



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



OFFER GUIDE FOR
UNDERGRADUATES 2016

Term dates for 2016-17

Michaelmas term

Thursday 22 September 2016
to Friday 9 December 2016

Lent term

Monday 9 January 2017
to Friday 24 March 2017

Summer term

Monday 24 April 2017
to Friday 9 June 2017

All students are expected to be at the School throughout each term.

Your personal information

Fill in the spaces below with your details.

Name*	<input type="text"/>
LSE student number* (found on your offer letter)	<input type="text"/>
Programme for which you have an offer*	<input type="text"/>

*You will need this information to hand when contacting LSE's Undergraduate Admissions Office.

Undergraduate Admissions

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

Offer holder hotline

Tel: +44 (0)20 7955 6500

Contact webform: lse.ac.uk/ugContact

Web: lse.ac.uk/undergraduateAdmissions

Congratulations on your offer of a place at LSE

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

Please find enclosed a guide which 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.

As one of the world's leading centres for the study of social sciences LSE attracts students from over 160 countries and offers you a unique blend of leading academic teaching, research and first-hand experience.

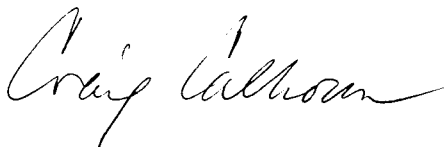
Our identity and character are closely linked with our location in central London, an exciting and lively place to live and study. This benefits the School in many ways, not least through the School's close relationships with national and international government institutions and ministries, whose headquarters 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. We are continually improving and developing the teaching and social spaces, and you will soon discover the state-of-the-art Saw Swee Hock Student Centre which is the hub of student life on campus.

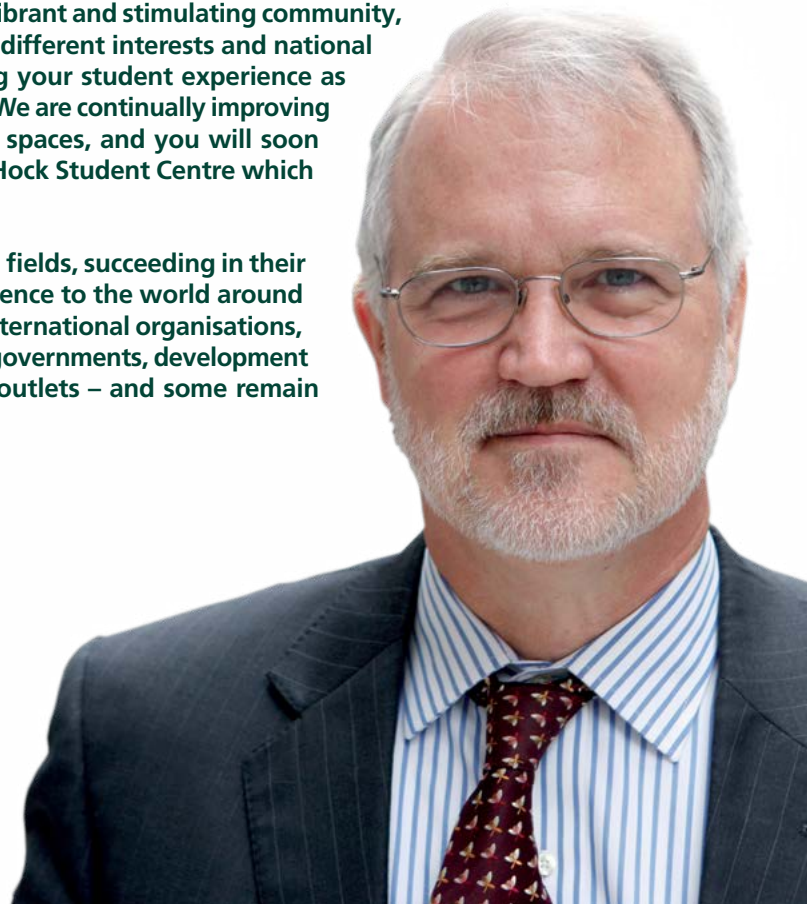
LSE graduates are leaders in their chosen fields, succeeding in their individual careers and in making a difference to the world around them. Our graduates go on to work for international organisations, such as the UN and World Bank, national governments, development institutes, business, finance and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

I am delighted you will be joining us.

Yours sincerely,



Craig Calhoun
Director and President, LSE



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USEFUL WEB AND EMAIL ADDRESSES

Undergraduate Admissions Office

Contact webform: lse.ac.uk/ugContact
lse.ac.uk/undergraduate

Disability and Wellbeing Service

Email: disability-dyslexia@lse.ac.uk
lse.ac.uk/disability

Fees Office

Email: fees@lse.ac.uk/[feesOffice](https://lse.ac.uk/feesOffice)
lse.ac.uk/feesOffice

Financial Support Office

Email: financial-support@lse.ac.uk
lse.ac.uk/financialSupport

Residential Services Office

Email: Residences.Admin@lse.ac.uk
lse.ac.uk/residentialservices

Students' Union

Email: su.info@lse.ac.uk
lsesu.com

LSE's "Your first weeks" website
(available from late-July 2016)

lse.ac.uk/yourFirstWeeks

LSE International Student Immigration Service (ISIS)

lse.ac.uk/isis

UK Council for International Student Affairs (UKCISA)

ukcisa.org.uk

TIMELINE OF IMPORTANT DATES AND THINGS TO DO

The timeline below lists the key dates in the admissions process. It details when information will be sent to you, and when you need to send information to us.

Updates can be found on the Undergraduate Admissions website at: lse.ac.uk/ugOfferHolder

Wednesday 23 December 2015 – Friday 1 January 2016 (inclusive)	LSE closed for Christmas and New Years holidays .
February	Applications for LSE accommodation opens (see page 22).
February	Applications for Student Finance England open (see page 17).
April	Offer Holders' Day You are invited to visit the School to discover more about LSE, your chosen subject area and to meet with academic staff and students. Booking is essential; see lse.ac.uk/visitDay for further information and details of how to book a place at the Offer Holders' Day .
Thursday 24 March – Thursday 31 March (inclusive)	LSE closed for Easter .
Wednesday 27 April	Deadline for overseas students to submit their application for LSE Financial Support (see page 18).
Early June onwards	You will be sent an email asking you to complete the mandatory Student Verification and Financial Undertaking Forms (SVF and FUF) (see page 13). These must be completed as soon as possible and no later than Monday 1 August.
Wednesday 1 June	Deadline for Home/EU students to submit their application for LSE Financial Support (see page 18). Students should also apply for tuition fee loans and maintenance grants/loans. See slc.co.uk for application deadlines.
Early June onwards	For those who require a visa, CAS numbers are issued to unconditional firm offer holders who have submitted their Student Verification and Financial Undertaking Forms (SVF and FUF) and confirmed their passport details with Undergraduate Admissions. An email will be sent to overseas (non-EU/EEA nationals) offer holders in mid April asking for confirmation of these details. (See page 26 for more information).
Thursday 30 June	Deadline for offer holders studying the International Baccalaureate Diploma Programme (IBDP) to inform the Undergraduate Admissions Office of any extenuating circumstances affecting exam performance.
Monday 30 June	Deadline for organising your accommodation (see page 24).
Tuesday 5 July	International Baccalaureate results from May exams published.
Friday 15 July	Deadline for requesting a deferral of your place at the School.
Late July	Visit the "Your first weeks" website at lse.ac.uk/yourfirstweeks for important information about registration.
Monday 1 August	Deadline for all offer holders (other than those studying the International Baccalaureate, see above) to inform the Undergraduate Admissions Office of any extenuating circumstances affecting exam performance.
Monday 1 August	Deadline for sending in certified copies of requested qualifications, and proof of your English Language qualification. (See page 12 for important information on how to do this).
Monday 1 August	Deadline for submitting the Financial Undertaking and Student Verification Forms via LSE for You. (See page 13 for more information).
Thursday 18 August	A level results published.
Monday 22 August onwards	Applicants who were holding a conditional insurance offer and are now unconditional firm with LSE will also receive the invitation to complete their Financial Undertaking and Student Verification Forms (see page 13). You will also need to submit these forms as soon as possible to minimise any disruption to registration. Overseas students who become unconditional will also receive their CAS Statements (see page 26).
By Friday 28 August	A confirmation email is sent to all applicants who are holding an unconditional firm offer. This email includes a Statement of confirmation of your place at LSE and a Welcome Guide.
Friday 2 September	Deadline for receiving any re-marks.

POST-CONFIRMATION CHECKLIST

Things to do between August 2016 and your September Registration at LSE

<input type="checkbox"/> August/September	Get vaccinated. All students – British, European or overseas – admitted to universities in the UK are advised to be vaccinated against Meningitis C and to ensure all their vaccinations are up-to-date (see page 32).
<input type="checkbox"/> Before you arrive in the UK (overseas students)	Obtain sufficient UK currency or an international credit/debit card to last until you open your UK bank account.
<input type="checkbox"/> Late September	Move into your accommodation.
<input type="checkbox"/> Late September	Attend Welcome Week events and the Students' Union Freshers' Fair.
<input type="checkbox"/> Late September	Attend registration (see page 13).
<input type="checkbox"/> September/October	Ensure that you pay your fees, or that you have a payment plan organised (see page 15).
<input type="checkbox"/> September	If you are a UK student in receipt of an HE Maintenance Grant, ensure that you have received your bursary entitlement (see page 17).
<input type="checkbox"/> Within 7 days of your arrival in the UK	Nationals of some countries (see content.met.police.uk/Site/overseasvisitorsrecordsoffice) must register with the police. LSE also arranges dedicated dates for our students to register with the police – information will be published nearer the time at lse.ac.uk/isis/newstudents
<input type="checkbox"/> Late September	Select your first year courses online via LSE for You. Your Welcome Pack (emailed to you in late August) will detail how to register for your course choices.

Other things to consider after you arrive

- ☐ Get a UK mobile phone (or SIM card) if you need one (see page 47).
- ☐ Make financial arrangements, including opening a student bank account (see page 28).
- ☐ Get a Student Oyster Card (discount travel card) (see page 45).
- ☐ Activate your LSE sQuid cash card (see page 47).
- ☐ Get to know your department (see page 49).
- ☐ Join societies – or set up your own! See lsesu.com
- ☐ Take a tour of the Library (see page 29).
- ☐ Explore the campus – you can use our self guided tour: lse.ac.uk/study/meetLSE/pdf/LSE-Explorer-web-June2015.pdf

For those of you who are new to the capital, get to know London! Buses are an excellent way to explore how the city fits together, or why not explore on foot? Walkit.com is a great resource for planning walking routes.

Finally, make the most of your time at university! 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.



LSE OFFER HOLDERS' DAY

April 2016

Applicants who have received an offer for entry in September 2016 or deferred for 2017 are invited to an LSE Offer Holders' Day in April.

The LSE Offer Holders' Day gives you a unique taster of the programme you are planning to study. It also gives you the opportunity to meet with academic staff and current students and find out more about student life at LSE. Most importantly, the Offer Holders' Day is a chance for you to visit the LSE campus before making your final decision about which university is right for you.

Booking is essential. For further information and an online booking facility, please visit our website at: lse.ac.uk/offerholdersday

If you are unable to attend the Offer Holders' Day there are other opportunities to visit LSE, including monthly campus tours and the LSE Open Days. If you live outside the UK, you may wish to attend a pre-departure event in your home country. These are organised by LSE alumni groups and will be held from June 2016 onwards. See alumni.lse.ac.uk for more information.

Contact LSE Student Recruitment Office

Student Recruitment Office
TW1 6.01
London School of Economics
and Political Science
London, WC2A 2AE

Tel: (0044) 20 7955 6613
Email: Stu.Rec@lse.ac.uk
Web: lse.ac.uk/study
Twitter: [@studylse](https://twitter.com/studylse)

CONTACTING THE UNDERGRADUATE ADMISSIONS OFFICE

Now that you have received your offer you may have queries or need to contact the Undergraduate Admissions Office.

Before you do so, we recommend that you look at our Frequently Asked Questions database where you may be able to find the answers to your queries: lse.ac.uk/admissionsEnquiries. You will also find useful guidance on the Information for Offer Holders section of our website at lse.ac.uk/undergraduate

Office hours

Your calls will be answered between 9am and 4pm (UK time), Monday to Friday.

Alternatively you can contact us by webform at lse.ac.uk/ugContact. We will ensure that your query is directed to the appropriate person and answered promptly. If you have any queries about your application or offer, you may visit the Undergraduate Admissions Office by appointment. This can be arranged either by phoning us at +44 (0)20 7955 6500, or via our webform at lse.ac.uk/ugContact

School holiday closures

The Undergraduate Admissions Office will be closed for all UK bank holidays, as well as extended Christmas and Easter breaks. The office is particularly busy after long breaks, so please be patient when contacting us; we will respond to your query as quickly as possible once the School re-opens.

Christmas closure:

Wednesday 23 December 2015 –
Friday 1 January 2016 (inclusive)

Easter closure:

Thursday 24 March 2016 –
Thursday 31 March (inclusive)

Security questions

For security purposes, you will need to provide the following information in all of your correspondence to the Undergraduate Admissions Office, and when you telephone the office:

- UCAS Personal ID number or LSE Student Number
- Name
- Date of birth
- Programme for which you applied.

Data Protection Act 1998

You should note that LSE, like all UK universities, collects information on its students and staff for various essential administrative, academic and health and safety reasons, in order to pursue its legitimate interests as an institution of higher education.

These interests include registration, allocation to teaching, monitoring and assessment of academic progress, entry to examinations, management of health and safety, planning, maintenance of order and contacting next of kin in emergencies. This information is treated in the strictest confidence, and is covered by the provisions of the Data Protection Act 1998.

Under the Data Protection Act, we are unable to disclose or discuss any part of your application with a third party, unless you have nominated this individual (eg parent/guardian/teacher) via your UCAS application form.

Contact the Undergraduate Admissions Office

LSE Undergraduate Admissions Office
Houghton Street, London WC2A 2AE

Tel: +44 (0)20 7955 6500
(Select option 1 for offer holders)

Webform: lse.ac.uk/ugContact
Web: lse.ac.uk/undergraduate

YOUR OFFER EXPLAINED

You should by now have received official confirmation of your offer from LSE via UCAS. The guidance and frequently asked questions provided below should help you to better understand the terms of your offer.

The terms of your offer

Your offer of admission to the School is based on the information you provided on your UCAS application form. It is your responsibility to provide official evidence of your qualifications (if we require it – please see your offer letter). If you are unable to provide such evidence, we reserve the right to withdraw your offer of admission.

Below you will find further information about the offers we make, as well as answers to frequently asked questions. Please read through the following pages carefully. Should you have any further queries, the Undergraduate Admissions Office is here to help. Contact details can be found on page 5 of this guide.

Why have some of the subjects I have studied been excluded?

The Admissions Selector takes into account all of the information that is presented on your UCAS form when s/he assesses your application. Your offer is based on the range of subjects which are most relevant to your degree. As stated in the undergraduate prospectus, there are subjects that are generally excluded from any offer made, eg, if you are taking General Studies or Critical Thinking at A level, your grade in this subject will not be counted towards the requirements of any conditional offer. Similarly, an A level or equivalent in your first/mother tongue language may not be counted.

The Admissions Selector may also choose to exclude other subjects, for example: "Obtain grades AAA excluding Art, plus a pass in a fourth A level." In this case your Art qualification cannot be used to meet your offer condition.

I have decided to drop one of my subjects, is this OK?

Your offer has been made based on the subjects listed on your UCAS application form, so it is important that you email the Undergraduate Admissions Office before you drop any subject – even if this subject does not form part of your offer. Failure to contact us over changes to your qualifications may result in the withdrawal of your offer. An Admissions Selector will consider your request and we aim to provide you with a final decision within two weeks.

Is it possible to lower or change the conditions of my offer?

No. The School will not enter into negotiations with offer holders over the terms of their offer. Each offer has been made taking into consideration all the information included on your UCAS form and the Admissions Selector's decision is final.

Is it possible to change my programme of study?

Unfortunately it is not possible to change your programme after you have been made an offer.

Conditional offers explained

Why does my offer ask me to achieve AAA at A level rather than 360 UCAS tariff points?

LSE does not utilise the UCAS tariff. You are required to obtain the grades and any subjects specified in order to meet the terms of your offer.

What does "Obtain grades A*AA plus a pass in Further Mathematics" mean?

This offer means that you need to obtain two A grades at A level and an A* at A level with an additional pass in Further Mathematics at A level as a fourth subject. Your Further Mathematics grade will only count once. Therefore, even if you obtain an A grade in this subject, it will not count towards the first part of your offer.

I have been asked to obtain 38 points and 7,6,6 at Higher Level in the International Baccalaureate. Do bonus points count towards meeting this condition?

Yes. Bonus points will count towards your overall total points score.

In 2015 I achieved a grade A in Economics. I have now been made an offer requiring me to "Obtain grades AAA". Will my 2015 qualification count towards one of these A grades?

No. When the Admissions Selector assessed your application, s/he took into account your previous "cashed in" qualification. Therefore, the previous qualification will not count as one of your required A level grades, as these must be achieved in the current year (ie, 2016).

I stated on my UCAS form that I had completed my Mathematics A level. As I am also taking Further Mathematics A level, I haven't officially "cashed in" my Mathematics A level grade yet. What should I do?

Even if you have completed the requirements for the full Mathematics A level, if you have not "cashed it in" then you should have included it as "pending" on your UCAS form. You should therefore notify the Undergraduate Admissions Office immediately, as your offer will need to be amended to reflect the status of your qualifications.

Note: Your offer may state that you must obtain Mathematics as part of your offer for 2016 when

you have already completed the qualification in the previous year. This is because your Maths A level from 2015 may not be "cashed in" until 2016. If this situation applies to you and you require clarification, you should contact the Undergraduate Admissions team for assistance.

I have been asked to achieve "38 points and 7,6,6 at Higher Level with a 7 in Maths" in my International Baccalaureate. Why are A level students asked to achieve "AAA including Maths" for the same programme?

The School entry requirements on some programmes include an A* in Maths. We have been advised by the International Baccalaureate Organisation (IBO) that while our standard offers are demanding they are nevertheless set at an appropriate level. We are therefore looking for applicants to obtain the specified Higher Level grades, as well as the overall points score.

Accepting, declining or deferring your offer

What notifications can I expect from LSE once I have accepted my offer via UCAS Track?

You will receive regular newsletters via email, from the Undergraduate Admissions Office, which are sent out from January, and starting from early June firm offer holders will receive instructions on how to complete the Student Verification Form (SVF) and Financial Undertaking Form (FUF). These are compulsory and must be completed before you arrive for registration (see page 13). If you are an overseas student and require a visa, you will need to complete your FUF before LSE can issue your CAS number (which you will need to apply for your visa; see page 26 for more information on student visas). Overseas students (non-EU/EEA nationals) will also receive an email asking them to confirm their passport details (including name and passport number); this will also require a response before a CAS number is issued.

Providing your offer is unconditional you will also receive our Welcome Pack, which will be emailed to you before the end of August. This pack will contain your Statement of Confirmation and an Undergraduate Welcome Guide.

The Statement of Confirmation includes your full name, contact address, date of birth, and programme name and duration. Overseas applicants (non-EU/EEA nationals) who are holding unconditional offers with LSE as their firm choice will also receive a CAS number for visa purposes (see page 26).

**I have now met the conditions of my offer and hold an unconditional place at LSE.
Will you send me a new paper offer letter?**

No. If your offer was initially conditional and you now hold an unconditional place, you will receive a letter from UCAS notifying you of your change in offer status. Confirmation of your unconditional place comes from LSE in the form of your electronic Statement of Confirmation (see page 6).

What should I do if I want to decline my offer?

You should decline your place on the UCAS Track online system.

Due to extenuating circumstances, I will be unable to sit my exams this year. Can you defer my conditional offer to next year?

No. Unfortunately UCAS guidelines state that a conditional offer cannot be "carried over" to the next academic year. Therefore we would have to withdraw our offer and you would need to reapply in the next UCAS cycle. In this case, we cannot guarantee that you would be given another offer the following year.

What should I do if, after accepting my offer, I find I cannot take up my place?

Your first option is to request a one year deferral of your place. You will need to submit a written request (an email will suffice) to the Undergraduate Admissions Office. This email should state the reasons for your deferral request and what you plan to do on your gap year. The Admissions Selector will then consider your request and you will be contacted once a decision has been made. If your request is accepted, your UCAS record will be changed to reflect your change of year. If your offer is conditional, you will still be expected to meet the conditions of your offer by August 2016. LSE does not offer the option of a two year deferral.

Note: The deadline for one year deferral requests for all applicants is Friday 15 July 2016.

If my request for deferral is refused, is my offer still valid for 2016?

Yes. However, if your deferral request has been refused and you do not wish to take up your place for 2016, you will need to withdraw from the programme. In this case you should contact UCAS who will guide you through the withdrawal process.

Meeting the conditions of your offer

If you are sitting overseas qualifications such as the German Abitur, French Baccalaureate, American Advanced Placements, Hong Kong H2 subjects, etc

You will need to send us officially certified copies of your results as soon as possible and no later than Monday 1 August 2016. For important information on how to do this, please see "Providing verification of your qualifications" on page 12. It is important that you familiarise yourself with our guidelines as we will not be able to accept documentation that is not correctly certified.

Once we receive your certified copies, your results will be checked by the Undergraduate Admissions Office. If you meet all of the conditions of your offer, your place at the School will be confirmed through UCAS. If you do not meet the conditions of your offer, we may not be able to confirm your place.

If you are sitting the International Baccalaureate, A levels, Cambridge Pre-Us, Scottish Advanced Highers, the Welsh Baccalaureate, or the Irish Leaving Certificate in 2016

The Undergraduate Admissions Office is usually able to verify your results directly via UCAS without the need for you to provide copies of your qualifications. If you sat your IB or A level exams prior to 2016, we will request copies of these qualifications if we are unable to verify them through UCAS. Any requested qualifications will need to be sent to the UG Admissions Office as soon as possible and no later than Monday 1 August 2016.



If you meet all of the conditions of your offer, your place at the School will be confirmed through UCAS. If you do not meet the conditions of your offer, we may not be able to confirm your place

Your offer may also state that we require copies of your previous qualifications or, in some instances, proof of English language qualifications. You will need to send us officially certified copies of these results as soon as possible and no later than Monday 1 August 2016. Otherwise, your application will be considered incomplete and we will be unable to confirm your place. For important information on this, please see "Providing verification of your qualifications" on page 12. It is important that you familiarise yourself with our guidelines as we will not be able to accept documentation that is not correctly certified.

What happens if I experience difficulties at examination time?

We understand that circumstances can arise that have a detrimental impact on exam performance. If you marginally miss the conditions of your offer, the School will consider **severe extenuating** circumstances in mid-August. Unfortunately, there is no guarantee that we will be able to confirm your place.

If you feel that your exam performance has been affected you should contact us in writing by 1 August 2016 (IB applicants should contact us by 30 June 2016). You must include corroborating evidence such as a letter or email from your school, and a doctor's note (if applicable) or other official documentation. We cannot guarantee that we will be able to consider extenuating circumstances after the deadline.

We also strongly encourage you to request that your school notifies the examination boards of any such extenuating circumstances at the time of their occurrence, along with any relevant medical notes, so they can then be taken into consideration when your scripts are being marked.

What happens if I fail to meet the conditions of my offer?

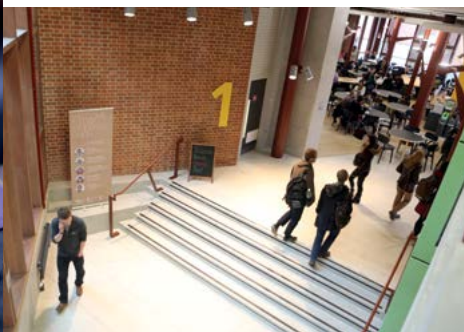
If you marginally fail to meet the conditions of your offer (which usually means you have missed your required conditions by one grade), your application is automatically referred back to the Admissions Selector in mid-August for reconsideration. Your application is then assessed in competition with all other applicants who have marginally failed to meet the conditions of their offer. Unfortunately, there is no guarantee that your place will be confirmed by the School.

A level example: You are asked to obtain AAA at A level and you achieve A*AB.

Unfortunately, achieving a higher grade in one subject will not compensate for a lower grade in a different subject. This means that you will have marginally failed to meet the conditions of your offer.

International Baccalaureate example: You are asked to obtain 38 points and 6,6,6 at Higher Level in the International Baccalaureate and you achieve 42 points and 7,6,5 at Higher Level.

Like the A level example above, achieving a higher grade in one subject will not compensate for a lower grade in a different subject and you will be deemed to have marginally failed to meet the conditions of your offer.



What happens if I request a re-mark?

If you ask for a re-mark of any of your subjects, then you should inform the Undergraduate Admissions Office by email immediately. To expedite the process, you should ask for a "priority" re-mark from the relevant exam board(s).

The Admissions Office must receive official confirmation of the results of your re-mark no later than 5pm (UK Summer time) on Friday 2 September 2016. Provided your re-mark grades meet the original grade conditions of your offer, we will overturn the unsuccessful decision and your offer will be reinstated.

LSE understands that applicants studying Scottish Advanced Highers under the SQA board may not be able to provide us with the results of their re-mark by the 2 September deadline. Any applicant who studies under the SQA board and requests a re-mark should inform the Undergraduate Admissions Office as soon as possible. We will consider the results of a re-mark on a case-by-case basis, but there is no guarantee that we will be able to confirm your place at the School.

General frequently asked questions

The name on my offer letter is incorrect. What should I do?

Please notify UCAS and the Undergraduate Admissions Office of your name change immediately. This is vital because the name that you register under is the name that will appear on your award certificate. If you are an overseas offer holder and require a visa, it is particularly important that the name we have on file matches the name on your passport as your visa application will be rejected if there is a discrepancy.

I have changed my postal and/or email address. What should I do?

Please notify UCAS and the Undergraduate Admissions Office of your new address in writing (an email will suffice) as soon as possible. If you have indicated your term-time address in the correspondence address section of the UCAS application form, you should not assume that all correspondence will be sent automatically to your home address once term finishes. You should notify UCAS and the Undergraduate Admissions Office as soon as you leave your term-time address so that all correspondence can be sent to the correct address.

If you would prefer correspondence to continue going to your school address, then please contact the UG Admissions Office so that we can ensure information is sent to the correct address.

Increasingly, we send important information via email, so please ensure that we have an up-to-date email address for you. You should also ensure that you update and regularly check your spam folders to avoid important emails from us being accidentally deleted.

We will automatically send your August Welcome Pack, which contains your Statement of Confirmation, to the home email address indicated on your UCAS application form. If you have changed your contact details, it is important that you notify the Undergraduate Admissions Office immediately.

I have accepted LSE as my insurance choice. What do I need to do?

As long as you hold an offer with LSE, the Admission Office will continue to send you newsletters. You will not, however, receive a CAS statement (see page 26) or the Pre-Arrival Instructions email (see page 13) unless you hold a firm offer with the School.

Can someone make enquiries on my behalf if I'm taking a gap year or am unavailable during the application process?

If you are planning on travelling during a gap year, or being away for any length of time, you should ensure that you have designated a named third party to speak on your behalf. You can do this by listing them as the nominated contact on your UCAS application. Due to Data Protection legislation, LSE cannot speak to third parties who are not the named contact on an applicant's UCAS file.

When/how can I register?

Full details about registration dates and times are published on the "Your first weeks" web pages in late-July at: lse.ac.uk/yourfirstweeks but registration is likely to be the week of the 19 September. You will also receive detailed information about Welcome Week and registration in the Undergraduate Admissions Welcome Guide, which will be emailed to you as part of your Welcome Pack before the end of August. You will need to ensure that you are in London to register on the date specified for your programme.

How many hours a week will I study?

As all programmes are different, there is no exact number of contact/study hours for all students. However a typical undergraduate timetable may involve nine to fifteen hours of teaching per week. We would expect that in addition to this formal contact time, LSE students spend at least twenty hours pursuing their own research and studies to make up a full working week.

More information about contact hours, timetables and first year programmes can be found on the departmental websites, listed on page 49.

Where can I find more information about my programme?

The best place to find more information about your programme is on your department's web pages. See page 49 at the back of this book for a list of departmental contact information, or visit lse.ac.uk/intranet/directoriesandmaps/academicdepartments.aspx

Where can I access preliminary reading lists?

Many departmental websites (see question above) provide preliminary reading lists and the School calendar includes preliminary reading lists for most individual programmes. This can be accessed at lse.ac.uk/calendar

What can I expect after I graduate from LSE?

LSE graduates enjoy some of the highest starting salaries of students graduating from UK universities. Detailed information about the destination of LSE graduates is collected by the LSE Careers Office six months and three years after graduation. This information, broken down by subject of study, can be found online at: lse.ac.uk/graduateDestinations

After graduating from the School you will also have access to the LSE Alumni Association, which works to provide events and online networking to engage alumni globally. The association is comprised of over 133,000 members from almost 200 countries. More information about LSE's Office of Development and Alumni Relations can be found online at: lse.ac.uk/alumni

What careers support does LSE provide after I graduate?

LSE Careers provides ongoing careers support after graduation. As an LSE graduate, you will be eligible to book careers/CV discussions with Careers Consultants, and to access LSE's jobs and opportunities board for up to two years after your graduation ceremony. For more information on the services provided by LSE Careers, visit: lse.ac.uk/careers

ENGLISH LANGUAGE REQUIREMENTS

General requirements

All students are required to be sufficiently proficient in the English language to benefit from their studies at the School. Overseas students must also satisfy Home Office requirements in order to receive a Tier 4 (Student) visa (see page 26). If there is an English proficiency condition in your offer, it will be stated in your offer conditions as shown on UCAS Track and on your offer letter.

For example:

“Obtain grades AAA at A level, with an A in Maths. Plus obtain the required grade in one of the recognised English Language qualifications, as listed in the LSE 2016 guide for undergraduate offer holders, and send to the School by 1 August 2016.”

Like the above example, if your offer text states that you will need to take an English language test, you must meet the required grade before your offer can be confirmed. We will need to see certified evidence of this qualification no later than Monday 1 August 2016. For important information

on how to provide correctly certified verification of your qualification, see page 12.

If you are taking an IELTS test, you can simply email us the TRF number, which is found on the bottom of your results sheet. The Undergraduate Admissions office will then verify your results directly with the IELTS organisation.

If you are taking a TOEFL test, you can request that the TOEFL organisation sends your results directly to LSE. You will need to give them LSE's identifier code: 0972.

English language qualifications

The following qualifications are acceptable to LSE for entry in 2016:

Qualification	Requirement	Validity for entry in 2016	Additional notes
Cambridge Certificate of Advanced English (CAE)	Grade B or better or 185 points overall and a minimum of 185 points in each component	Taken at any time	
Cambridge Certificate of Proficiency in English (CPE)	Grade C or better or 185 points overall and a minimum of 185 points in each component	Taken at any time	
European Baccalaureate English (L1 or L2 only)	8.0 for all programmes	Taken at any time	English is available at four levels; only levels L1 and L2 are acceptable
GCSE English (First Language)	Grade B or above	Taken at any time	The GCSE must be as a First Language
HKDSE English (Hong Kong Diploma of Secondary Education)	Grade 5**	Taken at any time	
IELTS	At least 7.0 overall and a minimum of 7.0 in each of the four components	Taken on or after 1 September 2014 ¹	The results of your IELTS test must be from one exam sitting only
IGCSE English (First Language)	CIE board – Grade B or better, plus grade 2 in the optional speaking test OR Grade B or better, plus proof that you have been instructed in the medium of English for the past five years Edexcel board (English A) – Grade B or better, plus the Speaking and Listening coursework component OR Grade B or better, plus proof that you have been instructed in the medium of English for the past five years Edexcel board (English B) – Grade B or better, plus proof that you have been instructed in the medium of English for the past five years	Taken at any time	The IGCSE English qualification must be specified as a “First Language”
International Baccalaureate English A + Literature	Any grade at Higher Level is acceptable, or at least 6 points at Standard Level	Taken at any time	
International Baccalaureate English A + Language and Literature.	Any grade at Higher Level is acceptable, or at least 6 points at Standard Level	Taken at any time	

Qualification	Requirement	Validity for entry in 2016	Additional notes
International Baccalaureate English A + Literature and Performance	At least 6 points at Standard Level	Taken at any time	
International Baccalaureate English B	7 at Higher Level for those whose mother tongue is not English	Taken at any time	
O level English (sat in the UK)	Grade B or above	Taken at any time	
O level English SPM 1119 (Malaysia)	Grade B4 or above	Taken at any time	
O level English 1120 (Brunei)	Grade B4 or above	Taken at any time	
O level English 1125 (Mauritius)	Grade B4 or above	Taken at any time	
O level English 1127 SINO (Singapore)	Grade B4 or above	Taken at any time	
O level English (sat overseas), plus evidence that you have been instructed in the medium of English for the past 5 years	Grade B or above	Taken at any time	
Pearsons Test of English Academic (PTE)	65 in all four components in one sitting	Taken at any time	
Scottish S2 (Intermediate 2) English Language	Grade B or above	Taken at any time	
Singapore IP Secondary 4 (aka Language Arts)	Grade B or above	Taken at any time	Sometimes listed as "English Language"
TOEFL IBT (Internet based test)	At least 107 overall with a minimum of 25 in each of the four components	Taken on or after 1 September 2014 ¹	The results of your TOEFL test must be from one exam sitting only
Trinity ISE (revised test)	Level III overall with distinction in all component	Taken on or after 1 September 2014 ¹	The results of your Trinity test must be from one exam sitting only

¹ IELTS, TOEFL and Trinity test scores must be achieved from one sitting. We will not accept individual component scores from multiple tests. They are also only valid for two years. Applicants entering in 2016 should offer results dated on or after 1 September 2014. For deferred applicants entering in 2017, tests must be dated on or after 1 September 2015.

Booking an IELTS test

If you are planning to take an IELTS test we strongly urge you to plan for this early and in time to meet our 1 August deadline.

Test dates in the summer are often full and waiting to book a test could mean that you fail to meet the conditions of your offer. We cannot defer an offer on the basis of a missed English language test. More information about booking these tests can be found at ielts.org



PROVIDING VERIFICATION OF YOUR QUALIFICATIONS

We will often request officially verified copies of your qualifications, either as part of your offer or to verify previous study which you have stated on your UCAS application form. If you are sitting an overseas or European qualification in late 2015 or in 2016, you will need to provide us with certified copies of your results. We may also request verification of British, Irish or A level qualifications taken prior to 2016.

If we require proof of any previous qualifications, this will be stated on your offer letter, eg, "You are required to submit certified verification of the following qualification(s), which must be received by 1 August 2016: A levels, taken in 2015".

It is vital that you provide correctly certified copies of your qualifications. Failure to do so can result in a delay in making your offer unconditional. Alternatively, you can show us your original documentation (see below for details on this).

Ensuring copies of your documents are correctly certified

We require photocopies to be validated by a teacher at your school or by a British Council official. Photocopies of your certificates/results slips must meet the following four conditions:

- 1 Each page must be originally signed by your head teacher or other teacher from your school (or by a British Council official).
- 2 The signatory must also print their name.
- 3 The signatory must also include their job title.
- 4 Each page must also contain the school (or British Council) stamp.

An example of a correctly certified document can be found at lse.ac.uk/certifiedVerification

We have enclosed with your Offer Guide a "Proof of Qualification" form, which you can include with your verified documents, but it is not compulsory. This will help ensure that we process your qualifications promptly. Additional copies of this form can be found on our website at lse.ac.uk/ugOfferHolder

Unfortunately, we are unable to accept certified copies that do not feature all four of the above requirements on each page.

You should also note that not all British Councils will verify your certificates.

When and how to submit your certified documents

You should submit any certified official documents we have requested as soon as possible. These must be received by post no later than Monday 1 August 2016.

If you are an international student you should send in your documents as soon as possible as we cannot issue your CAS statement until you hold an unconditional offer.

Documents should be posted to us at:

Undergraduate Admissions
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE
United Kingdom

Please allow ten working days from the date we receive your items before contacting us, to give us time to process them.

Frequently Asked Questions

Will you accept a faxed or scanned copy of my results?

No. We need to see a certified copy for official purposes and for you to be able to register. A fax or scanned copy is therefore insufficient.

Will you accept laminated copies of my results?

No. We need to be able to verify that documents have not been tampered with in any way. Laminated documents make this difficult to do.

Can I submit my original documents?

Yes, if your original documents have not been altered in any way. You may submit these to us by post and we will return them to you via regular second class mail.

Note: We do not return documents via DHL or registered post, and cannot take any responsibility for documents that are lost in the mail.

Alternatively, if you are in the UK you can bring your original documents to the Undergraduate Admissions office (please phone before to book an appointment) and we will take a photocopy of your document(s) and return the originals to you immediately.

What happens if I cannot provide evidence of my qualifications by the 1 August deadline?

If you cannot provide certified evidence of your requested qualification(s), you will not be able to register with the School. If your offer is conditional, we will not be able to confirm your place and your application will be deemed unsuccessful.

If the School finds that the examinations/ qualifications you have declared on your UCAS form are inaccurate or you are unable to verify them, the School reserves the right to withdraw the offer or cancel your application.

What should I do if my results are not in English?

Documents must be in English or officially translated into English. You will need to obtain a certified original translation which must be officially stamped by the translator.

This service can usually be provided by your local university, embassy or translation service. Alternatively, the LSE Language Centre offers a translation service; see page 38 for more details. Please note that it is the responsibility of the applicant to arrange for a translation of his/her documents.



CLARISSA CHINGN

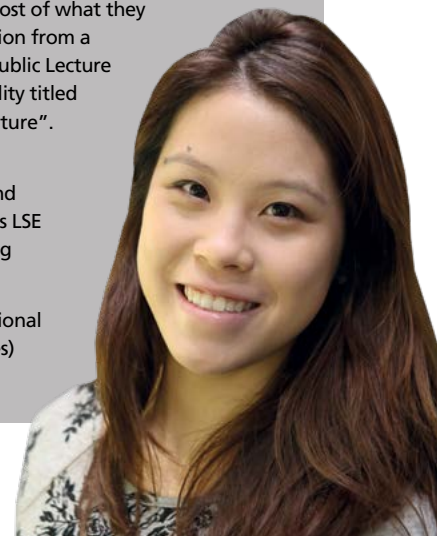
KLANG, MALAYSIA

BSC ACCOUNTING AND FINANCE (2ND YEAR)

LSE is an excellent platform for every individual to get the most of what they want out of university. Besides receiving high quality education from a leading institution, I had the pleasure of organising an LSE Public Lecture under the Finance Society in partnership with LSE Sustainability titled "How Finance is Tackling Sustainability: A roadmap to the future".

I also volunteered as a student mentor under IntoUniversity and contributed to the student voice as a student blogger and Accounting Department course representative. And who says LSE students can't have fun; I also started salsa and swing dancing during my time here!

Currently I am working towards completing my ACA professional qualification and I plan to go into the audit (financial services) industry after graduating.



FINANCIAL UNDERTAKING AND STUDENT VERIFICATION FORMS

Starting from early June, all offer holders (apart from those with a deferred offer) who have firmly accepted their offer of a place will receive an email with instructions on how to submit two important forms, the Financial Undertaking Form (FUF) and the Student Verification Form (SVF). These forms are submitted via a temporary account on the School's web-based self-service student administration system, LSE for You. The FUF and SVF are compulsory and must be completed and submitted prior to your registration. Completion of the FUF is also mandatory for those overseas students who require a CAS number,

which is used to apply for a student visa. Both forms should be completed and submitted within two weeks of the receipt of the email, and no later than **Monday 1 August 2016**.

Financial Undertaking Form (FUF)

Completion of the FUF is required so that the Fees Office can ascertain who will be paying your tuition fees and how. Here you will have the opportunity to include sponsor details if relevant. Overseas students who require a student visa will not be issued with a CAS number (see page 26) until the FUF has been completed and submitted.

Student Verification Form (SVF)

The SVF is an important pre-registration document that asks you to agree to the terms and conditions of registration and to upload a digital photo, which will then be used as the photo on your student ID card. Your card will be produced and ready to collect when you register with the School in September. In addition, if you have stated that you have a disability, dyslexia or a long-term medical condition on your UCAS form – or if you now wish to declare it – you will need to complete the disability section of the form.

WELCOME WEEK AND REGISTRATION

Welcome Week events

LSE Welcome Week includes a variety of formal and social activities designed to introduce you to the School, your department and the Students' Union and to help you settle in to your studies. During this time you are invited (and sometimes required) to attend events run centrally by the School, by your individual department and by the Students' Union.

Welcome Week takes place in September. Specific dates will be published in the summer in Undergraduate Welcome Pack and will be made available online before you are due to join us.

Registration

To complete your formal enrolment as a student at LSE you must register in person. Registration is usually a straightforward process which involves you providing proof of your identity and eligibility to study in the UK. You will then be issued with your student card which, in addition to confirming your status as an LSE student, will

allow you entry to some LSE restricted-access buildings, such as the Library.

Registration is scheduled for **September 2016** (the exact date will be published in one of our regular e-newsletters).

Registration times are dependent upon your programme. A full Registration Schedule will be provided in the Welcome Pack, which you will receive via email in August.

In order to avoid delaying your registration, please ensure that you have returned all required admissions documentation, such as transcripts of results for verification, as soon as possible and no later than **Monday 1 August 2016** to the Undergraduate Admissions Office.

Please also ensure that you have completed and submitted the online Student Verification Form and Financial Undertaking Form, via your temporary LSE for You account, no later than **Monday 1 August 2016**.

What to bring with you to Registration

For EEA (European Economic Area) – this includes the EU and UK students:

In addition to your offer letter or Statement of Confirmation you should bring photographic identification that verifies your UK or EEA nationality, such as your passport, or national identity card (please note that a driving licence does not verify nationality and, therefore, cannot be accepted). Please note that the School is required to take a copy of your documentation at registration.

For non-EEA students entering the UK with a visa:

In addition to your offer letter or Statement of Confirmation you should bring your passport and if you have one, your biometric residence permit showing evidence of your entitlement to study at LSE and the period for which you have permission to remain in the UK. Please note that the School is required to take a copy of your documentation at registration.



FEES

Every student is charged a fee for each year of his or her programme. Fees cover all registration and examination fees payable to the School and to the University of London for lectures, classes and individual supervision, lectures given at other colleges under intercollegiate arrangements and membership of the Students' Union. It does not cover living costs, travel or fieldwork or repeat fees. Fees are fixed in March for the following session only.

See lse.ac.uk/tableOfFees for a complete list of fees.

Your offer letter will specify how much you will be charged for your tuition fees. The School does not require you to pay a fee deposit when you accept our offer of admission, though if you wish you may make a payment as soon as you have an offer. However, before you register at the School you must complete a Financial Undertaking Form (FUF) confirming that, if admitted, you have adequate funds available to meet the School's fees and your living costs for the full period of your proposed programme of study at the School. Applicants who firmly accept their offer from LSE will receive an email invitation from early June to complete their FUF.

Note: The School cannot accept responsibility for students arriving to start a degree programme without sufficient funds and without having already explored all possible options of financial assistance from the School and other organisations.

2016/17 fees

UK/EU fees

The LSE tuition fee for new UK and European Union (EU) undergraduates beginning their studies in 2016 will be £9,000 for the first year, but may increase in line with inflation in subsequent years.

Home UK and EU students do not have to pay their full tuition fees upfront. The UK Government provides students with a tuition fee loan to cover the full cost of the fee for the duration of the undergraduate programme. You do not start repaying the loan until you have graduated from your programme and you are earning over £21,000 per year.

The tuition fee loan is administered by the Student Finance England (SFE), the company which handles maintenance grants and loans for students. To apply, please visit the Directgov website at gov.uk/student-finance. You should visit this website so that you understand the help that is available, and begin the application process as soon as possible.

Students can opt, if they prefer, to pay the tuition fee upfront or throughout the course.

Students from Wales, Scotland and Northern Ireland wanting to find out more information should refer to the following websites:

Welsh Assembly

wales.gov.uk/topics/educationandskills

Student Awards Agency Scotland

www.saas.gov.uk

Department for Employment and Learning in Northern Ireland

delni.gov.uk

Overseas fees

For all non-UK/EU (overseas) students, universities charge fees to cover the full cost of tuition. The LSE fee for overseas undergraduate students beginning their studies in 2016 will be £17,712 for the first year. Fees for overseas students will rise each year by at least the level of inflation. The School does all it can to keep costs under control, but you should allow for an increase of around four per cent each year.

Channel Islands and Isle of Man students

If you are classified as a student from the Channel Islands or Isle of Man for the purpose of fees, you or your family will have to make a contribution towards tuition fees. Island students enrolling on undergraduate first degree programmes of study in 2016/17 will be charged a tuition fee of £9,000, the same fee as English students. Students from the Channel Islands or Isle of Man should contact their local Education Department for further information regarding financing their studies:

Jersey

gov.je/Education/Pages/default.aspx

Guernsey

education.gg/educationhome

Isle of Man

gov.im/education

Deferred offer holders from 2015

Applicants who submitted an application in the 2015 admissions cycle and are holding a deferred entry place for 2016 will pay the fee published on the LSE website for the actual year of entry.



PAYING YOUR FEES

When to pay your fees

Offer holders can pay their fees as soon as they have their offer, and up to 28 October 2016. After this date, you will be placed on a termly Payment Plan. More details can be found on the Fees Office website at lse.ac.uk/feesoffice

How to pay your fees

LSE accepts payment of fees by cheque, credit/debit card or bank transfer, or via LSE's online payment facility. More information will be provided in the Undergraduate Admissions newsletter, or see the Fees Office website for more details.

If you have taken out a Tuition Fee Loan via Student Finance England

LSE will receive information about your fee loan directly from Student Finance England in October 2016. The Fees Office will then contact you to check that the information we have received is correct. If your application to Student Finance England is late or delayed, you should contact the Fees Office for advice and support. You will not be asked to pay your fees until the Fees Office has discussed the situation with you.

English students can apply for their loan online at gov.uk/student-finance

If you or your family are paying your fees

If you are paying your own fees please see the Fees Office website for more details. Students will not receive an invoice for the tuition fees.

If you have received an award from LSE

Scholarships and awards made by LSE are put towards your fees for the year, unless they are specifically for living or accommodation only (such as the LSE Bursary). These awards are paid directly to the student.

If the award made by the School covers only part of your fees, you are responsible for paying the remainder. You must pay the remainder either in full or in instalments. If a proportion of the award is specifically intended for your living costs, a cheque will be ready for you to collect at the start of each term.

If your fees are to be paid fully or partially by an organisation

If your fees, or part of them, are to be paid directly to the School by a company, government department or government body, educational institution, research body or charitable organisation, then it will have to accept liability for the fees. You can submit proof from the outside organisation in the form of a letter confirming the value and duration of the financial award it is making.

The organisation should state in its letter how much of your fees it will pay; you will then be responsible for the rest, and will be liable for the full fees until we have this confirmation. Please note, this does not include any maintenance grant, which is paid to the student and not to the School. The organisation must pay its share upon receipt of the School's invoice and you must pay your share according to the schedule on the Fees Office website.

Important notes:

- If the organisation does not confirm acceptance of your fee liability, withdraws sponsorship or fails to pay, you will be required to pay the fees yourself.
- You are responsible for ensuring that the organisation confirms that it will pay your fees by submitting proof online via the Financial Undertaking Form, or by submitting a letter of confirmation directly to the Fees Office.

Early payment reward*

LSE offers an early payment reward, which is added to a student's LSE sQuid Card (an e-money payment system attached to your LSE ID card) 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. See page 47 for more information.

At the time of going to print, the amount of the payment reward has not yet been set. Further information regarding the payment awards for 2016 will be published on the Fees website.

You should be aware that:

- there are no cash alternatives
- there are no cash refunds offered on credits
- all rewards must be spent by 31 July 2017.

***Early Payment Award: Please note that this scheme is still pending approval for the 2016/17 session. A decision about the scheme will be made by February/March 2016. Please check the fees website for further information.**

Receipts and visa updates

If you are an overseas student requiring a visa, information on your fee payments is automatically sent to the Home Office and your CAS is updated once your payment has cleared, to reflect the amount paid.

Important note: It can take up to two weeks for some payments to clear. Please wait until you are issued with an updated CAS, before 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. You will be warned by email if your payments are late and/or if sanctions are going to be imposed on you. At this time you should contact the Fees Office directly.

Failure to pay your fees

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

Problems

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

Contact the Fees Office

LSE Fees Office
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 students for the purpose of fees.

LSE makes the final decision on whether you are a home UK, home EU, or overseas student, based on the evidence 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. For more detailed information, and to see whether you fall into any of these, or any other category, please refer to the UKCISA website at ukcisa.org.uk

Home UK students

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.

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

The following categories of students may also qualify for the “home” fee:

- Refugees (recognised by the UK government) and their spouses/civil partners and children
- Persons who applied for asylum and as a result have been granted Humanitarian Protection and their families.

The following factors are **not** in themselves sufficient to warrant a “home” fee classification:

- Possession of British nationality
- Ownership of property in the UK or EEA
- Employment within the area
- Payment of taxes.

Home EU students

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

- On the first day of the academic year of your course you must be a national of an EU country, OR the “relevant family member” of a UK national or non-UK EU national AND that relevant family member must be in the UK as a self-sufficient person or as a student AND
- You must have been ordinarily resident in the European Economic Area and/or Switzerland for the three year period 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:

- 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.

The following factors are **not** in themselves sufficient to warrant a “home” fee classification:

- Possession of EU nationality
- Ownership of property in the EEA
- Employment within the area
- Payment of taxes.

Re-consideration of fee status

If you are an applicant, and believe that the School should reconsider your fee status, you should contact us immediately as we generally do not amend fee statuses after an offer is made.

If you are an offer holder and are disputing your fee status, you should be aware that we will need enough time to consider your query before 1 September. In order for us to do this, you should contact us immediately and no later than **Monday 1 August 2016**.

We reserve the right to review your offer of admission and the award of any financial aid if your fee status changes. Once you are a registered student, you should be aware that your fee status will only be reclassified in exceptional circumstances (either a change in the law or a change to the status of the student). Any change in fee status will usually not commence until the following academic year.

If you think you have been classified incorrectly, please contact the Undergraduate Admissions office immediately on lse.ac.uk/ugContact or +44 (0)20 7955 6500.

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



FINANCIAL SUPPORT

LSE, the UK government and overseas governments offer a range of financial support packages for undergraduate students.

Financial support for UK students

The information given below is for students who reside in England. Students residing in Scotland, Northern Ireland and Wales should check the following websites for more information, as none of the devolved administrations have published full details of 2016 support at the time of going to press.

Scotland: saas.gov.uk

Northern Ireland: delni.gov.uk

Wales: studentfinancewales.co.uk

LSE Bursaries: lse.ac.uk/financialSupport

Student loan for maintenance

The student loan for maintenance will continue to be available to students entering higher education in 2016.

The maximum maintenance loans are:

- £10,702 for students in London and living away from home
- £6,904 for students living at home.

65 per cent of the maximum loan will be available to all eligible students regardless of any other income they have. Whether you are able to get any or all of the remaining 35 per cent depends on your income and that of your family. Assessments are made by Student Finance England (for students from England, and by the relevant body for students from Scotland, Wales, and Northern Ireland). Applications can be made online at: gov.uk/Student-Finance. Information on interest rates is also on this site.

Tuition fee and maintenance loans are combined for repayment. Repayments of all loans start the April after leaving higher education, and only once the graduate is earning in excess of £21,000. Repayments are based on 9 per cent of earnings over £21,000. For instance, if your income was £25,000 you would repay £30 per month.

The LSE Bursary

The LSE Bursary is for UK students who have a means tested element to their maintenance loan. It is worth up to £12,000 over a three year programme or £16,000 for the four-year PPE programme. The value of the LSE Bursary is linked to students' (or their families') income levels, which are assessed following your online application to Student Finance England when calculating the Maintenance Loan. The maximum LSE Bursary of £4,000 per year is awarded to those students with the lowest residual income. The value of the bursary then tapers on a sliding scale. Students with a residual income in excess of £42,611 will not receive an LSE Bursary. These bursaries do not have to be repaid.

Residual income bracket	LSE Bursary
£0-18,000	£4,000
£18,001-25,000	£3,500
£25,001-30,000	£2,750
£30,001-35,000	£1,750
£35,001-40,000	£1,000
£40,001-42,611	£750

There is no limit to the number of LSE Bursaries which will be made available each year, so students do not compete for the awards. You do not have to apply separately to LSE for the bursary. If you have been assessed for a means tested element to your maintenance loan, your details will be passed to LSE automatically and the value of the bursary is calculated accordingly. If you are eligible you will receive the award once you have registered at the School.

Note: If you want to be considered quickly and easily for the LSE Bursary, you should ensure that when both you and your parents complete the online form for funding you do not tick the box opting out of sharing information. Student Finance will then share your financial data with universities, and we can proceed to award any bursary promptly.

LSE Discretionary Bursary

A number of Discretionary Bursaries are available for new LSE students who face exceptional financial needs, including, for example, caring responsibilities, financial need related to disability or an unavoidable requirement to live at home. The value of the award may vary according to need. These bursaries do not have to be repaid. Any home UK or EU student who receives an offer of a place at LSE will be eligible to apply for the Discretionary Bursary.

Students should apply directly to the Financial Support Office, using the relevant application form available on the LSE Financial Support Office website from November 2015. In the case of students from England and Wales, if the School has awarded an LSE Bursary with a value of under £4,000, you are also entitled to apply for a Discretionary Bursary.

Please note: You must have applied for all statutory support available before you can be considered. Students who are made an offer of a Discretionary Bursary will receive the award once they have enrolled at the School.

LSE Scholarships

Each year LSE awards a number of scholarships – funded by private or corporate donation – to UK applicants to the School. The number, value, eligibility criteria and type of awards vary from year to year. Awards are made on the basis of financial need and academic merit. For more details about these scholarships and information on how to apply please see the Financial Support Office website.

New scholarships become available during the course of the admissions cycle. We recommend that you check the Financial Support Office website, lse.ac.uk/financialSupport on a regular basis.

The deadline for home UK applications is **1 June 2016**.

LSE Stelios Scholarships

Three LSE Stelios Scholarships, worth £20,000 per year, are available for students from the UK, Greece and Cyprus applying for business related disciplines at LSE with a preference for the BSc Economics. For information on how to apply please see the Financial Support Office website.

The deadline for home UK applications is **1 June 2016**.

Financial support for asylum seekers

LSE Awards for asylum seekers

LSE undergraduate offer-holders who are in the process of seeking asylum or who have been granted limited leave to remain by the UK Government following an unsuccessful application for asylum would normally be assessed as having "Overseas" status for fee purposes at LSE. LSE offers three awards made up of a partial fee waiver and financial support for:

- Asylum seekers holding an offer of a place on an LSE undergraduate programme; and
- Offer holders who have been granted limited leave as a result of an asylum application.

This package is administered solely at the discretion of LSE. It is not transferable to another university. To apply please see the Financial Support Office website but note that the deadline is **27 April 2016**.

Financial support for EU students

UK Government support

EU nationals generally can apply for a tuition fee loan when studying in the UK. However EU nationals are not usually eligible for UK Government financial support for maintenance unless they have lived in the UK or Islands for three years before the start of their programme. Residence in the UK for the purpose of receiving full-time education will no longer be excluded from this period and you will not need to be "settled" in the UK within the meaning of the Immigration Act 1971.

For more information visit gov.uk/student-finance

The LSE Bursary

EU students from low-income backgrounds may be eligible for an LSE Bursary. If you are an EU student we will not receive any information about you from Student Finance England. You should apply for the bursary using the Undergraduate Scholarship Form at the Financial Support website: lse.ac.uk/financialSupport

LSE Scholarships

LSE offers a limited number of undergraduate scholarships of varying amounts each year to EU students. For further information please see the Financial Support Office website at lse.ac.uk/financialSupport

The deadline for home EU applications is **1 June 2016**.

Financial support for overseas students

Before contacting the LSE Financial Support Office, you should contact your home government, ministry of education or nearest British Council Office for information and advice about financial aid and scholarships for overseas study. You should bear in mind that securing financial aid can be a long and time consuming process, so we advise you to start your research early. The British Council website at britishcouncil.org may also provide helpful information.

LSE Undergraduate Support Scheme

The LSE Undergraduate Support Scheme is designed to help overseas students who do not have the necessary funds to meet all their costs. This financial aid is available only for study at LSE, and the awards are renewable for each year of your programme.

Application forms can be downloaded from the Financial Support website. We will ask you to submit information about your financial situation so that we can make an assessment of your financial need. However, please be aware that funding is limited and that, unfortunately, we are unable to assist everyone who applies. If you are eligible to be entered for any LSE scholarships then we will use the same information to put you forward for those – you will not need to complete a second form.

For further details of the Undergraduate Support Scheme, and information on how to apply, please see the Financial Support Office website.

You are advised to apply early. The final deadline for completed application forms to be received by LSE by **27 April 2016**.

LSE Scholarships

The School offers a limited number of undergraduate scholarships of varying amounts each year.

For 2016, the overseas scholarships include one **LSE Mauritius Scholarship**, which has a value of the School's fee (£17,712 in 2016-17) per annum. This award is renewable for each year of a three year undergraduate programme. This scholarship is for an undergraduate Mauritian national who is domiciled in Mauritius and is joining the School in **September 2016**.

New scholarships become available during the course of the admissions cycle. We recommend that you check the Financial Support Office website, lse.ac.uk/financialSupport on a regular basis.

The deadline for all scholarships available to overseas applicants is **27 April 2016**.

Note: The School has limited funds and is unfortunately unable to help every applicant for financial assistance. The School is not able to offer any assistance to students who are under-funded when they start their course.

External sources of funding

In special circumstances, applications for undergraduate study may be considered under the following schemes. You should also refer to the School's website for further information lse.ac.uk/financialSupport

Commonwealth Scholarships and Fellowship Plan (CSFP)

The CSFP is usually for postgraduate students only, but in special circumstances awards may be made to undergraduates. Awards are generally only made to undergraduates if there are no undergraduate courses in a particular subject in your own country or regional university. To be eligible you must be a citizen of either a Commonwealth country (not the Commonwealth of Independent States) or a British dependent territory. You should contact the Commonwealth Scholarship Agency in your own country.

Agency addresses are listed in Appendix II of the Commonwealth Universities Yearbook. If you are already in the UK, the Association of Commonwealth Universities (ACU) can help you with general information concerning the scheme, but it cannot issue application forms to international students. For further information see cscuk.dfid.gov.uk

Rotary Foundation Ambassadorial Scholarships

Scholarships are open to citizens of countries where there are Rotary Clubs, and tenable at an assigned institution in a country where Rotary Clubs are located, but not in the country of the sponsoring club. Details are available from your local branch. Applications should be made 18-24 months in advance of the proposed start date.

For further information see: rotary.org

US and Canadian student loans

US student loans are available to US students studying at LSE. For more information, visit: lse.ac.uk/intranet/lse/services/financedivision/feesandstudentfinance/feesandLoans/LoansUSA.aspx or the official US Federal website at: fafsa.ed.gov

Canadian students should seek information from their own province.

Additional financial support while you are studying

LSE provides additional aid to students who experience unexpected financial difficulties once they have registered on their programme of study. Please note, LSE will not provide financial support to students who register without sufficient funds to cover their fees or living expenses.

Student Support Fund

The Student Support Fund is an emergency hardship fund for students who are experiencing financial difficulties which could not have been foreseen at the time of first registration at the School. It cannot be used to assist students who register without sufficient funds for their fees and living expenses. Students must be fully registered to apply.

LSE Access

LSE Access funds are available to provide help for low income UK students who may need extra financial support for their course and to stay in higher education. More specifically, the funds:

- can meet particular costs which are not already being met from other grants
- can help if students are in financial hardship
- can provide emergency payments for unexpected financial crises and
- can help students who may be considering giving up their course because of financial problems.

Disabled Students' Allowance (DSA)

Disabled students from the UK can access DSAs which are grants to help with extra costs you might face as a result of a disability, long-term health condition, mental-health condition or specific learning difficulty like dyslexia. DSAs don't need to be paid back and can help pay for specialist equipment, non-medical helpers, additional travel costs and other costs like photocopying.

Childcare Grant (CCG)

You can apply for a Childcare Grant if you're a full-time undergraduate student living and studying in England and you:

- have at least one dependent child who is under 15 and in registered or approved childcare; or
- have at least one dependent child who is under 17, is registered as having special educational needs, and in registered or approved childcare.

Parents' Learning Allowance (PLA)

You can apply for a Parents' Learning Allowance if you're a full-time undergraduate student with dependent children. This helps with the extra costs associated with being a parent and a student. You don't need to be paying for childcare to be eligible.

The LSE Careers Service

The LSE Careers Service can help you find employment while you are a registered student at LSE, and will help you think ahead to future employment with opportunities for internships, voluntary work and work placements.

As well as providing careers guidance, the LSE Careers Service also runs an online jobs site for LSE students looking for casual work in the London area. The site advertises part-time, temporary and holiday work and aims to be the first port of call when you need extra funds. Further information about the services offered by the LSE Careers Service can be found at lse.ac.uk/careers

You should be aware that the School advises students not to work for more than 15 hours per week during term-time. Also, you should not rely on finding employment to allow you to fund your tuition fees and/or living expenses. Please see the "Employment whilst studying" section on the next page for further information.



Sources of information

Further information about student finance can be found from the following publications and websites:

For UK/EU students

scholarship-search.org.uk

studentcashpoint.co.uk

The Educational Grants Directory: Available by subscription at grantsforindividuals.org.uk or from reference libraries.

For international students

ukcisa.org.uk/student/source_funding.php

www.educationuk.org/global/articles/scholarships-financial-support

cscuk.dfid.gov.uk

Commonwealth Universities Yearbook: Available by subscription at acu.ac.uk or from British Council offices and/or reference libraries.



Study Abroad

For information about international scholarships and scholarships to British universities, visit unesco.org/education/studyingabroad/networking/studyabroad.shtml

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 LSE advises that 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 Student Immigration Service (ISIS) for advice.

Contact details can be found at lse.ac.uk/isis

Contact the LSE Careers Service

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

Tel: +44 (0)20 7955 7135

Email: careers@lse.ac.uk

Web: lse.ac.uk/careers

Contact the Financial Support Office

LSE, Houghton Street
London WC2A 2AE

Tel: +44 (0)20 7955 6609

Fax: +44 (0)20 7955 6099

Email: Financial-Support@lse.ac.uk

Web: lse.ac.uk/financialSupport

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* www.lse.ac.uk/study/informationForInternationalStudents/visasAndImmigration/ISISwebqueryform.aspx)



SHAHAN SHAHID

EKARACHI, PAKISTAN

BSC BUSINESS MATHEMATICS AND STATISTICS (1ST YEAR)

My passion for mathematics and statistics was the primary reason for applying to this particular programme. I like that it also covers business and economic concepts. The opportunity to study quantitative subjects such as mathematics and statistics in the context of their applications in the corporate world is particularly useful for employment in the banking a finance sectors, a field I am particularly interested in.

The best thing about LSE is that there is a multitude of resources available to students. It is very easy to approach our lecturers and teachers and there are events or seminars every day that help us gain knowledge about the practical applications of our coursework. The library and online resources for LSE students enable us to research, in depth, virtually any topic related to our coursework.

We are also taught by some of the best and brightest academics and professionals. Listening to such people has really motivated me to work hard for my future endeavours and their invaluable advice always serves to clarify any uncertainty I might have about my future goals.



COST OF LIVING

The perceived cost of living and studying in a city is a concern for many students. However, London can be as expensive or economical as your personal tastes dictate – some students are able to live on less, some on more. It's important to remember that thousands of students are able to successfully live in London on a student's budget. In fact, the best time to take advantage of all that London has to offer may be as a student.

You should consider the following outgoings and potential sources of funding when determining your budgeting. Please note that this list below is a guideline to assist you, and is not meant to be exhaustive.

Outgoings:

Tuition fees (see above and page 14)
Accommodation (see above and page 22)
Utilities (see page 47)
Travel to/from London (see page 42)
Travel within London (see page 45)
Food/drink
Books
Entertainment
Mobile phone
Household expenses
One-off arrival costs (housing deposit, clothing, bedding, household products).

Potential income:

Financial support/grant, bursary, scholarship
Savings
Family
Loans
Employment.

You can also get more information on living and studying in the UK and London at:

LSE Money Matters

lse.ac.uk/intranet/students/moneymatters

UK Studentlife

ukstudentlife.com/Prepare/Cost.htm

Student Calculator

studentcalculator.org

Monetos

www.monetos.co.uk/service/student-life

Living costs for international students

If you are an overseas student who requires a visa, you will need to satisfy immigration authorities that you have sufficient funds to cover your entire period of study (see page 27 for more Information). The LSE's broad estimate of minimum living costs is £1,200 – £1,300 per month or £14,400 – £15,600 per year plus a one-off cost of £1,000.

If you are an overseas student coming to London for the first time, you may also 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 coming from a warmer climate than the UK), kitchen utensils (if you live in self-catering accommodation), a one month deposit for accommodation (in addition to monthly rent) and other more general costs. It is vital that you ensure that you have sufficient funds to cover all aspects of your programme at LSE and that you are clear on the costs involved.

Dependants

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

Fees and Financial Support

You should make sure that you factor fees, loans and financial support into your calculations of living costs.

More information on financial support can be found on LSE's website at lse.ac.uk/financialSupport. You should also have a look at the Financial Support section of this guide, which begins on page 17.

Accommodation

For most students, accommodation is one of the largest expenses involved in studying in London. However, there is a wide range of accommodation available to students – from LSE and intercollegiate halls to private housing.

LSE accommodation is not always the cheapest accommodation available, but it is guaranteed for all first year students who apply on time (**by 30 June 2016**), and it does offer a prime central location. Some halls also include an evening meal.

Students also have the option to live in private accommodation in outer London. This can be cheaper, but you will need to ensure that you budget for any travel costs you may incur getting to and from campus.

Finding accommodation does not need to be a daunting process; LSE is here to help you. Visit our Accommodation website at lse.ac.uk/accommodation for comprehensive advice on LSE, intercollegiate or private housing options.

Saving money in London

There are lots of free things to see and do in London. A walk through its historic streets, through its many parks or along the Thames is free. Many of London's museums have free entry, and free outdoor festivals occur year-round in the capital.

LSE also has a bar and a club night on campus, all of which offer cheaper prices than an average night out in the West End.

See page 46 for more information about entertainment in London.

Discounts on travel

Travelling in the city doesn't have to be expensive. Many areas of London are walkable, and the bus offers a cheaper transport option to the tubes and trains. Transport for London also offers a special Student Oyster Card, which provides discounted fares on transport. At the time of going to print, this is 30 per cent off a full adult fare.

See page 45 for more information about London Transport and its associated costs and discounts.

Discounts on shopping

The National Union of Students (NUS) is an excellent source of information for students looking to save money. Applying for an NUS card will give you access to numerous discounts available, from books to clothes to eating out.

See page 47 for more details about NUS and other student discounts, and page 48 for tips on great places to shop.



ACCOMMODATION

LSE guarantees an offer of accommodation, in either one of the LSE Halls of Residence or one of the Intercollegiate Halls (which are open to all University of London students), to all first year undergraduates who apply by the deadline.

Undergraduate students in residences are usually offered housing contract lengths to match the academic year. Contract lengths available for undergraduate students are 30 weeks (the academic year excluding the Easter and Xmas vacations), 38 weeks (the academic year including the Easter and Xmas vacations) or 50 weeks (the academic year including the Easter, Xmas and Summer vacations).

LSE and University of London Accommodation

LSE offers a variety of styles of accommodation. In all of them, there will be a varied mix of students, undergraduates and postgraduates, home and overseas, men and women. Residences offer a supportive environment for those living away from home for the first time, providing a pathway to independence and establishing networks of friends that last a life time. In most residences there are student committees to organise regular events, such as nights out, theatre trips or film shows.

All of the LSE halls are in Central London within a four mile radius of the LSE campus and within London Transport zones 1 or 2, though most are in zone 1 (see map on page 51).

The prices quoted below for LSE and University of London Residences are the weekly rate, per person, for 2015/16 and are for guidance only. Accommodation rates for 2016/17 will be available on the Accommodation website at lse.ac.uk/accommodation once accommodation applications open in February 2016. Room rates differ from hall to hall, according to varying factors. This may include:

- relative room size in the building; location within the building; access to shared facilities, such as bathrooms, kitchens, etc
- bed size
- whether or not meals are included in the weekly charge.

LSE Halls of Residence

Bankside House

24 Sumner Street, London, SE1 9JA

Bankside House is the largest hall of residence, housing up to 617 men and women, in 527 single and 45 twin rooms. More than 250 rooms have private shower/toilet facilities (including all twin rooms), the rest sharing a shower/toilet suite with just one other room. All rooms contain wash basins.

- 25 minutes from LSE (on foot)
- Single, en-suite – up to £220.15
- Single, shared bathroom – £199.50
- Twin, en-suite – up to £141.05
- Six evening meals included Sunday to Friday; one brunch on Saturday also included

Carr-Saunders Hall

18-24 Fitzroy Street, London, W1T 4BN

Carr-Saunders Hall accommodates up to 156 men and women in ten twin rooms with shared bathrooms, two twin en-suite rooms and 132 single rooms.

- 25 minutes from LSE (on foot)
- Single rooms – £182.00
- Twin rooms – from £129.15 to £139.30
- Six evening meals included Sunday to Friday; one brunch on Saturday also included

High Holborn

178 High Holborn, London, WC1V 7AA

This custom-built residence is in a prime central London location. It accommodates 448 students, 408 in single rooms and a further 40 in twin rooms with private toilet and shower facilities. The hall is divided into centrally heated flats, consisting of four or five bedrooms with shared kitchen, shower and toilet facilities. All single rooms have wash basins and there are extra bathroom facilities on each floor.

- Ten minutes from LSE (on foot)
- Single rooms – from £217.70 to £257.60
- Large single with a queen bed – £269.50
- Twin, en-suite – up to £148.75
- Self-catered



Northumberland House

Edward VII Rooms, 8 Northumberland Ave, London, WC2N 5BY

Northumberland House opened its doors in September 2006 and is home for 370 students in 158 single and 91 twin rooms. All rooms have private shower/toilet facilities. First year undergraduate students must expect to share a room.

- 15 minutes from LSE (on foot)
- Single, en-suite – from £218.40 to £250.95
- Twin, en-suite – from £124.25 to £137.55
- Self-catered

Passfield Hall

1-7 Endsleigh Place, London, WC1H 0PW

Passfield Hall, an attractive Georgian building in Endsleigh Place, is home to 227 men and women. The hall has not only single and twin rooms but also triple rooms. All rooms contain wash basins.

- 20 minutes from LSE (on foot)
- Single rooms – from £179.20 to £212.45
- Twin rooms – from £123.55 to £129.50
- Triple rooms – from £100.80 to £108.85
- Six evening meals included Sunday to Friday; one brunch on Saturday also included

Rosebery Hall

90 Rosebery Avenue, London, EC1R 4TY

Rosebery Avenue Hall accommodates 316 men and women students in 271 single rooms, 18 twin rooms with private shower and toilet and a further 13 twin rooms. All rooms contain wash basins.

- 25 minutes from LSE (on foot)
- Single rooms – from £178.15
- Twin rooms – from £129.15
- Five evening meals included Monday to Friday

King's Cross

Canal Reach, London, N1C 4BD

King's Cross is situated near King's Cross and St Pancras stations, two of London's major transport hubs. It offers accommodation for up to 352 LSE students in shared flats and studios. The residence is independently owned and managed by urbanest. There is a café on site, as well as secure bicycle parking.

- 20 minutes from LSE (by underground)
- Single with shared bathrooms – from £211.12

- Single, en-suite – from £221.73
- Single studios – from £317.50
- Self-catered

Westminster Bridge Place

Westminster Bridge Place is LSE's newest residence, having opened in September 2015. 484 LSE students will call this residence home, with a mix of shared, single and studio room types. Facilities on-site include a gym, swimming pool and café, as well as a variety of communal spaces in the hall. The residence is within easy-walking distance of LSE, and overlooks the Thames and the Houses of Parliament.

- 15 minutes from LSE (on foot)
- Twin rooms – from £169.00
- Single with shared bathrooms – from £212.00
- Single, en-suite – from £233.00
- Single studios – from £339.00
- Self-catered

Intercollegiate Halls of Residence

There are eight Intercollegiate Halls, accommodating undergraduate and postgraduate students from LSE, as well as from the other colleges of the University of London. These halls provide the opportunity to meet and socialise with a diverse mix of students. For 2015/16, there were up to 240 places in University of London halls for LSE students. All offer 40 week contracts covering term-time, Christmas and Easter vacations, and include two meals per day in the fees.

Please note at the time of writing (September 2015) that the Garden Halls (Canterbury, Commonwealth and Hughes Parry Halls) are due to re-open in summer 2016. The latest information about the availability of these halls will be available on the LSE website at the time applications open in February 2016.



JONATHAN TANG

LONDON, UK

BSC GEOGRAPHY WITH ECONOMICS (3RD YEAR)

My choice of subjects led me to choose LSE, as it was one of the few institutions that offered the interdisciplinary degree of Geography with Economics. Its world class reputation and the opportunity to learn from leading academics coupled with its location in the heart of London made LSE more attractive than anywhere else.

The incredible diversity that surrounds you at LSE is something that you don't necessarily realise or appreciate until you start here. LSE is truly global in both its approach to academia and its people. I've met people from many different cultures and countries all around the world. It's an underappreciated and invaluable experience and has given me an excuse to travel the globe and visit all of my friends.

LSE has given me the opportunity to really develop my skills in areas that aren't taught in the classroom. There are so many things to get involved in outside of classes. Whatever your interests are, there is something at LSE to accommodate you and the support here, ranging from the Careers Service to the Students Union and my own academic department, has been exceptional.

I grew up in the suburbs of London and throughout secondary school I couldn't wait to move away and go to university. Yet funnily enough I've ended up at LSE and I couldn't imagine myself anywhere other than London. The ability to do anything and its diversity makes it stand out. Some people don't necessarily like London's pace and bustle but I couldn't imagine living anywhere else.

I'm fortunate enough to have received an offer for a place on a graduate scheme for a professional services firm, so the next three years at least will be spent training and gaining qualifications there. In the long term, who knows? The skills I've learnt from my degree will serve me well in many professions throughout the City.



College Hall

Malet Street, WC1E 7HZ

Transferred in 1932 to its present building in the University of London precinct, College Hall has 59 single rooms with wash hand basin, 243 en-suite single rooms, 16 en-suite single rooms for those with special access requirements and 21 double en-suite rooms.

- Single room, shared facilities – £207.90
- Single en-suite – £240.10
- Double en-suite – £277.90
- Flats from £301.00

Connaught Hall

36-45 Tavistock Square, WC1H 9EX

Founded by the Duke of Connaught in 1919 as a memorial to the Duchess of Connaught, the original premises in Torrington Square were given by the Duke to the University in 1928. The hall forms part of a terrace of converted Georgian houses, situated in an attractive square in central London. Connaught Hall has 204 single rooms, and five shared rooms. All rooms have internet access, telephones and wash hand basins.

- Single room, shared facilities – £196.00

- Small single room, shared facilities – £165.95
- Twin room, shared facilities – from £138.25 to £149.10
- Single en-suite – £232.40
- Double studio – £262.15

International Hall

Lansdowne Terrace, WC1N 1AS

International Hall has 414 single study bedrooms, 30 self-catering single studios, 154 self-catering double studios and a range of one and two bedroom flats. Flats and studios are normally reserved for postgraduate students. International Hall also has some single rooms in single sex areas during the academic year. All types of accommodation are recently refurbished and have internet access and telephones; all single rooms have wash basins.

- Single study bedroom (including meals) – £196.00

Private housing

Information and general advice on living in privately rented housing is available at lse.ac.uk/accommodation for those students who would prefer this option.

How to apply

You can apply for accommodation in LSE and Intercollegiate residential accommodation using our online application procedure once you have received your offer of a place at the School.

Starting in February 2016, visit the Accommodation website at lse.ac.uk/accommodation. Click on “Student Accommodation” and then “Apply”, where you’ll find a link to Hallpad, our online application portal.

Using your unique LSE student ID number, you’ll be able to log in, submit your accommodation application, check the progress of your application, accept your Licence Agreement when it is ready, pay your deposit and inform us of any changes to your plans such as arriving earlier or later than scheduled.

For those beginning their programme in 2016, applications should be made before 30 June 2016 to benefit from our guarantee of an offer of accommodation for all new first year undergraduates. Our service standard times and decision dates will be published online once the application process is underway. Applications from new undergraduate students will be taken after 30 June but are not subject to a guaranteed offer.

LSE and Intercollegiate Hall facilities

	LSE Halls*						Intercollegiate Halls**			
	Bankside	Carr-Saunders	High Holborn	Northumberland House	Passfield	Rosebery Avenue	College	Connaught	International Hall	Nutford House
Self-catering	NO	NO	YES	YES	NO	NO	NO	NO	NO	NO
Meals provided*	YES	YES	NO	NO	YES	YES	YES	YES	YES	YES
Common Room	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Bar	YES	NO	NO	NO	NO	NO	NO	YES	NO	NO
Launderette	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Central heating	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Parking	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Time to LSE on foot	25	20	10	20	20	25	20	20	15	25+
Undergraduate only	NO	YES	NO	NO	YES	NO	NO	NO	NO	NO

* LSE Halls that provide meals offer vegetarian, Halal and Kosher options. ‡ Journey time by underground.

** Intercollegiate Halls room rates include breakfast and dinner each day for all halls (brunch and dinner at weekends). All provide vegetarian options.

Payment of halls' fees

LSE halls require a deposit to be paid on acceptance of an offer. This deposit is held against future rent charges. The balance of this deposit is ultimately returnable as a credit to final term fees.

University of London Intercollegiate Halls require a registration fee on the acceptance of an offer. Additionally, some require a deposit.

When planning your finances for the year, please note that fees for LSE halls are due by the end of the second week of each term. Different payments schedules apply in University of London Intercollegiate halls.

A full schedule of payment dates for 2016/17 will be provided to each applicant as part of their Licence Agreement, Terms and Conditions and Residence Regulations.

Insurance offer holders

Students who are holding the School as an insurance place should make their accommodation application along with all other applicants by 30 June 2016. Generally, offers of accommodation are not made unless or until an insurance place becomes firm.

Disabled students

The School offers a range of accommodation for disabled students, including rooms with adapted bathrooms and kitchens, sensory equipment for fire alarms and much more. Almost all residences (except Carr-Saunders Hall) have lifts and/or ramp access to the front entrance. High Holborn and Grosvenor House have a limited number of rooms with access to an adapted kitchen with adjustable counters which can be lowered or raised as required.

LSE actively encourages applicants and students to disclose their disability. This helps us to ensure that supportive measures are in place.

Applicants who make a disclosure will be asked to submit additional information alongside their accommodation application in order to advise the School of their particular requirements.

For advice and further information in choosing accommodation which best suits your requirements, please contact the Disability and Well-being Office at: Disability-Dyslexia@lse.ac.uk

Couples

LSE residences Rosebery Avenue, Northumberland House and Bankside House, can accommodate a small number of couples in double or twin rooms.

Students with children

Accommodation for LSE students with children is available only through the University of London International Hall or through Zebra Housing Association. Applicants with children are advised to seek early guidance and information from the Residential Services Office on options for suitable housing in London.

Contact the Residential Services Office

3.02 Saw Swee Hock Student Centre
Houghton Street
London WC2A 2AE

Tel: +44 (0)20 7955 7531

Email: accommodation@lse.ac.uk

Web: lse.ac.uk/accommodation



VISA ADVICE FOR INTERNATIONAL STUDENTS

We advise international (non-EU/EEA nationals) offer holders to 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 can apply for your visa up to three months before your programme begins. You will need a CAS (Confirmation of Acceptance for Studies) number from us to complete your Tier 4 Student Visa application.

Please note the information below was updated in September 2015. 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 Home Office website at www.gov.uk/browse/visas-immigration for up-to-date detailed information.

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, admissions and personal details. It can only be issued to you by LSE once you have:

- firmly accepted your unconditional offer
- completed your Financial Undertaking Form (FUF)
- confirmed to us your passport details, including the correct spelling and order of your name as it appears in your passport.

Once your CAS number has been assigned by the Home Office, the Undergraduate Admissions Office will email your CAS statement and CAS number to you. This CAS statement has no legal function; it is simply a note of the information we have supplied to Home Office so that they can issue us with a CAS number.

Most importantly, 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 certificate or transcript) along with your visa application.

Once you receive your CAS statement email, you should re-check the information it contains is correct, in particular your name, nationality, passport details and qualifications listed. If you notice an error, you should immediately contact Undergraduate Admissions by webform at lse.ac.uk/ugContact

Important notes: 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 update the Home Office and avoid your visa application being refused.

We cannot issue CAS numbers to offer holders who choose LSE as an insurance choice.

When do I need to apply?

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 sponsorship start date listed on your CAS. We strongly recommend that you apply as early as possible in the three month window.

Do not apply earlier than three months before your programme start date as your application will be refused, 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 and LSE only. If you use a CAS from a different university you will not be able to use the visa issued against that CAS to study at LSE.

If you are already studying in the UK at a different institution, you will have to apply for a Tier 4 visa for LSE before you can register and start attending your programme. You cannot begin your studies at LSE if you hold a Tier 4 visa for a different institution.

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 and the process is different if you are applying inside the UK (see the ISIS webpages for details).

Step 1 LSE sends you a Pre-CAS email to confirm the information we intend to use to generate your CAS number. You make corrections as necessary.

Step 2 LSE will issue you with a CAS number and CAS statement once you have:

- firmly accepted your unconditional offer
- completed your Financial Undertaking Form (FUF)
- confirmed to us your passport details, including the correct spelling and order of your name as it appears in your passport.



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 to the local visa application centre (or embassy or high commission). 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 or transcript) of the qualification 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. You may also have a brief interview with Home Office staff either through video link or by telephone.

Step 6 Once your biometric data has been provided your visa application will be assessed by an entry clearance officer in the embassy or high commission or by a caseworker in the UK.

Step 7 The visa application centre or Home Office will return the documents to you either with the decision on your visa application or with a request for you to attend an interview.

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, plus
- maintenance for up to 9 months of your programme (for students studying in London from the 12 November 2015 the maintenance level will be set at £1,265 a month, therefore $9 \times £1,265 = £11,385\text{max}$).

Important notes: You are required to have held the funds in your bank account continuously for at least 28 days from the closing balance of your bank statements before you apply for a visa. This must be a cash account (not stocks, shares, pensions, investments, credit cards or overdrafts). The Home Office will only accept specific documentation and it is essential that you read our guidance and the policy guidance from the Home Office to ensure that you obtain the appropriate documentation. In recent years mistakes in this area were the most common reason LSE students' Tier 4 (General) student applications were refused. If you are correctly refused you will have to apply again and you will not get a refund for the first application.

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 and living costs. 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 if you need to show that you have paid money to LSE.

Important note: It is important to note that it can take up to two weeks for monies to clear. You should not make a payment for accommodation or fees 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.

English language requirements

The Home Office currently 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 or Pearson test we would encourage you to sit the exam as early as possible, as test dates can be fully booked by mid to late summer.

The Home Office will not accept IELTS results that are more than two years old. If your results are dated prior to 1 September 2014, you will need to re-sit the test.

Important note: These policies are currently under review. LSE will inform applicants of any changes if relevant.

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, you must obtain 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.

Can I come to the UK as a visitor and apply there for a student visa?

No. You cannot switch from a visitor visa to a Tier 4 (General) visa inside the UK. Your application would be refused and you would be unable to register for your programme at LSE.

Can I apply for my student visa if I am already studying in the UK?

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 so do check the guidance on the LSE ISIS and Home Office websites listed on the previous page.

Where do I apply for my visa?

You can apply at a Visa Application Centre or the British Embassy nearest you. To find out where and how to apply from your country, go to the "country finder" section of the Home Office website: www.gov.uk/find-a-visa-application-centre.

What type of visa do I need?

You should apply for entry clearance or further leave to remain as a Tier 4 (General) student under the Points Based System. If you are aged between 16 and 18 you should still apply as a General student but you will need to provide additional documentation.

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.

There are many details that you need to check based on your own circumstances. We advise you to read the detailed guidance on the ISIS webpages and contact them if you have any questions.

Important note: To study at LSE you must obtain a student visa using the CAS number issued by LSE. **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. Please prepare early.**

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 www.lse.ac.uk/study/informationForInternationalStudents/visasAndImmigration/ISISwebqueryform)

OPENING A UK 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.

Steps to 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:

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 at 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.

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

3) Visit the Student Services Centre 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

- Read the information on the Monetos website (<http://www.monetos.co.uk/service/open-account/uk/>) and/or UKCISA's tips for opening a bank account in the UK (<http://www.ukcisa.org.uk/International-Students/When-you-arrive/Opening-a-bank-account/>)
- 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. The 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.

Bank branches closest to LSE

Bank	Address	Telephone
HSBC Charing Cross Branch	455 Strand, London WC2N 5LS Website: www.hsbc.co.uk	08457 404 404
National Westminster Bank at LSE	PO Box 221, Connaught House, 65 Aldwych, London WC2B 4EJ Website: www.natwest.com	0845 605 1605
Lloyds Bank Law Courts Branch	222 Strand, London WC2R 1BB Website: www.lloydstsb.com	08453 7300004
Santander Kings Chambers Branch (on campus)	Kings Chambers, 29-31 Portugal Street, London, WC2A 2HE Website: www.santander.co.uk	
Barclays Bank Strand Branch	366 Strand, London WC2R 0JZ Website: www.barclays.co.uk	0207445510

Please note that this list is not exhaustive and does not constitute a recommendation as the School is not permitted to advise on which account you should open.

CAMPUS DEVELOPMENTS

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. However, 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. While this will be an exciting time to be an LSE student the project may also cause some disruption in and around Houghton Street, as departments move home and then as the building phase progresses from 2015 onwards. Of course,

we will aim to keep disruption to an absolute minimum for everyone, with a view to unveiling an impressive new centre for the study of the social sciences in the heart of campus in 2018. More information about campus developments can be found lse.ac.uk/estates.



THE LIBRARY

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 holds over four million separate 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 informal areas 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

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 Information Management and Technology (IMT) website at lse.ac.uk/IMT

IT facilities on campus

There are over 1,000 PCs available for students to use in open access areas and computer classrooms around the School, including over 450 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)
- Microsoft Outlook
- Internet Explorer, Mozilla Firefox and Google Chrome
- Skype
- Quantitative analysis software (eg, SPSS, SAS and Stata)
- Qualitative analysis software (eg, ATLAS.ti, NVivo)
- Geographical and Mapping Software (eg, ArcGIS)
- Computer based Training (VTC video tutorials).

There are printing facilities in all open access areas and computer classrooms on campus (see lse.ac.uk/imt/printing). Before you can print, you will need to credit your printing account. You can do this online via the LSE Wallet service, with coins using one of the "value loaders" located on campus, or in person at the Copy Shop on the ground floor of the Library. The cost of printing is 4p per side for black-and-white prints and 30p per side for colour.

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/i-roam. 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 one-to-one appointment to discuss disability-related requirements. 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 zones, located in the social and recreational areas in residences. There are also a small number of open access PCs as well as printing facilities in each residence's computer room.

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 – connect to the eduroam network and also benefit from seamless wireless access wherever eduroam is available, including at other universities across the UK. 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/antivirus

Laptop surgery

The Laptop Surgery, located in the IMT Walk-In Centre, on the first floor of the Library 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/remote

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



HAYAT MOHAMEDR
SOUTHALL, UK
BA HISTORY (1ST YEAR)

The diversity and historical richness of London makes it a great place to study history.

The International History programme is taught by world-renowned historians such as Anthony Best and Kirsten Schulze. The expert research and world-class teaching on offer at LSE provides an intellectually stimulating environment which encourages students to excel.

The professors and teachers are extremely knowledgeable and provide valuable insights and interpretations on a wide range of topics.

This allows for thought-provoking class discussions and provides a basis to formulate our own interpretations to counter established perspectives.

For my optional outside modules I have taken International Relations and Economic History. This adds to the breadth of knowledge and skills I have gained while at LSE and has taught me to adapt to different disciplines.

My time at LSE so far has provided me with transferable skills which can be used in an array of careers, widening my career options. After I finish my undergraduate studies, I intend to continue in academia and complete a MA in a specialised political field of history, before ultimately working in the civil service.



IT support

IT Help Desk

The IT Help Desk, located in the IMT Walk In Centre 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

IT Help Desk opening hours

Term time

Monday – Friday: 9am – 7pm

Saturday and Sunday: 11am – 6pm

Vacations

Monday – Friday: 9am – 7pm

Saturday and Sunday: 11am – 6pm (Easter only)

IT training

- **Self-study resources** downloadable training materials on Microsoft Office topics are available to work through when and where you want to. We also offer a wide range of specialist software via video guidance from VTC.
- **Software surgeries** run weekly. Software Surgeries provide students with the opportunity to learn how to solve problems they have with a range of software and web applications (eg, Microsoft Office and Endnote). 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 Information Management and Technology

IMT Walk In Centre
Library 1st Floor, 10 Portugal Street
London WC2A 2AE

Tel: +44 (0)20 7955 6728

Fax: +44 (0)20 7955 3507

Email: IT.Helpdesk@lse.ac.uk

Web: lse.ac.uk/IMT

DISABILITY AND WELLBEING SERVICE

The Disability and Wellbeing Service (DWS) provides information, advice and guidance and support to students with physical and sensory impairments, long-term medical conditions, mental health difficulties and Specific Learning Difficulties, such as dyslexia and dyspraxia.

LSE is committed to enabling all students to achieve their full potential in an environment characterised by dignity and mutual respect and aims to ensure that all individuals are treated equitably. To this end, the School's Disability and Wellbeing Service, part of the wider Student Wellbeing Service, provides a free, confidential service to all LSE students and is a first point of contact for all disabled students, prospective and current. A team of specialist advisers are available to see students on a one off or ongoing basis and cover the following:

- physical/sensory impairments, long-term medical conditions
- Specific Learning Difficulties, such as dyslexia and dyspraxia
- mental health difficulties

Prospective students are encouraged to make early contact with the Service and, where possible, to make a preliminary visit to the School. The DWS can be contacted by telephone on +44 (0)20 7955 7767 or by emailing disability-dyslexia@lse.ac.uk and there is more information at lse.ac.uk/disability

Facilities and services at LSE include:

- assistance in the Library including specialist software, lockers, a book fetch service and photocopying assistance
- IT support and assistive technology
- a number of accessible and adapted rooms in most halls of residence
- infra-red hearing support systems in all lecture theatres and some classrooms
- readers, note takers and support assistants
- a community service volunteer (CSV) who can provide practical assistance
- a rest room, with a bed and easy chairs
- a Disability Equality Research Network for researchers who are disabled and/or researching disability
- an Individual Student Support Agreement (ISSA) that records recommended "reasonable adjustments" for individual students and is circulated with the student's consent on a need to know basis

- information about Individual Exam Adjustments (IEAs)
- help (for UK students) with accessing Disabled Students' Allowances (see below)

UK students may be eligible for Disabled Students' Allowances (DSA) to fund disability related costs of study. Further details are available at direct.gov.uk/studentfinance. It is advisable to start the process as early as possible. Please inform the if you are already in receipt of the DSA.

LSE's Equality and Diversity Action Plan, which sets out how the School will enhance its equality practices to reflect the requirements of the Equality Act 2010, can be viewed at lse.ac.uk/equalityanddiversity

Contact the Disability and Wellbeing Service

LSE Disability and Wellbeing Service
Old Building, OLD.G23,
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

LSE MEDICAL SERVICES

St Philips Medical Centre

St Philips Medical Centre is an NHS general practice staffed by doctors who provide primary medical care to registered patients and anyone who becomes ill or requires urgent medical advice whilst on the LSE campus.

Most LSE students who live in London are eligible to register as patients with the St Philips Medical Centre. This can be done after you arrive in September by either visiting the Centre on the second floor of Clement's Inn Tower 3. General Practices operate under a catchment system where you can only register at a practice if you live within their catchment area. It is recommended that you call the practice to see if you are eligible to register before coming to register, or by looking at the information online at lse.ac.uk/medicalcentre

All students are strongly encouraged to register with a doctor at the earliest opportunity, whether it be with the St Philips Medical Centre, or with another local GP. You can find other GPs at www.nhs.uk

Important note:

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 students and their dependents on a Tier 4 visa will be charged £150 per year of stay for NHS treatment in hospitals, payable at the point of the visa application.

Vaccinations

Students who study at UK universities are strongly advised to have certain vaccinations before (or as soon as possible after) arriving at university. It is especially important to confirm that you have been vaccinated against: Tetanus/Diphtheria/Polio/Meningitis C. Most students will have received these vaccinations from their own doctors during the course of their childhood or 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 come to LSE. 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).

The above vaccines are available free of charge from the Medical Centre. 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 medical centre offers a number of services, including emergency contraception, and cervical screening.

There are also a number of local walk-in clinics which can offer advice on all areas of sexual health, including preventing, testing for and treating sexually transmitted infections and HIV – see www.camdenproviderservices.nhs.uk/service/std-screening-services and brook.org.uk for more information.

Contact the St Philips Medical Centre

Medical Centre
LSE
Tower 3, 2nd Floor
Clement's Inn
London WC2A 2AE

Tel: +44 (0)20 76115131
Email: spmc@nhs.net
Web: lse.ac.uk/medicalcentre

Sardinia House Dental Practice

The Sardinia House Dental Practice is an independent dental practice that provides dental treatment at discounted rates for staff and students of LSE.

The practice also offers the following:

- Hygienist therapist cleaning
- "Zoom" tooth whitening and home whitening
- Cosmetic treatment
- Emergency (one off) appointments
- Routine dental treatment.

Sardinia House Dental Practice

4th Floor Sardinia House
52 Sardinia Street
London
WC2A 3LZ
(opposite the New Academic Building)

Tel: +44 (0)20 7404 8600
Web: www.sardiniadental.com

Student Counselling Service

This is a free and confidential service for all LSE students, which aims to help them cope more effectively with any personal or study related difficulties. The service offers sessions each week, delivered by a team of qualified and experienced counsellors, as well as group sessions and workshops on issues such as exam anxiety and stress management. Further detailed information and links to self help resources for students can be found on the website.

Contact the Student Counselling Service

Student Counselling Service
LSE
Teaching and Learning Centre
20 Kingsway, KSW.507
London WC2A 2AE

Tel: +44 (0)20 7852 3627
Fax: +44 (0)20 7955 6625
Email: student.counselling@lse.ac.uk
Web: lse.ac.uk/studentcounsellingservice

STUDYING AT LSE

Studying at LSE is a stimulating and rewarding experience. You'll meet other students from all over the world, have the opportunity to attend excellent debates and hear great speakers, and be able to experience one of the most vibrant cities in the world.

Some students may find the structure of their programme and the methods of assessment to be different from what they have experienced in other educational systems. Students often find that the style of argument and ways of structuring essays are somewhat different from that which they have previously experienced. Many find the long reading lists a challenge, and some need to adapt to the particular pressures that a strongly examination-based assessment system creates.

The purpose of this section is to get you thinking about how to prepare for your studies, so that you can hit the ground running. It will give you a flavour of what to expect, suggest strategies for study that other students have found helpful and point you in the direction of people who can give you support and guidance should you need it. These include your class tutors and academic advisers, the Students' Union, the Language Centre and the Teaching and Learning Centre, who between them can help you with any aspect of your studies.

You may want to do some preparatory work before you start your course, and do some thinking about how you will structure your time. You may well find that the "timetabled" sessions you are expected to attend are pretty limited compared with what you've experienced before, and doing some planning in anticipation could well be useful.

The basics – what your academic year looks like

Most LSE undergraduate programmes involve you in the equivalent of four courses per year. You'll be able to select these courses, according to the regulations for your degree programme, via LSE for You from early September to around mid-October. You should choose carefully (very few, if any, will be gentle extensions of A level courses) and get advice from as many sources as you can, including your academic adviser (see below), before you make final selections.

Most of the teaching at LSE takes place over two terms, Michaelmas (autumn) and Lent (spring). In the Summer Term you will be working primarily on your own, preparing for and taking exams. It is worth noting right from the start that the majority of LSE undergraduate courses are assessed by unseen examinations. There are other forms of assessment used by a few departments, and full details of how each course is assessed are

outlined in the LSE course guides. Each of the three years is likely to follow this basic pattern.

Independent study

The majority of your study time is yours to manage. For each course, anticipate setting aside at least seven hours of independent study each week – so at least 28 hours for your full set of courses. Obviously this will vary. You may find that there are courses you love, where you barely notice the time you are putting into them and spend long happy hours reading, writing and discussing ideas with friends. Other courses may prove more challenging and harder to motivate yourself for. Many LSE students are working in English as a second, third or fourth language and some of you will find you need rather more time to read and understand material than some of your class mates. Around 6 per cent of LSE students have a condition such as dyslexia or are disabled and may also need to spend more time on independent studies. LSE has a range of support services to help, including English for Academic Purposes provision in the Language Centre and support for disabled students and students with neurodiverse conditions in the Disability and Wellbeing Service.

During your independent study time you will be involved in a variety of activities. For many courses you will be doing a considerable amount of reading, note taking, thinking and writing. For the more quantitative courses, you are likely to be set weekly "problem sets" where you can practise and experiment with techniques introduced in lectures and handouts. If you've chosen courses that excite you, this time should be very enjoyable! In planning it out, work out where and when you can concentrate best. A lot of study materials these days are available online through Moodle (see below) so many students will study from their "home" base, but plenty come on to campus and make good use of the excellent library facilities available. If you like to study with friends, then think about organising your own study groups. There are various places around the LSE campus where you will be able to work with others. You may also want to set up study groups where you are living.

This independent study time is not left entirely to you to organise. As noted above, most quantitative courses will expect you to do weekly problem sets and bring your work along to class or hand it in beforehand. It is very important to keep on top of this problem-set work – many of the quantitative subjects build rapidly through the term, and if you do not keep up with the set work you can get very lost. In the more qualitative disciplines, you will again be guided on how to get down to reading and thinking. Many of these courses will expect you to write one or two essays per term and to make

presentations in class from time to time. You may be given questions to consider and help with focussing your reading. For most courses (except those that are being offered for the first time) you can look at past examination papers and see what is expected of you. It is important that you get into good study habits early on, as you cannot expect others to chase you.

Moodle

Moodle provides web-based support for your courses by bringing together a range of resources and tools in one place, available at any time, via the internet. These usually include reading lists, electronic readings and lecture notes, but many courses make wider use of Moodle. So, for example, you may be able to ask questions online and get them answered – though don't expect instant responses, as lecturers have other things they are working on and tend not to be online all the time! There may also be quizzes for you to complete. Many courses use Moodle to collect work, such as essays, or to encourage you to put your work up for others to read. For some courses you might get the impression that accessing the materials on Moodle is all you need to do. But if you want to make the most of your courses, do explore further afield by extending your own reading to materials "off the reading list". This will give you a much richer insight into your subject and enable you to bring new ideas into your essays and exam answers.

Lectures

In addition to independent study you can expect to have one to two hours a week of lectures per course. Particularly in the first year, some lecture groups can be large – perhaps between 100 and 800 students. Later in the programme, when you tend to move into a wider selection of courses, more of them will be in groups of fewer than 50, possibly even under ten. Much of the time in lectures you'll be listening, but even in very large lectures, some lecturers may ask questions, and a few courses are starting to use "voting buttons" – inviting you to answer questions much like the "ask the audience" in Who Wants to be a Millionaire. The purpose of these devices is to help you focus your attention as well as to give feedback to the lecturer on how well you are following. Your answers are not "graded" – but you'll find lectures much more interesting if you are actively involved.

It's worth noting that the lecturers have overall responsibility for the course and will guide the work you do in classes and during independent study time. They will also write the final examination or set any other assessment that counts towards your final grade. Different lecturers have different styles. Some will want

you to listen carefully and hope to inspire you. Others may guide you through the literature and provide detailed handouts. Others may put forward problems and ways of working on them. There is no one “set” style. Also, different lecturers provide different levels of support materials to accompany their lectures. Many will use PowerPoint or other electronic presentation devices in the lecture room. They may provide a hard copy of these for you, or expect you to print them off yourselves. Many now use the School “lecture capture” system to record their lectures and may make these videos or podcasts available to you through Moodle. However, not all opt to do this, and many people 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 back-up or for emergencies. Watching a lecture on a small screen requires a lot of concentration.

All lecturers have “office hours” – times when they are available in their offices for you to call in and ask questions. No one will make you attend office hours, so make use of them as you need them. Don’t feel embarrassed to go and ask a question. A good strategy is to sit down soon after each lecture and review your lecture notes. If there is something that you don’t understand,

ask a friend first, but if you are still confused, 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.

Classes

In addition to lectures, you will have classes – again, usually one 50-minute session per course per week. Classes usually have a maximum of 15 students in them – often fewer. Most undergraduate classes are run by doctoral researchers, all of whom will be skilled in their discipline and will have undergone training in teaching.

The purpose of classes is to give you the opportunity to discuss and work together with fellow students, so helping your learning. They are opportunities to clarify anything that you didn’t understand in lectures and to work with others to discuss the readings or work that you have been doing. It is really important that you come to class prepared. If you don’t you won’t get much from the process and you will also be letting fellow students down. The more everyone contributes and shares ideas, the more interesting a class is likely to be.

In quantitative courses – most Mathematics and Statistics courses, and many of those in Economics and Accounting and Finance – classes are typically used to go over the weekly problem set. The teacher is there to encourage students to participate, confirm answers and correct errors, and explain difficult points – the purpose being not to provide ready-made answers, but to equip students with an understanding of the ideas and techniques they’ll need to address similar tasks in future. Occasionally, classes in quantitative courses may also be used to discuss questions that don’t have any “right” answers.

Classes in qualitative subjects have no set format, and you will experience plenty of variety. You may well have a teacher who will ask you direct questions, invite you to give a presentation or ask you to be the reporter for a small group task. You may spend time in class working on set questions or reviewing work that you’ve done through the week. Sometimes you may have whole class discussions and debates, other times you may be set to work on tasks on your own or in pairs. Hopefully you will experience some interesting variety and it will help you focus on important and interesting aspects of your course.

In your classes, you’ll meet students from many different countries – and will get used to hearing English spoken in a very wide variety of ways. This is great experience for working in international organisations in the future. If you have worries about your own ability to speak in class and to speak in English, be aware that many others have those same worries. The more you do it, the easier it will become. But also be aware that there is support available from fellow students, your class teachers and from central services such as the Language Centre and the Teaching and Learning Centre.

Like your lecturers, your class teachers have office hours. Again, it is up to you to make good use of this time. Use these times to explore ideas, ask for more clarification, get guidance on writing or working on problems, and for ideas on how to extend your studies.

Course work and feedback

Through the year, you will be set a number of assignments. Normally, this will be two pieces of work per course per term – but again, this varies. For many of the quantitative subjects, you may be expected to do weekly problem sets. Some teachers will ask you to hand these in, others use online exercises, and others just expect you to bring the work you’ve done along to class and review it there. In some departments, they may expect only certain assignments to be handed in for marking and feedback. In subjects such as government, sociology, history or law you



BEN LANGE

ESSEN, GERMANY

BSC PHILOSOPHY, LOGIC AND SCIENTIFIC METHOD (3RD YEAR)

The programme is very interdisciplinary, drawing on other sciences and looking at topical issues, such as public policy issues, from a philosophical perspective. I also like that LSE focuses on applied ethics. The philosophy department is quite small, which means you can approach everyone and generally know most of the lecturers. LSE has a great mix of people, and my lecturers are top-notch.

London is such a vibrant city, and now I really feel like a Londoner. During my time at LSE, I’ve had plenty of opportunities to grow as a person. In my first year, I was actively involved in the LSE SU German Society as the Head of Marketing which was a lot of fun. Some peer students and I also founded a small Jazz Combo called Houghton Grooves. We play at receptions and parties. This year, I also joined the LSE Philosophy departmental band Critique of Pure Rhythm as the drummer, which is also a lot of fun since you get to play music with your professors.

As well as philosophy, I’m interested in management and have taken some management courses during my degree. I already have an offer from the Boston Consulting Group, a management consulting firm, to start working after I have finished my studies. I’m also currently applying for graduate study in philosophy, and ultimately, I would like to do my PhD in Philosophy.



will be more likely to be asked to write essays, or work on cases and problems, or review the literature related to a given area of the course. Many courses will expect you to prepare short presentations to discuss in class. All these assignments should help you learn and achieve the course objectives. They will also provide useful preparation for the end of year examinations.

Where you are asked to hand work in for marking, you should then receive feedback on it. This may take different forms. Many departments use "feedback forms" which set out the kinds of things markers are looking for in your work. Others will write comments in the margins, or possibly offer online marking on your text. Some people are experimenting with audio feedback. Others use online automated feedback. Whatever feedback you receive, you are also strongly advised to go and talk to your teachers in office hours to discuss their comments and get more feedback from them. Often talking and discussing your work will give you much better insight into how well you are understanding and learning than simply relying on written comments.

Your class teacher will keep a record of your attendance at class on LSE for You – you have access to this and can check that the data is accurate. If it isn't, talk to your class teacher to get it changed. Your class teacher will also keep a record of any assignments you submit – showing whether or not you have done the work, and what grade you achieved. Whilst your grades here for the most part do not contribute to your final year grades (these in most cases are based on your examination performance), it is important that you keep up with the work set. If you miss class often, and/or fail to hand in assignments, then you may be barred from the final examination. Your progress through the year may also have an effect on the options open to you should you fail an exam. So the basic advice here is to keep up with the work set, and, if you find yourself in difficulty, speak to someone early on, rather than waiting to raise problems.

Support at LSE

When you arrive at LSE, it is probably inevitable that you will find things pretty hectic. You'll be meeting lots of new people, finding out about new systems, and in many cases dealing with a new culture and new city. Just be aware that you are not alone. There are lots of other people in your situation. At LSE there is a range of support to help you throughout your time here.

Your department

To prepare yourself for your studies, look at guidance on pre-reading from your department. Think about the courses you will be studying and do some reading around them. If you are preparing for quantitative courses, it may be worth brushing up on your mathematics and statistics and ensuring you can remember what you've studied previously.

As an undergraduate student you'll have an academic adviser who is a permanent member of the academic staff based in your department. Your adviser is your first point of contact for academic guidance and can also point you to the various pastoral support services across the School, if necessary.

All departments also have a departmental tutor who liaises with academic advisers, sets up departmental orientation programmes and arranges the termly Staff-Student Liaison Committee meetings.

Contact details for your department can be found on page 49.

LSE Off Campus Support Scheme

The LSE Off Campus Support Scheme provides new students who are not living in LSE halls of residence with targeted support and guidance on settling in. All incoming first year students who are living off-campus will be allocated a mentor, usually a second or third year student, from the same department whenever possible. They will be part of a small mentoring group of approximately eight other off-campus students.

Once you have a confirmed place at LSE you will be allocated a student mentor, who will make contact with you through your personal and LSE email account just before Welcome Week.

More information can be found online at lse.ac.uk/offCampusSupportScheme



LSE Teaching and Learning Centre

The Teaching and Learning Centre offers learning development opportunities throughout the year, designed to complement your academic studies and help you make the most of your time at LSE:

- the Learning Development Programme – a year round series of free workshops and lectures on topics such as effective reading strategies, essay writing, presentation skills, time management, preparing for exams, dealing with stress and much more: see lse.ac.uk/tlc/
- LSE Study Toolkit – lse.ac.uk/studytoolkit – a web resource designed to help students tackle LSE style study with confidence
- Learning Development – a dedicated Moodle site containing many resources and materials
- a limited number of one-to-one appointments with a study adviser to discuss strategies for quantitative/qualitative subjects or with the Royal Literary Fund Fellow to improve writing style.

Personal Development Aide Memoire (PDAM)

The PDAM is an individual record (built in LSE for You) of the skills you develop and the activities you undertake beyond your academic studies, such as learning development events, work experience, volunteering, involvement in clubs and societies etc. A completed PDAM will enable you to provide information and evidence for potential employers and others about how your activities have helped you develop skills in areas such as team working, communication and problem solving. Find out more at

lse.ac.uk/apd/PDAM

Student Counselling Service

This free and confidential service aims to help you cope with any personal or study difficulties that may be affecting you while you're at LSE. There are professionally qualified and experienced counsellors and the service offers sessions of counselling each week as well as group sessions and workshops on issues such as on exam anxiety and stress management.

The Service also runs a Peer Support scheme that places Peer Supporters in halls and on campus who can provide emotional support to fellow students. Further information and contact details of the Student Counselling Service can be found on page 32.

Disability and Wellbeing Service

All disabled students, students with chronic medical conditions, physical or sensory impairment, and/or neurodiverse conditions such as dyslexia and dyspraxia, are welcome to visit the Disability and Wellbeing Service at any point during their time at LSE to discuss their own situation in confidence, even if they have not previously disclosed an impairment. The Service can draw up an ISSA (Individual Student Support Agreement) and advise on Individual Examination Adjustments with you if necessary.

Further information and contact details of the Disability and Wellbeing Service can be found on page 31.

Advisers to women and male students

The School has advisers to women and male students who generally deal with personal and often private matters. They are:

Dr Wendy Sigle (Adviser to women students):
w.sigle@lse.ac.uk, extension 7358

Dr Jonathan Hopkin (Adviser to male students):
j.r.hopkin@lse.ac.uk, extension 6535

Dean of Undergraduate Studies

The Dean of Undergraduate Studies has a wide range of responsibilities covering all aspects of the undergraduate experience at LSE. S/he can be consulted by any undergraduate student who wishes to discuss any problem, whether academic or personal, and can be contacted at ug.dean@lse.ac.uk.

LSE Language Centre

The Language Centre offers a range of language support, from helping you learn or improve in a second language to taking a language as part of your degree. Their popular English for Academic Purposes courses are designed specifically for students whose first language is not English and who are planning to study social sciences.

Further information and contact details of the LSE Language Centre can be found on page 38.

Contact the LSE Teaching and Learning Centre

LSE Teaching and Learning Centre
20 Kingsway, ground floor
London WC2A 2AE

Web: lse.ac.uk/tlc
Twitter: @LSETLC



LSE100

LSE100: The LSE Course is LSE's flagship interdisciplinary course for all undergraduates. It is designed to broaden and deepen your engagement with social scientific analysis by using important current issues and debates to explore questions of evidence, explanation and theory from different disciplinary perspectives. LSE100 brings you into the heart of the LSE tradition of engaging with big questions with lectures by leading researchers and small, interactive classes that challenge you to confront different kinds of evidence, assess competing explanations for social phenomena, and decide which of these are most compelling. Whatever your degree course, LSE100 will enhance your education and experience at the School by complementing your disciplinary training with an understanding of different ways of thinking, learning from debating and collaborating with students from other disciplines and cultural backgrounds, and building your methodological, analytical and communication skills.

All undergraduates take LSE100 in the second term of their first year and the first term of their second year. In each of these terms you will participate in two five-week modules, each of which explores a key social issue from a variety of perspectives. Each week you will attend a two-hour lecture delivered by one or more leading LSE academics, and you will further explore these ideas in collaboration with a small group of students in a one-hour class. Two of the four current LSE modules are:

"Do nations matter in a global world?"

Here you will explore the role of nations in a globalised world. Does globalisation lead to the rise of cosmopolitanism and spell the end of the nation-state? How are global issues experienced by individuals and groups in local contexts, and do the insights provided by sociological analyses square with those from political science?

"Why does gender inequality persist?"

Here you will explore why gender matters in the social sciences by examining different explanations for persisting gender inequalities, drawing attention to different methodologies and theoretical frameworks.

LSE100 is assessed using a series of pieces of coursework that are designed to build your methodological, information and communication skills. Building on a variety of formative work you will complete both in and outside of class, summative assessments will include written

essays, group projects, and "portfolio questions" that develop your quantitative and qualitative analytical skills. The final grade for LSE100 appears on your transcript, but does not affect your degree classification. You will be given more information about LSE100 during Welcome Week, and you will see it listed on your timetable on LSE for You. You can read more about LSE100 on the website lse.ac.uk/LSE100, follow us on Twitter (@TheLSECourse) and if you have any questions before you arrive at LSE, please email the Course Office: LSE100@lse.ac.uk. We look forward to meeting you.



STUDENT SERVICES CENTRE

The Student Services Centre (SSC) is located on the ground floor of the Old Building (see map on page 50). The SSC offers advice on course selection, examinations, support services available at the School and all aspects of studying at LSE. In addition to this the SSC offers a drop-in advice service for applicants and students, giving general information regarding admissions, registration, financial support, payment of tuition fees, student immigration rules and student visa extension. Visit the SSC website for updated drop-in times.

Contact the Student Services Centre

LSE Student Services Centre,
Ground Floor, Old Building,
Houghton Street,
London WC2A 2AE

Web: lse.ac.uk/ssc

Twitter: @LSE_SSC

Opening times

Monday – Friday 11am – 4pm



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 for Academic Purposes (EAP) Programmes

Note: These are English Language programmes. Successful completion of any of the programmes below is not sufficient for direct entry to an undergraduate course at LSE. These courses cannot be accepted as a replacement for an English language qualification which may be an offer condition.

Foundation Programme

The programme is geared to the specific needs of Social Science Students. Each ten week programme has 20 hours weekly contact time (total 200 hours) and is designed to improve your English level by raising your IELTS score by 0.5. The tuition fee also covers course materials and full social programme. There is a maximum of 12 students per class.

Our EAP Foundation courses run for ten, 20 or 30 weeks, starting in October, January, and May annually. Each module can be booked individually, and three modules can serve as a Language. We recommend that you apply early as this course only has a limited number of places. You will also need enough time to make necessary visa or accommodation arrangements.

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 will be running 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 2016. You should apply early as these courses fill up quickly.

Note: A test is not included in this course. Should you require one, you can arrange to take an IELTS test at a centre in London. See ielts.org for locations.

Course overview for Foundation and 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.

Note: These are English Language Programmes only. Successful completion of any of the programmes below is not sufficient for direct entry to an undergraduate course at LSE.

In-sessional Programme

Once you begin your course, 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 course begins. For more information on this programme, visit lse.ac.uk/language

Modern Foreign Languages and degree options

The Language Centre offers a range of degree options in Literature, Linguistics and Foreign Languages that you can take as a fully assessed part of your degree. This is subject to programme regulations; you should check departmental requirements for further details.

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 October until April. For more information on the programme, prices and how to register, visit lse.ac.uk/language

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 provide 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

LSE Language Centre
Ground Floor, 20 Kingsway
Houghton Street
London, WC2A 2AE

Tel: +44 (0)20 7955 6713
Email: languages@lse.ac.uk
Web: lse.ac.uk/language
Twitter: [@lselangcentre](https://twitter.com/lselangcentre)



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. We have a global view. We also are committed to developing students who are ambitious and determined and who will contribute in local, national and global societies.

The School operates in an atmosphere of tolerance that permits freedom of thought and expression. We expect staff and visitors to conduct themselves with respect for the diversity of cultures, opinions and backgrounds of all those who study and work here.

We encourage students to form connections with each other and in doing so to recognise and respect individual and group diversity, and the rights and dignity of others. The School

will seek to uphold an environment free from discrimination on the basis of race, disability, gender, age, religion, belief, sexual orientation, gender reassignment, marital/partnership status, pregnancy and maternity and goes beyond this to foster good campus relations between those of different religious, political and moral beliefs.

We encourage active citizenship by providing opportunities for students to make a personal contribution to the School and wider community during their studies. This includes volunteering to work for non-profit making causes, where students take on responsibilities which provide much-needed help to charitable organisations whilst also developing skills for employment. For further information about these opportunities, please contact the Volunteer Centre.

Contact the Volunteer Centre

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

Tel: +44 (0)20 7955 6519
Email: volunteer@lse.ac.uk
Twitter: [@LSEVolunteering](https://twitter.com/LSEVolunteering)

LSE CAREERS

Whether you come to university with ideas about your future career, or are still undecided, LSE Careers can help you develop a plan of action and be successful. Our experienced team is committed to the personal and professional development of every LSE student, and will help you through the careers maze with a comprehensive range of careers and employment services. As well as online information, LSE Careers offers one-to-one careers appointments and events to support you in securing part-time work, internships, voluntary positions, graduate employment, further study, experienced hire positions and advancing entrepreneurial endeavours.

LSE CareerHub

Once you have officially enrolled and been given your LSE IT username and password, you will be able to access LSE CareerHub to book one-to-one appointments and events, and search for jobs and opportunities advertised exclusively to LSE students. You can also update your profile with your career preferences to receive relevant information and job vacancies direct to your inbox.

Services

LSE Careers services have been developed to help students find and successfully gain employment during and after university. These include:

- Careers seminars, covering a wide range of topics to help you in your job search and applications.

- A variety of careers fairs, networking events and employer presentations where you can meet employers and alumni and find out about industries that interest you.
- One-to-one advice appointments with our careers consultants to help you decide which career path to take or for advice on CVs, cover letters, application forms, further study and other careers topics. We also provide specialist appointments and events for students with disabilities.
- One-to-one practice interview sessions and interview feedback from a careers consultant.
- Free access to extensive online careers libraries and resources on our website.
- A dedicated resource centre including careers books and computers where you can access our online resources. Our Student Enquiries Coordinator is also on hand to answer any service or resource queries.
- The LSE Volunteer Centre is based within LSE Careers and you can book one-to-one discussions for advice on finding a suitable volunteering opportunity for you. There are also a range of volunteer opportunities advertised on CareerHub
- Our Generate programme is committed to inspiring entrepreneurial potential, whether you want to start a business or social enterprise or want to join an organisation that promotes entrepreneurship as a core value. We offer

seminars, events, mentoring, competitions and a dedicated workspace to help you along the way.

- Information on graduate destinations is available on our website and current students also have access to our 'Meet an Alum' programme which provides networking and mentoring opportunities with former LSE students.

Contact LSE Careers

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

Opening hours: Monday to Friday
9.30am – 5pm and Thursday 9.30am – 8pm, throughout term time and vacations (except when LSE is closed)

Tel: +44 (0)20 7955 7135
Email: careers@lse.ac.uk
Web: lse.ac.uk/careers
CareerHub: careers.lse.ac.uk
Facebook: facebook.com/lsecareers
Twitter: [@LSECareers](https://twitter.com/LSECareers)
Blog: blogs.lse.ac.uk/careers

MAKING CONTACTS AND KEEPING IN TOUCH

Now that you are holding an offer for a place at LSE there are a number of ways in which you can keep in touch with the School and find out more about life on campus.

Newsletters for offer holders

The Undergraduate Admissions office sends out regular newsletters via email to offer holders, from January through to registration. These newsletters will provide you with helpful tips and reminders about the admissions process, and also give an insight into School news and events.

Copies of our newsletters can also be found on the offer holders section of our website at lse.ac.uk/ugofferholder

Meet LSE

LSE staff visit higher education fairs, schools and colleges in both the UK and overseas, and meet with offer holders visiting the School. To find out more, please see our website at lse.ac.uk/meetlse

You can also meet staff and students at the Offer Holders' Day In April.

Pre-departure events

LSE's international alumni groups organise pre-departure events to say "bon voyage" to offer holders before they leave home. They are designed to give overseas offer holders who are about to start studying at the School an opportunity to meet each other and to meet with alumni prior to arriving at LSE. These informal

events allow alumni to share with new students their experiences of both LSE and life in London, and they form a great introduction to the LSE community.

Pre-departure events take place each year between June and August. To find out if there is a pre-departure event in your country, please check the pre-departure events calendar from May 2016 at: lse.ac.uk/study/informationforinternationalstudents/predepartureevents/

Student blogs

The Students@LSE blogs feature current students writing about their own experiences of life at LSE. For a first-hand account of the work load, lectures and classes or the social scene at LSE and in London, visit lse.ac.uk/studentblogs

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 groups

LSE has around 133,000 contactable alumni drawn from almost 200 countries, so wherever you are in the world you can connect with the LSE alumni community. There are over 90 international and special interest groups and contact networks formally operating in Africa,

the Americas, Asia, Europe and the Middle East, as well as in the UK. Our alumni country groups 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, and to learn more about the full range of alumni relations programmes please visit LSE Alumni online at alumni.lse.ac.uk or get in touch via the contact details below.

Contact the Alumni Relations team in LSE Advancement

LSE Alumni Relations
LSE Advancement
Houghton Street,
London WC2A 2AE

Tel: +44 (0)20 7955 7361
Email: alumni@lse.ac.uk
Web: www.alumni.lse.ac.uk
Twitter: @LSEalumni

Contact the Student Recruitment Office

Student Recruitment Office
TW1 6.01
London School of Economics and
Political Science
London, WC2A 2AE

Tel: (0044) 20 7955 6613
Email: Stu.Rec@lse.ac.uk
Web: lse.ac.uk/study
Twitter: @studylse



LSE STUDENTS' UNION

LSE Students' Union is a charity run by students, for students, that exists to make your time at LSE the best it can be. LSESU's elected student team are your representatives. They campaign for your rights and seek to improve all aspects of university life by 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 Welcome Week events, which are held at the start of the academic year. For information on these events and activities – including the Freshers' Fair, wellbeing drop-ins, club nights, tours, live music and Give it a Go sessions – visit www.lsesu.com/welcome-week/

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 Union General Meetings, campaigning on the issues affecting you or simply by participating in a club or society.

Famous campaigning history

In the 1960's the Students' Union became renowned for political protests, and its strong campaigning ethic continues today. Recent campaign successes include fighting against the Immigration Bill, freezing rents in halls, 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 the cost of living in London and making the LSE culture inclusive for all.

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.

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, the 1000-capacity 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 and LSESU Weston Café, the LSESU gym, and the Advice Service which offers financial hardship funding and free, confidential, independent, impartial advice on both academic and housing issues.

Contact 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: www.lsesu.com

Tumblr: lsesu.tumblr.com

Twitter: [@lsesu](https://twitter.com/lsesu)

Facebook: www.facebook.com/lsesu

Instagram: [@lsesu](https://www.instagram.com/lsesu)



TRAVELLING 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

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 £6.00 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 train

The Heathrow Express to Paddington Station takes 15 minutes and departs four times an hour. Single fares are £21.50. For more information or to pre-book your tickets visit heathrowexpress.com

At Paddington station you'll find taxis, buses and access to the Circle, Hammersmith and City, District and Bakerloo lines on the London Underground.

By coach

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

By train

The Gatwick Express runs every 15 minutes to Victoria Station in central London, and costs £17.70 for an online single ticket or £19.90 from the station. Trains operated by Southern and Thameslink also run to Victoria, London Bridge or London Blackfriars Stations. The journey takes longer but it costs less than a ticket on the Gatwick Express.

At Victoria Station you'll find access to the Circle, District and Victoria lines on the London Underground. At London Bridge Station you'll find access to the Jubilee and Northern Lines. At London Blackfriars you'll find access to the Circle and District lines. All three stations have access to bus services, but only Victoria and London Bridge have taxi ranks.

By coach

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 Stansted Airport

By train

The Stansted Express to Liverpool Street Station takes approximately 45 minutes and departs four times an hour. Single fares cost £19.00.

At Liverpool Street station you'll find taxis and access to the Circle, Metropolitan, Central, and Hammersmith and City lines on the London Underground.



RICHARD SERUNJOGI

CROYDON, UK

BSC SOCIAL POLICY (3RD YEAR)

Social Policy as a discipline was born at the LSE. Indeed, many of the UK's most important institutions such as the welfare state and the NHS were conceived here. Studying social policy at LSE means you debate real world issues with students from across the globe who each have insights into cultural nuances in the delivery of social policy. The variety of experiences people bring to discussions is quite amazing.

I really appreciate having professors who are not only academic leaders but are also practitioners who have worked on the frontline and the reality of implementing social policy.

Having London as your "strip" is also quite a bonus. There is an epic variety of opportunities to get involved in, whether its music, nights out or even start ups, which means that your three years at LSE aren't only about studying.

I was keen to make an impact at LSE and successfully won the election to LSE Court of Governors in my first year. The exposure to leaders of the school allowed me to help push through the university becoming Living Wage Accredited. The LSE annual fund was also very generous and supportive towards the London 2030 Summit I founded and hosted.

I've been offered a role launching products at Google after I graduate.

I'm also keen to do some community work in my hometown Croydon and a bit of travel before I start full time work.



By coach

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

Travelling to London from Luton Airport**By train**

Train companies Thames link and East Midlands Trains both offer services from Luton Airport Parkway station to London St Pancras International Station, where you'll find taxis, buses and access to a number of lines on the London Underground. A ticket purchased for your journey is valid with either train company.

To get from the terminal building to Luton Airport Parkway station you'll need to take a shuttle bus which departs from the front of the airport. This is free if you have a train ticket to your destination from "Luton Airport", but there is a £1.60 fare if your train ticket is from "Luton Airport Parkway" or if you have not purchased your onward rail ticket prior to arrival.

See nationalrail.co.uk for travel times and to book rail tickets in advance.

By coach

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**By DLR**

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 £4.80 cash or slightly less on an Oyster Card, Transport for London's cashless ticketing system (see tfl.gov.uk/oyster for more information).

Travelling to London on Eurostar

If you are travelling to London via Eurostar, you will arrive at London 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

Travel in Central London**Travel on the Underground, Overground, Buses or DLR**

Information on travel services in inner and outer London can be found on the Transport for London website at tfl.gov.uk

Full-time students are entitled to cheaper fares on London's public transport. See page 45 for more details.

Travelling by Taxi

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.

Minicabs can 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. Download the free Cabwise app on your smartphone to book your nearest minicab or

taxi (black cab) in three easy steps. If you have an iPhone or Android then search Cabwise in the app stores (iTunes or Google Play) or alternatively visit www.tfl.gov.uk/campaign/safer-travel on your Smartphone and bookmark the page.

Staying safe when using a cab:

- Only use licensed minicabs or black cabs, do not travel with an unlicensed minicab driver
- Agree a minicab fare in advance
- Ask a minicab 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.



DIRECTORY

Academic matters

Academic Advisers

Your Department will allocate you an Academic Adviser who will provide you with academic guidance, feedback on your progress and performance and discuss any academic problems you may experience. They will also provide pastoral support on non-academic issues.

Further details will be given at your departmental Welcome sessions.

Lectures and classes

See page 33.

Library

See page 29.

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 mid-September. For more information on Moodle see page 33.

Printing facilities on campus

See page 30.

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 london-eating.co.uk, Time Out London at timeout.com/london/restaurants, or Harden's 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 at Lincoln Chambers.

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 cafés and restaurants to suit every budget and taste line Kingsway, which is the street west of the main campus. These include Costa Coffee, Eat, Leon, Prêt à 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

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
partridges.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's Chinatown
www.chinatownlondon.org

Eastern European

Prima Delicatessen
192 North End Road, London, W14 9NX

Polismak
39 Balls Pond Road,
London, N1 4BW
polismak.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

German

German Deli
Online and at various markets across London
www.germandeli.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

Indian/Pakistani/Bangladeshi

VB and Sons
Branches across NW London
facebook.com/VBAndSons

Taj Stores
Brick Lane E1 6RL
tajstores.co.uk

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

Italian

Lina Stores
18 Brewer Street, London W1F 0SH
www.linastores.co.uk

Fratelli Camisa
61 Old Compton Street, London, W1D 6HS
www.camisa.co.uk

Areas to shop – Soho

Kosher

Totally Jewish
www.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

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

Portuguese

Funchal Bakery
 141-143 Stockwell Road, London, SW9 9TN

Lisboa Patisserie
 54 Golborne Road, London, W10 5NR

Areas to shop – Stockwell, Kensington

Scandinavian

Scandinavian Kitchen
 61 Great Titchfield Street, W1W 7PP
www.scandikitchen.co.uk

See also “Swedish” below.

Spanish

R Garcia and Sons
 246 Portobello Road, London, W11 1LL
rgarciaandsons.com

Brindisa
 Borough Market, SE1
brindisa.com

Areas to shop – Notting Hill, Borough

Swedish

SugarSin
 70 Long Acre, WC2E 9JS
sugarsin.co.uk

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

Turkish

Turkish Food Centre
 Branches across London
tfcsupermarkets.com

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

Further information

The Visit London guide to multicultural London has further culturally specific information including places to worship, restaurants and entertainment. Visit the guide online at www.visitlondon.com

Getting Around**Cycling****Santander Cycles**

A relatively new addition to the London transport network is the Santander Cycles self-service, bike sharing scheme (formerly the Barclays Cycle Hire Scheme). Londoners call these “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 four 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 free of charge 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 BikeRegister. There are a number of bike racks on campus. Showers are available in the NAB, East Building, Old Building and elsewhere on campus.

London Transport

You can travel on public transport in London using a paper ticket, a contactless payment card or using the cashless Oyster card. You are advised to travel using an Oyster card as journeys are cheaper, easier and the card can be used to travel on all forms of public transport, including bus, Tube, tram, Dockland's Light Railway (DLR), London Overground, TfL Rail and most National Rail services in London.

You can obtain an Oyster card at most major tube stations, but you will have to pay a £5 deposit. TfL also offer a special Student Oyster Card with discounted fares (at the time of going to print, the discount is 30 per cent off adult-rate travel cards, bus passes and tram passes). Once you have registered in October, you can apply for your 18+ Student Oyster photocard on the Transport for London website at tfl.gov.uk. You will need your student ID card, a passport photograph and a debit or credit card to register. 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.

More information on transport in London can be found on the Transport for London (TfL) website at tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/18-student.

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.

On foot

London is a very walkable city, and many areas are more closely linked than one would think – especially if one is using a tube map for guidance. Not only is walking cheaper than using public transport, it is also 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 <https://tfl.gov.uk/corporate/about-tfl/what-we-do/walking>

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 among the well-tended flower beds. See the Royal Parks website for information on activities, events and seasonal highlights at royalparks.org.uk

Health and Wellbeing**Disability and Wellbeing service**

See page 31.

Gym / fitness

Within the LSE campus you will find squash courts, badminton courts and the LSE Gym. The LSE Gym moved into the new Saw Swee Hock Student Centre in January 2014, with state of the art equipment and facilities. The gym is well equipped with cardiovascular and resistance machines and fully qualified staff. Membership for LSE students is very reasonable. For more information see lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/sportsFacilities.aspx

A short distance away are the facilities of the University of London Union (ULU) which also include a swimming pool. Both the LSE Students' Union (LSESU) and the ULU have a variety of sporting clubs and teams who welcome members at all levels up to and including high level inter-university competition. For more information, see lesu.com/activities/sports

LSE medical services

See page 32 for information on the St Philips Medical Centre and other services provided on campus (dental, vaccinations, sexual health, and counselling).

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, students and their dependents on a tier 4 visa will be charged £150 per year of stay for NHS treatment in hospitals, payable at the point of the visa application. Information about the NHS and how to register or make use of its services is available on the LSE St Philips Medical Centre web pages: lse.ac.uk/medicalCentre

Life in London**Climate**

The climate of London is generally temperate. During winter months rainfall can be fairly regular, but more often than not you should expect drizzle or showers rather than heavy or long downpours. Snow occurs sometimes in winter, but generally does not settle more than a few millimetres deep in the city. Evening temperatures in the winter can often fall below freezing, but daytime freezing is rare. During summer months you should expect temperatures in the low to mid 20s Celsius (apart from the occasional heat wave). In the summer the Underground can be very warm, so it's advisable to carry a bottle of water. Weather conditions are changeable in the UK, so you should be equipped with suitable clothing to cover every eventuality, and wear layers when possible.

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.

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.

Postal Service

The nearest Post Office to the LSE campus is situated on Aldwych next door to Clement House, see the campus map on the inside back cover. General information about services provided by the Post Office can be found at postoffice.co.uk

Pubs, bars and clubs

There are a number of pubs and bars on campus, including the George IV, the White Horse and the Three Tuns, as well as LSESU's weekly club night, Saucy. 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. There are many student deals which will help to make your money go further; see timeout.com/london and llesu.com for more information.

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. 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 cashpoints (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 when 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 or accept a drink from a stranger. Don't take risks getting home – never use an unlicensed minicab.

Transport for London's Cabwise service (see page 43) will help you find licensed minicabs/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.

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 successfully hosted the 2012 Summer Olympic and Paralympic Games.

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.

Theatre and music

London is home to a wide range of music and theatre venues. There is something for every taste and up to date listings for plays, musicals, gigs and shows can be found in Time Out at www.timeout.com/london

UK National Holidays**England and Wales bank and public holiday dates 2015:**

- 1 January 2016 – New Year's Day
- 25 March 2016 – Good Friday
- 28 March 2016 – Easter Monday
- 2 May 2016 – Early May Bank Holiday
- 30 May 2016 – Spring Bank Holiday
- 29 August 2016 – Summer Bank Holiday
- 25 December 2016 – Christmas Day
- 26 December 2016 – Boxing Day
- 27 December 2016 – Christmas Day (substitute day)

Useful London websites

visitlondon.com

timeout.com/london

londonnet.co.uk

viewlondon.co.uk

studylondon.ac.uk

Money matters**Bank accounts**

See page 28.

Cost of living

See page 21.

Employment while studying

See page 20.

Financial support and scholarships

See page 17.

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 look to purchase a 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; an internet search will yield you many 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" (prepaid) phones can be purchased for as little as £10 but individual call and text charges may be comparatively higher. Contract tariffs may provide you with a better deal. Note that prepaid 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.

Paying your LSE tuition fees

See page 15.

sQuid

The sQuid service on your LSE ID card allows you to conveniently and safely pay for food, drink and other items across campus 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. For more information about the Early Payment Reward see page 15.

Student discounts / NUS

Living in London does not have to be overly expensive; 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.

Details of free activities can also be found on londonforfree.net, which 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 bus which passes LSE and is one of only two routes using the famous Routemaster buses, where you board via an open platform at the rear of the bus.

Applying for an NUS card will give you access to further discounts on books, clothes, sports equipment, CDs, travel, computer equipment, gigs, eating out and more. The Students' Union will provide further details about applying for a card.

Alternatively, visit the NUS website and apply online at nus.org.uk

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 cafés, 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 £5.30 per hour for workers aged 18 to 20 (from 1 October 2015). If you intend to work during your studies, you should consult www.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. You should get a gas/electricity meter reading on the date you move in and out, and should make sure you know which company currently supplies the property. If you wish to change your supplier, there are a number of comparison websites which allow you to choose the right provider/tariff for you. The LSESU Advice Centre 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 llesu.com/advice

Student life

The Faith Centre

The Faith Centre is the new home for LSE's diverse religious activities, the interfaith programme, and a reflective space for all staff and students. See lse.ac.uk/faithcentre for further information.

Contact the Faith Centre

LSE Faith Centre
Saw Swee Hock Student Centre,
Room 2.01

Tel: +44 (0)20 7955 7965

Email: faithcentre@lse.ac.uk

Web: lse.ac.uk/faithcentre

Twitter: [@LSEFaithCentre](https://twitter.com/LSEFaithCentre)

Facebook: [facebook.co.uk](https://facebook.co.uk/lsefaithcentre)

[lsefaithcentre](https://facebook.co.uk/lsefaithcentre)

Blog: blogs.lse.ac.uk/faithcentre

Places of worship in London

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
www.nchtuk.org

Jewish – Find a local synagogue
www.jewishgen.org/jcr-uk/London.htm

Muslim – Find a local Mosque
www.mosquedirectory.co.uk

Sikh – The Network of Sikh Organisations
nsouk.co.uk

More information about London's religious communities can be found here

www.timeout.com/london/things-to-do/religious-london-1

LSE nursery

The LSE Nursery is located very close to the main campus and is open on weekdays throughout the year except for School closure periods and public holidays. The nursery provides care and learning for up to 63 children and primarily serves LSE students and staff. Student parents can apply for means-tested funding. The nursery has four play rooms and two baby rooms. Each baby room has four qualified staff with experience working with under twos. The two baby rooms can accommodate up to 24 children. The pre-school room has two members of qualified staff with experience looking after three to five year olds. Further information about the nursery is available from the Nursery Manager. For more information see the Nursery website.

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

LSE Students' Union

See page 41.

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 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 situated on Clare Market on campus. 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, at 1 Portsmouth Street.

Online If you buy books online via Amazon you may be able to get a student discount with your NUS card, see the NUS 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 (many 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 Wilkinsons 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 The Strand. 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, The Strand, and High Holborn. They're also online at robertdyas.co.uk

Shopping on campus

LSE has two shops – the LSESU shop in Lincoln Chambers on portsmouth Street 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 course packs. There are also two bookshops 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 at 1 Portsmouth Street.

Supermarkets

Many people do their weekly food shopping in supermarkets. Tesco, Sainsbury's, Waitrose, Morrisons and Asda are the supermarkets most commonly found around London. You may also find branches of popular discount chains Iceland, Aldi, and Lidl.

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

DEPARTMENTAL CONTACTS

Each academic department also organises an induction for its new students. It is important that you attend this session so that you can receive more detailed information about the arrangements for your degree and teaching,

and information about meeting times with your tutor. Information on the times and dates of these inductions are posted on the Orientation website.

Department	Website	Administrator and contact details	
Accounting and Finance	lse.ac.uk/accounting	Afua Danquah A.Danquah@lse.ac.uk	+44 (0)20 7955 7737 OLD.322
Anthropology	lse.ac.uk/anthropology	Tomas Hinrichsen anthro.admin@lse.ac.uk	+44 (0)20 7955 6775 OLD.604A
Economic History	lse.ac.uk/economichistory	Helena Ivins h.ivins@lse.ac.uk	+44 (0)20 7955 7110 SAR.6.03
Economics	econ.lse.ac.uk	Sarah Johnson s.johnson@lse.ac.uk	+44 (0)20 7955 7680 32L.1.02
Finance	lse.ac.uk/finance	Jasper Heeks finance.admissionsenquiries@lse.ac.uk	+44 (0)20 77107 5048 OLD.2.04
Geography and Environment	lse.ac.uk/geographyandenvironment	Lee Mager a.l.mager@lse.ac.uk	+44 (0)20 7955 7903 STC.409
Government	lse.ac.uk/government	Carla Seesunkur gov.undergraduate_admin@lse.ac.uk	+44 (0)20 7955 6498 CON.318
International History	lse.ac.uk/internationalhistory	Arvinder Grewal ih.ug.admin@lse.ac.uk	+44 (0)20 7955 6174 SAR.1.03f
International Relations	lse.ac.uk/internationalrelations	Adnan Khan a.khan16@lse.ac.uk	+44 (0)20 7955 7562 CLM.611
Law	lse.ac.uk/law	Enfale Farooq law.llb@lse.ac.uk	+44 (0)20 7955 7685 NAB.622
Management	lse.ac.uk/management	Caroline Thurtle c.thurtle@lse.ac.uk	+44 (0)20 7955 7693 NAB.409
Mathematics	lse.ac.uk/mathematics	Jackie Everid maths.info@lse.ac.uk	+44 (0)20 7955 7732 COL.401
Philosophy	lse.ac.uk/philosophy	Tomas Hinrichsen t.a.hinrichsen@lse.ac.uk	+44 (0)20 7955 7901 LAK.G.01
Social Policy	lse.ac.uk/socialpolicy	Rosie Jones r.r.jones@lse.ac.uk	+44 (0)20 7955 7963 OLD.245
Sociology	lse.ac.uk/sociology	Matthew Brown m.brown8@lse.ac.uk	+44 (0)20 7955 7309 STC.200
Statistics	lse.ac.uk/statistics	Steve Ellis s.j.ellis@lse.ac.uk	+44 (0)20 7955 7650 COL.611

This information is correct at the time of going to press but is occasionally subject to change.

Standard office hours are 9.30am – 5.30pm Monday-Friday but please be aware that some administrators work part-time.

You can also find links to all departmental websites at lse.ac.uk/intranet/directoriesAndMaps/academicDepartments.aspx

GETTING AROUND LSE



No access due to redevelopment Buildings being demolished

ALD Aldwych House, Aldwych	LAK Lakatos Building, Portugal Street	Café 54 Ground floor, New Academic Building	Plaza Café John Watkins Plaza
ANC The Anchorage	LRB Library	Fourth Floor Restaurant and Café Bar Fourth floor, Old Building	Quad Café Basement, Clare Market
CMK Clare Market, Houghton Street	NAB New Academic Building	George IV pub Between L and K on the corner of Portsmouth Street	Senior Common Room, Staff Dining Room Fifth floor, Old Building
CLM Clement House, Aldwych	OLD Old Building, Houghton Street	Graham Wallis Room Old Building	Shaw Library Sixth floor, Old Building
COL Columbia House, Aldwych	PAR Parish Hall, Sheffield Street	Hong Kong Theatre Ground floor, Clement House	Student Common Room Ground floor, King's Chambers
CON Connaught House, Aldwych	PEA Peacock Theatre, Portugal Street	LSE Garrick Ground floor, Columbia House	Student Services Centre Ground floor, Old Building
COW Cowdray House, Portugal Street	POR 1 Portsmouth Street	Mezzanine Café Mezzanine floor, New Academic Building	SU Shops Ground floor, East Building and NAB
EAS East Building, Houghton Street	SAR Sardinia House, Sardinia Street	New Theatre East Building	Vera Anstey Room Between ground and first floor, Old Building
KGS King's Chambers, Portugal Street	SAW Saw Swee Hock Student Centre	Old Theatre Ground floor, Old Building	
KSW 20 Kingsway	SHF Sheffield Street		
50L 50 Lincoln's Inn Fields, Portsmouth Street	STC St Clement's, Clare Market		
LCH Lincoln Chambers, Portsmouth Street	TW1 Tower One, Clement's Inn		
32LIF 32 Lincoln's Inn Fields	TW2 Tower Two, Clement's Inn		
	TW3 Tower Three, Clement's Inn		

CONDITIONS OF REGISTRATION 2015/16 ENTRY

The School regulations relating to your programme are set out in your LSEforYou account and the School Calendar (<http://www.lse.ac.uk/resources/calendar/Default.htm>), together with the Ethics Code, Rules of the Library, Conditions of Use of IT Facilities, and all other School 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 Student Verification 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 and also for any summative assessment periods, for courses on which you are registered, which may fall outside the term dates. This includes but is not limited to examinations in the week preceding Lent Term and for the duration of the dissertation period for Master's students. Term dates are published in the School Calendar. If you need to be absent from the School during term time, for reasons other than illness, you will first consult your academic adviser/supervisor. If you are to be away for more than a fortnight, you agree to inform your academic department in writing before you go. Email notification is acceptable.
3. 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.
4. 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 Visas and Immigration service (UKVI).
5. You agree that if you change your permanent home address and/or your term-time address, you must inform the School via your LSEforYou account of your new address details at once.
6. Your status as a Home/EU or Overseas student for fee purposes is determined by the relevant Admissions Office on the basis of information that you have provided. This status cannot normally be changed after you have registered.
7. Undergraduate students are not allowed to register on a part-time basis unless you have been given permission to partially repeat a year of study.
8. 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, or interrupt, your programme, you will be charged fees up to the Friday after the last day of attendance.
9. You agree that if you change your registration status (e.g. move from full-time to part-time study, interrupt your studies 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.
10. You agree that if you register for a programme lasting more than one year, or you interrupt your studies and return to complete them later, the fees charged for subsequent years will be at the rate applicable for that current academic year in question and not at the rate for the academic year in which you first registered.
11. You agree to pay tuition fees in full or in instalments as arranged with the Fees Office (lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Home.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 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.
12. 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/intranet/LSEServices/Legal%20Team/dataProtection/Home.aspx
13. 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.
14. 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.
15. You should not expect academic advisors/supervisors to be familiar with all regulations. You should seek clarification from the Student Services Centre on any regulatory issue.
16. You should not expect academic advisors/supervisors or other service divisions to pass on to the Student Services Centre information about your plans or, where applicable, about exceptional circumstances relating to your exam performance. It is your own responsibility to do so within the published deadlines.
17. 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.
18. You agree to conduct yourself in an orderly, responsible, and sober manner and at all times to respect the rights and views of others. Failure to do so is a breach of the Conditions of Registration and an offence under the Disciplinary Procedure. You agree that you will not:
 - 18.1 engage in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
 - 18.2 cause, or threaten to cause, injury to, or endanger the safety of, a member of staff or student of the School, or a visitor to it;
 - 18.3 behave dishonestly, which includes submitting incorrect or misleading information to the School;
 - 18.4 engage in any form of conduct or communication, including that on social media, that can reasonably be considered to be bullying or harassment of a member of staff or another student, as it is defined by the School's Harassment Policy;

- 18.5** engage in any act that will, or is likely to, damage or deface property of the School;
- 18.6** engage in any conduct or communication that will, or is likely to, bring the School into disrepute or unjustifiably harm the reputation of a member of it;
- 18.7** breach one or more of the School's terms or conditions, policies or procedures, or rules and regulations, which includes but is not limited to, these Conditions of Registration, the School's Ethics Code and any sanctions or measures that have been put in place under the School's disciplinary or any other procedure;
- 18.8** commit a criminal act, which may or may not be punished in a court of law, on any of the premises that the School owns, leases or in any way administers;
- 18.9** use any of the School's facilities improperly and / or breach the Conditions of Use of IT Facilities at LSE;
- 18.10** use the School's name or address in a public statement, or business or other venture, without making clear your status as a student and the name of the group or society for which you may be acting;
- 18.11** use any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
- 18.12** record a lecture, meeting or other LSE event, or use such a recording, without the permission of the lecturer or person or group who organised the event;
- 18.13** breach the Data Protection Act 1998.
- 19.** The School considers academic integrity to be of the utmost importance. You agree that all your assessed coursework (essays, projects, field reports, literature reviews, dissertations etc.) may be analysed by plagiarism detection software¹.
- 20.** 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.
- 21.** The School will have the power to terminate your registration if any of the following conditions apply:
- 21.1** you complete your programme of study for which you were registered;
- 21.2** you voluntarily withdraw from your programme for which you were registered;
- 21.3** you fail to satisfy the academic requirements for your programme, including but not limited to failing to meet completion or progression criteria, lack of industry or failing to enter for an element of assessment after completing the normal course;
- 21.4** you fail to satisfy the requirements for registration or re-registration;
- 21.5** you are expelled under the Disciplinary Procedure for Students, the Regulations on Assessment Offences: Plagiarism or the Regulations on Assessment Offences: Offences Other Than Plagiarism.
- 21.6** any other good academic cause;
- 21.7** you fail to pay all fees and charges due to the School or to have provided guarantees of such payment satisfactory to the School.
- 22.** 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 seek to rely on this clause, they shall ensure that disruptions are kept to a minimum.

Notes

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 iParadigms and LSE from time to time and posted on the Turnitin UK website.

CONSUMER RIGHTS FOR STUDENTS

The Competition and Markets Authority (CMA) has recently published updated guidance on your consumer rights as a student.

The guide covers three key consumer law issues for students:

- Information provision – universities need to provide up front, clear, intelligible, unambiguous and timely information.
- Terms and conditions – universities' terms and conditions that apply to students need to be fair and balanced.
- Complaint handling processes and practices – universities need to ensure their complaint handling processes and practices are accessible, clear and fair to students.

The advice focuses on compliance with the following consumer legislation:

- Consumer Protection from Unfair Trading Regulations 2008 (CPRs)
- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs)
- Unfair terms legislation (at the date of publication, the relevant legislation is the Unfair Terms in Consumer Contracts Regulations 1999 (UTCCRs))

Please find full details of this guidance at the following address:

www.gov.uk/government/publications/higher-education-guide-to-consumer-rights-for-students

LSE is fully compliant with this guidance. Any changes made to date to the programme that you have been offered are shown at lse.ac.uk/cma, including, but not limited to:

- (i) Programme title
- (ii) Entry requirements/criteria
- (iii) Core modules/optional modules
- (iv) Information about the composition of the programme
- (v) Methods of assessment of the programme
- (vi) The award obtained upon successful completion of the programme
- (vii) Location of study
- (viii) Length of programme
- (ix) Programme regulation
- (x) Programme accreditation
- (xi) Total course costs

You should ensure you check this page before accepting your offer. You will also find information detailing how to withdraw from any financial commitments that you may have undertaken.

NOTES

NOTES



Undergraduate Admissions

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

Email

ug.admissions@lse.ac.uk

Tel

+44 (0)20 7955 7125

Website

lse.ac.uk/undergraduate

The information in this handbook can be made available in alternative formats, on request. Please contact the Undergraduate Admissions Office.

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.

Design: LSE Design Unit lse.ac.uk/designUnit

Photography: Nigel Stead, LSE Photographer

Produced by the Undergraduate Admissions Office, October 2015

