFER OF A PLACE AT LSE!

I am delighted to enclose your official offer letter and look forward to welcoming you to LSE for the start of your studies.

This guide will help you to understand your offer and prepare for your arrival at LSE. The following pages explain what you need to do next and whom to contact should you have any further queries. Please ensure that you read all the information in this booklet and your offer letter.

LSE is a wonderful institution. As one of the world’s leading centres for the study of social sciences it attracts students from over 150 countries and offers you a unique blend of leading academic teaching, research and first-hand experience.

Our identity and character are closely linked with our location in central London, an exciting and lively place to live and study. This benefits the School in many ways, not least through the School’s close relationships with national and international government institutions and ministries, whose headquarters are based here. The School is also actively engaged with cultural affairs and social issues and with the financial institutions of the City of London. We provide a unique forum for public debate with heads of state, top global officials, corporate leaders, Nobel laureates and social activists visiting every week as part of LSE’s Public Events programme.

While you are here you will be part of a vibrant and stimulating community, with societies representing hundreds of different interests and national groups available for you to join, making your student experience as diverse and exciting as you want it to be.

LSE graduates are leaders in their chosen fields, succeeding in their individual careers and in making a difference to the world around them. Our graduates go on to work for international organisations, such as the UN and World Bank, national governments, development institutes, business, finance and media outlets – and some remain active in academic life.

I am delighted you will be joining us.

Yours sincerely,

Professor Craig Calhoun
Director and President, LSE

lse.ac.uk/aboutLSE/meetTheDirector
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USEFUL WEB ADDRESSES

Main site and news
lse.ac.uk/graduate

Your first weeks site
lse.ac.uk/yourFirstWeeks

Online application tracking system
lse.ac.uk/graduateTrackYourApplication

Residential Services Office
lse.ac.uk/accommodation

Scholarship information
lse.ac.uk/financialSupport

Fees Office
lse.ac.uk/feesAndStudentFinance

Summer School
lse.ac.uk/summerSchool

Frequently asked questions
lse.ac.uk/admissionsenquiries

Programme regulations, course guides and School regulations
lse.ac.uk/calendar

Students’ Union
LSESU.com

Alumni
alumni.lse.ac.uk

Departmental contacts
lse.ac.uk/study/graduate/offerHolder/offerPack/departmentalContacts.aspx
WHAT TO DO NOW – CHECKLIST

As soon as you receive this offer

Apply for LSE accommodation
Consult our guide to accommodation at lse.ac.uk/accommodation. The majority of students who apply before the summer deadline will receive an offer of a place in LSE or University of London halls.

Complete your funding application form
If you hold an offer for a taught master’s degree and are eligible to apply, but have not yet completed your graduate financial support application, you should do so at once. Your offer letter will indicate if we haven’t yet received your completed form.

If you have an offer for a taught master’s degree and have not been given assistance via the Graduate Support Scheme
Your offer letter will tell you if you have been awarded any funds via the Graduate Support Scheme (GSS) if you filled in the form when you applied. If you have not yet applied you may still do so whilst funds are available, up to 27 April 2015, which is the final closure date.

If you require more information on awards and scholarships please read pages 7 and 8 carefully and investigate the options described on those pages.

Within six weeks of receiving this offer pack

Complete your Offer Reply Form (ORF) online
You should complete the offer reply form online via your LSE for You account to let us know if you intend to accept or decline your offer. You will be required to upload a photograph of yourself if you accept your offer to allow us to create your LSE ID card.

You do not need to wait for your final results nor for any pending scholarship applications. If you have missed the six week deadline your offer will not be withdrawn. You should complete the form as soon as possible as any visa application will require you to have accepted the offer. If you wish to defer your offer, please read the information on page 15.

By 31 July 2015

Complete your Financial Undertaking Form (FUF) online
Complete the form via your LSE for You account to inform us how you are intending to fund your studies. If you have missed the 31 July 2015 deadline, don’t worry: you can still submit the form. Sending the ORF and FUF does not make you liable for any fees; you only become liable for tuition costs once you are registered at the School. You may update the information by informing the Fees Office, fees@lse.ac.uk, once you have registered. Please note that we will not issue your CAS for your visa until the FUF is received.
As soon as your degree has been awarded
Submit official certified documents confirming you have met any outstanding conditions of your offer

If your offer is conditional on your final degree result, or if we require official proof of your degree qualification, complete and return the enclosed Proof of Degree Form. This is also available online at lse.ac.uk/study/graduate/offerHolder

If the condition states that a final transcript of your marks is required, you must submit an original or certified copy (officially translated into English if necessary). A final transcript is acceptable in place of the form as long as it states that the degree has been awarded and the date of the award. We must have formal proof of your qualification before you can register.

Note: Current LSE students (including Summer School) do not need to provide official evidence of their LSE degree or notify us of their results. We will obtain and process this information internally once it is published. This processing is subject to the same turnaround time as other results. You must provide official proof of any non-LSE qualifications. Documents are not returnable, so you should not send your original degree certificate.

We reserve the right to seek further confirmation of your qualifications if the documents supplied do not meet our requirements.

Find out if you are required to apply for a visa to study in the UK
See page 16 for further information.

If your offer is conditional on the official proof of your English language test, GRE or GMAT score
Arrange for ETS to send GRE or TOEFL scores immediately with the institution code 0972 (HMT-86-56 for GMAT scores) to allow us to download your scores electronically. Alternatively you may send a photocopy which has been certified by your local British Council. If you do not initially achieve the score required by the School, you may re-take the test as long as we receive the official proof of your final score before the registration period begins. See page 14.

If you send us your IELTS Test Report Number, we can verify your scores online. Note: We can only accept an institution score report – your examinee test report is not acceptable.

If you are required to attend the LSE Summer School or September pre-sessional introductory courses
If you have not already heard from your department you should contact them for information on how to apply and the dates you must attend. The Summer School website is lse.ac.uk/summerSchool

Pay your fees from early 2015
Pay your fees online through the application tracking system. The facility will be available via the tracker from January. See page 9 for further details about payment of fees and possible rewards for early payment.
**From July 2015**
Summer School courses begin in July.

**From September 2015**
Pre-sessional courses begin – see page 21.
Choose courses online via your LSE for You account from early October. See page 22.
Main period of registration and orientation (21 September – 25 September).

**Always check your application status online**
To confirm receipt of official documents, the Offer Reply and Financial Undertaking Forms please check the online application tracker on a regular basis: lse.ac.uk/graduateTrackYourApplication

The tracker is updated minute by minute as we log documents onto our database. We display our current processing dates for incoming documents on our web page: lse.ac.uk/graduateNews. To avoid delays at the registration desk please ensure we have received the documents required. All documents should be sent to the Graduate Admissions Office; pre-printed envelopes are provided in your offer pack, or see the inside cover of this booklet for address details. Make sure your email address is up to date and you check your account regularly, as we will send you important information regarding your programme throughout the year.
GETTING IN TOUCH WITH US

In person
The Student Services Centre (SSC) is where you can make general enquiries if you visit LSE. Once you register it will be where you go for any queries during your programme so you should familiarise yourself with it as soon as possible. The SSC is located on the ground floor of the Old Building (see map on the inside back cover). The centre is open Monday to Friday from 11am – 4pm. The centre offers a one-stop advice service for applicants and students, giving information regarding admissions, registration, financial support, payment of tuition fees and all aspects of studying at LSE. The Graduate Admissions Office is not open to students, however your queries can be answered in person at the SSC during drop-in sessions (see lse.ac.uk/intranet/students/SupportServices/StudentServicesCentre/Drop_in.aspx). You can also leave documents, in an envelope marked for the attention of Graduate Admissions, at the SSC.

By post
If you need to send documents to the Graduate Admissions Office (ie, outstanding transcripts or other results) please submit them to the address given below.

Online
- Use LSE for You to keep your address up-to-date – this is extremely important.
- Use the “How Do I” forms at lse.ac.uk/graduateHowDoI to carry out a number of common tasks online, including requesting changes to your offer conditions, sending further information and requesting a deferral.
- You can also email us with your queries using the online template: lse.ac.uk/admissionsenquiries

By phone
You can contact us by telephone:
Tel: +44 (0)20 7955 7160

Please note that we receive a high volume of calls (about 50,000 in total last year) and operate a call queuing system. At busy times you may be required to wait for assistance. Your calls will be answered between 9.30am – 5.15pm (local time) Monday – Friday.

Both the SSC and Graduate Admissions Office will be closed for the Christmas and Easter vacations – the office is particularly busy after these breaks, so please be patient when contacting us. The dates of the vacations are:
- Wednesday 24 December 2014 – Friday 2 January 2015 inclusive
- Thursday 2 April 2015 – Wednesday 8 April 2015 inclusive

Both offices are also closed on UK Bank Holidays. For details see page 39.

Contact the Graduate Admissions Office
The Graduate Admissions Office
LSE
PO Box 13420
Houghton Street
London
WC2A 2AE
Tel: +44 (0)20 7955 7160
SSC web page: lse.ac.uk/SSC
LSE makes available £10 million annually in financial support for its graduate students. The Financial Support Office, located in the Student Services Centre, offers help and advice on financial support and scholarships to applicants and existing students. While the information here is correct at the time of writing, circumstances occasionally require us to change the terms of awards, and new awards may also become available.

LSE Graduate Support Scheme

Around £2.8 million is available annually in the form of awards from the Graduate Support Scheme (GSS). This scheme is designed to help students (from the UK, the rest of the EU and Overseas) who do not have the necessary funds to meet all their costs of study. The standard value of GSS awards ranges from £3,000 to £12,500, depending on financial need. The average award is £7,500. The GSS is available only for taught graduate programmes at LSE. You were given a link to apply to this upon receipt of your application. If you have not yet applied, you may still do so via the link on the online application status tracker. The outcome will then appear on your web tracker record immediately after submission of the online form. If you have not already completed an application, and you wish to apply, you are advised to do so as soon as possible because funds are limited.

The application process will close at 5pm UK time on 27 April 2015.

Scholarships

LSE also offers a wide range of scholarships awarded on the basis of academic merit and financial need, country of domicile and/or subjects studied. We have a range of regional and country based scholarships for applicants from particular countries or regions. In 2014, scholarships were available for students from the following regions: Africa, Brazil, Chile, China, Colombia, Europe, India, the Middle East, Mexico, North America, Pakistan, Turkey and the UK. In addition, we have a limited number of LSE Master’s Awards (LMAs) which are awarded alongside the named awards. Preference is given to those from low and middle income countries with limited or no access to loans.

The terms and value of the awards vary, applicants should carefully check the eligibility criteria on the Financial Support Office web pages. From time to time, new awards become available or existing scholarships are discontinued, so applicants are encouraged to look at the website for the most up to date information.

For 2015 entry

LSE 120th Anniversary Scholarships

For 2015 entry, LSE will be offering 120 scholarships for taught Master’s students from the UK to help with fees and living costs. The awards will have value based on financial need. The minimum award will be £3,000 and the maximum award will be worth £25,000.

Priority will be given to UK students applying for their first Master’s programme and to recent graduates who were eligible for a maintenance grant during their undergraduate studies.

There is no separate application for any of the above awards – you will be considered for any scholarships for which you are eligible if you have completed the Graduate Financial Support application online. You are advised to apply early: the process will close on 27 April 2015 and selection will take place in May and June 2015.

Some examples of the awards available are as follows:

Lord Dahrendorf Scholarships, funded by Deutsche Bank and offered for students from developing countries joining the Department of Finance. Applications are particularly invited from students from South America, Sub-Saharan Africa and former states in the Soviet Union.

American Friends of LSE Scholarships, for students on any programme who are from or permanently resident in the USA. Selection is based on academic merit and financial need.

Woo Family Scholarship, for students studying in Geography and Environment, Government, International Relations or Social Policy, who are from China.

Please note that the scholarships listed here are just a sample of the awards available. All available scholarships are listed at the website at lse.ac.uk/financialSupport

Decision information on the other scholarships offered by LSE does not appear on the web tracker system. The Financial Support Office will write to all successful scholarship recipients by the end of July 2015. Overseas students will also be contacted by email if successful.

LSE External Study Scholarships

Scholarships are available for students who have successfully completed an undergraduate degree via the University of London International Programmes, and have been accepted for postgraduate study. Usually the student has obtained first class honours. The scholarship covers full fees and living costs. There is no separate application form.

LSE PhD Studentships

For 2015 entry, LSE is offering 63 prestigious LSE PhD studentships for UK, EU and Overseas students undertaking research in any LSE discipline. These awards cover fees and living expenses of £18,000 each year for four years, with annual renewal subject to satisfactory academic performance at the School. They will be awarded on the basis of outstanding academic achievement and research potential.

The studentships are awarded by a panel representing different academic disciplines in the School, on the basis of nominations put forward to them by departments. Your department will decide whether to nominate you on the basis of your application to the School. For those wishing to be considered for these awards, your complete application for admission, including references, transcripts, research proposal etc, must have been received no later than the date specified by your Department (see lse.ac.uk/ study/graduate/availableProgrammes.aspx).

Economic and Social Research Council (ESRC)

LSE is an ESRC Doctoral Training Centre (DTC) with an allocation of 36 studentships per year for doctoral training across the school. The ESRC funds programmes of up to four years. These can be a one year research training master’s linked to a three year PhD, an MRes followed by a PhD, or a three year PhD programme. Further information on LSE’s ESRC funding is at lse.ac.uk/FinancialSupport

Research Council awards normally cover fees up to the level stipulated by the government. LSE charges postgraduate fees which are sometimes above this level. Therefore, if you are awarded an ESRC studentship, the School will make up the difference between the published fee and the amount awarded by the Research Council. There is no application procedure for the top up awards. For more information about these awards please refer to the website.
ESRC Studentships are awarded by a panel representing different academic disciplines in the School, on the basis of nominations put forward to them by departments. Your department will decide whether to nominate you on the basis of your application to the School. For those wishing to be considered for an award, your complete application for admission, including references, transcripts, research proposal etc, must have been received no later than 12 January 2015.

**Professional and Career Development Loans**
If you live or intend to train in the UK you can apply for a loan to improve your employment prospects. The maximum loan available is £10,000. Details are available from banks or gov.uk/career-development-loans. LSE’s Learning Provider Registration number is 2044.

**Disabled Students’ Allowance (Home UK students only)**
A Disabled Students’ Allowance may help with costs you incur whilst studying as a direct result of your disability. Information and a copy of the booklet Bridging the Gap: a guide to the disabled students’ allowances (DSAs) in higher education can be accessed from the gov.uk website or by telephoning the free information line on 0800 731 9133. Copies of the guide are also available in Braille, audio cassette and Welsh language. A free textphone service is available on 0800 328 8988. gov.uk/disabled-students-allowances-dsas

**Other sources of financial support for overseas students**
External organisations, agencies and government bodies also offer scholarships for students planning to study in the UK. More information about all these awards is available on the FSO website. A selection of these external organisations is listed below:
- Chevening Scholarships
- CONACYT, Mexico
- CONICYT, Chile
- Colfuturo, Colombia
- Jean Monnet Scholarship Programme, Turkey.

**Useful resources**
It is also advisable to carry out your own research into what is available. The best source of information is the internet, but you may also find information in a good public library or in a local British Council office.

The following may also be useful:
scholarship-search.org.uk
prospects.ac.uk
britishcouncil.org
ukcisa.org.uk
acu.ac.uk
postgraduatestudentships.co.uk
studentcashpoint.co.uk

- The Guide to Educational Grants. Lists educational charities in England and Wales giving support to students in need. Published by DSC.
- The Grants Register 2014. Lists worldwide postgraduate funding opportunities. Published by Palgrave Macmillan.
- The Alternative Guide to Postgraduate Funding – gradfunding.co.uk

**Contact the Financial Support Office**
Financial Support Office
LSE
Houghton Street
London WC2A 2AE
Tel: +44 (0)20 7955 6609
Email: Financial-Support@lse.ac.uk
Web: lse.ac.uk/financialSupport
INFORMATION ABOUT FEES

General
For the majority of programmes, you do not have to pay a fee deposit when you accept our offer of admission (there are a small number of exceptions to this: please check your offer letter for details). The total tuition fees payable for each programme are indicated on your offer letter and certificates. You will also find them shown on LSE’s website: lse.ac.uk/tableOfFees, and in Annex A on page 40. See overleaf for how to pay.

The cost of living in London is estimated by LSE to be £1,200 per month, but this may vary according to your personal circumstances (see page 45). You must fill in the Financial Undertaking Form online via your LSE for You account to inform us who will pay the tuition fees. You should note that if a third party says they will pay your fees but does not pay, then you will be responsible for the payment of the full fees.

How much to pay
The amount you pay will depend on whether or not you receive an LSE award or funding from charity, business, or a sponsor.

Here is how your share is calculated

Tuition fee for the programme
– the amount paid by government, business or charity
– any LSE award

= the final sum to be paid by you.

Two year programmes
The fees listed in the Table of fees on LSE’s website are for the first year of study only. The second year’s fees will be payable at 2016/17 levels which can be seen on the Table of fees for 2016/17. See lse.ac.uk/tableOfFees

When to pay fees
Pay in full
You can pay all (or your share) of the fees at the start of your programme, or earlier.

Pay once a term
If you do not pay in full at the start of your programme (or before) then we will assume that you intend to pay one third of your share each term.

This must be paid as:
34 per cent before 27 October 2015
33 per cent before 27 January 2016
33 per cent before 27 April 2016

LSE understands that some governments and loan providers do not issue funds in time for you to meet LSE deadlines. If you are unable to pay using any of these methods for this reason you should email fees@lse.ac.uk after 14 October 2015. We will then advise you what to do next.

Early Payment Reward
LSE usually offers an early payment reward, which is added to your LSE sQuid Card (see page 35) and can be used for payment in the many LSE catering areas and bars on campus. Please note this is not a reduction in your fees. You do not need to claim this reward, it will be automatically applied to your sQuid card in late October.

At the time of going to print, the School had not yet confirmed if the Early Payment Discount scheme will run in 2015/16, and the amount of the payment reward had not yet been set. Further information regarding the payment rewards for 2015 will be published on the Fees web pages.

You should be aware that:
• There are no cash alternatives
• There are no cash refunds offered on credits
• All rewards would need to be spent by 31 July 2016.

Receipts and visa updates
Once you have paid your fees, a receipt is automatically sent to the email address we have on file. If you are an overseas student requiring a visa, information on your fee payments is automatically sent to UKVI and your CAS is updated once your payment has cleared.

Important Note: It can take up to two weeks for some payments to clear. You should not assume that you will be issued a new CAS statement immediately upon payment of your fees, and should plan accordingly when booking any visa appointments.

Penalties for late payment
There are penalties for late payment. These may include loss of library rights, de-registration and 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. If you are in this situation you should contact the Fees Office directly.

Failure to pay your fees
If any portion of your fees remains unpaid, whether by yourself or other external organisation, then your exam results will not be published and will not be made available to you.

Overpayment of fees
Any overpayment of fees will be refunded by pounds sterling cheque, drawn on the School’s UK bank account. If the overpayment is the result of an award which covers your living costs, then the refund is paid to you by cheque (in pounds sterling) in equal instalments at the start of each term.

International students should note that a CAS statement cannot be issued until any over payment is refunded.

Problems
If you encounter any problems with the payment of your fees you should contact the Fees Office immediately.
How to Pay

<table>
<thead>
<tr>
<th>Payment method</th>
<th>Time taken</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card</td>
<td>Allow two days.</td>
<td>Only available online. If you have difficulty paying your fees online, please contact your card provider for information on any security restrictions.</td>
</tr>
<tr>
<td>Cheque</td>
<td>Make sure you quote your name and applicant ID number on the back of the cheque. Cheques should be made payable to: London School of Economics Cashier’s Cheque</td>
<td>All payments should be sent to the Fees Office.</td>
</tr>
<tr>
<td>Banker’s Draft</td>
<td>Allow seven days from the UK/EU. Allow three weeks from outside Europe. Immediate if handed over the counter.</td>
<td></td>
</tr>
<tr>
<td>Cashier’s Cheque</td>
<td>Immediate if handed over the counter.</td>
<td>Make sure you quote your name and applicant ID number on the back of the cheque. Cheques should be made payable to: London School of Economics</td>
</tr>
<tr>
<td>Bank Transfer</td>
<td>Allow at least one week from UK/EU. Allow at least three weeks from outside Europe. Quote your applicant ID number at the start of the reference – we will only receive the first 12 characters.</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>Allow five days.</td>
<td>You are advised not to carry large amounts of cash around with you on campus. Cash can ONLY be accepted by National Westminster Bank on the corner of Houghton Street.</td>
</tr>
</tbody>
</table>

Receipts

If you need a more formal receipt, please email fees@lse.ac.uk and put “Receipt” in the header with your application/student number and you will be sent a receipt as a PDF file. Please be aware that during the registration period there may be delays in responding to your emails.

Withdrawal from studies

Please read the full LSE fees policy online, which outlines withdrawal and refund procedures: lse.ac.uk/feesonline

Invoices and bills

Invoices to sponsors, governments, charities, businesses etc, will only be sent in November. Invoices are not normally sent to students, parents or family because you can access your fee amounts on LSE for You.

LSE awards

Your award letter will set out details of what your award will cover.

If your fees are not covered by another source, then your LSE award will be put towards your fees. If the award only covers part of your fees you are responsible for the rest.

Contact the Fees Office

The Fees Office
LSE
Houghton Street
London
WC2A 2AE
Tel: +44 (0)20 7955 7765
Fax: +44 (0)20 7404 4185
Email: fees@lse.ac.uk
Web: lse.ac.uk/feesOffice
FEE STATUS CLASSIFICATION

The Education (Fees and Awards) (England) Regulations 2007 govern the definition of “home” (UK/EU) and “overseas” students for the purpose of fees. These regulations enable individual institutions to classify the fee status of students. The onus is on individual students to satisfy the institution that they meet the criteria to be classified as home status for the purpose of fees.

We make the final decision on whether you are a home UK, home EU, or overseas student, based on the facts that you provide. It is important to give us all the information that is required to make the correct fee assessment.

Only certain categories of students will be charged the “home” fee. These are given below in general terms:

Home UK fee eligibility
In order to qualify as a home UK student, you must meet all of the following criteria:

- You must be “settled” in the UK and Islands (the Islands means Channel Islands and the Isle of Man) on the “first day of the first academic year of the course” AND
- You must also have been “ordinarily resident” in the UK for the full three year period before the “first day of the first academic year of the course” AND
- The main purpose for your residence in the UK and Islands must not have been to receive full-time education during any part of this three year period.

For LSE the “first day of the first academic year of the course” is 1 September.

The following may also qualify for the “home” EU fee:
- EU nationals or their children provided that they have been resident in the EEA or Switzerland for the three years prior to the start of the course.
- EEA and Swiss workers, their spouses, civil partners and children in the UK who have been resident in the EEA or Switzerland for three years.
- Child of a Turkish worker.

Home EU fee eligibility
In order to qualify as a home EU student, you must meet all of the following criteria:

- On the first day of an academic year of the course you must be a national of an EU country, or the “relevant family member” of such a national AND
- You must have been ordinarily resident in the European Economic Area and/or Switzerland for the three years before the first day of the first academic year of the course AND
- The main purpose for your residence in the EEA must not have been to receive full-time education during any part of that three year period.

The following may also qualify for the “home” EU fee:
- EU nationals or their children provided that they have been resident in the EEA or Switzerland for the three years prior to the start of the course.
- EEA and Swiss workers, their spouses, civil partners and children in the UK who have been resident in the EEA or Switzerland for three years.
- Child of a Turkish worker.

Re-consideration of fee status
If you are a postgraduate applicant, and believe that the School should reconsider your fee status, you must to write to us before you arrive, and have a definite answer from us before you register. We reserve the right to review your offer of admission and the award of any financial aid if your fee status changes.

See the UKCISA website for independent advice about fee status ukcisa.org.uk

Re-consideration of fee status
If you are a postgraduate applicant, and believe that the School should reconsider your fee status, you must to write to us before you arrive, and have a definite answer from us before you register. We reserve the right to review your offer of admission and the award of any financial aid if your fee status changes.

See the UKCISA website for independent advice about fee status ukcisa.org.uk

Please note that once you become a registered student your fee status can only be reclassified in exceptional circumstances (either a change in the law or a change to the status of the student).

If you think you have been classified incorrectly, please complete the Fee Classification Questionnaire (linked from the web address below) and return it to the address below no later than 14 August 2015.

Contact the Fees Assessment Team

Fees Assessment
Graduate Admissions Office
LSE
PO Box 13420
Houghton Street
London
WC2A 2AE
Tel: +44 (0)20 7955 7160
Email: ard.gao.fcq.team@lse.ac.uk
Web: lse.ac.uk/study/informationForInternationalStudents/FeeStatusClassification.aspx
ACCOMMODATION

The LSE Residential Services Office allocates over 4,000 places across 20 locations in the centre of London. This gives you unique access to a broad variety of student rooms that suit different preferences, needs and budgets.

We offer great value rooms, with or without en suite bathrooms, shared rooms and studios. Utility bills, internet access and contents insurance are included. Most residences are within walking distance of LSE (see below for a map of LSE halls). Contracts are available on a varied basis, in line with the academic year, and offer catered and self-catered options. Each hall is home to a mixture of students, from the UK and overseas, men and women (single sex apartments are available in some residences), and undergraduate and postgraduate students. Details of all LSE and intercollegiate halls of residence including location, room types, prices, catering arrangements and information about the online application process can be found at lse.ac.uk/accommodation

Students with children
There are a limited number of flats available at Anson Road for students with children. They are independently run by Zebra Housing Association. Full details are on the accommodation website and at zebrahousing.com

Disabled students and students with long term medical conditions
Residential Services welcomes applications from disabled students. You can apply to us for a room that meets your individual needs; a room with en-suite bathroom facilities, a location close to the LSE campus, wheelchair accessible or equipped for those with a hearing impairment (this list is not exhaustive). Please see page 15 for more information.

How to apply for a place in LSE or intercollegiate halls
You are strongly advised to make an early application, whether your academic offer is conditional or unconditional. The great majority of applications received by our published deadlines will receive an offer of a place in an LSE or University of London hall. Applicants to Lilian Knowles House and King’s Cross will be on a first-come, first-served basis.

For the 2015/16 academic year onwards, we are pleased to announce that we will also be offering spaces in a brand new hall at Westminster Bridge Place via Urbanest on a first-come first-served basis. Keep an eye on the Residential Services website for updates on this in early 2015.

- To apply you must first create a Hallpad account. You need your LSE Student ID number from your offer letter to do this. See hallpad1.lse.ac.uk/hallpad
- You should choose your preferred residences and submit your choices together with your application.
- The decision will take around 28 days for most applications.
- Accept (or decline) your offer in Hallpad within the deadline stated in your accommodation offer email and pay your deposit straight away. If you miss the deadline, you will be invited to join our waiting list. In this instance, we cannot guarantee that you will receive another offer of accommodation.

Private housing advice
Our Private Housing Service is dedicated to helping all LSE students to find accommodation. For students looking for private housing, you can visit the Residential Services office for one-to-one advice.

Visit lsestudentpad.co.uk for more information. Most LSE students live in privately rented housing and commute to the School every day. Arranging this type of accommodation is generally not possible before you arrive as you should always inspect a property to ensure its suitability, and because landlords rarely make commitments to unseen tenants.

In order to find somewhere to live, you should come to London before the beginning of the academic session. We would advise you to allow a minimum of two weeks to search for accommodation (students with children should allow longer).

From mid-August until the end of September, a number of places are reserved in LSE residences to provide temporary accommodation for students who are looking for privately let accommodation. Staying in halls while searching for a place to rent is how a lot of students find their housing each year. This is an affordable temporary option and an opportunity to meet other students with whom to start a flat-share.

Returning to halls after renting privately
Two thirds of the entire student population of London live in the private sector and most enjoy the experience and the independence immensely. However, your situation may change, or you may find that hall accommodation would be more suitable for you. If that is the case, contact the Accommodation Office to be placed on the waiting list that runs throughout the academic year. Between approximately November and May, we also maintain list of vacancies online.

Contact the Residential Services Office
3.02 Saw Swee Hock Student Centre
LSE
Houghton Street
London
WC2A 2AE
Tel: +44 (0)20 7955 7531
Email: accommodation@lse.ac.uk
Web: lse.ac.uk/accommodation

BA Bankside House (catered – seven meals included)
BW Butlers Wharf (postgraduate only)
CS Carr-Saunders Hall (undergraduate only)
GH Grosvenor House (postgraduate only)
HH High Holborn
KK King’s Cross
LK Lilian Knowles (postgraduate only)
NH Northumberland House
PA Passfield Hall (undergraduate only)
RA Rosebery Hall (catered – five meals included)
SW Sidney Webb House (postgraduate only)
FULFILLING CONDITIONS ATTACHED TO YOUR OFFER/SUPPLYING REQUIRED DOCUMENTS

Your offer letter lists any outstanding requirements attached to your offer. Please be aware that we must receive the required documents before you will be allowed to register. Students who need a visa to gain entry to the UK must fulfil any conditions before their Confirmation of Acceptance for Studies (CAS) can be issued.

The documents/conditions we might require are:

- Official proof of documents already received
- Degree condition
- Summer school course
- Pre-sessional/introductory course
- Language score.

Confirming your offer

When we receive your documents, they are checked against the outstanding requirements of your offer. Once you have submitted proof that you have met all the requirements, your offer will be made unconditional and a new certificate will be issued to you. If you have not met our requirement, then your documents will be sent for final consideration by the selectors, along with any additional information you supply (eg, extenuating circumstances). Once we receive the final decision from your department we will contact you with either confirmation or non-confirmation of your offer. We will acknowledge receipt of your documents when we process them and you should continue to track the status of your offer online.

Official proof of documents already received:

- We require original or certified copies of documents, bearing the stamp, signature and contact details of a responsible person at your institution.
- To be considered “official proof of qualifications”, your transcript or certificate must include: the name of the award, the overall classification/score, and the date the qualification was awarded.
- If your institution provides electronic versions of your transcript/qualification using an online service such as Digitary, you should send the relevant link to graduate.references@lse.ac.uk
- If the original is not in English, we also require a translation into English, bearing the stamp and signature of an accredited translator. The LSE Language Centre offers translation services from many languages (see page 14).
- References must be provided on the official headed paper of your institution and should be signed. Alternatively, we can usually accept an email from your referee's academic email address. They should contact graduate.references@lse.ac.uk
- For GRE/GMAT/IELTS/TOEFL we must receive original institution report test scores (not the examinee report). You should supply the original score report to us as soon as possible. The institution code for GRE and TOEFL is 0972, and for GMAT, HMT 86-56.
- It is possible to bring official documents to registration with you, but please be aware that this may delay your registration by several days.
- If we detect irregularities in the documents you supply, your offer is liable to be withdrawn without notice. Please also be aware that if the UKVI detect or are informed of any attempt to enter the UK by means of fraudulent documents, the applicant will be banned from the UK for ten years.

Degree condition

- You should submit your results to us as soon as they become available. You should send your final transcript. If the transcript does not include information about the final grade and date of award, then you should also submit a certified copy of your degree certificate or the enclosed proof of degree form (available online at lse.ac.uk/study/graduate/offerholder).
- If you fail to meet your condition, you should still send your results, and the selectors will consider whether your offer can be confirmed. You may also wish to submit additional information regarding extenuating circumstances, if applicable. Use the new information form at lse.ac.uk/graduateHowDoI to do this.
- If you feel that the condition we have set is inappropriate (ie if the mark scheme does not match that of your degree, or if it is not mathematically possible for you to achieve the standard set), you may request that it be changed using the condition waiver form at lse.ac.uk/graduateHowDoI
- If your degree will not be awarded until after the registration period, you must supply an official document from your university stating your final marks, the date when your degree will be awarded and confirming both that you have met all the requirements and that the mark stated will not change.
- Current LSE students do not need to send their results; these are communicated internally.

Summer School course

- You must take either the suggested LSE Summer School course, or an approved alternative.
- To request approval of an alternative course, you should use the condition waiver form at lse.ac.uk/graduateHowDoI
- To apply for the LSE Summer School, you should complete the form at lse.ac.uk/study/graduate/applicant/howDoI/summerSchool/summerSchool.aspx
- If you feel that you have already covered the required syllabus, you may request that the condition be waived using the condition waiver form at lse.ac.uk/graduateHowDoI. You should do this as soon as possible.

Only certain types of documents are considered “official proof” of qualifications or an “original or certified copy”. Please refer to the table below for some common examples:

<table>
<thead>
<tr>
<th>✔️</th>
<th>✗</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard copy of the proof of degree form, fully completed and stamped by your institution</td>
<td>Scanned documents sent from a personal email account</td>
</tr>
<tr>
<td>Transcript emailed directly from your institution to <a href="mailto:graduate.references@lse.ac.uk">graduate.references@lse.ac.uk</a></td>
<td>Un stamped photocopies sent by post</td>
</tr>
<tr>
<td>Electronic transcript which can be verified via HEAR, Digitary or similar</td>
<td>Translations submitted without the original language version, or the stamp and signature of an accredited translator</td>
</tr>
<tr>
<td>Hard copy of your official transcript, on your institution’s secure-paper letterhead</td>
<td>GRE, GMAT or TOEFL scores sent to us by email</td>
</tr>
<tr>
<td>GRE or TOEFL scores sent to us by ETS, or a GMAT institution report of your test scores</td>
<td>IELTS scores with no TRF (Test Report Form) number</td>
</tr>
</tbody>
</table>
Language score

• Language requirements are set at a level appropriate to the programme being followed. You must meet the requirement in a single sitting of your chosen language test (we recommend IELTS).

• The LSE Language Centre offers a variety of pre-sessional courses intended to help you improve your English proficiency in preparation for taking an approved language test (see below).

• It is very rare for any language condition to be waived or lowered. If you do not reach the required score, you should arrange to re-take the test.

• If you feel that you already meet the language requirement (e.g., if your entire undergraduate degree was taught in English) then you may request that the condition be waived using the condition waiver form at lse.ac.uk/graduateHowDoI. You should do this as soon as possible.

Pre-sessional/introductory course

• These courses are not conditions, but essential prerequisites for certain options and programmes, particularly those with economics elements to them. They are an integral part of your degree.

• Your offer letter (and later, if applicable, your CAS) will indicate the start date of your introductory course.

• You must attend the course as instructed in order to take your place on the main programme.

LSE LANGUAGE CENTRE

LSE’s Language Centre is unique – no other centre specialises in creating courses targeted to the needs of students and practitioners in the field of social sciences and related areas of study. All LSE Language Centre courses utilise the specialist talents of lecturers who relate their own expertise to the teaching of languages for specific purposes.

English language programmes

If your first language is not English you could consider enrolling in one of our English courses in the Language Centre, which are geared to the specific needs of social science students.

Note: These courses are not accepted as a replacement for an English language qualification which may be an offer condition.

English for Academic Purposes: pre-sessional programme

As you already have an offer from LSE, if you want to make sure your English is ready for ‘Academic Purposes’ you could consider these preparatory courses before you start your main studies. The LSE Language Centre runs pre-sessional intensive courses in English during August and September each year. Each course can be booked individually and a range of entry level points are on offer. The programme is geared to the specific needs of social science students.

Each programme has 20 hours weekly contact time and additional learning support. Applications for the courses open in April 2015. You should apply as early as these courses fill up quickly.

Note: A test is not included in this course. You can arrange to take an IELTS test at four centres in London. See ielts.org for locations.

Course overview for pre-sessional programmes:

• Academic reading and writing skills
• Essay and thesis writing
• Presentation skills
• Seminar practice
• Lecture note-taking
• Study skills
• Key speaking and listening practice
• IELTS preparation
• Special modules on law (pre-sessional programme)
• Cultural and social events.

Full details on these programmes can be found at lse.ac.uk/language

English for Academic Purposes: in-sessional support programme

Once you begin your degree programme, the Language Centre will still be on hand to give you advice and support throughout your time at LSE. The support is free and starts as soon as your main programme begins. For more information, visit lse.ac.uk/language

Modern Foreign Language Certificate Course programme

If you wish to learn a new language, or improve your existing language skills during your time at LSE you should consider our Certificate Course programme.

These extra curricular courses are available to current members of LSE. Currently on offer are ten different languages with most of them available at five different levels: Arabic, Catalan, French, German, Italian, Japanese, Korean, Mandarin, Portuguese, Russian and Spanish. The programme runs during the academic year from November until May. Details on the Modern Foreign Language Certificate Course programme can be found on the website.

There is also information on current prices and how to register for classes.

Translation of documents

You may need to provide officially translated documents to prove you have met the conditions of your offer, or for other purposes.

If your documents are not in English, the LSE Language Centre can provides a translation service. Full details are available at lse.ac.uk/language

Charges at the time of going to press are 21p per word. Translation is offered in all the languages taught at the Language Centre: Arabic, Catalan, French, German, Italian, Japanese, Korean, Mandarin, Portuguese, Russian and Spanish.

Contact the Language Centre

The Language Centre
LSE
Clare Market Building
Houghton Street
London
WC2A 2AE
Tel: +44 (0)20 7955 6713
Email: languages@lse.ac.uk
Web: lse.ac.uk/language
The School is positive about disability as a valued aspect of diversity and appreciates that disabled students have often overcome additional barriers prior to gaining a place at LSE.

The School welcomes the requirements of the Equality Act 2010, and the LSE’s Equality and Diversity Action Plan sets out how the School is working to enhance its equality practices.

We are working hard to maximise accessibility to our services, facilities and resources for all students, staff and visitors. In order to help us meet your individual requirements while you are at LSE, you need to decide whether we need any additional, specific information. If you have already indicated that you have a disability, we will have sent you a questionnaire to complete and return to help us assess your needs and provide the most appropriate advice. If you have a disability, but have not indicated this to us yet, you can also complete the questionnaire online at lse.ac.uk/study/graduate/applicant/howDoI/disQu/disQu.aspx

Please be aware that staff may not realise that you require adjustments to be made if you choose not to tell us about your disability or dyslexia. Information is only shared with your informed consent.

All disabled students and/or students with dyslexia are invited to a Welcome Day during the week before term starts, as part of an induction programme to make your introduction to LSE as smooth as possible. Students are welcome to visit the Disability and Wellbeing Service at any time during their time at LSE to discuss their own situation in confidence, even if they have not previously disclosed a disability.

Contact the Disability and Wellbeing Service
Disability and Wellbeing Service
LSE
OLD G.23 (Ground Floor)
Old Building
Houghton Street
London
WC2A 2AE
Tel: + 44 (0)20 7955 7767
Fax: +44 (0)20 7955 7649
Email: disability-dyslexia@lse.ac.uk
Web: lse.ac.uk/disability

DEFERRING YOUR OFFER

We understand that circumstances may arise that mean it is not possible for you to take up your offer. If you wish to attend the programme in the following academic year, you may request to defer your offer of admission. Deferral requests are considered on a case-by-case basis by the relevant departmental selector. Some departments grant deferrals only in exceptional circumstances, others are more flexible. We are unable to comment in advance on the chances of a request being granted.

If you wish to defer, please complete our online deferral request form before 31 October 2015: lse.ac.uk/study/graduate/applicant/howDol/deferralForm/deferralForm.aspx

You should provide as much information as possible regarding the reason(s) for your request. You will be notified on the application tracker and via email when a decision has been made by the department. Unless your circumstances change considerably, this decision is final.

If your request is granted
You will be required to pay a deposit of £1,000 by 31 January 2016 to secure your place. This deposit will be subtracted from the amount owed for tuition fees once you register. The deposit is non-refundable after 31 January. If you do not pay the deposit by the deadline your offer will be withdrawn and your place offered to another student. Please note that you may only defer once.

Offers of financial support are not guaranteed to be carried over from year to year, but you will be able to reapply for the Graduate Support Scheme in the new academic year using the application form linked from the online status tracker.

If you wish to be considered for a different programme in 2016 as well as deferring your offer, you must also reinstate your application (paying a new fee) to be considered for your new choice(s). If this application is successful, you will then be asked to choose which offer you wish to pursue. It is not possible to hold more than one offer. Your deferral deposit will be offset against the tuition fees for the programme on which you eventually register.

If the request is refused
You may still take up your place this year. Alternatively you may reinstate your application to be considered for entry in 2016. You should do this by completing the online form at lse.ac.uk/study/graduate/applicant/howDol/reinstateForm/reinstateForm.aspx. The deadline for reinstating is 13 November 2015. Old application files are destroyed after this date.

Contact the Disability and Wellbeing Service
Disability and Wellbeing Service
LSE
OLD G.23 (Ground Floor)
Old Building
Houghton Street
London
WC2A 2AE
Tel: + 44 (0)20 7955 7767
Fax: +44 (0)20 7955 7649
Email: disability-dyslexia@lse.ac.uk
Web: lse.ac.uk/disability
International offer-holders should leave plenty of time to apply for and obtain their student visa. We recommend that you do not plan any travel during the summer until you have obtained your Tier 4 visa for LSE.

You will need a CAS (Confirmation of Acceptance for Studies) number from us to apply for your Tier 4 student visa. Please note, the information below was updated in October 2014 and should be considered as a very brief, general guide only. Immigration rules change frequently and it is essential that you check on the LSE’s International Student Immigration Service (ISIS) website at lse.ac.uk/isis/newstudents, and the official Home Office website gov.uk/browse/visas-immigration for up-to-date detailed information. Leave time to prepare this as it is likely to take longer than you think. We also advise you to use only official guidance. Online discussion forums and social media can be helpful, but other students may give you advice that is not correct for your personal circumstances.

The Tier 4 student visa route is not available for offer holders on a small number of LSE’s programmes, including some Executive programmes. Please check your offer letter for further information.

**A step-by-step guide to applying for your student visa**

Please note this is a general guide for applying. The order of steps may vary between countries. The process in the UK is different.

**Step 1** LSE sends you an email to confirm the information we intend using to generate your CAS number. You make corrections as necessary.

**Step 2** LSE will issue you with a CAS number (see below for more details).

**Step 3** You complete an online visa application form. If you are applying outside the UK you book an appointment to provide (in person) your biometric data at the local visa processing centre. In the UK, you will be sent a letter inviting you to provide your biometric information, unless you are attending a premium service appointment.

**Step 4** You send the required documents (as specified on the visa application form), which will include your passport, LSE CAS number, evidence (original certificate(s) or transcript) of the qualification(s) listed on your LSE CAS statement and financial documents to the local visa processing centre.

**Step 5** You attend your biometric appointment and provide your biometric data.

**Step 6** Once your biometric data has been provided your visa application will be assessed by the embassy.

**Step 7** You may be asked to attend an interview to assess whether you are a “genuine student” as part of the application process.

**Step 8** The embassy or Home Office will return the documents to you either with the decision on your visa application.

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**Frequently Asked Questions**

**Do I need a visa (entry clearance) before I travel to the UK?**

If you are a non-European Union (EU/European Economic Area (EEA) national and you want to come to the UK as a student for longer than six months, you must apply for a Tier 4 (General) student visa (officially referred to as “entry clearance”) before you leave the country where you live to travel to the UK. It is not possible to request entry as a Tier 4 (General) student at the airport. You can apply at a Visa Application Centre or the British Embassy nearest you. To find out where to apply, go to the Home Office website gov.uk/find-a-visa-application-centre and look for your country in the country finder.

If you are already studying in the UK you may be able to apply for a new Tier 4 (General) Student visa from within the UK. There are restrictions on who can apply inside the UK (for example, if you are in the UK as a visitor, you cannot apply for a student visa from inside the UK). Check the guidance on the LSE ISIS and Home Office websites.

**Important note:** To study at LSE you must obtain a Tier 4 (General) visa using the CAS number issued by LSE.

**What type of visa do I need?**

You should apply for entry clearance as a Tier 4 (General) Student under the Points Based System.

**What are the requirements for obtaining a Tier 4 (General) Student visa?**

To qualify for a Tier 4 (General) Student visa you need a total of 40 points.

- 30 points for a valid CAS number and the documents listed on your CAS;
- 10 points for meeting the financial requirements.

The sections below provide more information on each of these requirements. You will need to satisfy both elements to obtain your visa.

The visa authorities will check your application against these criteria and check your documents for authenticity.

**Confirmation of Acceptance for Studies (CAS)**

The CAS is a unique reference number issued to LSE by the Home Office after we supply them with your programme, admission and personal details. It can only be issued to you by LSE once you have:

- accepted your offer
- submitted your Financial Undertaking Form (FUF)
- met all the conditions attached to your offer
- confirmed to us your passport details, including the correct spelling and order of your name as it appears on your passport.

Once your CAS number has been assigned, the School will send your statement by email (which contains your CAS number). Please ensure that your account is accepting emails from LSE to avoid important messages going to your junk file (particularly Gmail accounts). The CAS statement has no legal function; it is simply a note of the information we have supplied to the Home Office so that they can issue us with a CAS number.

Crucially, the CAS statement lists the evidence that we assessed when making the decision to offer you a place. You will need to submit evidence of these qualifications (in the form of your original certificates or transcripts) along with your visa application.

Once you receive your CAS statement email, you should immediately check that your name, nationality, passport details and qualifications listed on the statement are correct. If you notice an error, you should complete the online form at lse.ac.uk/study/graduate/applicant/howtodi/pbsCASstatementcorrection/pbsCASstatementcorrection.aspx

**Important note:** It is important that you keep us up to date with any amendments to the information contained in the CAS statement, such as a new passport number, so that we can inform the Home Office and avoid your visa application being rejected.

**When do I need to apply?**

Do not start your Tier 4 application until you have received your CAS from LSE. If you apply without a CAS, your application will be refused. It is important to understand that if you are applying overseas, the date of your application is the date that you pay online or pay your fee for your application, not the date you submit biometrics or submit documents.

Your CAS number is valid for six months and you can only use it once. You can apply for a visa up to three months before the start date of your programme. Each year a number of students are unable to start their studies with us because they did not prepare their Tier 4 application in time to register at LSE so we strongly recommend that you apply as early as possible in the three month window.

However, do not apply earlier than three months before your programme start date as your application will be rejected, you may not receive a refund of the application fee and you will have to apply again.

You will need to submit your passport as part of your application and attend a biometrics appointment. We recommend that you do not plan any travel until your visa is granted because you will need to be available throughout the visa application process.

If you use the LSE CAS your visa will entitle you to study at LSE only. If you use a CAS from a different university you will not be able to use it to study at LSE. You may be required to submit a new visa application before you are able to register for your programme.
Students already studying in the UK
If you are in the UK with a Tier 4 visa for a different institution, you cannot use this to study at LSE. You will have to apply for a new Tier 4 visa for LSE before you can register and attend classes with us. ISIS run workshops during the Summer to advise students on how to apply for a Tier 4 visa in the UK. Check the ISIS webpages in the Summer for dates.

Maintenance costs and financial requirements
If you are a new student to the UK, you will have to prove that you have:

• tuition fees for the first year of your programme
• maintenance for up to 9 months of your programme (for students studying in London in 2014 the maintenance level was set at £1,020 a month 9 x £1,020 = £9,180).

If you have studied in the UK recently, you may be able to show just two months’ funds (2 x £1,020 = £2,040). Check the ISIS guidance to see if you have “established presence”.

Important Note: You are required to have had the funds in your bank account for a 28 consecutive day period from the closing balance of your bank statements to apply for your visa. The Home Office will only accept specific documentation and it is essential that you make updates to the Home Office approximately 48 hours after the money has cleared with our bank. You must wait for an updated CAS statement from us before applying for your visa if you need to show that you have paid money to LSE.

Important Note: It can take up to two weeks for monies to clear so you should plan for this when preparing your application.

You should not make payments if you have a visa appointment within the next fortnight as it is likely that we will be unable to issue you with an updated CAS statement before your appointment.

Maintenance costs
Maintenance for consecutive periods is calculated as follows:

• 6 months = £1,520
• 9 months = £2,280
• 12 months = £3,040
• 15 months = £3,800
• 18 months = £4,560
• 21 months = £5,320
• 24 months = £6,080

Money paid towards tuition costs
LSE will update the Home Office CAS database with details of any tuition fee payments you make. This enables the Home Office to take such payments into account when calculating your ability to finance your studies. Your CAS statement will list any accommodation deposits paid in advance. ISIS advise that you pay a maximum of £1,020 for LSE accommodation before you apply for your Tier 4 visa. Check their guidance for more details.

If you make a payment towards your fees we will make updates to the Home Office approximately 48 hours after the money has cleared with our bank. You must wait for an updated CAS statement from us before applying for your visa if you need to show that you have paid money to LSE.

Important Note: The Home Office will not accept language test scores that are more than two years old. If your results are dated prior to 1 October 2013, you will need to re-sit the test.

English language requirements
The Home Office requires sponsoring institutions to verify that students have achieved the necessary level of English proficiency. LSE will assess your English language qualification(s) and inform the Home Office as appropriate.

If you are taking the IELTS, TOEFL or Pearson test, we encourage you to sit the exam as early as possible, as test dates can be fully booked by mid to late summer. If you need a CAS to study on a pre-sessional course at LSE, you will probably need to take an English test. Check this with the admissions team when you apply.

Important note: The Home Office will not accept language test scores that are more than two years old. If your results are dated prior to 1 October 2013, you will need to re-sit the test.

Contact the International Student Immigration Service
LSE Student Services Centre
Ground Floor, Old Building
Houghton Street, London WC2A 2AE
Web: lse.ac.uk/isis/newstudents
Email: go to the page for new students and if you can’t find the answer to your question, you can email ISIS using the webform.

Making Contacts Before You Arrive

Alumni groups
LSE has over 125,000 alumni and over 80 international and special interest groups and contact networks in Africa, the Americas, Asia, Europe and the Middle East, as well as in the UK. They are LSE’s international ambassadors and a useful source of information about the School. They can provide you with useful hints and tips about studying at LSE, living in London, and the careers that their studies have helped them to pursue.

To find out about your local alumni group or contact network, please visit the LSE Alumni website at alumni.lse.ac.uk or at the contact details below.

Pre-departure events
LSE’s international alumni groups organise pre-departure events to welcome new students to LSE before they leave home. These informal events allow recent alumni and current students to share their experiences of LSE and life in London with offer holders who are about to start at the School, and form a great introduction to the LSE community.

To find out if there is a pre-departure event in your country, please check the pre-departure events calendar from May 2015 at: lse.ac.uk/study/informationforinternationalstudents/predepartureevents/

Email an Alum
The Email an Alum service allows you to make contact with recent LSE graduates and ask them questions about their experiences of studying at the School and the impact on their careers since their graduation. Visit lse.ac.uk/emailanAlum for more details.

Alumni can answer questions about:

• The courses they have studied
• Life as an LSE student
• Living in London
• Student accommodation
• Studying in the UK
• Life after LSE
• Careers

Note: Emails must be written in English so they may be regulated. Unfortunately, alumni cannot answer queries regarding entry requirements, the application process, fees or financial assistance. These queries must be directed to the relevant departments.

Facebook
LSE has an official facebook page where you can keep up to date with events and make contact with the LSE community, and many departments have groups for new students. Your departmental administrator will contact you with details.

Alumni magazine
LSE Connect is the free magazine for LSE Alumni. You can read a PDF version online at lse.ac.uk/LSEconnect

Contact the Office of Alumni Relations
Alumni Relations Team
Office of Development and Alumni Relations
LSE
Houghton Street
London, WC2A 2AR
Tel: +44 (0)20 7955 7361
Email: alumni@lse.ac.uk
Web: alumni.lse.ac.uk
WHAT TO PACK

What to bring with you if you are travelling from outside the UK

Documentation

The following should be carried in your hand luggage in case hold luggage is delayed or lost:

- Passport, visa and entry clearance papers
- Your offer letter, scholarship/funding information documents
- Travel insurance documentation
- Cash, travellers’ cheques, credit cards, contact details for your accommodation

If you have not already submitted them you should bring the following documentation:

- Proof of degree form
- Final transcript
- Any other documents that confirm you have met your conditions

Money

We recommend you carry only a small amount of cash with you for the journey. Please use the information in this booklet and the offer booklet to estimate how much you will need for your journey and your first few weeks at LSE.

Clothing

The weather in the UK is changeable. Temperatures may go down as low as minus 3 degrees Celsius in the winter months (January, February and March) and as high as 32 degrees Celsius in the summer (June, July and August). London tends to be a little warmer than the rest of the UK. Rainfall is common but is often only light. If you are arriving at LSE in September we recommend you bring with you a sweater and/or a light (ideally waterproof) jacket or a small umbrella for the journey. A pair of comfortable, waterproof shoes are also recommended.

Dress code – There is no dress code at LSE. Generally students dress informally (jeans, T-shirt, trainers) on campus. Smart clothing (shirt, tie, blazer, and smart shoes) is occasionally worn by students at recruitment events held at LSE by potential employers. There may also be club or society events where you may want to wear formal evening wear.

Books

Your department may contact you in the coming months with suggested texts to read prior to arrival; full reading lists may not be provided until after your induction session. You may want to bring basic dictionaries.

If you want to get a head start you might wish to look up the courses you plan to take in the graduate course guides in the School Calendar, available online at lse.ac.uk/calendar. Indicative reading will be listed under each course description. Please see page 22 for more information about registering for courses.

Electrical appliances

British electricity works on 220-240 volts. You should check your appliance manual to ensure it will work on the UK power supply before bringing them with you or purchase a voltage converter. You will also require a three pin plug adaptor; these are available in the LSE Students’ Union shop.

Medical information

Overseas students on full-time programmes lasting six months or longer are eligible to use the National Health Service on the same terms as UK residents. You should note that some services are not automatically provided by the NHS eg, private medical certificates for insurance.

If you have an ongoing medical condition which requires regular prescription medication or treatment you should bring any relevant medical notes, including contact details for your current doctor, with you and register with your local doctor as soon as you arrive in the UK. Please note that there is no guarantee that you will be able to get the same medication as prescribed to you in your home country. In order to get medication in the UK, you need to be assessed by a doctor who will decide what medication you need.

Please see page 32 for details of LSE’s facilities.

Mobile phone

You should check with your phone service provider before travelling to the UK. You may find that making calls in the UK and back home from your current phone may be very expensive. See our directory at the back of this booklet if you need advice on buying a new phone.

What not to bring

Restricted and banned goods

You should not bring illegal drugs into the UK. There are severe penalties for anyone found carrying drugs into the UK.

There are restrictions on the amount of alcohol and cigarettes you can bring into the UK. You should also note that smoking is banned in all public places. See hmrc.gov.uk for a full guide to what you can bring to the UK.

Some food and plant based products

If you are travelling from a country outside the EU you will not be allowed to bring certain food items into the country. Carrying restricted goods may lead to delays, fines or prosecution. You should check the full guide on the UK government’s website before travelling: gov.uk/uk-border-control. Many food products can be bought in the UK from specialist shops or ordered online. See the directory in the back of this booklet for further details.
### BEFORE YOU SET OFF – THINGS TO DO:

- Complete all the conditions and requirements of your offer – see the “What to do now” checklist on page 3
- Make sure you have submitted your acceptance and financial undertaking form (check your record on the online tracker)
- Get vaccinated. All students admitted to universities in the UK are advised to be vaccinated against meningitis C and to ensure that all their vaccinations are up to date (see page 32)
- Apply for EHIC if eligible (see page 32)
- Obtain a visa if necessary (see page 16)
- Arrange accommodation (see page 12) – if renting privately, you may wish to stay in LSE vacation accommodation whilst you find a place to live; see lsevacations.co.uk
- Check out the reading list(s) sent to you by your department
- Research the course guides for the options available for your programme – lse.ac.uk/calendar
- Activate your LSE IT account, following the instructions on the online tracker (from September 2015)
- Obtain sufficient UK currency or an international credit/debit card to last until you open your UK bank account
- Attend a pre-departure event or make contact with your fellow students – many departments have Facebook groups which you can join, for example

### ONCE YOU ARRIVE IN LONDON:

- Attend registration (see page 21)
- Attend orientation events (school and department) (see page 21)
- Register online for courses using LSE for You – lfy.lse.ac.uk (see page 22)
- Register with the police (nationals of certain countries only) – see content.met.police.uk/Site/overseasvisitorsrecordsoffice.
  LSE arranges dedicated dates for our students to register – information will be published nearer the time at lse.ac.uk/isis/newstudents
- Open a bank account once you have registered – you will need your certificate of registration (see page 23)
- Pay your fees, if you haven’t already done so (see page 9)
- Update your UK term-time address on LSE for You
- Activate your sQuid card (see page 35)
- Apply for exemption from Council Tax (see page 22)

### What else to consider:

- Get a UK mobile phone if you need one (see page 35)
- Get a Student Oyster Card (see page 38 – Getting Around)
- Take a tour of the Library (see page 27)
- Explore the campus – you can use our self-guided tour: lse.ac.uk/study/meetLSE/pdf/LSEExplorer.pdf
- Get to know London – buses are an excellent way to explore how London fits together, or why not explore on foot? Walkit.com is a great resource for planning walking routes
- Get to know your department and the staff there (see page 49)
- Join societies – or set up your own! See Isessu.com

Make the most of it! A packed year at LSE goes quickly, and there are lots of opportunities coming your way – to make friends from across the globe, to attend exciting events with world leaders in their fields, to contribute to classes in subjects that you are enthusiastic about and to shape your future career. You have a challenging and amazing year ahead!
TRAVEL INTO LONDON

If you are new to London, the information below will provide you with the various travel options available to you. The prices quoted were correct at time of print, but please check the websites listed below for up-to-date prices and timetables.

Flights to London
If you are flying to the UK from overseas you are likely to arrive at either Heathrow or Gatwick, two of the world’s busiest international airports. Each is approximately 25-30 miles (30-40 kilometres) from the city centre, but each is convenient, with good public transport links to central London.

If you are flying to the UK from Europe, you may also arrive at London Stansted, London Luton or London City Airport. Travel times from these airports vary; see below for more information.

Travelling to London from Heathrow Airport
heathrowairport.com/transport-and-directions/getting-into-london

By Tube (London Underground)
You can take the Piccadilly Line from Heathrow Airport into central London. Journeys take approximately 50-60 minutes depending on time of day but this is also the cheapest form of transport into central London. A single ticket costs £5.70 cash or slightly less on an Oyster Card, Transport for London’s cashless ticketing system (see tfl.gov.uk/oyster for more information).

Travel Information Centres are located in the Terminal Arrival Halls and in Underground stations and you are advised to speak to an assistant there to confirm your travel details and help you purchase tickets before you board. Tube services are regular and do not require pre-booking. Visit the Transport for London (TfL) website at tfl.gov.uk for more information.

By Coach
You can take the Heathrow Express service directly from Heathrow Airport (Terminals 1, 2 and 3) into central London. The journey takes approximately 15 minutes and departs four times an hour. Single fares are £23.40 for a 20 minute journey or £21 for if booked in advance online. Visit heathrowexpress.com for more information.

By Train
Trains run to Paddington Station throughout the day. The journey takes approximately 20 minutes. Visit tfl.gov.uk/dlr for more information.

By DLR
Travelling to London from Stansted Airport
Frequent coach services with National Express or easyBus are available from Heathrow Airport to central London throughout the day. Visit nationalexpress.com/coach or easybus.co.uk for more information.

Travelling to London from Gatwick Airport
Frequent coach services with National Express or easyBus are available from Gatwick Airport to central London throughout the day. Visit nationalexpress.com/coach or easybus.co.uk for more information.

Travelling to London from Luton Airport
Frequent coach services with National Express or easyBus are available from Luton Airport to central London throughout the day. Visit nationalexpress.com/coach or easybus.co.uk for more information.

Travelling to London from London City Airport
You can take the Docklands Light Railway (DLR) from City Airport into central London. Journeys take approximately 45 minutes depending on time of day. A single ticket costs £4.70 cash or slightly less on an Oyster Card, Transport for London’s cashless ticketing system (see tfl.gov.uk/oyster for more information).

DLR services are regular and do not require pre-booking. Further information can be found on the Transport for London website at tfl.gov.uk/dlr

Travelling to London on Eurostar
If you are travelling to London via Eurostar, you will arrive at St Pancras International Station, where you’ll find taxis, buses and access to a number of lines on the London Underground.
Details on Eurostar journeys can be found at eurostar.com
YOUR FIRST FEW DAYS AT LSE

Unless you have been told that you are required to attend pre-sessional courses, or register early, your first week at LSE will start on 21st September. During this week you need to formally register with the School, go to your LSE welcome presentation and attend a departmental orientation event. There are also lots of other optional events provided by the School, your department and Students’ Union during that week that are designed to help you settle into London and LSE as quickly and smoothly as possible.

If you are required to attend pre-sessional courses, then you will register early and should look out for the early arrival events that will give you a head start on settling in at LSE. You will however still need to go to many of the events during the week starting 21st September.

For more information, including a new arrivals checklist, how-to-guides for settling in and other event information please visit lse.ac.uk/yourFirstWeeks

Specific arrangements will be in place for each of our executive programmes; your department will send you more information.

Registration
You must formally register, in person, with the School before you begin attending any lectures, classes, workshops, seminars or similar teaching.

Registration is the point at which you officially become a student. When you register we will check your identity, check that your application is complete and ensure that you are eligible to study in the UK. If everything is in order, we will give you your LSE student ID card.

Your LSE student ID card provides access to buildings, acts as your library card and is the main way in which you can prove you are an LSE student. It contains your name, student number, library number and photograph. You will be asked to provide the photograph for it when you accept your offer. If this photograph is not suitable, then your card will not be produced in advance which will result in delays at registration.

Required documents
As part of the admissions process, we will make you aware of what forms and official documents you need to provide to us before you can register (see page 3 for a checklist). You can check the status of these documents online using LSE for You. In order to avoid significant delays to your registration, it is advisable to have your documents in order before coming to registration.

To prove your identity and check your eligibility to study in the UK you will need to provide us with your passport and any relevant visa. We will take, and keep, scans of your passport when you register. If you do not have a passport, or if it will not be available when you register, please check the new students link at lse.ac.uk/registration to see what other documents we might be able to accept in place of your passport. You will not be able to register with a driving licence alone.

Before registering you must ensure that your name and date of birth on LSE for You exactly match those on your passport. You should also input your passport details. If these details do not match it will slow your registration down substantially.

Registration dates
You can only attend registration during the time-slot allocated to you. Your registration date is detailed on your offer letter, and the times, date and location of registration will also be made available online at lse.ac.uk/registration after Easter 2015. Unfortunately, we are not able to register you before your allocated time-slot. MPhil/PhD students register directly with the Research Degrees Unit and should check lse.ac.uk/researchStudents for details of when and where to register.

Registering late
We expect you to register on time. This ensures that your enrolment at the School is completed as smoothly as possible and that there will be no difficulties with you attending classes or accessing the library. However, we recognise that there may be occasions where this is not possible. For diploma and master’s students who are not able to attend their scheduled session due to unavoidable circumstances, there will be arrangements for late registration. These will be published online at lse.ac.uk/registration once term has started.
Departmental Orientation
Your department will typically organise an orientation event. It is essential that you go to this as this is when you will find out the most important information about your degree programme and the courses that are available to you. It is also a great opportunity to meet other students, academics and support staff involved with your programme.

You may be contacted directly by your department with details of when and where this event will take place. Alternatively check lse.ac.uk/orientationEvents which will be regularly updated with departmental events from August 2015.

See page 49 for details of how to contact your department.

Course Registration
Degree programmes comprise of a number of courses, often known as “modules” or “units”. You will typically take courses to value of four units per year as laid out in “units”. You will typically take courses to

The majority of MPhil/PhD programmes at the School require you to take a number of taught courses in the first (and possibly second) year. You might also decide to audit (attend the lectures but not take part in any formal assessment) some courses.

Controlled access courses
To maintain small class sizes, certain courses have “controlled access”. You can apply to take these courses via LSE For You, where you will need to supply a short statement explaining why you should be given a place on the course. You will be notified whether your application has been successful by email and in LSE For You. Where a specific course is mandatory for a programme, priority will be given to students on that programme.

Seminars
Seminars are allocated in different ways, some by the teaching department and some use the seminar sign-up system in LSE for You. The department responsible for the teaching of the course will be able to tell you how seminars will be allocated.

Moodle
Moodle is a separate system that allows you to access materials such as reading, lecture slides and other information for your chosen courses. You will be automatically enrolled into your chosen courses in Moodle a few hours after making your selections in LSE for You.

How to prove that you are a student
Once you have registered we can provide you with letters to prove that you are a student, including compulsory courses, need to be chosen using LSE for You. You can also make requests to follow courses not normally available in your programme by using the ‘fetch’ function. LSE’s programme regulations are sometimes flexible however, your choices are subject to approval by your department, availability and timetabling constraints. In order to access the course choice application, you must have submitted your Financial Undertaking Form and Offer Reply Form online, and met any conditions of your offer.

The easiest way to get a Certificate of Registration is to print one from the ‘Certification and Documentation’ section of LSE for You. This is made available around one hour after you have registered. We can stamp and sign this, if required, at the Student Services Centre.

If you need another sort of document please visit lse.ac.uk/certificateOfRegistration for more information.

Council Tax
Council Tax is a system of local taxation collected by local authorities. It is a tax on domestic property. Generally, the bigger the property is, the more tax will be charged. The tax is dealt with by the local authority (“the council”) where you live. The process for paying for Council Tax or applying for exemption or a discount varies depending on your local authority (council). If you are unsure about the process, please speak to them directly.

Most students are entitled to some form of exemption or discount, but this depends on your individual circumstances. The web pages provided by the Citizens Advice Bureau (adviceguide.org.uk/england/life/tax/council_tax.htm) are very comprehensive and should answer most of your questions. Please note that if you arrive early before your course starts, or if you stay beyond the last term in which you are a registered student, you may be liable to pay Council Tax for that period. If you need legal advice about council tax, visit the Students’ Union Advice and Support Service in the East Building. Please note that you will be unable to request a document for Council Tax exemption purposes until after your designated Registration date.

See: lse.ac.uk/students/councilTax
OPENING A BANK ACCOUNT

Opening a bank account can take several weeks, and some banks will only open an account for you after you are a registered student. It is important that you bring enough funds to cover your expenses, especially if you plan to move to London before your designated registration date. LSE is unfortunately unable to register you early.

Opening an account

Research the best bank account for you

It is highly recommended that you select a bank before you arrive in London to save time after you arrive. Although LSE is unable to recommend a bank, we have compiled a list of local bank branches to help you get started which can be found at: lse.ac.uk.bankAccounts

Know what documents you need to open an account

This is the most important step! Different branches of the same bank often have different documentation to open accounts, and can be very specific about the format of the documentation they will accept. Bank requirements change very frequently, so always confirm what you will need directly with the bank branch where you plan to open your account. See lse.ac.uk.bankAccounts

Check in advance to see if your bank at home has a branch near LSE, or if they have a special relationship with a bank in London. If you plan to transfer money into your new account, remember that transferring funds will depend on your home bank’s procedures. This can take more time than you expect. Discuss this with your home bank before you leave and remember to bring sufficient funds, such as cash, travellers' cheques or credit cards to cover any delays. Always avoid travelling with large amounts of cash.

Make an appointment

Many banks require that you book an appointment to set up an account. Many students will also be setting up banks accounts at the same time and appointments near LSE fill up quickly. Some banks may allow you to book an appointment before you arrive in London, which can save you a great deal of time. If you book in advance, you may want to schedule your appointment at least a day or two after your registration date, or you may not have access to all the necessary documents to open an account. Some banks insist that you must know your room number if you will live in a hall of residence before opening an account, so you may need to schedule your appointment for a date after your moving in day. Be sure that your bank appointment does not clash with mandatory Orientation events, lectures or seminars/classes. Always give yourself enough time to obtain the documentation you will need. You may find that it is easier to book an appointment at a bank branch further away from LSE or halls of residence. Once your account is set up, you can usually do business with any branch of your bank. However, branches further away from LSE may not always accept the same documentation that branches close to LSE will accept, so check before your appointment to ensure that you have everything you need.

Get a letter from LSE to confirm your address and student status

Some banks require a letter of introduction from LSE which specifies that you are a student and which includes your permanent and home addresses. This letter is available only to unconditional offer holders who have submitted all required documents to the Admissions office. You can request this letter from mid-September by following these steps. Please note that if you are a PhD student, you should contact the Research Degrees Unit (RDU) for your letter of introduction.

1) Update your addresses in LSE for You as soon as possible

Banks will reject the letter we provide to you if it does not include your up-to-date contact and home addresses. Update your address in LSE for You as soon as you have an address in London. Be careful to list the address you live during term-time (usually in London) as your Term-time Address and your address at home (or international address) as the Permanent Address. Banks also require that your room number be included if you are living in halls of residence. We are unable to update your address for you in the Student Services Centre (or the Research Degrees Unit).

2) Wait at least one hour before visiting the Student Services Centre (or the RDU) to give your address change time to update in our database.

3) Visit the Student Services Centre (or RDU for PhD students) during our opening hours with your passport or student ID card. Let the member of staff know that you would like a bank letter and specify the name of the bank, as most banks require that their name be printed on the letter. A letter will be printed immediately for you. Bank letters can only be collected in person.

Additional tips for international students

- Ask your bank to send you printed monthly bank statements as these can be helpful if you need to make an application to extend your student visa. UKVI will not accept electronic bank statements.
- Some banks may charge international students an initial or monthly fee. The additional services provided will vary between each bank. Some banks will also offer a free, but more basic account.
- If you are expecting to receive money from overseas, you should ask what charges may apply and how long it will take to make the money available in your account.
- If you plan on using a credit or bank card from your home country while you are in the UK, check before you leave home that your card is compatible with UK bank machines, and whether there will be any additional charges.
- If you will be cashing cheques issued in other countries into your UK account (for example, US Loan Cheques), then be sure to check that this will not trigger your bank’s anti-fraud procedures, which can result in your account being frozen for extended periods during an investigation. Some banks will refuse to cash cheques in a foreign currency for all new account holders.
- Many banks require that you must typically be on a programme of study which runs a minimum of six months duration in order to qualify for an account.

Banks near LSE

For a list of banks that are located close to LSE, their contact details, maps, and top tips for opening an account visit: lse.ac.uk.bankAccounts
STUDYING AT LSE

Postgraduate study at LSE is a stimulating and rewarding experience. You’ll meet students and academics from many different countries. Many of your fellow students will have studied outside the UK and will have interesting work experiences to share – what you learn from them can be one of the most valuable aspects of your time at LSE. You will also have the opportunity to hear great people speak about ideas they are hugely passionate about, both within and beyond your programme of study. LSE has an extraordinary public lecture series, often attracting senior academics, politicians and policy makers from around the world. And you will hopefully have time to experience London – one of the most vibrant cities in the world.

Note: Most of the information below is relevant to students on taught master’s programmes, but we have included a section opposite specifically for research degree students.

Teaching and learning

The academic year at LSE is made up of the Michaelmas (autumn) Term, the Lent (spring) Term and the Summer Term. Most taught master’s programmes span a full calendar year (September to September), though a few are only nine or ten months’ long, finishing in July or August, and a few others span two years. The majority of taught master’s programmes comprise of:

• taught courses, usually including substantial independent study, lectures, seminars, and other group activities. These may be examined through sit down examinations, essays and other assignments. It is worth noting the assessment regime for each course at an early stage
• access to substantial library and electronic resources
• a piece of independent research culminating in a dissertation.

Details of the provision for each programme are set out online at lse.ac.uk/graduateProgrammes

The main teaching is spread over the Michaelmas and Lent terms, with the Summer term usually reserved for a week of revision sessions followed by preparation for exams or other assessment, and/or the writing of your dissertation.

Independent study

Most LSE postgraduate programmes expect you to manage the majority of your study time yourself. This varies depending on the programme you are following, of course, but you will certainly find yourself with plenty of opportunity to read and research those aspects of courses that most interest and excite you, and with time to study with fellow students on your programme, gaining from their insight and expertise. It is worthwhile early on establishing your own study group for each of your courses. Find fellow students with similar interests, or different experiences that you can meet with regularly to discuss ideas, share and compare readings and work with to gain deeper understanding of your courses.

Much of your study time will be taken up with reading, note taking, thinking and research. Your course director will provide you with a course outline, and often with an extensive reading list. Many courses include course packs and/or access to a wide range of electronic resources. In some cases, this will be a useful guide to the majority of what you need to work with. However, many courses also expect you to use these resources as a stepping stone to further reading and research. If you find yourself feeling overwhelmed by the amount of reading recommended by lecturers, do explore the additional support available through the LSE Language Centre and LSE Teaching and Learning Centre (see below).

Whatever particular routine you choose for yourself, it is important that you get into good study habits early on. No one will chase you and it’s essentially up to you to keep on top of your work. However, do make good use of all that London has to offer and balance out the demands of study with more active pursuits!

Lectures

Most taught master’s students can expect to have between three and eight hours of lectures each week. All students on a given course attend the same lecture, with anything from a handful to more than 50 students in attendance. Academic lecturing styles vary considerably – some will be highly interactive, others more didactic. Many lecturers will provide materials in support of their sessions. They may provide hard copy of these for you, or expect you to print them off yourself. Ideally, print lecture materials off in advance and set aside time to read through them, as this will help you make better sense of the lecture.

Some courses now use the School video capture system to record lectures and may make these videos or podcasts available to you through the School’s virtual learning environment, which is called Moodle. However, not all opt to do this, and many lecturers have expressed concerns about students becoming too reliant on these electronic resources. The best advice is to make good use of live teaching. And use any other resources as backup or for emergencies. Watching a lecture on a small screen requires a lot of concentration!

Your main lecturers will have office hours – time when they are available for you to call in and ask questions. Make use of them as you need them. A good strategy is to sit down soon after each lecture and review your lecture notes. If there is something that you find unclear, discuss with a fellow student first, if that doesn’t help, then it’s worth making use of the office hour. Also, don’t just see office hours as catch up. If you are really interested in a subject and want to stretch yourself further, you may want to talk to the lecturer about possible ideas for your own research.

Seminars and classes

In addition to lectures, most courses will have an associated series of seminars or classes. A few courses opt to have a longer session incorporating more formal lecturing with group activities/discussions built in. Some seminars will be run by the lecturer responsible overall for the course, others may involve other teachers from the department. Like your lecturers, your seminar and class teachers will have office hours and, again, it is really up to you to make good use of this time.

The purpose of seminars and classes is to give you the opportunity to discuss and work together with fellow students. It is important that you come to them prepared. The more everyone contributes and shares ideas, the more interesting it is likely to be. If you find it difficult to speak up in seminars, the LSE Language Centre and LSE Teaching and Learning Centre again offer useful support and guidance.

Course work, feedback and examinations

In all programmes of study, you will have some opportunity to get feedback on your work, prior to undertaking any formal assessment/examination. This formative work can take different forms. It might involve you in presenting at a seminar, writing a short individual assignment, working on a set of problems, or undertaking a group project of some kind. Feedback may be written, often using a proforma, which will give you insight into the criteria on which you are being assessed. It may be verbal – through meetings with faculty, or direct feedback from seminar leaders and fellow students in class. All assignments should help you achieve the course objectives, as well as provide useful preparation for the examinations and formal assignments on which your degree classification is based.

The vast majority of examinations – though there are some exceptions, so check your course guides – take place in the Summer term and are usually two or three hours in length. For some courses, they account for 100 per cent of your final mark. As many master’s students may have been working
outside education for several years, the prospect of examinations can sometimes give cause for concern. If you do have worries on this score, take advantage of as many feedback opportunities as you can throughout your course, and make sure you understand exactly what’s expected of you during the examination. You can get help from your lecturers and seminar leaders. The LSE Teaching and Learning Centre also runs special events on exam preparation – see below.

Your dissertation or thesis
Many taught master’s courses include a specific research element, culminating in a dissertation or long essay (usually 8,000-15,000 words). In most cases, dissertation support will include a combination of some taught elements and individual support from a dissertation supervisor. The taught element often comprises a series of workshops on how to approach your research, along with some opportunity for students to present work in progress to their colleagues. You will know from your course guide what the specific requirements are, and again the best way of tackling tasks like this is to know as much as you can about what’s expected of you, to plan when and how you’ll do it, and to take advantage of any support on offer that you feel you might need, whether it’s through talking to your supervisor, making the most of LSE Library and IMT training and services or attending the interdisciplinary events on dissertation preparation offered by the LSE Teaching and Learning Centre.

Your support network
Academic advisers and programme directors
On joining LSE, you will be allocated a member of the academic staff in your department to act as an academic adviser. This is your key academic contact in the School, and the person who will provide guidance and feedback on your progress and performance, help you with course choices and offer pastoral support as and when necessary.

All programmes have a programme director, and some administrative staffing. These are other key people that you can turn to for advice about your programme. In addition to departmental support, there are also a number of central units that can assist you with your studies.

The following are all delivered by the LSE Teaching and Learning Centre:

Learning development events
This is a popular series of open lectures and workshops, beginning with an Introduction to study at LSE and continuing with topics including essay writing, effective reading and exam preparation. Especially if you are studying for the first time in the UK, these talks and workshops will help you adapt to the new academic environment and gain a better understanding of how to make the most of your studies. The sessions complement the wide range of offerings on English for Academic Purposes from the LSE Language Centre. See lse.ac.uk/tlc/development

Learning World
Learning World, one of the Teaching and Learning Centre’s Moodle sites, provides online resources for a range of study related skills, advice from LSE staff and links to other student-centred departments. You can log in as a guest to get an idea of what Learning World has to offer – see moodle.lse.ac.uk/course/category.php?id=55 – and you will have access to all the materials once you get your LSE user name.

LSE Study Toolkit
This is a new web resource designed to help students tackle LSE-style study with confidence. It was developed with current students who identified four areas as being vital to success at LSE – making convincing arguments, communicating your ideas, studying independently and honing your quantitative skills – each of which is addressed with short films and expert guidance. Find out more at lse.ac.uk/studytoolkit

One to one advice
If you need more personalised advice, we can offer a limited number of one to one appointments with experienced study advisers (in both quantitative and qualitative subjects) or a Royal Literary Fund Fellow (for writing advice). See below for contact details.

Development opportunities for research students
If you are coming to LSE to undertake a research degree, much of the previous section may be relevant to your first year, or any taught element of the programme. Once you are working primarily on your own research, it is worth being aware of opportunities to extend your academic and professional development and meet with other students both within and beyond your own department. On the latter, the LSE Teaching and Learning Centre offers:
Academic and professional development programme
PhD, MRes and MPhil students have access to an exciting programme of workshops to support and extend their work over the course of their degrees. Developed over many years, the programme includes workshops such as:
- Managing your relationship with your supervisor
- The macro-structure of the thesis
- Preparing for your viva
- Developing as an academic writer.
See lse.ac.uk/tlc/development for further details.

Teaching development
For those research students who wish to teach, and have discussed the possibility of doing so with their supervisors, we can offer two levels of training: a basic introduction (compulsory for all new Graduate Teaching Assistants registered as LSE PhD students), and the LSE Postgraduate Certificate in Higher Education (an LSE-validated programme offered at Associate and Full levels, which is accredited by a national body, the Higher Education Academy). See lse.ac.uk/tlc/teaching for more information.

LSE Research Festival
An exciting opportunity for researchers at all levels to communicate their research in interesting ways – through visual media, in conversation and through debate. See lse.ac.uk/researchfestival

LSE Shout!
An interdisciplinary workshop designed primarily for early career researchers to develop impact from their research. Experts from the worlds of design, film making and other media teach a variety of different ways of presenting research engagingly and effectively to academic and general audiences alike. Find out more at lse.ac.uk/shout

Contact the LSE Teaching and Learning Centre
Teaching and Learning Centre
LSE
5th floor, 20 Kingsway
(opposite Peacock Theatre)
London WC2A 2AE
Email: tlc@lse.ac.uk
Web: lse.ac.uk/tlc
Twitter: @LSETLC
Administration office: KSW 5.07
Main administration tel: +44 (0)20 7955 6624
One to one advice bookings: Tel: +44 (0)20 7852 3627
Email: studentsupport@lse.ac.uk
LSE Library, founded in 1896 as the British Library of Political and Economic Science, is the major international library of the social sciences. It has been recognised by the Higher Education Funding Council as one of only five National Research Libraries in England, and the collections have been given Designated status by the Arts Council England for being of outstanding national and international importance. The Library subscribes to approximately 32,000 e-journals as part of its electronic information provision and has over four million separate printed items, including over 33,000 past and present journal titles.

Support
The Library’s collections cover the social sciences in the widest sense, with particular strength in economics, sociology, political science and social, economic and international history. There are rich international collections of government publications and a wealth of statistical materials, as well as important collections of manuscripts, archives and rare books. Primary materials supporting original research are one of the Library’s greatest strengths. These are supplemented by a dedicated team of professional Academic Support Librarians who can assist with the use of all types of resources. The Library also offers a data advisory service to students and researchers, with a specialist Data Librarian providing one to one support in the use of the wide range of datasets that are held. There is also a separate collection of general literature housed in a more informal setting in the Shaw Library in the Old Building, a relaxing space where concerts are often held.

Study resources
The Library is much more than an extensive collection of books and journals; it is a great place to study with hundreds of study spaces and PCs, laptop points, a free laptop loan service, wireless access, group study rooms and photocopying and printing facilities. It is a focal point of the School and is used extensively by both students and academics. The Course Collection contains multiple copies of reading list books. The Library’s collections can be searched via Library Search, the Library’s fast and intuitive online search system.

Study environment
The Library is open seven days a week during term time and vacation and 24 hours daily from the beginning of the Lent term until the end of the examination period, excluding Easter week. The ‘escape’ area in the Library entrance lets you take a break from your studies, talk with friends and have something to eat. There are also different zones in the Library for group, quiet and silent study, and beanbags for relaxation.

Other resources available at the Library include a roaming service, with Library staff touring the building to support Library users, and twitter, Facebook and a Library blog that all offer updates on all the latest Library news.

Constantly striving to improve, the Library regularly adds new services – often in direct response to feedback we receive from students.

As an LSE student you will also have access to most libraries of other colleges of the University of London, as well as many other academic libraries in the Greater London area and nationwide, and can use the inter library loan service to obtain material not held at LSE.

Further information about the Library, including staffed hours and Library Search, can be found on the Library’s website: lse.ac.uk/Library

Contact the Library
LSE Library, 10 Portugal Street, London WC2A 2AE
Tel: +44 (0)20 7955 7229
Web: lse.ac.uk/library

Library pass
for pre-registration access
This pass will entitle you to reference-only access between July-October 2015. Please attach a print out of your application tracking page to confirm the status and acceptance of your offer for 2015/16 entry.

LSE Library, 10 Portugal Street, London WC2A 2HD
library.lse.ac.uk
At LSE, we are always striving to improve the campus environment for our students. Two new buildings - 32 Lincoln’s Inn Fields and the RIBA Stirling Prize-shortlisted Saw Swee Hock Student Centre - have opened on campus in the past two years, providing our community with fantastic new teaching, learning and social spaces.

Saw Swee Hock Student Centre, the latest addition to LSE’s campus, has transformed the student social experience by providing state of the art facilities in an exciting and iconic building at the heart of LSE’s campus. Of particular note are the new sports facilities that the centre provides, including a dance studio and fitness centre/gym which includes additional space for new equipment and activities. The building has been awarded the highest possible rating for achieving the best practice in sustainable building design, construction and operation, and has been designed to have an open and welcoming atmosphere. The centre provides a number of social spaces and facilities, including:
- The Students’ Union reception
- The advice and representation centre
- Sabbatical and general manager’s offices
- Internet café and large venue spaces
- A pub
- A rooftop garden
- A media centre
- A fitness centre including gym and dance studio
- A multi-faith prayer centre
- The LSE residential services, sales and marketing office
- The LSE Careers Service.

The work does not stop there. From 2015-18, LSE will continue to improve and develop its campus with the redevelopment of the Centre Buildings on Houghton Street. A new building will replace four existing central campus buildings: the East Building, Clare Market, the Anchorage and the eastern part of St Clements.

We will, of course, aim to keep disruption to an absolute minimum for everyone, and we hope this will be an exciting time to be an LSE student. We are looking forward to unveiling an impressive new centre for the study of the social sciences in the heart of campus in 2018.
INFORMATION MANAGEMENT AND TECHNOLOGY

This information is correct at the time of going to print but is subject to change before October 2015. For the latest information, please visit the IMT pages at lse.ac.uk/imt

IT facilities on campus
There are around 1,000 PCs available for students to use in open access areas around the School, including the computer classrooms in St Clements and in the Library.

Log on to any networked PC for access to common desktop applications and specialist software, including:

• Microsoft Office (Word, PowerPoint, Excel, Access)
• Internet Explorer and Mozilla Firefox
• Quantitative analysis software (SPSS, SAS and Stata)
• Qualitative analysis software (NVivo)
• Geographical Analysis Software (ArcGIS and Google Earth)
• Computer based Training (VTC video tutorials).

Research postgraduates also have access to PC rooms in the departments, providing at least one computer per three students. For more information, enquire in your own department.

There are also laptops available to students to borrow and use in the Library. The laptops will provide access to personal file space (H: space), office software and the internet. More information can be found at lse.ac.uk/iroam For more information about IT facilities, please visit lse.ac.uk/imt/facilities

IT facilities for disabled students
Specialist facilities are available for disabled students, including dedicated computer workstations and printing facilities, and screen reading and voice recognition software for blind and visually impaired students. You can also book a 1-2-1 session for support on the use of assistive technologies. Further details can be found at: lse.ac.uk/imt/accessibility

IT facilities in residences
All residences are wired for direct connection to the School network and students may use their own computer in their study bedroom or in the wireless zone, located in the social and recreational areas in residences. There are also a small number of open access PCs in each residence computer room as well as printing facilities.

LSE email account
You are automatically provided with an LSE email account for the duration of your course. Access your email at mail.lse.ac.uk

You can also set your LSE email to forward emails to your personal address. See lse.ac.uk/imt/guides for more information.

Using your own computer
If you bring your own computer to the UK from overseas, it must be able to handle the UK power supply (220-240 volts), or you will need to purchase a voltage converter. You will also need an adaptor for the 3-pin UK power sockets.

There is an extensive wireless network across campus. Visit lse.ac.uk/imt/eduroam for more information.

You can also connect and print to LSE public printers on the main campus and in halls of residence from your laptop. IMT provides information and help with connecting your computer to the LSE IT environment and accessing services and resources both on-campus and off-site.

For more details on the above, please visit lse.ac.uk/imt/remote

Laptop Surgery
The Laptop Surgery, located on the first floor of St Clements building (STC1.98), offers advice and hands-on assistance to students with problems connecting to LSE resources from laptops and mobile devices. The surgery operates on a drop-in basis and waiting times may be lengthy, especially in the Michaelmas term. Much of the time is spent disinfecting laptops of viruses and spyware.

For advice and free tools to protect or disinfect your laptop, see lse.ac.uk/imt/antivirus

Laptop Surgery opening hours
Term time
Monday – Friday (first part of term): 10am – 4pm*
Monday – Friday (second part of term): 10am – 2pm
Saturday and Sunday: Closed

Vacation
Monday – Friday: 11am – 1pm
Saturday and Sunday: Closed

* During the first part of each term, the Laptop Surgery closes at 4pm. For further details, see lse.ac.uk/imt/remote

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If you bring your own computer to the UK from overseas, it must be able to handle the UK power supply (220-240 volts), or you will need to purchase a voltage converter. You will also need an adaptor for the 3-pin UK power sockets.
**LSE Mobile**

LSE Mobile is a mobile app for students. It lets you access to LSE information such as campus maps, your course and exam timetables, your Library account and more from your mobile device. Download the app from the App Store or Google Play.

For more information, see lse.ac.uk/imt/LSEmobile

**Printing and photocopying at LSE**

Your LSE student card can be loaded with money which you can use to pay for printing, either by paying online or using cash at the printer credit machines in the Library. There are black and white laser printers in all PC areas and colour laser printers in room CMK 1.20 and the lower ground floor of the Library. Printing costs 4p per side for black and white and 30p per side for colour (A4 paper only). The Library also offers a binding service.

Your print account can also be used to pay for photocopying. Black and white copiers are available in the Library, costing 4p per A4 copy and 8p per A3 copy. A4 microform printing costs 4p. There is a colour photocopier in the Students’ Union Copy Shop, which also offers other printing/copying and binding services.

When photocopying, please be aware of UK copyright law: In general, copy no more than five per cent or one chapter of a book and not more than one article from any one journal issue.

Full information is available at lse.ac.uk/imt/printing

**IT support**

**IT Help Desk**

The IT Help Desk, located on the first floor of the Library, is the first point of contact for taught students with IT-related queries who need information and help with IT facilities, common desktop applications and specialist software, and with student IT accounts. The IT Help Desk also provides one-to-one support for students with disabilities.

Email: it.helpdesk@lse.ac.uk
Phone: 020 7955 6728 (24 hrs)

**Opening hours**

**Term time**
Monday – Friday: 9.30am – 8pm
Saturday and Sunday: 11am – 6pm

**Vacations**
Monday – Friday: 9.30am – 5pm

More details about the IT Help Desk can be found online at lse.ac.uk/intranet/LSEServices/imt/about/contactStudents.aspx

**Support for research postgraduates**

Research postgraduates receive IT support and specialist advice and assistance for research and teaching software via the IT Service Desk.

Email: it.servicedesk@lse.ac.uk
Phone: 020 7107 5000 (24 hrs)

Visit: St Clements STC.S198 Walk-In, Monday to Friday, 9.30am – 5.30pm

For further details, see lse.ac.uk/imt

**IT Training**

Enhance and improve your IT skills with free IT training:

- Software surgeries run weekly and provide one-to-one help with specific queries about software and web applications eg, State, NVivo, Microsoft Office and Endnote.
- IT Practical workshops in Office 2010 allow you to develop your IT skills by engaging with real world problems.
- Teach yourself using a wide range of downloadable materials on Microsoft Office topics, and video guidance from VTC for a wide range of specialist software. You can also study for and gain a formal Microsoft Office Specialist certification at a reduced cost.

To find out more about IT Training visit lse.ac.uk/imt/training

**Your responsibilities**

As a member of LSE, you are bound by the School’s Policy Statement on the Use of Information Technology and the Conditions of use of IT facilities at LSE. In particular, you must not distribute or access offensive material, illegally copy software, breach copyright or send mass unsolicited email messages. Misuse may result in the withdrawal of your access rights. For more information, see: lse.ac.uk/imt/conditions-of-use

**Contact IMT**

LSE IMT Help Desk
Library, 10 Portugal Street,
London WC2A 2AE
Tel: +44 (0)20 7955 6728
Email: IT.Helpdesk@lse.ac.uk
Web: lse.ac.uk/imt
Whether you have a clear idea of what you want to do after your studies or haven’t started thinking about it yet, LSE Careers has a comprehensive range of careers and employment services to help you.

Careers guidance and finding work
- Log onto LSE CareerHub to book one-to-one careers appointments with our careers consultants. Appointments can include discussion about application forms, CVs and cover letters, employer and sector-specific information, advice on preparing for interview, careers guidance and help deciding which career path to take, information on employment and disability, and discussion about further study options. Appointments last 15 minutes and take place between 10am and 5pm, Monday to Friday. More in-depth 30 minute appointments can also be arranged for practice interviews and for students undertaking a PhD.
- Search for job vacancies on LSE CareerHub, from part-time and volunteering roles which you can take on while you are studying, to graduate schemes, internships and full-time positions.
- Attend our careers events, which include fairs, seminars and employer presentations. Visit CareerHub online for event listings and booking.

Careers research
- The LSE Careers website has a wide range of careers information, including recorded seminars, sector-specific resources, downloadable leaflets and booklets, and access to specialist career libraries such as Vault, Wetfeet and Going Global.
- LSE Careers has detailed guides – ‘How to complete application forms’ and ‘How to write CVs and cover letters’ – written by LSE careers consultants to help you make strong job applications. They are available online or in the LSE Careers Resource Area.
- The LSE Careers blog has the latest news, information, deadlines and job-hunting tips.
- You can come and see us in the LSE Careers Resources Area on the 5th floor of the Saw Swee Hock Student Centre to ask questions, pick up brochures and borrow careers books.

Developing skills and experience
- If you would like to develop new skills, make new friends and have an impact on society, consider volunteering. The LSE Volunteer Centre advertises a huge range of volunteering opportunities and you can book one-to-one discussions for advice on finding a suitable volunteering position.
- Generate is an entrepreneurship support programme run by LSE Careers, which inspires entrepreneurial potential and provides a platform for learning and developing relationships. Generate is open to students at all levels who are interested in becoming self-employed or starting their own business. The programme includes interactive skills development sessions, mentoring, networking events and a funding competition.

Graduate destinations
LSE Careers conducts research to find out the employment and further study destinations of LSE alumni both six months and three years after graduation. The research demonstrates that LSE alumni are highly employable, with low unemployment rates and salaries above the national average. Full information about graduate destinations is available on the LSE Careers website.

Careers advice for research students
LSE Careers offers specific advice to PhD students, including information on academic careers, post-doctoral positions and gaining funding. We also provide tailored advice about CVs, application forms and interviews, and have a dedicated PhD careers consultant who offers face-to-face appointments.

Contact LSE Careers
LSE Careers
5th Floor, Saw Swee Hock Student Centre
Houghton Street,
London WC2A 2AE
Tel: +44 (0)20 7955 7135
Email: careers@lse.ac.uk
Opening hours: Monday to Friday 9.30am – 5pm, throughout term time and vacations (except when LSE is closed)
Website: lse.ac.uk/careers
CareerHub: careers.lse.ac.uk
Facebook: facebook.com/lsecareers
Twitter: @lsecareers
Blog: blogs.lse.ac.uk/careers
HEALTH AND WELLBEING

National Health Service (NHS)
All students who live in the UK for at least six months are eligible for free NHS primary care by a general practitioner (GP). However, at the time of going to print, the provisions of the new Immigration Act 2014 indicate that students and their dependents on a Tier 4 visa are likely to be charged £150 per year of stay for NHS treatment in hospitals, payable at the point the visa application is made but please check ukcisa.org.uk for more details later in the year.

However, if you have a long-term medical condition and/or receive regular prescribed medication, there is no guarantee that you will be able to get the same medication as prescribed to you in your home country. In order to get medication in the UK, you need to be assessed by a doctor who will decide what medication you need. Students on shorter programmes are advised to maintain private insurance. Information about the NHS and how to register/make use of its services is available on the medical centre web pages: lse.ac.uk/medicalCentre

European Health Insurance Card (EHIC)
All non-UK European Economic Area (EEA) nationals and their family should obtain a European Health Insurance Card (EHIC) before coming to the UK. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country.

If you are covered by a state social security system in one of the countries listed, you are eligible to apply for a card. You must apply for the card in your own country before arriving in the UK. Please see ec.europa.eu/social/main.jsp?catId=559&langId=en and links to self help resources for students can be found on the website: lse.ac.uk/medicalCentre

Vaccinations
Students who study at UK universities are strongly advised to have a number of different vaccinations before (or as soon as possible after) arriving at university. Most students will have received these vaccinations from their own doctors during the course of their childhood/ schooling. The exception to this is Meningitis C. Many countries do not routinely offer this vaccination to their population. It is recommended that all students be vaccinated against Meningitis C before they arrive in the UK. The vaccine is safe and will effectively protect an individual against the C-type meningitis bacteria. Remember that all these vaccines will reduce the chances of contracting an infectious disease in the UK (and elsewhere). These vaccinations are available free of charge from the Medical Centre. We would strongly advise all students to ensure that they have been adequately vaccinated before they arrive at LSE. It is especially important to confirm that you have been vaccinated against: Tetanus/Diphtheria/Polio/Meningitis C. Please contact the Medical Centre as soon as possible after arrival in the UK if you require any further advice or help with vaccinations.

Sexual health and safety
The School’s Medical Centre offers a number of services, including emergency contraception, cervical screening and a regular contraceptive clinic held Monday – Thursday 1.30 – 2.30pm. No appointment is necessary for the contraceptive clinic. There are also a number of local walk-in clinics which can offer advice on all areas of sexual health, including preventing/testing for/treating sexually transmitted infections and HIV – see www.londonstestings.nhs.uk and brook.org.uk for more information.

Dental service
The Sardinia House Dental Practice is an independent dental practice that has been providing dental treatment at discounted rates for staff and students of LSE for the past twenty years.

The practice also offers the following:

• Hygienist therapist cleaning
• “Zoom” tooth whitening and home whitening
• Cosmetic treatment
• Emergency (one off) appointments
• Routine dental treatment.

Contact the Student Counselling Service
Tel: +44 (0)20 7852 3627
Email: student.counselling@lse.ac.uk
Web: lse.ac.uk/counselling

Contact the Leach & Ede Sardinia House Dental Practice
Dental Practice
LSE
4th Floor Sardinia House (opposite the New Academic Building)
Sardinia Street
London WC2A 2AE
Tel: +44 (0)20 7404 8600
Web: sardiniahousedentalpractice.com

Contact the Leach & Ede Sardinia House Dental Practice
Dental Practice
LSE
4th Floor Sardinia House (opposite the New Academic Building)
Sardinia Street
London WC2A 2AE
Tel: +44 (0)20 7404 8600
Web: sardiniahousedentalpractice.com

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Tel: +44 (0)20 7852 3627
Email: student.counselling@lse.ac.uk
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Email: student.counselling@lse.ac.uk
Web: lse.ac.uk/counselling

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Tel: +44 (0)20 7852 3627
Email: student.counselling@lse.ac.uk
Web: lse.ac.uk/counselling
Childcare/LSE Nursery
LSE runs a multi-cultural nursery, providing care for up to sixty three children aged between six months and five years. It is located in the Grosvenor House Studios, 141 Drury Lane. There are 23 places for babies aged six months to two years, 24 places for children aged between two to three years and 16 places for children three to five years. This nursery is open for 50 weeks of the year including all term time. Further information about the nursery is available from the Nursery Officer-in-Charge. For more information see the Nursery website at: lse.ac.uk/nursery

Contact the Nursery
LSE Nursery
8a Wild Street
London WC2B 5TB
Tel: +44 (0)20 7107 5966
Email: nursery@lse.ac.uk
Web: lse.ac.uk/nursery

Gym/Fitness
Within the LSE campus you will find squash courts, badminton courts and the LSE Gym in the new Saw Swee Hock Students’ Centre. The Gym is well equipped with cardiovascular and resistance machines and fully qualified staff. Membership for LSE students is very reasonable, and personal training sessions are available at a cost of £15 per hour. There are women-only sessions every Monday, Wednesday and Saturday. For more information see lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/sportsFacilities.aspx

The Faith Centre
In the 21st century, religion is playing a role of increased significance in the politics of identity, of community cohesion and of international affairs. Religion and the questions of meaning and morality that it raises impact on both believer and nonbeliever alike. At LSE we take that significance seriously with the Faith Centre being an integral part of the School.
As well as being a place for worship and reflection, the Faith Centre runs an interfaith programme which includes an ‘interfaith buddy’ scheme and a series of events that address topical and religious matters.
LSE’s Chaplain is available to speak to any student or member of staff of any faith or none and the conversation will remain confidential. The Faith Centre, housed in the architecturally renowned Saw Swee Hock Student Centre, is also open during the day for private prayer or just as a place to be quiet.

Places of worship
Buddhist – The Network of Buddhist Organisations: nbo.org.uk
Christian – To locate a church of any denomination: findachurch.co.uk
Hindu – A list of temples in the UK: en.wikipedia.org/wiki/List_of_Hindu_temples_in_the_United_Kingdom
Jewish – Find a local synagogue: somethingjewish.co.uk
Muslim – Find a local Mosque: muslimdirectory.co.uk
Sikh – The Network of Sikh Organisations: nsouk.co.uk

More information about London’s religious communities can be found here: timeout.com/london/things-to-do/ReligiousLondon-1

Contact the Faith Centre
Tel: +44 (0)20 7955 7965
Email: faithcentre@lse.ac.uk
Web: lse.ac.uk/faithcentre
Getting used to your new surroundings

Whether you are coming to LSE from New York City, Beijing or from elsewhere in the UK, we understand that the first few weeks of term can be a stressful time for many students. The information contained within this section is designed to help make this period as easy and straightforward as possible.

Citizenship and community relations

LSE is a diverse community; our students come from around 160 countries and over 45 per cent of our staff are from countries outside the UK. LSE has a global view and we are committed to developing students who are ambitious and determined and will contribute in local, national and global societies.

The School operates in an atmosphere of tolerance and there is an expectation that staff and visitors will conduct themselves with respect for the diversity of cultures, opinions and backgrounds of all those who study and work at LSE. This respect extends beyond the limits of the School to the communities within which we live and study.

We encourage students to form connections with each other and recognise and respect individual and group diversity. The School will uphold an environment free from discrimination on the basis of race, disability, gender, age, religion, belief, sexual orientation, gender reassignement, pregnancy and maternity and goes beyond this to foster good campus relations between those of different religious, political and moral beliefs.

Good community relations within the School are essential to create conditions that permit freedom of thought and expression which we believe are vital to develop students who are able to make a positive impact on the world.

Settling in

Some students experience culture shock particularly if arriving in the UK from abroad. You may experience a number of cultural differences in the UK, from the type of food commonly eaten, the weather and language to manners and time keeping. The British Council have written a helpful guide to settling in which can be found on their website: educationuk.gov.uk/global/articles/settling-in. We recommend you read this to better understand some of the feelings and emotions you may experience in your first few weeks and to keep a note of some of the suggestions offered to help you adjust to your new life at LSE. LSE offers a wide range of support services to make this transition possible.

Sustainability

LSE is addressing its environmental impact by working with staff and students across the School. There are many ways for students to get involved. For more information see lse.ac.uk/sustainablelse, see the blog (blogs.lse.ac.uk/sustainability) or follow @sustainableLSE

Academic matters

Academic Advisers

Your Department will allocate you an Academic Adviser who will provide you with academic guidance and feedback on your progress and performance and discuss any academic problems you may experience. They will also provide pastoral support on non-academic issues. Details will be given to you at departmental orientation sessions. Further information about such sessions will be sent to you by email just before you arrive at LSE.

Controlled access courses

See page 22.

Deferring your offer

See page 15.

Library

See page 27.

Moodle

Moodle is LSE’s virtual learning environment, and will be used in your classes and throughout your studies at LSE. Study-skills support is available on Learning World, a course set up by the Teaching and Learning Centre (TLC) on Moodle. There are resources for a range of study related skills, advice from LSE staff and links to other student-centred departments. You can log in as a guest to get an idea of what Learning World has to offer and you will have access to all the materials once you get your LSE user name in September. (see page 25). moodle.lse.ac.uk

Orientation

See page 21.

Printing and photocopying

See page 30.

Reading lists

Your Department Contact (see page 49) will send you a preliminary reading list at some point before registration. Exactly when depends on the individual department – keep an eye out for emails from them and read the information carefully.

Research Degrees Unit (RDU)

The Research Degrees Unit is exclusively for research students. It deals with all administrative aspects of your research programme, such as registration, examination entries, interruptions and can offer advice on most aspects of your research programme.

Contact the RDU

Research Degrees Unit
LSE
6th floor, Tower 2 (TW2 6.01)
Houghton Street
London WC2A 2AE
Tel: 020 7955 7761/7153
Email: researchdegrees@lse.ac.uk
Web: lse.ac.uk/researchstudents

Sabbatical and Executive Officers

The Students’ Union elect a number of sabbatical and executive officers from the current student cohort who are responsible for ensuring the welfare and representation of students. See the LSESU website for the full list of current officers: lsesu.com

Student Services Centre (SSC)

See page 6

Timetables

It is usually only possible to work out your exact timetable once you have chosen your optional courses. Information for students about timetables is available at lse.ac.uk/timetables

Money matters

Bank accounts

See page 23.

Council Tax

Council Tax is a locally administered property tax. If you live in university halls, or in a house where everyone is classed as a full-time student for Council Tax purposes, you’ll be exempt from paying Council Tax. The rules are different if you live with someone who’s not a full-time student – but your household could still get a discount. Please note that if you arrive in London before registration, you will be liable for Council Tax for the period you are not a registered student. For more information see gov.uk/council-tax/full-time-students. See also page 22.
**Employment whilst studying**

In general you should not assume that you can fund your studies by working during the academic year. There are occasionally opportunities for work at LSE but they are very limited. If you do find paid work, you may work up to a maximum of 15 hours per week during term-time, full-time during vacations subject to:

- any restrictions on work placed on you by your funding body (for example students funded by the Economic and Social Research Council may not take paid employment for more than six hours per week);
- your paid work not interfering with your studies at the School (your classes must be your priority);
- you not changing classes or seminars to fit your paid work schedule;
- any restrictions on work placed on you by immigration regulations. Students with EU citizenship have the same right to paid employment as UK citizens.

Your student visa may state “able to work” or “able to work as authorised by the Secretary of State” or “able to work under Tier 4 rules”. This means you have permission to work. However, during term-time students may not work more than 20 hours a week LSE suggests no more than 15 hours per week as students are expected to dedicate 40 hours per week to classes and private study. Furthermore, students are still restricted in some areas and must not engage in business, self-employment or the provision of services as a professional sports person or entertainer nor pursue a career by filling a permanent full time vacancy For further information please see the UKCISA website ukcisa.org.uk

If you do not have permission to work and you think that this is a mistake contact the Student Services Centre who will be able to advise you.

For more information see lse.ac.uk/intranet/students/moneyMatters/partTimeWork.aspx

**Insurance**

Insurance cover is a good idea if you are intending to bring expensive belongings with you. There are many types of cover available dependent on the length and amount of cover required. Generally, you should be looking to purchase a 12 month policy, covering your personal possessions, money and documents, as well as medical expenses and personal liability. If you are an overseas student you will also need to arrange travel and health insurance. Many companies offer policies tailored to students: Endsleigh Insurance and Barclays Bank are two examples, but a brief internet search will yield many more options.

**Mobile phones**

If you choose to buy a new mobile phone when you get to the UK we recommend you shop around to get the best deal on a contract phone. Pay as you go (pre-pay) phones can be bought for as little as £5 but individual call and text charges may be comparatively higher. Note that pre-pay phones do not require a UK bank account or address so may be easier to purchase if you are still waiting to open a bank account.

**National Union of Students (NUS) Card**

The NUS card will give you access to discounts on books, clothes, sports equipment, CDs, travel, computer equipment, gigs, eating out and more (see below). The Students’ Union will be able to provide further details about applying for a card. Alternatively, see the NUS website and apply for a card online nus.org.uk

**Paying fees**

See page 9.

**Scholarships**

See page 7.

**sQuid**

The sQuid service on your LSE ID card is a cashless means of conveniently and safely paying for food, drink and other items across campus (look for the sQuid “Q”) using an eMoney payment system. You can view a statement of your transactions and top up your funds through your online account at squidcard.com/LSE. The Early Payment Reward (see page 9), if confirmed for 2015, is given as credit on your sQuid card. You can activate your card online once you have registered.

**Student discounts**

Living in London can be expensive, but there are many activities which are free, and many suppliers offer considerable discounts to students. A quick internet search will reveal a number of websites, including studentbeans.com, wealthystudent.co.uk and nus.org.uk which have lots of information about special offers for students. Londontoffree.net covers all sorts of free activities, and even gives details of a cheap bus tour of many of London’s famous sights and landmarks, using standard Transport for London Buses. The route includes the number 15 which passes LSE and is one of only two routes using the famous vintage Routemaster buses, where you board via an open platform at the rear of the bus.

The area around LSE is also rich in student discounts – our proximity to other London universities means that many places are competing for student business. Look out for window stickers in shops and cafes, and make the most of facilities offered by LSE, the LSESU, and the University of London.

**Tax**

Students in the UK are liable to pay income tax and National Insurance contributions on their earnings, just like everyone else. If you’re a student and you’re working, you can be taxed on casual, part-time and temporary work. Almost everyone who works legally in the UK is entitled to receive the National Minimum Wage, currently £6.50 per hour for workers aged 21 and over.

If you intend working during your studies, you should consult gov.uk/student-jobs-paying-tax for advice on all aspects of the UK tax system as it applies to students.

**Utilities**

If you are renting private accommodation, you should make sure it is clear in your lease which utilities you will be responsible for paying. You should get a gas/electricity meter reading on the date you move in (or out), and should make sure you know which supplier currently supplies the property. If you wish to change supplier, there are a number of comparison websites which allow you to choose the right provider/tariff for you. The LSESU Advice Centre and Accommodation Service can help with all housing related issues, and it is definitely worth visiting them if you are unfamiliar with renting accommodation in the UK. You can find more details on their website at lsesu.com/support/usingtheadvicecentre/

**Food and drink**

London has too many restaurants to list in this guide. However, we can provide you with suggestions and a list of popular choices amongst LSE students. For general guidance and restaurant reviews see London Eating at londoneating.co.uk, Time Out London at timeout.com/london/restaurants, or Hardens at hardens.com

**On campus**

**LSE restaurants** There are a large number of restaurants and cafés on campus selling a variety of hot and cold food. See lse.ac.uk/ restaurantsandcafes for more details.

**LSE SU Shops and Café** The LSE Students’ Union shops are located in the New Academic Building and the Quad.

**Wrights Bar** Located right next to the main entrance on Houghton Street, this is the most popular café on campus. Queues often stretch out of the door during peak times, food is basic but good value for money and the service is friendly.

**Surrounding areas**

**Fleet Street** A number of pubs, bars and restaurants can be found all the way along Fleet Street, which is the main street south of the campus leading up to St Paul’s Cathedral.
**Kingsway** A number of cafes and restaurants to suit every budget and taste line Kingsway, which is the street west of the main campus. These include Costa Coffee, Eat, Prêt a Manger, Subway and more.

**Speciality food shops**
The following is a list of shops and areas of London where you can buy international food products.

**African/Caribbean**
- **Brixton Market**
  - Brixton Station Road, London, SW9 8JR
  - brixtonmarket.net
- **Choumert Road Market**
  - Choumert Road, Peckham, London, SE15 4SE
- **Ridley Road Market**
  - Ridley Road, Dalston, London, E8 2NP
  - www.ridleyroad.co.uk
- **Shepherds Bush Market**
  - London, W12 8DE
  - shepherdsbushmarket.co.uk

Areas to shop – Brixton, Peckham, Dalston

**American**
- **American Food Store**
  - 2 Ladbroke Grove, Notting Hill
  - London W11 3BG
  - usafoodstore.co.uk
- **Partridges**
  - 2-5 Duke of York Square, Sloane Square
  - London SW3 4LY
  - www.partridges.co.uk

**Australian, New Zealand, South African**
- sanza.co.uk

**Canadian**
- thecanadashop.co.uk

**Chinese**
- **Loon Fung**
  - Four branches across London
  - loonfung.com
- **Wing Yip**
  - Branches in London and an online delivery service
  - wingyip.com

Areas to shop – London

**Eastern European**
- **Prima Delicatessen**
  - 192 North End Road, London, W14 9NX
- **Polsmak**
  - 39 Balls Pond Road, London, N1 4BW
  - polsmak.co.uk

Areas to shop – West Kensington, Dalston

**French**
- **Paul**
  - Branches across London
  - paul-uk.com
- **French Click**
  - Online shop
  - frenchclick.co.uk

A detailed list can be found on franceinlondon.co.uk

**Greek**
- **Andreas Michli & Son**
  - 405-411 St Ann’s Road, N15 3JL
- **Athenian Grocery**
  - 16A Moscow Road, London, W2 4BT
  - atheniangrocery.co.uk

Areas to shop – Paddington, Tottenham

**Halal**
- **Halal Monitoring Committee**
  - halalhmc.org/
- A list of Halal butchers
  - allinlondon.co.uk/directory/1310.php

**Japanese**
- **Arigato Japanese Supermarket**
  - 48-50 Brewer Street, London W1F 9TG
- **The Japan Centre**
  - 212 Piccadilly
  - Mayfair, W1J 9HG
  - japancentre.com

Areas to shop – London's Chinatown

**Indian/Pakistani/Bangladeshi**
- **V8 and Sons**
  - Branches across NW London
- **Taj Stores**
  - Brick Lane E1 6RL
  - tajstor.es.co.uk

Areas to shop – Brick Lane, Green Street, Tooting, Wembley and Southall

**Italian**
- **Lina Stores**
  - 18 Brewer Street, London W1F 0SH
  - linastores.co.uk
- **Fratelli Carnisa**
  - 61 Old Compton Street, London, W1D 6HS

Areas to shop – Soho

**Kosher**
- **Totally Jewish**
  - totallyjewish.com
- **Kosher Pages**
  - kosherpages.com

**Latin American**
- **La Bodeguita**
  - Elephant and Castle shopping centre
  - labodeguita.co.uk

Areas to shop – Elephant and Castle

**Middle Eastern**
- **Damas Gate**
  - 81-85 Uxbridge Road, London, W12 8NR
  - damasgate.co.uk
- **Green Valley Supermarket**
  - 36-37 Upper Berkeley Street
  - London, W1H 5QE
  - green-valley.co/

Areas to shop – Edgware Road, Kensington and Chelsea, Shepherds Bush, Bayswater

**Portuguese**
- **Funchal Bakery**
  - Elephant and Castle shopping centre
  - labodeguita.co.uk

**Spanish**
- **R Garcia and Sons**
  - 246 Portobello Road, London, W11 1LL
  - rgarciaandsons.com
- **Brindisa**
  - Borough Market, SE1
  - brindisa.com

Areas to shop – Stockwell, Kensington

**Swedish**
- **Totally Swedish**
  - 32 Crawford Street, London W1H 1LS
  - totallyswedish.com

**Turkish**
- **Turkish Food Centre**
  - Branches across London
  - tftsupermarkets.com

Areas to shop – Dalston, Hackney, Stoke Newington, Newington Green, Green Lanes

**Further information**
The Visit London guide to multi cultural London has further culturally specific information including places to worship, restaurants and entertainment. Visit the guide online at blog.visitlondon.com/worldinlondon/

**Entertainment and arts**

**Bars and Clubs**
There are a number of pubs and bars on campus, including the George IV, the White
Bye, the Three Tuns and the Underground, as well as LSESU’s weekly club night, Crush. LSE’s central London location means that it is only a short walk to the bright lights of the West End, Soho and any number of places to see and be seen. Although nights out in London can be expensive, there are many student deals which will help to make your money go further. See timeout.com/london and lsesu.com for more information.

Green spaces
London has a surprising number of green spaces for the public to enjoy – whether you prefer an energetic game of football or a leisurely amble amongst the well-tended flower beds. See the Royal Parks website for information on activities, events and seasonal highlights. royalparks.org.uk

Historic buildings
If you turn left from Houghton Street you will walk past the Royal Courts of Justice. This was opened by Queen Victoria in 1882 and was the original home of the Supreme Court. Opposite the Royal Courts of Justice you will find Inner Temple – one of London’s four medieval Inns of Court. Many Inns of Court still function as offices for barristers. Within the grounds of Inner Temple is the Temple Church, familiar to anyone who has read Dan Brown’s The Da Vinci Code! A short walk along Fleet Street will take you past the historic homes of some of the best known British newspapers and periodicals (now mostly moved to the east of the city) and up towards St Paul’s Cathedral. Built after the first cathedral was destroyed during the Great Fire of London, the Christopher Wren dome provides one of London’s most distinctive landmarks, as well as being a truly spectacular building.

Lesbian, gay, bisexual and transgender (LGBT)
LSE has always been a focal point for campaigning and social justice on LGBT issues, and a hub of social activity for the LGBT community. LSESU proudly supports a variety of activities, events and opportunities that improve the experience of students that identify as lesbian, gay, bisexual, trans, queer or questioning at LSE and in the wider community. There is an LSESU LGBT Officer, who is an elected student representative, and the LGBT Alliance is a student organisation which promotes the interests of LGBT students as well as organising social events, careers opportunities and more. See lsesu.lgbt.org.uk for more information. For information about London’s large and varied gay scene, the London Gay Travel Guide (patroc.com/london) is a good place to start.

Museums
Tate Modern, the National Gallery and National Portrait Gallery, the British Museum, the Courtauld Institute of Art and the Museum of London are all within a short distance of the LSE campus. Slightly further away in Knightsbridge you will find the Victoria and Albert Museum, the Science Museum and the Natural History Museum. Many of London’s museums have free entry.

Sport
London is home to a number of world famous sporting events, teams and venues. It is also the home of Wembley, the national stadium, and the 2012 Summer Olympic and Paralympic Games site.

The BBC lists up-to-date information on London sports online at news.bbc.co.uk/sport1/hi/england/London

Fans of more unconventional sports will be pleased to know that London has facilities for a vast array of sports and activities, from indoor climbing to dance. A quick search online will yield a number of options.

LSE Students’ Union
LSE Students’ Union represents all LSE students at the School, campaigns for students rights, and advances students’ interests, welfare and social life. Run by students for students, LSESU exists to make your university experience the best it can be: organising campaigns to improve all aspects of university life, supporting over 200 societies and 50 sports clubs, offering an active Media Group and charitable fundraising activities, providing a professional Advice Service, and running a range of student-friendly bars, shops and cafés.

The Students’ Union also runs its own Orientation events, which are held at the start of the academic year. For information on these events and activities – from the Orientation Fair, club nights, live music and tours, to Give it a Go sessions and the Community Festival – visit lsesu.com

As an LSE student you are automatically a member of LSE Students’ Union, and there are a number of ways to get involved, from running for election, submitting policy to be debated at Student Council, campaigning on the issues affecting you or simply by participating in a club or society.

Famous campaigning history
The Students’ Union became very famous in the 1960s for political protests, and its strong campaigning ethic continues today. Recent campaign successes include fighting against the Immigration Bill, getting LSE to divest from fossil fuels, and lobbying against an increase in LSE class sizes.

The Union runs regular themed events and is also affiliated with the National Union of Students (NUS) on national and international issues. Each year LSESU has a priority campaign; past examples include protesting against fee rises and the campaign to defend the high educational standards at LSE. Recent initiatives are focusing on extracurricular facilities and working with the university to provide private housing support and advice.

A student-led organisation
As a student-led organisation, an Executive Team made up of Student Representatives is elected annually to represent and run the Union. Four of these are full-time paid Sabbatical Officers – the General Secretary, Education Officer, Community and Welfare Officer and Activities and Development Officer. Part-time and Liberation Officers are also elected alongside the Sabbatical Officers.

Societies, sports clubs, Media Group and RAG
LSESU supports and develops more than 200 student-led societies and 50 sports clubs, as well as the Media Group comprising a weekly newspaper, television network, radio station and journal. RAG (Raising and Giving) is the fundraising arm of the Students’ Union and is one of the biggest societies on campus, filled with fun-loving students who want to raise money for a good cause. These all come together to create the annual Community Festival, which runs just after Orientation.

Entertainment
LSESU offers an array of entertainment, from live music and dance to conferences, talks with high-profile speakers and more. Most of these are hosted in the LSESU Venue, a brand new social space in the Saw Swee Hock Student Centre. Every Friday during term time, the LSESU Venue transforms into Saucy – London’s biggest student night featuring incredible live acts and some of the biggest DJs.

Services
The Students’ Union runs a range of services (and part-time work opportunities) for students, including two shops, the Three Tuns student bar, the LSESU Denning Learning Café, the LSESU gym, and the Advice Service which offers free, confidential, independent, impartial advice on both academic and housing issues.

Contacting the LSESU
LSE Students’ Union
Saw Swee Hock Student Centre
1 Sheffield Street
London WC2A 2AP
Tel: +44 (0)20 7955 7158
Email: su.info@lse.ac.uk
Web: lsesu.com
Twitter: @lsesu
Facebook: facebook.com/lsesu
Instagram: @lsesu
Theatre and music
The variety of cultural life in London is one of the city's biggest attractions. There is a wonderful array of venues, from the most intimate to the most spectacular, hosting entertainment to suit every taste. Some of the world's biggest stars travel here to perform at venues such as Wembley, the Royal Albert Hall or the O2 Arena, and the West End hosts productions of plays and musicals that often go on to tour the globe.

London is home to world class orchestras, opera and theatre companies, including the National Theatre, English National Opera and the Royal Ballet. It is also the centre of a huge and thriving industry of fringe theatre and performance, in pub theatres and small scale venues across the city. Cabaret, burlesque, comedy, music, dance and theatre shows can all be found nearly every night of the year; many of them offering a student discount on tickets. You can even get in for (nearly) free by signing up to a ticket website such as the Audience Club (theaudienceclub.com). If you’re looking for something to do, Time Out is a good place to start, offering online listings by category, date, area etc. See timeout.com/London for more information.

Volunteer Centre
We provide opportunities for students to make a personal contribution to the School and wider community during their studies by volunteering to work for non profit making causes.

This involves taking on responsibilities which provide much needed help to a variety of charitable organisations whilst also developing skills which are valued by employers.

For further information about volunteering opportunities contact the Volunteer Centre.

Contact the Volunteer Centre
Volunteer Centre @ LSE Careers
LSE Careers
Saw Swee Hock Student Centre
Houghton Street
London WC2A 2AE
Tel: +44 (0)20 7955 6519
Email: volunteer@lse.ac.uk
Twitter: @LSEVolunteering

Shopping
London is a shopper’s paradise. Covent Garden, with its famous Piazza and market stalls is only a few minutes walk from LSE. London’s other famous shopping destinations – Knightsbridge or the area around Oxford Circus – are only a few stops further on the underground. At the weekends you can enjoy London’s many markets in different parts of the city selling a wide variety of goods from fresh fruit and vegetables and hand crafted pastries to vintage clothing, crafts and antiques.

Opening hours
Opening hours are usually 9am – 6pm depending on the type of shop. Many shops are open seven days a week, usually opening at around midday on Sundays. Some remain open late on Thursdays.

Buying books
Shops – Most core text books will be available at the branch of Waterstones on campus situated on Clare Market. Other major bookshops in London include Foyles, Stanfords and Blackwells. Search online to find your nearest branch. There is also a second hand bookshop, Alpha Books, in the Quad.

Online – If you buy books online via Amazon you may be able to get a student discount with your NUS card, see their website at nus.org.uk/en/nus-extra/ for further information.

Cigarettes and alcohol
Although alcohol can be legally bought from the age of 18, shops and bars can be very strict; be prepared to produce identification confirming your age if asked. Cigarettes are legally sold to anyone above the age of 18.

Clothes
Where you buy your clothes depends largely on personal taste and budget. Covent Garden and the area around Oxford Circus are two major shopping destinations and are located within a short walk or bus ride from the LSE campus. Remember, student discounts are available at some shops, so check before buying.

Household items
There are lots of options for buying household items. You can purchase most things from any of the major department stores (also all located near Oxford Circus), but this can be quite expensive. You will save money by shopping around, and can often find bargains in shops like Wilkinson or Poundland. Three popular choices with students are:

- Argos – This general-goods retailer sells most items you would find in a department store, but by catalogue. You can arrange for delivery or collect your purchases from your local branch. Stores are located all over London, including Holborn and New Oxford Street. You can find them online at argos.co.uk
- Ikea – This large Swedish superstore stocks items for the home, from basic household items to interior design to furniture. Branches are located on the outskirts of London in Tottenham, Croydon, Lakeside, and Wembley. Visit ikea.com for more details.
- Robert Dyas – Founded in London in 1872, Robert Dyas provides a range of household items and small electrical appliances. Branches are located throughout London, including on Fleet Street, Strand, and High Holborn. They’re also online at robertdyas.co.uk

Shopping on campus
LSE has two shops – the LSESU shop in the East Building and the NAB shop in the New Academic Building. Both stock a range of stationery, drinks and snacks, newspapers and magazines, greetings cards, etc. The SU shop also has a wide range of LSE-branded merchandise, and the NAB shop houses a copy shop where you can drop off material to be copied and collected, copy materials yourself and pick up some course packs.

There are also two book shops on campus – a Waterstones (The Economists’ Bookshop) on the ground floor of the St Clement’s Building and Alpha Books, a second hand bookshop located on the mezzanine floor of the Quad (East Building).

Supermarkets
Many people do their weekly food shopping in super markets. Tesco, Sainsbury, Waitrose, Morrisons and Asda are the largest supermarkets most commonly found around London. You may also find branches of popular discount chains Iceland, ALDI, and LIDL.

Many of the larger supermarket chains offer a delivery service for a small charge. Some larger supermarkets will also stock a range of international food items.

Getting around in central London
Cycling
Barclays Cycle Hire
A relatively new addition to the London transport network is the Barclays Cycle Hire scheme (which Londoners call “Boris bikes”, after the mayor). Users can access bikes either on a daily basis or with an annual pass. Access fees range from £2 for 24 hours to £90 for an annual pass. The first 30 minutes is free, after which you will then need to pay a usage charge dependent on length of use. There are three docking stations in close proximity to the School, including a station on campus at Houghton Street. More information is available on the TfL website tfl.gov.uk

Using your own bicycle
LSE has a Cycling Society and holds a Bike Week visited by “Dr Bike” experts who will look over your bike for nothing and fix any minor problems on the spot. The police also come along every few months, and you can get your bike tagged and registered with the national bike register. There are a number of bike racks nearby, and showers are available in the NAB, East Building, Old Building and elsewhere on campus.
Transport for London/Student Oyster Cards

Public transport in London is covered by a contactless ticketing system called the Oyster Card. The card can be used on all forms of public transport, including tube, bus, Docklands Light Railway (DLR), trains and some river boats. You can get a variety of tickets on your Oyster Card, the best one for you will depend on the number of journeys you make, and which zones you use. If you use public transport regularly, then an 18+ Student Oyster Card is likely to be the best option. The Student Oyster Card gives you a 30 per cent discount off adult travelcards, bus passes and tram passes valid for seven days, one month or longer periods up to one year.

Full details of eligibility and how to apply are available at tfl.gov.uk/tickets/14312.aspx, along with a side by side comparison of whether the Student Oyster Card is the right one for you. You should be aware that it may take a few weeks for your Student Oyster Card to be processed, so it's worth applying as soon as you know your UK address. Your application number (needed in the online Oyster application) will become your student number once you register.

More information on transport in London can be found on the Transport for London (TfL) website at tfl.gov.uk. You can get a variety of tickets; the best one for you will depend on the number of journeys you make, and which zones you use.

Travelling by taxi/cab

The iconic “black cabs” operate throughout the Greater London area and to Heathrow airport in particular. However, taking a cab – especially from the airport – could prove very expensive; you pay by distance and time (there are no fixed fares from the airport in a black cab) and if the traffic is congested you could face a very large fare. You do not need to book a black cab in advance and if you share a cab journey with friends then it can be much more affordable. Ask the driver for the estimated cost before you get in and make sure you have sufficient cash, or ask if you can pay by credit card.

“Mini-cabs” must be booked in advance and will offer set fares to London, so if you are going to travel by cab this may be the better option. If you have a UK-based mobile you can text CAB to 60835 to get local licensed cab numbers from Transport for London’s Cabwise service. Texts are charged at 35p per enquiry plus your standard text message rate. Roaming rates apply to overseas networks. For more information about the programme, visit tfl.gov.uk/cabwise

Staying safe when using a cab:

- Only use licensed mini-cabs or black cabs, do not travel with an unlicensed mini-cab driver
- Agree a mini-cab fare in advance
- Ask a mini-cab driver to confirm your name and destination before you get in the car, and check the driver’s photo ID
- Always sit in the back seat.

Walking

London is a very walkable city, and many areas are more closely linked than many would think – especially if you’re using a tube map for guidance. Not only is walking cheaper than using public transport, but it’s a healthier and greener way to travel.

Transport for London has recently introduced a new campaign to get the capital walking. For more information about the programme and walking in London, visit tfl.gov.uk/gettingaround/walking

Safety

London is generally a safe place to live. As with any city, it is sensible to be aware of your personal safety and to take simple precautions. Some things to remember: Lock your door/window when leaving your room, even for a short time, and keep valuable personal items out of sight. Keep your personal information, credit cards, mobile phone, etc safe, and be aware of your valuables when out and about.

Take care at cash points (ATMs) – protect your PIN and put both cash and card away as soon as possible.

If you own a bicycle, wear appropriate protective/high visibility clothing, use lights cycling at night and invest in a quality “D-Lock” and double loop cable. Double locking is suggested for extra security.

On a night out, never leave your drink unattended nor accept a drink from a stranger. Don’t take risks getting home – never use an unlicensed minicab.

Transport for London’s Cabwise service (text CAB to 60835) will help you find licensed minibeds/taxis in your area. When walking at night, stick to well-lit and populated areas as much as possible and plan your route in advance.

If you need to report a crime, you can dial 999 in an emergency (ie, if a crime/incident is happening now, or if someone is in immediate danger) to contact the police. Non-emergency calls should be made to 101.

Useful London websites

visitlondon.com
timeout.com/london
londononnet.co.uk
viewlondon.co.uk
studylondon.ac.uk

From January 2015 you will receive newsletters by email containing more detailed information about London and LSE. lse.ac.uk/study/graduate/offerHolder/home.aspx
ANNEX A: FEES FOR STUDENTS ENTERING IN 2015/16

The figures quoted are for one year of study (the 2015/16 session) at LSE only, unless stated otherwise. If your programme includes a period of study at another institution, eg, MSc Global Media and Communications, the fees for that time will be set by the institution in question and payable there. Likewise, if your programme covers more than one year at LSE, the new fee levels for your second and succeeding years will be payable in due course.

Please note that fees are paid in each year (academic session) for which you are registered, and normally rise in each year. They do not stay the same as the year in which you started. LSE reserves the right to alter the level of fee. Changes in fee levels may occur over the year. You should check the following table for the latest levels. Where marked, fees are provisional.

If you register as a part time graduate student the fees quoted are for the first year of study only. In your second year you will pay fees proportionate to the appropriate full time fee at that time. See lse.ac.uk/tableofFees for the most up to date information.

### MPhil/MRes/PhD programmes

<table>
<thead>
<tr>
<th>MPhil/MRes/PhD programmes</th>
<th>Full-time</th>
<th>Part-time</th>
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<tbody>
<tr>
<td></td>
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<td>£9,300</td>
</tr>
<tr>
<td>MSc Regulation (both tracks)</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Religion in the Contemporary World</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Risk and Finance</td>
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<td>£24,456</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>MSc Risk and Stochastics</td>
<td>£23,976</td>
<td>£24,456</td>
<td>£11,988</td>
<td>£12,228</td>
</tr>
<tr>
<td>S</td>
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</tr>
<tr>
<td>MSc Social and Cultural Psychology</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Social and Public Communication</td>
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<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Social Anthropology (All tracks)</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Social Policy and Development¹</td>
<td>£12,224</td>
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<td>N/A</td>
</tr>
<tr>
<td>MSc Social Policy and Development (Non-Governmental Organisations)²</td>
<td>£12,224</td>
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<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>MSc Social Policy (European and Comparative Social Policy)</td>
<td>£9,552</td>
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<td>£4,776</td>
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</tr>
<tr>
<td>MSc Social Policy (Research)</td>
<td>£9,552</td>
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<td>£4,776</td>
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</tr>
<tr>
<td>MSc Social Policy (Social Policy and Planning)</td>
<td>£9,552</td>
<td>£18,600</td>
<td>£4,776</td>
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<tr>
<td>MSc Social Research Methods</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Sociology (All tracks)</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Statistics</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
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</tr>
<tr>
<td>MSc Statistics (Research)</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>MSc Statistics (Financial Statistics)</td>
<td>£23,976</td>
<td>£24,456</td>
<td>£11,988</td>
<td>£12,228</td>
</tr>
<tr>
<td>MSc Statistics (Financial Statistics) (Research)</td>
<td>£23,976</td>
<td>£24,456</td>
<td>£11,988</td>
<td>£12,228</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSc Theory and History of International Relations</td>
<td>£12,024</td>
<td>£18,600</td>
<td>£6,012</td>
<td>£9,300</td>
</tr>
<tr>
<td>U</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MSc Urbanisation and Development</td>
<td>£12,024</td>
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</tr>
<tr>
<td>MSc Urban Policy</td>
<td>See double degrees section</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

¹Students on MSc Social Policy and Development attend a residential session at Cumberland Lodge and are required to pay £200, which is included in the quoted fee.

²Students on MSc Social Policy and Development (NGOs) opting for course SA4J9 attend a residential session at Cumberland Lodge and are required to pay £200, which is included in the quoted fee.
### Double Degrees For starters in 2015/16

<table>
<thead>
<tr>
<th>Year One (2015/16) at LSE</th>
<th>2015/16</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home/EU</td>
<td>Overseas</td>
</tr>
<tr>
<td>MSc Global Media and Communications</td>
<td>£18,600</td>
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<table>
<thead>
<tr>
<th>Year Two (2016/17) at LSE</th>
<th>2015/16</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home/EU</td>
<td>Overseas</td>
</tr>
<tr>
<td>LSE-Sciences Po Double Degree in European Studies (MSc Political Economy of Europe or MSc European Studies: Ideas, Ideologies and Identities or MSc Politics and Government in the European Union)</td>
<td>Partner fee</td>
<td>£19,344</td>
</tr>
<tr>
<td>LSE-PKU Double Degree in International Affairs</td>
<td>Partner fee</td>
<td>£19,344</td>
</tr>
<tr>
<td>LSE-Columbia Double Degree in International and World History</td>
<td>Partner fee</td>
<td>£19,344</td>
</tr>
<tr>
<td>LSE-Sciences Po Double Degree in Affaires Internationales and International Relations/International Political Economy (MSc International Political Economy or MSc International Relations)</td>
<td>Partner fee</td>
<td>£20,736</td>
</tr>
<tr>
<td>LSE-PKU Double Degree in Public Administration and Government (MSc Public Policy and Administration)</td>
<td>Partner fee</td>
<td>£19,344</td>
</tr>
<tr>
<td>LSE-Sciences Po Urban Policy (MSc Local Economic Development or MSc Regional and Urban Planning Studies)</td>
<td>Partner fee</td>
<td>£12,504</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Year One institution optional</th>
<th>2015/16</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home/EU</td>
<td>Overseas</td>
</tr>
<tr>
<td>MA in Global Studies: A European Perspective</td>
<td>£12,024</td>
<td>£18,600</td>
</tr>
<tr>
<td>MPA Programme Streams</td>
<td>£22,536</td>
<td>£23,448</td>
</tr>
<tr>
<td>European Public and Economic Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public and Economic Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public and Social Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Policy and Management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Two year programmes for starters in 2015/16

<table>
<thead>
<tr>
<th>2015/16</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home/EU</td>
</tr>
<tr>
<td>MSc Econometrics and Mathematical Economics</td>
<td>£18,600</td>
</tr>
<tr>
<td>MSc Economics</td>
<td>£18,600</td>
</tr>
<tr>
<td>MSc Management</td>
<td>£23,976</td>
</tr>
<tr>
<td>MSc Management (CEMS MIM)</td>
<td>£23,976</td>
</tr>
</tbody>
</table>

### Executive master’s programmes

<table>
<thead>
<tr>
<th>2015/16</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home/EU</td>
</tr>
<tr>
<td>Executive Global MSc Management (GMiM)</td>
<td>£27,000</td>
</tr>
<tr>
<td>Executive MPA (EMPA)</td>
<td>£13,380</td>
</tr>
<tr>
<td>Executive MSc Behavioural Science</td>
<td>£23,400</td>
</tr>
<tr>
<td>Executive MSc Health Economics, Policy and Management</td>
<td>£8,491</td>
</tr>
<tr>
<td>Executive MSc Political Economy of Europe</td>
<td>£10,816</td>
</tr>
<tr>
<td>MSc Finance (part time)</td>
<td>£15,192</td>
</tr>
<tr>
<td>MSc Health Economics, Outcomes and Management in Cardiovascular Sciences</td>
<td>£11,000</td>
</tr>
<tr>
<td>MSc International Strategy and Diplomacy</td>
<td>£26,997</td>
</tr>
<tr>
<td>Executive Master’s in Law (ELLM)</td>
<td>£3,000 per module</td>
</tr>
</tbody>
</table>

* Students who enrolled on MSc Finance (part-time) in 2014 will pay £14,328 for year 2 in 2015.
ANNEX B: LIVING EXPENSES

The perceived cost of living and studying in London is a concern for many students. However, it is possible to live economically in the capital by taking advantage of reduced price services and facilities on and off campus, making the most of student discounts and concessions in shops, restaurants and bars and by avoiding touristy areas of the city. The School, the Students’ Union and your fellow students will advise you when you arrive at the School on how to get the best value for money in London.

LSE makes broad estimates of the costs of living in the London area and these are available on the School’s website. For 2015/16 the School estimates that students should allow £1,000–£1,200 per month for living costs, in addition to tuition fees, plus £1,000 for one-off expenses.

How much you spend in addition to your tuition fees is your decision and these figures are only intended as a guide. The most important consideration is that you must satisfy yourself and the relevant authorities that you have sufficient funds to cover your entire period of study.

In addition to the figures quoted above, you may find it necessary to budget for some one off arrival costs. These will vary in nature but may include the purchase of warm clothes (if you are arriving from a warmer country than the UK), kitchen utensils (if you are allocated self catering accommodation), a one-month deposit for accommodation (in addition to monthly rent) and other more general settling-in costs.

More guidance can also be found at educationuk.org, studentcalculator.org.uk and ukcisa.org.uk

Dependants
It is particularly important for students bringing dependants with them to London to ensure they have made adequate financial arrangements. The School cannot assist with the living costs of students’ dependants.

National Insurance
If you are British and over the age of 18, you can pay National Insurance contributions towards a future state pension while you are in full-time education. You should seek advice from the Department of Work and Pensions website at: dwp.gov.uk

Employment whilst studying
In general, you should not assume that you can fund your studies by working during the academic year. There are occasionally opportunities for work at LSE but they are very limited. If you do find paid work, you may work up to a maximum of 20 hours per week during term-time, full-time during vacations.

Note: LSE suggests that full-time students work no more than 15 hours per week, as they are expected to dedicate 40 hours per week to classes and private study. This is subject to:

• any restrictions on work placed on you by your funding body.
• any restrictions on work placed on you by immigration regulations (if you are an overseas student).
• your paid work not interfering with your studies at the School (your classes must be your priority).
• you not changing classes or seminars to fit your paid work schedule. Students with EU citizenship have the same right to paid employment as UK citizens.
• If you are from outside the EU, your student visa may state “able to work” or “able to work as authorised by the Secretary of State” or “able to work under Tier 4 rules”. This means you have permission to work, subject to the guidelines above. However, students are still restricted in some areas and must not engage in business, self employment or the provision of services as a professional sports person or entertainer nor pursue a career by filling a permanent full-time vacancy. For further information please see the UKCISA web site at: ukcisa.org.uk

If you do not have permission to work and you think that this is a mistake, contact the International Immigration Service (ISIS) for advice. Contact details can be found at lse.ac.uk/isis

How much do I need?
Use the table below to estimate the cost of your programme and how you will meet it.

<table>
<thead>
<tr>
<th>Outgoings</th>
<th>Per month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel within London</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food/Drink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel to/from London</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One off expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Income                     |           |       |
| Financial support          |           |       |
| Savings                    |           |       |
| Family                     |           |       |
| Loan                       |           |       |
| Employment                 |           |       |
| TOTAL                      |           |       |

Balance/Shortfall

How much do I need?
Use the table below to estimate the cost of your programme and how you will meet it.
ANNEX C: CONDITIONS OF REGISTRATION

The School and University regulations relating to your programme are set out in your “LSE for You” account and the School Calendar (www.lse.ac.uk/calendar), together with the Rules of the Library, Conditions of Use of IT Facilities, and all other School and University regulations.

Please note that the School may make minor changes to its regulations, rules, codes and conditions after you have accepted your offer of a place. We will notify you of these changes via email by the end of the second week of Michaelmas Term. Your acceptance of the terms and conditions on the Offer Reply Form binds you to abide by all of these and to the following Conditions of Registration:

1. You agree to your relationship with the School being governed by English Law and to the English Courts having exclusive jurisdiction over any legal matter.

2. You agree to stay in London or within reasonable distance of the School during term time (for term dates, please see the School Calendar). If for any reason you need to be absent from the School during term time, you will first consult your academic adviser/ supervisor. If you are to be away for more than a fortnight, you agree to inform the Student Services Centre in writing before you go. Email notification is acceptable to both your tutor and the Student Services Centre.

3. If you are a non-EEA national studying in the UK with student immigration permission, you must abide by the terms of your visa, as defined by the UK Border Agency.

4. You agree that if you are away from the School through illness, you will inform your academic adviser/ supervisor. If you are away for more than a fortnight, you will send a medical certificate to the Student Services Centre.

5. You agree that if you change your place of residence you will inform the Student Services Centre via your “LSE for You” account of your new address details at once.

6. You agree that you are liable for fees while you are in registration at the School, including any fees which a sponsor has agreed to pay on your behalf. You agree that if you decide to withdraw from or interrupt your studies, no refund of fees can be made until you have notified the Student Services Centre of your decision in writing. If you withdraw from your programme, you will be charged fees up to the Friday after the last day of attendance. If you have been granted permission to interrupt your studies from the Lent Term or the Summer Term, you will be charged fees for the term(s) you have already completed.

7. You agree that if you change your registration status (eg, move from full-time to part-time study, or withdraw from your programme), fees will be charged on a pro rata basis as appropriate according to the date on which official permission for the change was given.

8. You agree to pay tuition fees in full or in instalments as arranged with the Fees Office (lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Contact.aspx). You accept that if you fail to pay tuition fees by the due date, this will invalidate your registration. You accept also that if you are in debt to the School for tuition fees or the School may end your registration and/or withhold official certification about your progress at the School, information about your results and any academic award made to you.

9. You accept that LSE collects and processes certain information on its students for essential administrative, academic and health and safety reasons. This information is treated in strict confidence, and is covered by the Data Protection Act. In particular, the School will use your personal information for its approved purposes only, and will not pass it to unauthorised third parties without your explicit consent. It will form the basis of records of registered students supplied to the Higher Education Statistical Agency (HESA), which is owned and managed by the universities to provide statistics for the Higher Education Funding Councils and the universities. Further details are set out at lse.ac.uk/aboutLSE/dataProtection/collectionNotices.aspx.

10. Your LSE email account will be used for a variety of essential communications, including information on payment of your tuition fees. The School will assume that you open, read and act upon these emails.

11. On all matters connected with School and University regulations, you should contact the Student Services Centre for guidance. If you are in any doubt about any information provided orally, you should ask for it to be confirmed in writing. In particular, you should always ask for written confirmation of any information relating to your tuition fees.

12. You should not expect academic advisers/ supervisors to be familiar with all regulations, about which you should seek clarification from the Student Services Centre.

13. You should not expect academic advisers/ supervisors to pass on to the Student Services Centre information about your plans or, where applicable, about mitigating circumstances relating to your exam performance. It is your own responsibility to do so within the published deadlines.

14. As a member of LSE’s Students’ Union, you are also a member of the University of London Union (ULU), which is the union that represents all students studying at a college within the University of London. You agree that the School can pass on your name and LSE email address to ULU for the purpose of registering you to vote in the ULU elections.

15. The School considers academic integrity to be of the utmost importance. You agree that all your assessed coursework (essays, projects, field reports, literature reviews, etc) may be analysed by plagiarism detection software¹.

16. You accept that while any assessment offence allegation made against you remains outstanding, the School may withhold official certification about your progress at the School, information about your results and any academic award made to you.

17. Neither the School nor you will be liable for failure to perform any obligations to each other if it arises from force majeure, including acts of God, war, terrorism, industrial disputes (including disputes involving the School’s employees), pandemic, fire, flood, tempest and national emergencies. If either the School or you seeks to rely on this clause, they shall ensure that disruptions are kept to a minimum.

Last updated – October 2014

Please note: these conditions are subject to change between the time of publication and your registration at LSE.

¹ Copies of all papers submitted to the 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 Paradigms and LSE from time to time and posted on the Turnitin UK website.
**Graduate Support Scheme**

**award conditions**

1. The award will be automatically withdrawn should you fail to meet any conditions attached to your offer of admission.

2. If your fee status, mode of study or programme of study changes, your award will be reviewed and may be amended or withdrawn.

3. The offer of financial assistance is made using the information provided in your Application for Financial Support and for a place at the School, and assumes that your circumstances remain as they were at this time. If your financial circumstances improve for any reason, you must inform the Financial Support Office.

4. If it is subsequently discovered that you have provided false or incomplete information in any part of your application form for financial support, your award will be reviewed. The School reserves the right to alter the level of award or to withdraw it altogether in such circumstances.

5. This award applies in the first instance to the 2015/16 session only. If your programme is for more than one year of study then the award is usually renewable unless you are studying and paying fees elsewhere, subject to satisfactory academic progress and your circumstances remaining unchanged.

**Supporting documentation**

6. Supporting documentation will be requested from a random sample of award holders during summer 2015. If you are selected within the random sample, you will need to provide documentation relevant to your case. This will vary from applicant to applicant but would commonly include the following:

- Notification letters, successful or unsuccessful, relating to any scholarships that you mentioned in your application.

- Supporting documentation relating to income, appropriate to your circumstances. If your household will be contributing to your studies, we require evidence of the household income, eg, a P60 (where work is being undertaken in the UK), an annual accountant’s statement, a copy of your employment contract of letter from your employer, or a tax return summary. If you have personal income, eg, from employment or the letting of a property, we also require evidence of this.

- Supporting evidence relating to any exceptional expenditure, eg, medical costs.

7. Failure to produce supporting documentation may result in your award being withdrawn.

8. If photocopied documents are submitted, original copies may be requested from you at a later stage.

**Payment of award**

9. The award will be automatically put towards tuition fees owing.

10. Your award will cover only part of your tuition fees. You are responsible for paying the balance of the tuition fees. It is your responsibility to ensure that you have the most up to date information regarding the level of tuition fees applicable to your programme.

11. If after tuition fees have been paid there is a credit on your tuition fee account, either because you have an external sponsor paying your fees or because you have received another scholarship from the School, this will be paid to you for living costs. If the amount remaining is less than £1,000, this will be paid to you in one single instalment. If the amount remaining is greater than £1,000 you will receive this in equal instalments at the start of each term. Payment will be made to you in the form of a cheque. If this is applicable, your LSE for You tuition fee account will show when a cheque has been produced for you, appearing in the Payments sections as AWARD_CHQ.

12. The LSE Fees Office is responsible for producing maintenance cheques. Should you receive a maintenance cheque in error, or a cheque higher in value than your entitlement, you should alert the Fees Office immediately. If you accept money to which you are not entitled, you will have to repay it.

13. All cheques should be collected from the Student Services Centre in the term for which they were issued.

**Costs of studying**

14. The cost of living and studying in central London is high and it is important that you have sufficient funds to cover the cost of both your tuition fees and living costs, prior to registering at the School. How much you spend on living expenses is your decision. However, the School recommends that you allow at least £1,000 per month for living costs, in addition to your tuition fees. The School will not be able to offer you any additional assistance if you register without adequate finance.

15. Any award made is solely for your fees/expenses. It is not possible for the School to cover any expenses of your partner or dependants.

16. If you do not have sufficient funds to register in October 2015, but your financial circumstances improve and you wish to apply to the LSE next year, you should complete the reinstatement form at ifa. ac.uk/graduateHowDoI. The reinstatement deadline is 13 November 2015.
### ANNEX D: PRE-SESSIONAL AND EXECUTIVE MASTER’S REGISTRATION DATES

#### Table A: Pre-sessional course registration

<table>
<thead>
<tr>
<th>Department</th>
<th>Programme</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>MSc Accounting, Organisations and Institutions</td>
<td>17/9/2015</td>
<td>2-3pm</td>
</tr>
<tr>
<td>Economic History</td>
<td>MSc Quantitative Economic History</td>
<td>27/8/2015</td>
<td>1-2pm</td>
</tr>
<tr>
<td>Economics</td>
<td>MSc Economics (Surnames A-L)</td>
<td>27/8/2015</td>
<td>10-11am</td>
</tr>
<tr>
<td>Economics</td>
<td>MSc Economics (Surnames M-Z)</td>
<td>27/8/2015</td>
<td>11am – 12 noon</td>
</tr>
<tr>
<td>Economics</td>
<td>MRes/PhD Economics (Tracks 1 and 2)</td>
<td>27/8/2015</td>
<td>12 noon – 1pm</td>
</tr>
<tr>
<td>Finance</td>
<td>MSc Finance and Economics</td>
<td>25/8/2015</td>
<td>10-11am</td>
</tr>
<tr>
<td>Finance</td>
<td>MRes Finance (Route 1)</td>
<td>27/8/2015</td>
<td>12 noon – 1pm</td>
</tr>
<tr>
<td>Finance</td>
<td>MRes Finance (Route 2)</td>
<td>17/9/2015</td>
<td>2-3pm</td>
</tr>
<tr>
<td>Finance</td>
<td>MSc Finance (full-time) (Surnames A-L)</td>
<td>7/9/2015</td>
<td>11am – 12 noon</td>
</tr>
<tr>
<td>Finance</td>
<td>MSc Finance (full-time) (Surnames M-Z)</td>
<td>7/9/2015</td>
<td>12 noon – 1pm</td>
</tr>
<tr>
<td>Finance</td>
<td>MSc Finance and Private Equity</td>
<td>7/9/2015</td>
<td>1-2pm</td>
</tr>
<tr>
<td>Finance</td>
<td>MSc Risk and Finance</td>
<td>8/9/2015</td>
<td>10-11am</td>
</tr>
<tr>
<td>Geography and Environment</td>
<td>MPhil/PhD Environmental Economics</td>
<td>27/08/2015</td>
<td>1-2pm</td>
</tr>
<tr>
<td>Institute of Public Affairs</td>
<td>MPA Programme (Surnames A-L)</td>
<td>14/9/2015</td>
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<tr>
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<td>MPA Programme (Surnames M-Z)</td>
<td>14/9/2015</td>
<td>11am – 12 noon</td>
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<tr>
<td>International Development</td>
<td>African Leadership Programme</td>
<td>11/9/2015</td>
<td>2-2.30pm</td>
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<tr>
<td>International Relations</td>
<td>MSc Diplomacy and International Strategy</td>
<td>15/9/2015</td>
<td>5-5.30pm</td>
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<tr>
<td>Management</td>
<td>MSc Economics and Management</td>
<td>27/8/2015</td>
<td>1-2pm</td>
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<td>4/9/2015</td>
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<td>4/9/2015</td>
<td>11am – 12 noon</td>
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<tr>
<td>Mathematics</td>
<td>MSc Financial Mathematics</td>
<td>4/9/2015</td>
<td>12 noon – 1pm</td>
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<tr>
<td>Philosophy</td>
<td>MSc Economics and Philosophy</td>
<td>27/8/2015</td>
<td>12 noon – 1pm</td>
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<tr>
<td>Statistics</td>
<td>MSc Risk and Stochastics</td>
<td>4/9/2015</td>
<td>11.30am – 12.30pm</td>
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<tr>
<td>Various</td>
<td>All other EC400 registrants</td>
<td>27/8/2015</td>
<td>1-2pm</td>
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#### Table B: Executive master’s registration*

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<th>Department</th>
<th>Programme</th>
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<tr>
<td>Finance</td>
<td>MSc Finance (part-time)</td>
<td>15/9/2015</td>
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<td>Law</td>
<td>Executive LLM (for those starting in September)</td>
<td>7/9/2015</td>
<td>8.30-9.30am</td>
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<td>Management</td>
<td>Executive Global MSc Management</td>
<td>24/8/2015</td>
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<tr>
<td>Social Policy</td>
<td>Executive MSc Behavioural Science</td>
<td>14/9/2015</td>
<td>9-10am</td>
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</table>

*These dates apply to programmes starting in September only. Students joining Executive master’s programmes at another point in the year should check their offer letter for details.

For registration dates for all other programmes, please check your official offer letter for details. Registration dates will also be published on lse.ac.uk/registration closer to the start date.

All information correct at time of going to press, but please keep checking lse.ac.uk/registration as the new term approaches. Registration dates are published on your offer letter; please ensure you check these details. Information regarding orientation events, both School-wide and departmental, will be published in the same place, and will also be sent to you via email when it is available. You should make sure you check the email account you have given us regularly and inform us immediately of any changes to your contact details. This will allow us to keep you up to date.
ANNEX E: DEPARTMENTAL CONTACTS

This information is correct at the time of going to press but is occasionally subject to change. Any updates to the list are available online at lse.ac.uk/study/graduate/offerHolder

You can find links to all departmental websites at lse.ac.uk/departments. Standard office hours are 9.30am – 5.30pm Monday-Friday but please be aware that some administrators work part-time.

<table>
<thead>
<tr>
<th>Department and programme</th>
<th>Contact</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td><strong>Accounting</strong>&lt;br&gt;All programmes except MSc Accounting, Organisations and Institutions&lt;br&gt;MSc Accounting, Organisations and Institutions</td>
<td>Dot Richards&lt;br&gt;<a href="mailto:d.richards@lse.ac.uk">d.richards@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6603&lt;br&gt;Lyneey Dickson&lt;br&gt;<a href="mailto:l.dickson@lse.ac.uk">l.dickson@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6278</td>
<td>Old Building 3rd floor&lt;br&gt;OLD 3.22</td>
</tr>
<tr>
<td><strong>Anthropology</strong>&lt;br&gt;All programmes</td>
<td>Renata Todd&lt;br&gt;<a href="mailto:anthropology.enquiries@lse.ac.uk">anthropology.enquiries@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 3709</td>
<td>Old Building 6th floor&lt;br&gt;OLD 6.04A</td>
</tr>
<tr>
<td><strong>Cities Programme</strong>&lt;br&gt;All programmes</td>
<td>Anna Johnston&lt;br&gt;<a href="mailto:cities@lse.ac.uk">cities@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6828</td>
<td>St Clements 2nd floor&lt;br&gt;STC 2.65</td>
</tr>
<tr>
<td><strong>Economic History</strong>&lt;br&gt;All programmes except MPhil/PhD in Economic History&lt;br&gt;MPhil/PhD in Economic History</td>
<td>Tracy Keefe&lt;br&gt;<a href="mailto:t.j.keefe@lse.ac.uk">t.j.keefe@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7860&lt;br&gt;Loraine Long&lt;br&gt;<a href="mailto:l.long@lse.ac.uk">l.long@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7046</td>
<td>Clare Market 4th floor&lt;br&gt;CMK 4.16&lt;br&gt;CMK 4.15</td>
</tr>
<tr>
<td><strong>Economics</strong>&lt;br&gt;All programmes including MSc Economics and Philosophy</td>
<td>Shubhra Mitra/Kathy Watts&lt;br&gt;<a href="mailto:econ.pgadm@lse.ac.uk">econ.pgadm@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6240/7514</td>
<td>32 Lincoln’s Inn Fields 1st floor&lt;br&gt;32L.1.35</td>
</tr>
<tr>
<td><strong>European Institute</strong>&lt;br&gt;All MSc programmes&lt;br&gt;Executive MSc Political Economy of Europe&lt;br&gt;All research programmes</td>
<td>Sabina Allam-Patel&lt;br&gt;<a href="mailto:europeaninstitute@lse.ac.uk">europeaninstitute@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7537&lt;br&gt;Charlotte Milne&lt;br&gt;<a href="mailto:c.milne1@lse.ac.uk">c.milne1@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7107 5437&lt;br&gt;Jennifer Robottom&lt;br&gt;<a href="mailto:euroinst.phd.admin@lse.ac.uk">euroinst.phd.admin@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6839</td>
<td>Cowdray House 3rd floor&lt;br&gt;COW 3.11&lt;br&gt;COW 3.11&lt;br&gt;COW 2.15</td>
</tr>
<tr>
<td><strong>Finance</strong>&lt;br&gt;All programmes</td>
<td>Thomas Watson&lt;br&gt;<a href="mailto:finance.admissionsenquiries@lse.ac.uk">finance.admissionsenquiries@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7318</td>
<td>Old Building 3rd floor&lt;br&gt;OLD 3.05</td>
</tr>
<tr>
<td><strong>Gender Institute</strong>&lt;br&gt;All programmes</td>
<td>Hazel Johnstone&lt;br&gt;<a href="mailto:h.johnstone@lse.ac.uk">h.johnstone@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 5316</td>
<td>Columbia House 5th floor&lt;br&gt;COL 5.04G.1</td>
</tr>
<tr>
<td><strong>Geography and Environment</strong>&lt;br&gt;MSc Environment and Development, MSc Environmental Economics and Climate Change, MSc Environmental Policy and Regulation&lt;br&gt;MSc Human Geography and Urban Studies (Research), MSc Local Economic Development, MSc Urbanisation and Development&lt;br&gt;MSc Regional and Urban Planning Studies, MSc Real Estate Economics and Finance; all research programmes</td>
<td>Sam Colegate&lt;br&gt;<a href="mailto:s.colegate@lse.ac.uk">s.colegate@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6089&lt;br&gt;Mark Jenkin&lt;br&gt;<a href="mailto:m.jenkin@lse.ac.uk">m.jenkin@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7496&lt;br&gt;Laura Rozario&lt;br&gt;<a href="mailto:l.rozario@lse.ac.uk">l.rozario@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6061</td>
<td>St Clements 4th floor&lt;br&gt;STC 4.11&lt;br&gt;STC 4.06&lt;br&gt;STC 5.07</td>
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<tr>
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<tr>
<td><strong>Government</strong></td>
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</tr>
<tr>
<td>All MSc programmes</td>
<td>Justin Holder&lt;br&gt;<a href="mailto:gov.admissions@lse.ac.uk">gov.admissions@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6816</td>
<td>Connaught House&lt;br&gt;3rd floor&lt;br&gt;CON 3.18</td>
</tr>
<tr>
<td>All research programmes</td>
<td>Imogen Withers&lt;br&gt;<a href="mailto:gov.research_admin@lse.ac.uk">gov.research_admin@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7748</td>
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<tr>
<td><strong>IDEAS</strong></td>
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<tr>
<td>MSc International Strategy and Diplomacy</td>
<td>Luca Tardelli&lt;br&gt;<a href="mailto:l.tardelli@lse.ac.uk">l.tardelli@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7852 5353</td>
<td>Tower 1&lt;br&gt;9th Floor&lt;br&gt;TW1.9</td>
</tr>
<tr>
<td><strong>International Development</strong></td>
<td></td>
<td></td>
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<tr>
<td>All MSc programmes</td>
<td>Drucilla Daley-Nelson&lt;br&gt;<a href="mailto:d.daley@lse.ac.uk">d.daley@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7425</td>
<td>Connaught House&lt;br&gt;8th floor&lt;br&gt;CON 8.16</td>
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<tr>
<td>All research programmes</td>
<td>Susan Hoult-Robinson&lt;br&gt;<a href="mailto:s.e.hoult@lse.ac.uk">s.e.hoult@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7852 3728</td>
<td>CON 8.15</td>
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<tr>
<td><strong>International History</strong></td>
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<td></td>
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<tr>
<td>All research programmes</td>
<td>Nayna Bhatti&lt;br&gt;<a href="mailto:n.bhatti@lse.ac.uk">n.bhatti@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7126</td>
<td>East Building&lt;br&gt;4th floor&lt;br&gt;EAS 4.09</td>
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<td>Milada Fomina&lt;br&gt;<a href="mailto:m.fomina@lse.ac.uk">m.fomina@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7331</td>
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<td><strong>International Relations</strong></td>
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<tr>
<td>MSc International Relations</td>
<td>Uzma Lone&lt;br&gt;<a href="mailto:u.lone@lse.ac.uk">u.lone@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7129</td>
<td>Clement House&lt;br&gt;6th floor&lt;br&gt;CLM 6.08</td>
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<tr>
<td>MSc International Relations Theory, MSc International Political Economy, LSE-Sciences Po double degree</td>
<td>Martina Langer&lt;br&gt;<a href="mailto:m.langer@lse.ac.uk">m.langer@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7561</td>
<td>CLM 6.09</td>
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<tr>
<td>MSc International Strategy and Diplomacy</td>
<td>Luca Tardelli&lt;br&gt;<a href="mailto:l.tardelli@lse.ac.uk">l.tardelli@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7852 5353</td>
<td>Tower 1&lt;br&gt;1st Floor&lt;br&gt;TW1.9</td>
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<tr>
<td>All research programmes</td>
<td>Gabrielle To&lt;br&gt;<a href="mailto:g.to@lse.ac.uk">g.to@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7561</td>
<td>CLM 6.09</td>
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<tr>
<td><strong>Law</strong></td>
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<tr>
<td>LLM, MSc Law and Accounting, MSc Law, Anthropology and Society</td>
<td>Rebecca Newman&lt;br&gt;<a href="mailto:law.masters.admissions@lse.ac.uk">law.masters.admissions@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 1227</td>
<td>New Academic Building&lt;br&gt;6th floor&lt;br&gt;NAB 6.14</td>
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<tr>
<td>Executive LLM</td>
<td>Lucy Wright&lt;br&gt;<a href="mailto:law.ellm@lse.ac.uk">law.ellm@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6888</td>
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<td>Rachel Yarham&lt;br&gt;<a href="mailto:law.phd-admissions@lse.ac.uk">law.phd-admissions@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7683</td>
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<td><strong>Management</strong></td>
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<tr>
<td>MSc Economics and Management, MSc Management, Organisations and Governance</td>
<td>Gemma Edmensen&lt;br&gt;<a href="mailto:management@lse.ac.uk">management@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7342</td>
<td>New Academic Building&lt;br&gt;3rd floor&lt;br&gt;NAB 3.20</td>
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<tr>
<td>Master's in Management</td>
<td>Cheryl Edwards&lt;br&gt;<a href="mailto:management@lse.ac.uk">management@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7628</td>
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<tr>
<td>Global MSc Management</td>
<td>Becky Coggins&lt;br&gt;<a href="mailto:dom.gmim.admissions@lse.ac.uk">dom.gmim.admissions@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 1204</td>
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<tr>
<td>MPhil/PhD Management</td>
<td>Katy Greenslade&lt;br&gt;<a href="mailto:k.s.greenslade@lse.ac.uk">k.s.greenslade@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7719</td>
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<td><strong>EROB Group</strong></td>
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<td>Katy Greenslade&lt;br&gt;<a href="mailto:erob@lse.ac.uk">erob@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7719</td>
<td>New Academic Building&lt;br&gt;4th floor&lt;br&gt;NAB 4.06</td>
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<tr>
<td><strong>Information Systems and Innovation Group</strong></td>
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<tr>
<td>MSc Management, Information Systems and Digital Innovation</td>
<td>Sarah Rayner-White&lt;br&gt;<a href="mailto:ismscadmissions@lse.ac.uk">ismscadmissions@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7655</td>
<td>New Academic Building&lt;br&gt;3rd floor&lt;br&gt;NAB 3.03</td>
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<tr>
<td><strong>Managerial Economics and Strategy Group</strong></td>
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<tr>
<td>MSc Management and Strategy</td>
<td>Terri Natale&lt;br&gt;<a href="mailto:t.m.natale@lse.ac.uk">t.m.natale@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7004</td>
<td>New Academic Building&lt;br&gt;5th floor&lt;br&gt;NAB 5.38</td>
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<tr>
<td>MSc International Management</td>
<td>Laura Gnata&lt;br&gt;<a href="mailto:i.gnata@lse.ac.uk">i.gnata@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7004</td>
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<tr>
<td><strong>Management Science Group</strong></td>
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<tr>
<td>All MSc programmes</td>
<td>Henrietta Burr&lt;br&gt;<a href="mailto:h.s.burr@lse.ac.uk">h.s.burr@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6605</td>
<td>New Academic Building&lt;br&gt;3rd floor&lt;br&gt;NAB 3.02</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<tr>
<td>All MSc programmes</td>
<td>Aameer Patel&lt;br&gt;<a href="mailto:maths.info@lse.ac.uk">maths.info@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7925</td>
<td>Columbia House&lt;br&gt;4th floor&lt;br&gt;COL 4.01&lt;br&gt;COL 3.14</td>
</tr>
<tr>
<td>All research programmes</td>
<td>Rebecca Lumb&lt;br&gt;<a href="mailto:r.c.lumb@lse.ac.uk">r.c.lumb@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7494</td>
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<tr>
<td><strong>Media and Communications</strong></td>
<td></td>
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</tr>
<tr>
<td>All MSc programmes</td>
<td>Nicole Garnier&lt;br&gt;<a href="mailto:n.garnier@lse.ac.uk">n.garnier@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7195</td>
<td>St Clements&lt;br&gt;1st floor&lt;br&gt;STC 1.168&lt;br&gt;STC 1.16</td>
</tr>
<tr>
<td>All research programmes</td>
<td>James Deeley&lt;br&gt;<a href="mailto:media.phd@lse.ac.uk">media.phd@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6490</td>
<td></td>
</tr>
<tr>
<td><strong>Methodology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSc Social Research Methods</td>
<td>Esther Heyhoe&lt;br&gt;<a href="mailto:e.heyhoe@lse.ac.uk">e.heyhoe@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 6156</td>
<td>Columbia House&lt;br&gt;8th floor&lt;br&gt;COL 8.07&lt;br&gt;COL 8.07</td>
</tr>
<tr>
<td>All research programmes</td>
<td>John Fyson&lt;br&gt;<a href="mailto:j.a.fyson@lse.ac.uk">j.a.fyson@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7639</td>
<td></td>
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<tr>
<td><strong>Philosophy, Logic and Scientific Method</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All programmes except MSc Economics and Philosophy (see Economics)</td>
<td>Ewan Rodgers&lt;br&gt;<a href="mailto:philosophy-dept@lse.ac.uk">philosophy-dept@lse.ac.uk</a>&lt;br&gt;+44 (0)20 7955 7341</td>
<td>Lakatos Building&lt;br&gt;3rd floor&lt;br&gt;LAK 3.05</td>
</tr>
<tr>
<td>Department and programme</td>
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<tr>
<td><strong>Institute of Public Affairs</strong></td>
<td></td>
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</tbody>
</table>
| MPA programme | Lynette York  
mpa@lse.ac.uk  
+44 (0)20 7107 5163 | Connaught House  
6th floor  
CON 6.12 |
| Executive MPA Programme | Andrew Brennen  
a.brennen@lse.ac.uk  
+44 (0)20 7955 7991 | CON 6.14 |
| **Social Policy** | | |
| MSc Social Policy and Development, MSc Social Policy and Development (NGOs) | Dianne Josephs  
d.e.josephs@lse.ac.uk  
+44 (0)20 7955 7476 | Old Building  
2nd floor  
OLD 2.59 |
| MSc Criminal Justice Policy, Social Policy (Research) | Angela Fitzgerald  
a.fitzgerald@lse.ac.uk  
+44 (0)20 7955 7328 | OLD 2.58 |
| MSc International Health Policy (both streams), MSc Health, Population and Society | Errol Lobo  
e.w.lobo@lse.ac.uk  
+44 (0)20 7955 6650 | OLD 2.54 |
| MSc Social Policy (Social Policy and Planning), Social Policy (EU and Comparative Social Policy) | Anne Okello  
a.okello@lse.ac.uk  
+44 (0)20 7955 7665 | OLD 2.60 |
| MSc Population and Development | Maria Schlegel  
m.s.schlegel@lse.ac.uk  
+44 (0)20 7955 7044 | OLD 2.35 |
| MSc Health Economics, Policy and Management, Executive MSc Behavioural Science, Executive MSc Health Economics | Anthony King  
hepm@lse.ac.uk  
+44 (0)20 7955 7501 | OLD 2.33 |
| All research programmes | Sarah Helias  
s.helias@lse.ac.uk  
+44 (0)20 7955 7375 | OLD 2.51 |
| **Social Psychology** | | |
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| All research programmes | Terri-Ann Fairclough  
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STC 2.65 |
| MSc Human Rights | Sara Ulfsparre  
s.uulfsparre@lse.ac.uk  
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5th floor  
TW2 11.01D |
| MSc Sociology, MSc Sociology (Research), MSc Sociology (Contemporary Social Thought), MSc Economy, Risk and Society | Matthew Brown  
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2nd floor  
STC 2.00 |
| All other programmes | Kalynka Bellman  
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| **Statistics** | | |
| All MSc programmes | Sarah McManus  
statistics@lse.ac.uk  
+44 (0)20 7955 5242 | Columbia House  
6th floor  
COL 6.11 |
| All research programmes | Ian Marshall  
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+44 (0)20 7955 7511 | COL 6.12 |
CAMPUS MAP

ALD Aldwych House, Aldwych
ANC The Anchorage
CMK Clare Market, Houghton Street
CLM Clement House, Aldwych
COL Columbia House, Aldwych
CON Connaught House, Aldwych
COW Cowdray House, Portugal Street
EAS East Building, Houghton Street
KGS King’s Chambers, Portugal Street
KSW Kingsway
SARD Sardinia House
SAW Saw Swee Hock Student Centre
SHF Sheffield Street
STC St Clement’s, Clare Market
TW1 Tower One, Clement’s Inn
TW2 Tower Two, Clement’s Inn
TW3 Tower Three, Clement’s Inn
32L 32 Lincoln’s Inn Fields

LSE MAIN ENTRANCE

Entrance to Tower Two via Tower One

30 metres

ALD
ANC
CMK
CLM
COL
CON
COW
EAS
KGS
KSW
SARD
SAW
SHF
STC
TW1
TW2
TW3
32L

Lionel Robbins Building, Library and LSE Research Lab
New Academic Building, Lincoln’s Inn Fields
Old Building, Houghton Street
Parish Hall, Sheffield Street
Peacock Theatre, Portugal Street
1 Portland Street
Sardinia House
Saw Swee Hock Student Centre
Sheffield Street
St Clement’s, Clare Market
Tower One, Clement’s Inn
Tower Two, Clement’s Inn
Tower Three, Clement’s Inn
32 Lincoln’s Inn Fields

Café 54
Fourth Floor Restaurant and Café Bar
George IV pub
Hong Kong Theatre
Graham Wallas Room
Old Building

Cafe 54
Ground floor, New Academic Building
Fourth Floor Restaurant and Café Bar
Fourth floor, Old Building
George IV pub
Between LCH and KGS on the corner of Portsmouth Street
Old Building

Lionel Robbins Building
New Academic Building
Lincoln’s Inn Fields

Old Building, Houghton Street
Parish Hall, Sheffield Street
Peacock Theatre, Portugal Street
1 Portland Street
Sardinia House
Saw Swee Hock Student Centre
Sheffield Street
St Clement’s, Clare Market
Tower One, Clement’s Inn
Tower Two, Clement’s Inn
Tower Three, Clement’s Inn
32 Lincoln’s Inn Fields

Plaza Café
John Watkins Plaza
Quad Café
Basement, Clare Market
Senior Common Room, Staff Dining Room
Fifth floor, Old Building
Shaw Library
Sixth floor, Old Building
Student Common Room
Ground floor, King’s Chambers
Student Services Centre
Ground floor, Old Building
SU Shops
Ground floor, East Building and NAB
Three Tuns
Ground floor, Saw Swee Hock Student Centre
Vera Anstey Room
Between ground and first floor, Old Building
The information in this handbook can be made available in alternative formats, on request. Please contact: Graduate Admissions

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Freedom of thought and expression is essential to the pursuit, advancement and dissemination of knowledge. LSE seeks to ensure that intellectual freedom and freedom of expression within the law is secured for all our members and those we invite to the School.

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Online application tracking system
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PHOTOGRAPHY: Nigel Stead, LSE Photographer

The information in this pack is correct at the time of going to print (November 2014). Amendments to the offer pack are published online: lse.ac.uk/study/graduate/offerholder/offerpack