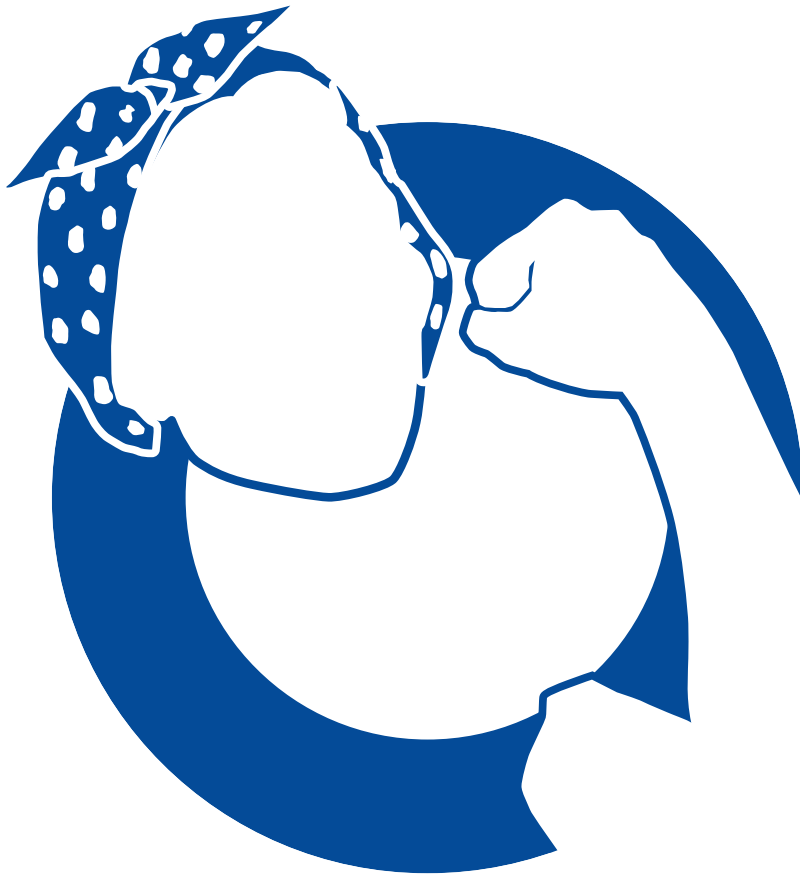




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Department of
Economic History ■



UNDERGRADUATE STUDENT HANDBOOK
2021–2022

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About the Economic History Department

Economic History has been taught at LSE since the School's earliest days. Ours is one of the few university departments in the world devoted solely to the study of and teaching of the discipline. We have around 20 full-time members of faculty, a team of Teaching Fellows, plus PhDs, researchers and visiting academics from around the world, working across a wide range of geographical areas and timeframes.

The Economic History Department teaches four BSc programmes:

- BSc in Economic History
- BSc in Economics and Economic History
- BSc in Economic History and Geography
- BSc in Economic History with Economics (New admissions to this programme ended in 2020-21)

The definitive guide to course regulations and structures is in the LSE Calendar available via the link below.

www.lse.ac.uk/resources/calendar/undergraduate.htm

About this handbook

This guide provides key information for new undergraduate students on all programmes of the Department of Economic History at LSE. It is particularly aimed at incoming undergraduates to help guide and orient them through the first weeks at LSE, as well as outline what to expect from year to year. It also includes crucial information about School services and resources.

We aim to ensure that the information in this guide is correct at the time of release to students. However, changes may occur after publication which we cannot include. Nor can the handbook cover every aspect of LSE life or School regulations, or issues which a student may encounter over the course of their programme. When changes occur, we update students via LSE email and other information channels as appropriate. We also hold information meetings for our students at key points in the academic year.

If you have a question not answered in this guide, please contact the Undergraduate Administrator (h.ivins@lse.ac.uk) who can signpost you to the information you need.

Welcome from Professor Oliver Volckart, Undergraduate Programme Director



My colleagues and I are delighted to welcome you at the Economic History Department of the LSE. We are looking forward to meeting and getting to know you in person. You are embarking on an exciting and challenging intellectual journey, during which you will get to know a fascinating social science essential for understanding not only the present society and economy, but also long term social and economic change.

Our faculty members cover a broader geographical and chronological range of economic history than you can study anywhere else in Europe and arguably in the world. We offer courses on Asia and Africa as well as on the Americas and Europe, and our topics span the period from the tenth to the twenty-first century. We are all active researchers in our respective fields of expertise and produce cutting-edge and innovative investigations which are published in the best academic journals. Our teaching is informed by the research we do; in addition, we offer many research-led academic activities. Studying at our department will therefore change how you think and see the world; it may even change who you want to be.

While in your first year in our department you take courses that give you a broad overview of economic history. In your second year you will begin to specialise on a topic, region and/or time period you find appealing. The process culminates in the third year with your dissertation. This is a piece of original research in economic history you produce with the support and guidance of a dedicated team of supervisors and teachers.

Our graduates are exceptionally employable in a variety of sectors, including education, consulting, finance, banking, government, research, media and law, to mention just a few. Also, a substantial number of our students decide to pursue post-graduate studies. After graduating from LSE they are admitted to the most prestigious universities in the UK and overseas, where they go on to study for a master's degree and often eventually for a PhD.

As Undergraduate Programme Director of the Economic History Department, I would like you to assure that our faculty and staff are both ready and willing to provide all our undergraduate students with the skills and the necessary support you need to grow academically, socially and personally.

With best wishes for your coming year at LSE,

Professor Oliver Volckart
Undergraduate Programme Director

People in the Department

Economic History Department Faculty

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|--|--|
| Dr Olivier Accominotti o.accominotti@lse.ac.uk | Associate Professor SAR 5.14 |
| Dr Gerben Bakker g.bakker@lse.ac.uk | Associate Professor SAR 5.09 |
| Dr Peter Cirenza p.t.cirenza@lse.ac.uk | Guest Teacher (EH240) |
| Dr Jordan Claridge j.claridge@lse.ac.uk | Assistant Professor SAR 5.05 |
| Dr Neil Cummins n.j.cummins@lse.ac.uk | Associate Professor SAR 5.13 |
| Professor Kent G. Deng k.g.deng@lse.ac.uk | Professor of Economic History SAR 5.17 |
| Dr Leigh Gardner l.a.gardner@lse.ac.uk | Associate Professor SAR 5.07 |
| Stefania Galli s.galli@lse.ac.uk | Teaching Fellow SAR 6.15 |
| Professor Ian Gazeley i.gazeley@lse.ac.uk | Professor of Economic History SAR 6.08 |
| Professor Sarah Horrell s.h.horrell@lse.ac.uk | Professor of Economic History SAR 6.03 |
| Dr Alejandra Irigoin m.a.irigoin@lse.ac.uk | Associate Professor SAR 6.11 |
| Professor Jane Humphries j.e.humphries@lse.ac.uk | Centennial Professor of Economic History SAR 6.04 |
| Professor Chris Minns c.minns@lse.ac.uk | Professor of Economic History SAR 5.12 |
| Professor Mary S. Morgan m.morgan@lse.ac.uk | Professor of Economic History SAR 6.09 |
| Dr Natacha Postel Vinay (n/a 20/21) n.m.postel-vinay@lse.ac.uk | Assistant Professor SAR 6.13 |
| Professor Albrecht Ritschl a.o.ritschl@lse.ac.uk | Professor of Economic History SAR 6.06 (on leave 2020-21) |
| Professor Joan R. Roses (n/a 20/21) j.r.roses@lse.ac.uk | Professor of Economic History SAR 5.15 |
| Dr Anne Ruderman (n/a 20/21) a.e.ruderman@lse.ac.uk | Assistant Professor SAR 5.06 |
| Professor Tirthankar Roy t.roy@lse.ac.uk | Professor of Economic History SAR 6.16 |
| Dr Eric Schneider e.b.schneider@lse.ac.uk | Associate Professor SAR 5.18 |
| Professor Max-Stephan Schulze m.s.schulze@lse.ac.uk | Professor of Economic History SAR 6.14 |
| Professor Oliver Volckart o.j.volckart@lse.ac.uk | Professor of Economic History SAR 6.10 |

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|---|---|
| Professor Patrick Wallis p.h.wallis@lse.ac.uk | Professor of Economic History SAR 5.11 |
| Dr Melanie Meng Xue tbc | Associate Professor tbc |
| Dr Guillaume Yon g.yon@lse.ac.uk | Teaching Fellow SAR 6.15 |

Professional Support Staff

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|--|--|
| Jennie Stayner j.c.stayner@lse.ac.uk | Department Manager SAR 3.07 |
| Helena Ivins h.ivins@lse.ac.uk | Undergraduate Administrator SAR 3.05 |
| Tracy Keefe t.j.keefe@lse.ac.uk | MSc Programmes Manager SAR 3.06 |
| Loraine Long l.long@lse.ac.uk | PhD Administrator SAR 3.03 |
| Darren Townsend d.a.townsend@lse.ac.uk | Assessment and Regulations Officer SAR 3.04 |
| Yanet Akalu y.akalu@lse.ac.uk | Graduate Intern *until December 2021 |

To see the full list of teaching and research staff, their research specialisms, office hours etc, check the departmental website.

Key Departmental Contacts for Undergraduate Students

Dr Alejandra Irigoin | Departmental Tutor | m.a.irigoin@lse.ac.uk

The Departmental Tutor has overall responsibility for pastoral advice and academic guidance for students on all BSc programmes in our department. Her role includes authorising students' change of circumstance request, and working with academic mentors to give academic advice and support to students.

Dr Oliver Volckart | Undergraduate Programme Director | o.j.volckart@lse.ac.uk

Responsible for the planning and running of the department's undergraduate programmes.

Helena Ivins | Undergraduate Administrator | h.ivins@lse.ac.uk

Has day to day responsibility for undergraduate administration within the department. Available to give general advice and information on programme, School and programme matters. If you are not sure who to go to with your question, you can ask Helena first, and she can signpost you to the right place.

Darren Townsend | Assessment and Regulations Officer | eh.exams@lse.ac.uk

Manages exams and assessment in the department. Darren can answer student queries on submissions and exam/summative marking and dates, and manages extension requests.

Departmental Welcome Events 2021

Key events for new undergraduate students in the Economic History Department

1. Monday 20 September

General Course Registration (Hong Kong Theatre)

Surnames A-I: 9.00am - 9.30am

Surnames J-R: 9.30am - 10.00am

Surnames S-Z: 10.00am - 10.45am

Erasmus and UG Berkeley Exchange: 10.45am - 11.00am

2. Tuesday 21 September

Undergraduate Registration (Hong Kong Theatre)

BSc Economic History: 11.45am - 12.00pm

BSc Economic History and Geography: 11.45am - 12.00pm

BSc Economics and Economic History: 12.00pm - 12.15pm

3. Tuesday 21 September

Department Welcome Meeting for General Course Students

Time: 3.00pm-4.00pm

Room: CBG 1.05 (Centre Building)

4. Tuesday 21 September

Department Welcome Meeting for Economic History Undergraduates and Drinks Reception

Time: 4.00pm-6.00pm

Location: NAB 1.04 (First Floor, New Academic Building)

Hosted by Professor Oliver Volckart (Head of Undergraduate Programmes, Economic History Department) and Dr Alejandra Irigoin (Departmental Tutor).

To be followed by a drinks reception for undergraduates and General Course students:

Reception for New Undergraduates and General Course students

Time: 6.00pm-8.00pm

Location: Senior Dining Room (5th Floor, Old Building, Houghton Street)

5. Thursday 23 September

Economic History Study Taster Session

Time: 3.00pm-4.30pm

Location: CLM 5.02 (5th floor, Clement House, Aldwych)

6. Friday 24 September

LSE Treasure Hunt – start location to be confirmed.

Sign up and we'll put you into teams. Turn up at the start between 1.00pm-2.00pm. Expect to finish by 5pm latest.

Welcome 2021

Welcome 2021 comprises a range of events to introduce you to LSE and help you understand what you need to do and where you need to go. There will be a range of activities, including the departmental welcome meeting and on-campus activities to help you meet your fellow students.

For more information visit welcome.lse.ac.uk or pick up a copy of The Welcome Guide 2021. You can pick up a copy when you register, in the Student Services Centre (from mid-August) or at any of the Help Points (during Welcome Week).

Peer Support – Students Supporting Students

Student Academic Mentoring Scheme (SAMS)

A support scheme for first students with a focus on friendly and informal advice and support about adjusting to life as a student. You can link up with a more senior student in the department and ask about any question to do with your life at LSE, with a particular focus on your studies and connecting to the LSE community. You can request a SAM in Week 2 who will keep in touch with you throughout your first year.

Off Campus Support Scheme

The Off Campus Support Scheme connects new students who are not living in LSE halls of residence with an experienced LSE student to act as a mentor. It also connects them to the other students in their mentoring group.

Mentors help new students to settle in at LSE. They are allocated a group of up to 8-10 mentees, usually in the same department as them, and send them an email towards the end of the summer to welcome them to LSE and answer any of their mentees' pre-arrival questions.

Mentors will then arrange to meet with their mentoring group during Welcome Week, a couple of times during the rest of Michaelmas Term and occasionally throughout their mentees' first academic year. While not a time intensive experience, mentors have considerable impact in terms of providing support / signposting for their mentees.

More information here: [Off Campus Support Scheme](#)

Keep Your Contact Details Up To Date!

It's important to keep your contact address, phone number and email address up to date on LSE for You as this may be used to contact you in case of emergency.

Programmes and Course Options

BSc Economic History Programme 2021-22

Year 1

- 1: EH101 The Internationalisation of Economic Growth, 1870 to the Present Day
- 2: EC1A5 Microeconomics I (half unit) and EC1B5 Macroeconomics I (half unit)
- 3: EH102 Preindustrial Economic History
- 4: Approved paper from outside the Department

Plus EH103 Making Economic History Count (Compulsory, non-assessed course in MT.)

All first year students will take LSE100 in the Michaelmas and Lent terms of their first year.

Year 2

- 5: EH237 Theories and Evidence in Economic History
 - 6, 7: An 200 level EH course available that year
 - 8: One course from the lists of options specified for this programme
- Other courses at 200 level or higher may be approved by your Academic Mentor.

Year 3

Third year students on this course are required to take the following.

- 9 and 10: Two courses from the EH300 options (and EC311)
- 11: A further EH300 option or an EH200 option
- 12: EH390 (dissertation)

BSc Economics and Economic History Programme 2021-22

Year 1

- 1: EC1A3 Microeconomics I (half unit) and EC1B3 Macroeconomics I (half unit)
- 2: EH101 The Internationalisation of Economic Growth, 1870 to the Present Day
3. EH102 Pre-Industrial Economic History
- 4: MA107 Mathematical Methods (half unit) and ST107 Elementary Statistical Theory (half unit)

All first year students will take LSE100 in the Michaelmas and Lent terms of their first year.

Year 2

- 5: EC2A3 Microeconomics II (half unit) (not available (2021/22) and EC2B3 Macroeconomics II (half unit) (not available 2021/22)
- 6: EC2C3 Econometrics I (half unit) (not available 2021/22) and EC2C4 Econometrics II (half unit) (not available 2021/22)
- 7: EH237 Theories and Evidence in Economic History
- 8: EH200 course from the available list

Year 3

- 9: Courses to the value of one unit from Economics Selection List A
- 10: Another course from either Economics Selection List A or from the Third Year Recommended Outside Option, Language Courses, or the Undergraduate Outside Options List (Years 2 & 3)
- 11: Courses to the value of one unit from the available Level 300 Economic History courses, also EC311
- 12: EH390 Dissertation in Economic or Social History

BSc Economic History and Geography Programme 2020-21

Year 1

- 1: EH101 The Internationalisation of Economic Growth, 1870 to the Present Day
- 2: GY100 Introduction to Geography
- 3: GY140 Introduction to Geographical Research
- 4: Either EC1A3 Microeconomics I (half unit) and EC1B3 Macroeconomics I (half unit) OR EC1A5 Microeconomics I (half unit) and EC1B5 Macroeconomics I (half unit)

All first year students will take LSE100 in the Michaelmas and Lent terms of their first year.

Year 2

- 5: GY209 The Economic Geography of Trade, Production and Development (half unit) and GY210 The Economics of Cities (half unit)
- 6: EH237 Theories and Evidence in Economic History
- 7: EH200 course from the list of available courses
- 8: GY200 course to the value of one full unit from the list of available courses on this programme

Year 3

- 9: GY313 Firms and Economic Geography: Location, Technology and Innovation (half unit) and GY314 The Economics of Housing Markets and Migration (half unit)
- 10: EH308 Historical Economic Geography: Cities, Markets and Regions in the 19th and 20th Centuries
- 11: An outside option from one of the available lists
- 12: EH391 Dissertation in Historical Economic Geography

EH200 Optional Economic History Courses

EH204 Money and Finance: From the Middle Ages to Modernity

EH207 The Making of an Economic Superpower: China since 1850

EH208 Economic History Lab: Cities, Economy and Society, 1550-1750 (n/a 2021-22)

EH209 The Family Economy in History

EH211 Africa and the World Economy, 1500-2000

EH225 Latin America and the International Economy

EH238 The Origins of Growth

EH240 Business & Economic Performance since 1945: Britain in International Context

EH300 Optional Economic History Courses 2020-21

EH304 The Economic History of North America: from Colonial Times to the Cold War

EH306 Monetary and Financial History since 1750

EH307 The Economic History of South Asia, 1600-2000

EH308 Historical Economic Geography: Cities, Markets and Regions in the 19th and 20th Centuries

EH309 Slavery From Ancient Greece to the Gulag (n/a 2021-22)

EH312 Knowledge, Technology and Economy from the Middle Ages to Modernity

EH314 Political economy and economic policies: Europe from the Crusades to the French Revolution

EH316 The Atlantic Slave Trade (n/a 2021-22)

EH325 Issues in Modern Japanese Economic Development: Late Industrialisation, Imperialism and High Speed Growth (n/a 2021-22)

EH326 Innovation and Finance in the 19th and 20th Centuries

EH327 China's Traditional Economy and its Growth in the Very Long-Term (n/a 2021-22)

EC311 History of Economics: How Theories Change

Availability on these courses will vary from year to year.

Course videos

For each course there is a short introductory video presenting the main themes of the course. You can view the videos on this page: [Economic History Undergraduate Course Videos](#)

Outside Options and Languages

An outside option is the term for a course run by a different department to your own. All our programmes allow students to select at least one outside option in the course of their programme.

The list of available outside options can be found on the programme regulations page for each BSc programme.

Additionally we allow students on the BSc Economic History programme to take a third language option in Year 3 if they have studied the same language as an outside option in Years 1 and 2.

EH390/EH391 Dissertation

All Economic History students write a 10,000 word dissertation on a research topic of their choice. Preparation begins in Lent Term of Year 2 as a non-assessed component of EH237, by the which time of year they will be expected to have formulated their research topic and be ready to discuss it with their dissertation supervisor. Guidance continues in the form of workshops, tutorials and feedback on the draft before final submission in May of Summer Term, Year 3.

Economic History Department Prizes

The Economic History Department awards its students a number of prizes on the basis on end of year results.

Baines Prize - awarded to the student with the best mark in EH101

Altorfer-Ong Prize - awarded to the student with the best mark in EH240

The Lilian Knowles prizes

- a prize is awarded to the student studying Economic History with the best set of marks in their first year.
- a prize is awarded to the student studying Economic History with the best set of marks in their final year.

EH237 Prize for Best Individual Project

LSE100: The LSE Course, Understanding The Causes Of Things

All undergraduate LSE students take LSE100 in the Michaelmas and Lent terms of their first year. The course is designed to enhance your undergraduate education by giving you the opportunity to learn from LSE's leading academics and engage with ideas that transcend disciplinary boundaries.

In this course, you will have the chance to collaborate with peers from other degree programmes, expanding your methodological skills, deepening your understanding of disciplinary modes of thinking, and synthesizing ideas from across disciplines to achieve comprehensive understanding of complex social issues. You will explore the relationship between theory, evidence and explanation, and develop your skills in thinking critically and creatively about complex issues. LSE100 aims not only to broaden your education and intellectual experience at the School, but also to deepen your understanding of your own discipline.

To find out more about what you will study on LSE100 in 2021/22 please visit the [course website](#) or contact the Course Office at lse100@lse.ac.uk

Your Studies: What To Expect In Year 1

Teaching in 2021

The majority of undergraduate teaching at LSE is done in the form of lectures and classes, with some courses run as student-led seminars or workshops. BSc Economic History and Geography students may have fieldwork as a compulsory or optional part of their course.

The School has made detailed plans for 2021 to ensure teaching is delivered as safely as possible for all, as long as guidance indicates a need for precautions to protect each other's health. Students will be advised about the precautions they need to take in order to attend teaching. LSE is also planning for lectures and large group teaching to be delivered in person wherever possible, although this will be subject to guidance. Small in-person classes, seminars, tutorial groups and other sessions, such as Harvard-style teaching, will run on campus where possible. These activities will also be accessible to students unable to access campus if there is a delay to joining us in London.

How many hours per week will I spend studying?

In Year 1 expect 8-12 hours weekly of timetabled teaching, depending on your programme, course choices and term. You will also do LSE 100 in Michaelmas and Lent Term. If you are on BSc Economic History you will also be enrolled on **EH103 Making Economic History Count** in Michaelmas Term. This course is compulsory non-assessed course designed to develop your statistical and analytical skills.

Teaching takes place primarily in Michaelmas and Lent terms and the first week of Summer Term. Lectures for full unit courses start in Week 1 of Michaelmas Term. Classes start in Week 1 or 2. Check your student timetable on LSE for You for details of lecture and class times.

A good tip is to think about your studies as a full-time job and structure your other commitments around them. Factor in time for reading, writing up notes, writing reading summaries and assessments, preparing presentations, travelling to lectures and classes, and using the library.

Lectures and classes

Lectures will be online for Michaelmas term. You should review the relevant lecture material before each class as teachers will expect you to be familiar with the material.

Classes are designed to help students understand the material more deeply, and to develop their oral and written presentation skills. Expect classes to be interactive, and to contribute in the form of presentations, reading summaries or through discussion. Each class will require reading beforehand, available electronically via the course reading list.

Classes are compulsory, and an attendance register is taken at each session. If you miss your classes consistently you may be contacted by your academic adviser or Departmental Tutor to discuss the situation and address any underlying problems.

Academic Advice and Support

Study Skills and Learning Support at LSE

The department has a Student Resource pack, which includes short guides on how to write essays and format citations, take reading notes, how to contact EH writing advisors, filling in assessment sheets, how to understand our marking criteria and more. There will be a link to this pack on each Economic History Undergraduate Moodle Course page, and students will all receive their own digital copy.

[Link to Student Resource Pack on moodle – requires LSE login](#)

LSE Life is the centre for study and life skills and runs weekly workshops and events, plus study space. It is located on the ground floor of the LSE library.

New students should check out the following resources:

- [‘Prepare to Learn’ course \(including how to self-enrol\)](#)
- [LSE Life practical sessions:](#)
- [LSE Life Moodle for study skills](#) (requires LSE Login)

The Disability and Wellbeing Service

The Disability and Wellbeing Service provides services for students who may have learning difficulties, medical conditions, mobility difficulties, need mental health support and counselling, among other things. You can find out more about what they do here:

Website: [The Disability and Wellbeing Service](#)

Email: disability-wellbeing@lse.ac.uk

Students who need support or adjustments for disabilities, physical or mental health issues are encouraged to contact the Disability and Wellbeing Service before they arrive, or as soon as possible for assessment of their needs. The DWS can create a package of adjustments and support to help you manage your studies.

Office Hours

Teachers and academic mentors allocate regular weekly time slots when they are available to students. Depending on the individual, this can be without a prior appointment, or else prebooked via Student Hub.

Economic History Department office hours are listed on individual staff pages and on the departmental website here:

www2.lse.ac.uk/economicHistory/whosWho/academic_staff/OfficeHours.aspx

Your Academic Mentor

At start of the academic year you will be allocated to an academic mentor, a member of our faculty who is there to provide you with academic guidance throughout your time at LSE. They will also be able to discuss feedback on your performance at certain stages of the year. Students should regard their mentors as their first port of call in relation to both academic and welfare matters.

New students will be given an appointment to meet their academic mentor no later than the first week of term and further regular meetings will be scheduled throughout the year. They will invite you to regular meetings in term time, which may be 1-2-1 or group meetings with other students. It is important that you establish contact promptly and arrange to meet them regularly.

The Departmental Tutor

The Departmental Tutor in the Economic History Department is Dr Alejandra Irigoin.

The role of the Departmental Tutor includes:

- overseeing the undergraduate students within the department, authorising procedures such as transfers into and out of the department, change of programme requests, etc.
- monitoring student attendance with a view to help identify students who might be experiencing problems affecting their ability to study
- chairing the department's Staff Student Liaison Committee.

Dr Irigoin will be available weekly in term time to meet with undergraduate students with questions on academic matters or issues affecting their ability to study. You can also contact her by email: m.a.irigoin@lse.ac.uk

Other Senior Student Advisers

Senior Advocate for Students

Available to all taught students at LSE for advice and advocacy.

Email: p.evanson@lse.ac.uk

Telephone: +44 (0) 20 7107 5801

Dean for the General Course

Available to see General Course students who wish to raise a problem, academic or otherwise. In particular, he is available to counsel students who may be having difficulty adjusting to life at LSE. He sees students by appointment or during his open office hours as published outside his office of OLD 1.09 (Old Building.) To arrange an appointment contact:

gc.dean@lse.ac.uk

020 7955 5197

Adviser to Women Students

Available to discuss issues of concern to women students in the School and to offer advice and support to female students with personal problems. Location: TW2.1.01

b.meng@lse.ac.uk

020 7955 5020

Assessment and Feedback

Types of Assessment

Formative assessment (assessment which does not count towards your final results) takes place on all courses and can take the form of essays, quizzes and presentations, depending on the course. Its purpose is to help you develop your knowledge of the subject, as well as your analytical and writing skills ahead of formally assessed examinations. Feedback from class teachers will also help you review your understanding and reading and writing skills.

Summative assessment means work which counts to your final course results. It can be in the form of an exam, including mid-term exams, an essay, dissertation, or presentation, depending on the course. Some courses (eg EH102) will use a mix of methods to assess student work, ie a summative essay and an exam. Some courses will have exams split between Lent and in Summer Term. Information about summative assessment is included in the calendar entry for each course.

www.lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm

Feedback and Academic Advice

Feedback and academic advice comes in different forms, both formal and informal. LSE's Academic Code sets out when you should expect feedback on your work, whether formative and summative:

<https://info.lse.ac.uk/current-students/lse-academic-code>

You will receive feedback on your classwork from your class teacher via Moodle and on LSE for You, including a termly report commenting on your class work, participation and preparation. Your academic mentor will also write a brief report on your progress at the end of Michaelmas and Lent terms.

You should also expect to meet your academic mentor twice a term so that that your mentor can discuss your progress with you and get to know your academic interests and strength. This will be important if they need to make an academic decision on your behalf, for instance, allowing you to take a specific course, or write references for you as you apply for jobs or further study. You should also regard teachers' and mentors' office hours as an opportunity to get advice and feedback on specific questions you may wish to raise.

Exams and Understanding results

Depending on their programme, students on first year Economic History programmes will take exams in Week 0 of Lent term for the following half unit courses – EC1A5/EC1B5, and MA107. The remaining exams take place in Summer Term, with final results published in July on LSE for You. Depending on the course you may have to submit summative projects or essays which will form part of your final course mark. There is also an additional assessment period in late-July to August for assessments which students have failed or deferred over the academic year. More on exams and results can be found here:

- [Assessment and Results](#)
- [Understanding results](#)

Academic Progression

What Happens If You Fail A Course?

Students receive their final marks for each course in July. These marks factor in all the summative work and exams you have done over the year for a particular course and give you an overall course mark as a percentage and also as a degree classification.

Your ability to continue to your next year will depend on how many courses you pass. It is important therefore to remember the following:

- If you fail one course you will be allowed to progress to the following year, but expected to take the exam again in the next available resit period, usually the In Year Resit and Deferral Assessment Period (IRDAP).
- Students have a maximum of three attempts at a first year paper and a maximum of two attempts at second and third year papers.
- Resits are capped at 40%. If a student has to resit or resubmit part of an assessment, the whole course mark will be capped at 40%, a pass grade.

Zero Incomplete

- Students must submit all parts of their summative coursework. If they fail to do so the course is regarded as incomplete. The student must submit the missing work at the next available opportunity and the course mark will be capped at 40%.

Exam Bars

If a student's class attendance falls below a certain level or they fail to hand in coursework a provisional exam bar may be placed on them. An exam bar means that they will not be allowed to take an exam or assessment unless they meet certain conditions, usually attending classes regularly and submitting missing coursework. In this situation students are warned of the problem and given an opportunity to meet with the Departmental Tutor to discuss why this is happening and address any issues constructively. However, the Departmental Tutor may judge it appropriate to set a provisional exam bar and set conditions under which the bar can be lifted. The process is designed to be constructive and help students address problems affecting their work, and students are always advised of relevant sources of advice and support. However, failure to meet the conditions is taken very seriously, and may well lead to a permanent bar being placed.

More information about exam barring is here:

<https://info.lse.ac.uk/current-students/services/assessment-and-results/exams/exam-barring>

Departmental Exam Marking Criteria

Examiners use the following benchmarks when assessing timed undergraduate exam essays. Similar criteria apply when marking essays and other assessed work.

First Class (70-100%)

90-100

Analysis of such originality or insight as potentially to change some aspect of conventional understanding on the subject treated; and in the case of a thesis to be potentially publishable.

80-89

Analysis of exceptional quality, based on comprehensive knowledge (both historical and conceptual) of the topic, and either developing an original argument in response to the question, or demonstrating independent critical discussion and insight.

70-79

Analysis which shows both broad and deep knowledge of the historical evidence as well as conceptual command of the subject matter based on close engagement with the question, an informed understand

Upper Second Class (60-69%)

Clearly written and well argued work which reflects an understanding of the question as well as the historical period and issues under discussion, engages seriously with the questions, offers a thorough analysis of the relevant material and is aware of its implications.

Lower Second Class (50-59%)

Work which displays an understanding of the questions set and knowledge of the historical periods and issues under discussion, but which tends to a less than systematic critical analysis of material and to presentation of a discussion which is not consistently focused or relevant.

Third Class (40-49%)

Work which shows sufficient knowledge to frame a basic answer to the question and which contains relevant information about the historical period and issues under discussion, but which is otherwise characterised by lack of clarity and originality, by an absence of analytical skills, by a tendency to factual error and by straying from the question at hand.

Fail (0-39%)

34-39

Work which provides some material relevant to the question and demonstrates some knowledge of the historical period and issues raised but which is otherwise badly marred by weaknesses of error, omission and relevance, and which demonstrates very little analytical understanding.

30-33

Work which fails to proceed beyond the most rudimentary acquaintance with the historical period and issues under discussion, which pays little attention to the precise question

posed and has persistent factual errors or an inability to frame a consistently coherent argument.

20-30

Characterised by paucity of information, confusion and lack of relevance but with some germane points or information.

0-19

Work which reveals paucity of information or knowledge about the period and question under discussion and is characterised by persistent confusion and error concerning any historical ideas it mentions, as well as by a total inability to engage with the question and frame a coherent argument in response to it. Alternatively, work which is seriously truncated and totally undeveloped.

Indicative Marking

The Economic History department uses 'indicative' grades. These limit markers to three grades within each classification, plus four grades for different levels of fail (12, 25, 32, 37). For 2.1, 2.2 and 3rd class answers, we mark on the 2, 5 and 8 (eg: 62, 65, 68). For first class answers, we mark on 75 (normal), 85 (excellent) and 95 (original).

This grading system is used for several reasons. First, they force examiners to decide whether each piece of work was either a low, normal or good example of a particular classification. Second, they prevent an examiner from sitting on the borderline between two classifications – no 59s or 70s are allowed. Third, they help ensure that overall grade totals are lifted by good grades. In short, indicative grades make our results clearer and reward good work.

LSE Alumni Community

The international LSE alumni community comprises more than 142,000 people in over 200 countries. The Alumni Relations team works to keep the LSE alumni community engaged with each other and with the School at every stage, from student to new graduate to post-retirement, providing a programme of communications, events, services, volunteering and opportunities to connect. As a current student, there are many opportunities for you to get involved with the alumni network:

Register for LSE Alumni Online - The alumni website and networking community features news from campus, our world leading academics and alumni all over the world, and provides access to the alumni programme offered by the School. To use this service, please register for a student Alumni Online account with your Student ID number.

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

Alumni Professional Mentoring Network - This career networking resource allows LSE alumni to share their valuable professional experience and expertise with current students.

<http://alumni.lse.ac.uk/mentoring>

Alumni groups - LSE's network of regional and special interest alumni groups organise regular professional and social events that students can attend. There are more than 80 regional groups and 11 special interest groups.

<http://alumni.lse.ac.uk/groups>

Involve alumni in your events - Looking for alumni speakers? Wish to invite alumni to a networking session or event? Want to learn from the experiences of LSE alumni in a wide range of industries? Connect with alumni through the Alumni Relations team for your events and other endeavours.

alumni@lse.ac.uk

What do LSE graduates do? Find statistics about the careers undertaken by graduates and also many alumni career profiles.

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

Follow us on Facebook and Twitter to keep up to date with our alumni events and activities. Students are welcome to join the official LSE Alumni LinkedIn group. There are also a number of LSE alumni groups on LinkedIn, many of which accept students as current members.

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

<https://twitter.com/LSEalumni>

<https://www.linkedin.com/groups/1438617/profile>

For more information about the benefits and services available, please visit lse.ac.uk/alumni or contact the Alumni Relations team on alumni@lse.ac.uk.

Key Information for Students

Term dates 2021-22

Michaelmas Term

Monday 27 September – Friday 10 December 2021

Reading week: Monday 1 November – Friday 5 November 2021

January exams

Monday 10 – Friday 14 January 2022

Lent Term

Monday 17 January – Friday 1 April 2022

Reading week: Monday 21 February – Friday 25 February 2022

Summer Term

Tuesday 3 May (due to May bank holiday) – Friday 17 June 2022

Registration

It is essential that you are fully registered with LSE during your time here. When you register for the first time you will need to do an in-person verification and collect your LSE Card. Usually you can re-register for subsequent years of study online but sometimes we may need to see you in person again.

For more information visit lse.ac.uk/registration

Your LSE Card

Your LSE card provides access to buildings and acts as your Library card. It is important that you keep it safe and never share it with anybody else.

If your LSE card is lost, stolen or damaged visit lse.ac.uk/studentIdCards to find out how to get a replacement.

'My Adjustments' – Support for Students with Disabilities

If you have a disability, long-term medical or mental health condition you are advised to contact the Disability and Wellbeing Service (DWS) so that they can assess your needs and put adjustments in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying.

You can contact an adviser here: <https://info.lse.ac.uk/current-students/student-wellbeing/disability-wellbeing/speak-with-an-adviser>

Student Status Documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Registration provides proof to organisations such as council tax

offices, embassies and banks that you are registered as a current student at LSE. For more information about what a Certificate of Registration shows visit lse.ac.uk/studentletters

Requesting a self-service Certificate of Registration

There is a self-service system for generating a standard Certificate of Registration. You can request a self-generated letter only once you have formally registered on your programme of study (ie, after you have attended your scheduled registration session and received your LSE card). The certificate will be automatically generated as a PDF and emailed directly to your LSE email address on headed paper. It will also be electronically stamped and signed.

Requesting a customised (bespoke) Certificate of Registration

Sometimes you might be asked to provide information that is not included on a standard Certificate of Registration. If this happens, you can request a customised (bespoke) letter. The customised (bespoke) certificate is also the option to select if you are a student awaiting registration, or if you require the certificate to apply for a non-UK travel visa and the embassy of the country you plan to visit requires an original stamp and signature.

More information and making requests

During peak periods – such as at the start of the academic year, bespoke letters will take approximately five working days to produce. The Student Services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. Some can be produced immediately, and others need to be ordered in advance. Please note that your department will not be able to produce a Certificate of Registration for you.

For more information about the types of documents available, and to access the Enquiry Form to make your request, please visit lse.ac.uk/studentletters

Interruption

You can take a year-long break in your studies (which we call an interruption) with approval from your department. You are usually required to return at the start of either Michaelmas or Lent as appropriate. Summer Term interruptions are not possible. For more information visit lse.ac.uk/interruptions.

Programme Transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually conditions on transferring programmes, and sometimes transfers are not possible.

All transfer requests require the approval of the new academic department you wish to transfer into, and the School, before being authorised. For more information visit lse.ac.uk/programmetransfers

Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information visit lse.ac.uk/withdrawal.

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study.

These include information about the structure of your programme, assessment requirements, the basis on which your final degree is calculated and what to do if you face exceptional circumstances.

Visit lse.ac.uk/calendar for more information on:

- Appeals Regulations
- General Academic Regulations
- Plagiarism
- Regulations for first degrees

You can find a full A-Z listing of all of LSE's policies and procedures online at lse.ac.uk/policies

Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building and can provide advice and information about:

- Support for new arrivals
- Student Status documentation
- Course selection and class changes
- LSE Cards
- Exams and assessment
- Results
- Programme registration transcriptions and degree certifications
- Graduation

The SSC is normally open between 11 am and 4pm, Monday to Friday. For the most up to date opening hours visit lse.ac.uk/ssc

The SSC also hosts a series of specialist drop-in sessions covering:

- Financial support office
- Fees, income and credit control office
- Graduate admissions
- International student visa advice

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session.

To find out more about the Student Services Centre visit lse.ac.uk/ssc, follow our page on the Student Hub and follow [@lse_ssc](https://twitter.com/lse_ssc) on Twitter.

What If...

The SSC have developed a series of answers to common “What if... questions. These cover a broad range of topics including what to do if you’re unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme.

You can find these questions and answers at info.lse.ac.uk/current-students/what-if

Advice Team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question, then the Advice Team will be

happy to help. You can contact the advice team via the enquiry form at info.lse.ac.uk/current-students/student-services/advice-team or by phone on 020 7955 6167.

International Student Visa Advice Team (ISVAT)

ISVAT provide detailed immigration advice for international students on their website which is updated whenever the immigration rules change. The best way to contact ISVAT is to use the query form at lse.ac.uk/isvat or to attend one of their drop-in sessions.

ISVAT also manage student exchanges to USC Berkley and through the Erasmus+ scheme. For more information about this visit lse.ac.uk/Erasmus

Student representation

Student-Staff Liaison Committees and Student Consultative Fora

Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. Their purpose is to create a forum for students to discuss their experiences, both in and outside of the classroom, with LSE staff. SSLCs are a shared, collaborative endeavour between Departments, the Students' Union, central School Services, and, most importantly, students themselves.

At the start of the year you will be asked by your department if you would like to represent your course or programme on the SSLC as a Student Academic Representative.

More information, including access to minutes from SSLCs across the School can be found online at info.lse.ac.uk/current-students/partof-lse/student-voice

Quality Assurance

Quality Assurance Strategy

LSE's approach to assuring the quality of our teaching is set out in the *Strategy for Managing Academic Standards* which can be found online in the "internal quality assurance section" of the website at lse.ac.uk/tqaro. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. As of the 2018-19 academic year this includes devolved quality assurance arrangements, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conduct surveys to assess students' opinions of teaching.

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre and the Pro Director (Education). In addition to producing reports for individual teachers TQARO produce aggregated quantitative data for departments and School-wide bodies. The results can be found online at the "Surveys" section at lse.ac.uk/tqaro.

LSE Services: Support For Your Studies And Your Career

LSE LIFE

LSE LIFE is the place to develop the skills you'll need to reach your goals at LSE, whether they concern your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE. LSE LIFE offers:

Hands-on practical workshops and online resources for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.

One-to-one appointments with our study advisers for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.

Specialist advice in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

A space to meet and work together with students from other courses and departments.

Group visits and walks to take advantage of what LSE and London have to offer.

Find out more at lse.ac.uk/lselife, check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.



Listen to our podcasts

LSE Library

LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.

Most items are split into collections to help you find what you are looking for:

The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.

The main collection is housed across three floors, holding wider items for social sciences research.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at lse.ac.uk/academicsupportlibrarian. Our online resources guide will save you time and help you find the most relevant resources:

lse.ac.uk/library/subjectguides

You can use Library search to find books and other material for your studies via lse.ac.uk/library. Once you have found what you need write down its location to help you find it in the library. To borrow books, use your LSE card and self service machines in the ground floor. You can renew your books online by logging into your library account at

lse.ac.uk/library. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at lse.ac.uk/academicsupportlibrarian. Our online resources guide will save you time and help you find the most relevant resources:

lse.ac.uk/library/subjectguides

Language Centre

Whether you are an international student looking for support with your English, interested in taking a Language Centre course as part of your undergraduate degree, or want to learn or improve a language, the Language Centre can help.

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. This support is delivered with LSE LIFE lse.ac.uk/lselfife

You may be eligible to take a language, literature or linguistics course as part of your degree. As an LSE student you can also sign up for a non-degree language course at a discounted rate. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have foreign language at GCSE Grade 4 (or equivalent), you are eligible to take a course for free!

For more information visit lse.ac.uk/languages

LSE Careers

LSE Careers is here to help guide, support and work with you throughout your time at LSE. We provide a range of careers services and events both online, face-to-face and through one-to-one appointments. We have a jobs board and offer bespoke services for disabled students and PhD students.

There is lots of information and support at lse.ac.uk/careers including:

- Information about the services offered by LSE Careers and how to access them
- Support with your career options and insight into employment sectors and recruitment processes
- CV, cover letter and application form advice and examples
- Details of what graduates have gone on to do
- LSE CareerHub, our online careers portal, allows you to:
- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and receive feedback on your applications

- Explore upcoming events including employer and alumni insights, professional development skills sessions and recruitment events

You can access CareerHub at careers.lse.ac.uk

Keep up-to-date with events and advice by following [@LSECareers](https://twitter.com/LSECareers)

LSE Volunteer Centre

Volunteering is a great way to help develop new skills and meet new people while making a difference and the LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE.

We work with organisations to advertise volunteering opportunities across London, the UK and internationally. Whether you are passionate about the environment or human rights or ready to change the world through campaigning or mentoring, we'll have an opportunity for you. We also know that students are busy and we run a comprehensive one-off volunteering programme to make sure you can fit it in.

Looking to meet charities? The first volunteering fair will take place on Monday 5 October and is a great opportunity to speak to over 50 representatives from some truly inspirational organisations. You can find out more about this, as well as the advice and support we can offer, at lse.ac.uk/volunteercentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)



[Read our blog](#)

LSE Generate

LSE Generate is the home of entrepreneurship at LSE. We aim to support and scale socially-driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free.

Discover more on our website lse.ac.uk/generate or keep up to date with Generate news through our social media [@LSEGenerate](https://twitter.com/LSEGenerate)

Equity, Diversity and Inclusion

One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School - and a society – in which everyone is able to fulfil their potential and everyone’s contribution is valued.

We aim to ensure your university experience celebrates and cherishes difference through our events ranging from “How to be good in Bed” a gameshow by Consent Collective with an expert panel to discuss sex, consent and relationships, to celebrating Black History Month, LGBT and History Month and International Women’s Day we have consistently demonstrated our commitment to an inclusive LSE.

Safe contacts

LSE safe contacts are members of LSE staff who have received training and can offer a confidential “signpost” service for staff and students who have previously or are currently experiencing some form of bullying or harassment. Find out more at lse.ac.uk/safecontacts

Report it stop it

If you have experienced or witnessed any form of violence or harassment and you want to report this to LSE you can directly do it by using the online form Report it So=stop it. This report can be completely anonymous. Find out more at info.lse.ac.uk/making-a-choice/report-an-incident

Ethics module

This online module has been designed for the whole School community with the aim of increasing understanding of the Ethics Code the range of ethics policies that support the ethics principles, how they can be applied and the importance of creating a culture in which individuals can and do raise any concerns that they may have.

Consent collective

This has resources to help people understand consent, learn about sexual harassment, find out how to support people who have experienced sexual violence, learn how to support themselves if they have experienced sexual or domestic abuse, and learn how to be an active bystander in their community.

AccessAble

Our partnership with AccessAble will help us to be proactive in improving the accessibility of our buildings

LGBT + Role Models and Allies Directory Being an LGBT+ role model at LSE is about being a visible member of the LGBT + community and a champion for LGBT+ issues.

If you would like to find out more about these and other initiatives and the information and support available to you, please contact EDI on edi@lse.ac.uk, visit lse.ac.uk/equitydiversityinclusion and follow us on Twitter [@EDI-LSE](https://twitter.com/EDI-LSE)

Health and Wellbeing

Student Wellbeing Service (SWS)

SWS brings together two key student facing services; the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS). SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provides a professional, free and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit lse.ac.uk/counselling to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

DWS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can help you to create an Inclusion Plan which is a way of putting in place agreed “reasonable adjustments” to support your studies. Visit lse.ac.uk/disability to find out more.

Peer Supporters give you the opportunity to talk to fellow students about anything that is worrying you. Peer Supporters are trained to offer confidential emotional support, help and reassurance. You can find out more about the scheme and arrange a chat with a Peer Supporter at lse.ac.uk/peersupport

Health Care in the UK

You are likely to need to access medical care while you are at LSE, even if this is just for routine appointments. In the UK most health care is provided through the National Health Service (NHS).

You are typically eligible for free treatment on the NHS if you fall into one of the following categories:

- You are a UK resident
- You have a Tier 4 visa and have paid the immigration health surcharge
- You are an EU/EEA student with a European Health Insurance Card (EHIC)
- You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website available at ukcisa.org.uk

If you are unfamiliar with the NHS search for “NHS Services explained” to find out more. You are usually required to register with a local General Practitioner’s (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you are unwell. The nearest GP surgery is St Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register please visit www.stphilipsmedicalcentre.co.uk or call 020 7611 5131. Alternatively, you can find your nearest GP by using the GP finder function on the NHS website available at nhs.uk

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty pharmacists. In an emergency you should dial 999 to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

There is a lot more information about Health Care, including details about dentists and opticians, available at lse.ac.uk/studenthealth

LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, transformational interfaith leadership programmes, and a space for worship, prayer and quiet reflection.

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle in to London and find a community that suits you – and there are lots of options! We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our *Religion and Belief Guide*. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out

lse.ac.uk/faithcentre

Wellbeing

We host a range of activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found on the “Wellbeing” page at lse.ac.uk/faithcentre. The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place on campus for reflection. This space cannot be booked but is open to all throughout the week.

Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on j.walters2@lse.ac.uk for confidential support regardless of your religion or belief. You can also find contact details for our team of Associate Chaplains on our “People” page at

lse.ac.uk/faithcentre

Interfaith Leadership Programmes

Learn more about our interfaith leadership programmes on the “Programmes” pages at lse.ac.uk/faithcentre. They are your chance to explore, question and challenge religious differences, and provide unique opportunities to build relationships and transform attitudes across faith

Exams and Assessments

Candidate Numbers

Your candidate number is unique five digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Michaelmas Term using LSE for You.

Exam Timetables

Course by course exam timetables will be available online at lse.ac.uk/exams. For January exams the timetable is usually available towards the end of Michaelmas Term, for summer exams it is usually available in Lent Term. Closer to each exam season you will also be given access to a personal exam timetable in LSE for You which shows your room and seat number.

Exam Procedures

Exam Procedures for Candidates is the must-read document for anybody taking exams at LSE. It contains all the information that you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at lse.ac.uk/exams.

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be from the Casio fx-83 or fx-85 range. If you bring an alternative model it will be removed by invigilators. The permitted calculators are available in many supermarkets and in the SU shop.

Individual Exam Adjustments

Individual Exam Adjustments (IEAs) can be made if you have a documented medical, physical or mental health condition and/or a specific learning difficulty such as dyslexia or dyspraxia. The purpose of IEAs is to provide an environment that gives all students an equal opportunity in exams. These adjustments are confidential and will not be listed on your degree certificate or transcript. In most cases you should apply for IEAs as part of getting your Inclusion Plan in place. However there is a different process for applying for IEAs for short-term, unexpected, conditions. For more information visit lse.ac.uk/iea.

Deferral

If you have received the teaching for a course but have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam, in exceptional circumstances. You will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit lse.ac.uk/deferral.

Exceptional Circumstances

If you miss an assessment that you did not defer, or experience difficulties that you feel may have had an impact on your performance on an assessment you did attempt, even

where you were provided with an extension, you should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre.. This will allow you to alert the Sub-Board of Examiners to the circumstances under which you completed the assessment or exams. For more information visit lse.ac.uk/exceptionalCircumstances.

Fit to Sit Policy

By entering an exam room, or submitting an assessment, LSE considers that you have declared yourself fit to sit. If you have experienced disruption to your studies (illness, injury or personal difficulties for example) you must think carefully about whether you should attempt the assessment or whether you should consider deferring the assessment or exam.

Plagiarism

The work you submit for assessment must be your own and all source material correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such. Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations for several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely be your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School’s statement on Editorial Help visit lse.ac.uk/calendar. Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as the offence of “self-plagiarism” and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work contained plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, academic mentor, LSE LIFE or the Library as soon as possible.

The **Regulations on Assessment Offences: Plagiarism** can be found at lse.ac.uk/calendar.

Results and Classification

Results

Results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available on LSE for You for students taking January exams and for students on 12 month Master's programmes.

For more information on how and when results are released visit lse.ac.uk/results.

Classification Schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet in July each year. You can find the BA/BSc and LLB classification schemes at lse.ac.uk/calendar

Transcripts

Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically within a system called Digitary which allows them to be easily shared. For more information about final transcripts please visit lse.ac.uk/transcripts.

Degree Certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit lse.ac.uk/degreecertificates.

Fees and Finance

Fees

All administration around your fees is handled by the Fees, Income and Credit Control Team. LSE offers two options for payment of fees, either pay them in full prior to registration or by payment plan. If you have not paid in full before you register you will be placed on a termly payment plan. You are expected to pay one third of your fees by

28th October 2021 | 28th January 2022 | 28th April 2022

If you do not know the cost of your fees, please visit lse.ac.uk/tableoffees.

To pay online or to find out about the different payment methods available, visit lse.ac.uk/feepayments. Unfortunately, it is not possible for you to pay in person.

The Fees Office also runs drop-in sessions at the Student Services Centre for students who wish to discuss fee related enquiries:

- Check your tuition fees due
- Discuss any concerns regarding payments due
- Check funding or payments made
- Present forms for confirmation and completion
- Request invoices and receipts

For full details regarding tuition fees charging policy, payment and instalment options, visit lse.ac.uk/feespolicy for the Tuition Fees Policy.

Financial Support Office

FSO are responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes.

FSO can also provide information about funds such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at lse.ac.uk/financial-support

FSO also hold drop- sessions at the Student Services Centre, can be contacted by phone on 020 7955 6609 or by email at financial-support@lse.ac.uk

Cheque Collection

Some payments are made by cheque.

If you are asked to collect a cheque then you can collect it from the Student Services Centre during normal opening hours (usually 11am to 4pm, Monday to Friday). You do not need to wait for drop-in session.

Codes and Charters

The LSE Academic Code

LSE has an Academic Code that sets out what every student should expect from their LSE education.

1. All full time undergraduate and taught postgraduate students will receive a minimum of two hours contact time per week when the course is running in the Michaelmas and/or Lent Terms for a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent Term.
2. Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below timeframes are not possible and if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.

2.1 All assessment submission deadlines and feedback timeframes will be clearly communicated to students at the start of each course, including on the course moodle page.

2.2 Feedback on formative tasks will be returned to students within 3 weeks of the submission deadline, where students submit their work on time.

2.3 Feedback on summative assessment (excluding exams, dissertations or capstone projects, will normally be provided within five weeks of the submission deadline where the students submit their work on time.

2.4 Feedback on January exams will normally be provided within six term weeks of the end of the exam period.

2.5 Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas Term.

2.6 Feedback on dissertations and capstone projects will normally be provided within four term week of final mark being made available to students.

2.7 For a summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.

3. All students have an academic mentor to advise on academic matters. Academic mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
4. Students will be invited to meet with their academic mentor at least twice during Michaelmas and Lent terms. These meeting may take the form of 1-2-1 sessions or

small group gatherings so that mentees can meet one another and discuss issues of mutual interest.

5. In addition to academic guidance provided by the academic mentor students will have access to personal advice, for example with respect to mental health and well being. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms such as the Disability and Well-being services, Student Service and departments.
6. Staff teaching on LSE programmes will be available to students, through the office hour system, for a minimum of 35 hours (for full time teaching staff) during term time. Normally the expectation is to meet face to face, but contact may take other forms that are mutually agreed between the teacher and students.
7. Departments will hold at least one Student Staff Liaison Committee and Departmental Teaching Committee meeting each term, following the School guidelines for each type of meeting.

Students Charter

Our Student Charter, written by students and staff, sets out how LSE's mission and ethos are reflected in the education you can expect to receive at the School, and in the diverse equitable and inclusive community that we all contribute to and value.

The charter covers:

- Your education – what an LSE education is and how you can make the most of it.
- Our community – what it means to be part of the LSE community and how to contribute
- Your future, out future – how to inspire future generations of LSE students.

You can find out more about the Charter and read the full version online by searching “LSE Student Charter”.

Codes of Good Practice

The Codes of Good Practice explain the obligations and responsibilities of students and staff.

The codes set out what you can expect from your department in relation to our teaching and learning experience including the roles and responsibilities of academic mentors and departmental tutors, the structure of teaching at LSE and examinations and assessments. The codes also lay out your responsibilities and what LSE expects of you. You can find the codes of practice at lse.ac.uk/calendar

The Ethics Code

The Ethics Code details the principles by which the whole LSE community is expected to act.

We expect the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the Ethics principles of Responsibility and Accountability; Integrity, Intellectual Freedom; Equality of Respect and Opportunity, Collegiality and Sustainability. You can find the Code, guidance and link to the online ethics module "Ethics at LSE" at lse.ac.uk/ethics

Research Ethics

If you conduct research you should refer to the Research Ethics Policy and procedures.

Search online for "LSE Research Ethics and Guidance" to find resources on policy, procedure, informed consent, safety training and support. You will also find the Code of Research Conduct and its associated procedures.

If you have any questions regarding research ethics or research conduct please email: research ethics@lse.ac.uk

Systems and Online Resources

Need IT help?

- Visit the IT help desk on the first floor of the Library. The help desk is open seven days a week during term time and offers a range of services including a laptop surgery.
- Email it.helpdesk@lse.ac.uk
- Call 020 7107 5000.

LSE For You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at lse.ac.uk/lseforyou.

LSE for You allows you to:

- View and update your term time (contact) and home (permanent) address
- Reset your IT password
- Access your candidate number
- View your results
- Select your courses

Student Hub

The Student Hub is LSE's app, designed to help you navigate your day-to-day life at LSE.

Use the LSE Student Hub app to view your timetable and upcoming deadlines, find your way around campus and keep up to date with news and events from your department and the wider School. You can also book appointments with academics or support services and create groups with friends and course mates to carry on the conversation outside of class.

Download the app on iOS or Android or you can access the web app at studenthub.lse.ac.uk

Moodle

Moodle is LSE's virtual learning environment. It provides a range of teaching resources, activities, assignments, information and/or discussions for your course. Moodle is managed by your course leader so how it is used will vary from course to course. You can access Moodle by visiting moodle.lse.ac.uk

Email

LSE will use your LSE email address to communicate with you so check it regularly. Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training And Development System

The Training and Development System allows you to book a place on many of the personal development opportunities offered around LSE.

You can access the Training and Development System at apps.lse.ac.uk/training-system, logging in using your LSE username and password.

Information Security Awareness Training

LSE hosts an information security awareness course in Moodle. It will help you teach you how to spot phishing emails, keep your devices safe and know how to treat your personal data.

You can access the course at moodle.lse.ac.uk/course, logging in with your LSE username and password.

Course Selection and Timetables

Programme structure and what you need to do

Each year of an undergraduate programme comprises four papers. Each of these papers is completed by taking either one full, or two half units.

In Year 1 you will need to take courses to the value of four full units for Papers 1 to 4.

For example, the **BSc Economic History** programme requires the following:

- 1: EH101 The Internationalisation of Economic Growth, 1870 to the Present Day
- 2: EC1A5 Microeconomics I (half unit) and EC1B5 Macroeconomics I (half unit)
- 3: EH102 Preindustrial Economic History
- 4: Approved paper(s) from outside the department to the value of one full unit

Plus EH103 Making Economic History Count (Compulsory, non-assessed course in MT.)

All first year students will take LSE100 in the Michaelmas and Lent terms of their first year.

Studying a course outside the department is a good opportunity for you to pursue a topic not included in the Economic History, learn a language, or learn something useful for a future career. How many you can select and when will depend on your programme.

BSc Economic History students will be allowed to study three language outside options as follows.

You will need to select all of your courses in [LSE for You](#). Your timetable will then be created by the Timetables Team.

When to select your courses

- Undergraduate course selection will open for all new LSE students on Tuesday 7 September 2021.
- Course selection across LSE will close at 5pm on 4 October 2021.

If something goes wrong then emergency changes to course selections can be made until 15 October 2021. After this no changes can be made, no matter the circumstances.

How to select your courses

Course selection takes place in three stages – you need to work out which outside option you'd like to take; you then need to select all of your courses (including your compulsory courses) in [LSE for You](#). Once that is complete you'll be given access in Moodle and we'll start work on your timetable.

1. Find out more about the outside options you're interested in

Go to lse.ac.uk/findcourses to access tools and information to help you decide which outside option, from the list above, you want to take. To help you make your decision we will run an online session prior to Welcome where you'll hear more about the courses on offer and how the process works. You may also wish to:

- Look at the Course Guide in the LSE Calendar for each of the courses (use the links above)
- Watch the introductory videos, where available
- Review the [course by course timetable](#) to see when the teaching for the course takes place
- Read the advice from current PBS students
- Check if the course is capped (see below)

Some departments make use of a tool called 'Course Finder' which helps students to narrow down their choices. Given we have a small list of options we do not recommend that you use this tool. Please be aware that Course Finder is different to selecting your courses, even if you use it you will still need to make your selections in [LSE for You](#).

2. Select your courses in [LSE for You](#)

Go to lse.ac.uk/selectcourses for step by step instructions on how to select your courses on [LSE for You](#). Remember you need to input all four courses for Year 1.

3. Check you have Moodle access for your selected courses

Providing your selected courses are ready in Moodle, you should automatically be enrolled on their Moodle pages a few hours after selecting your courses on [LSE for You](#).

Different departments handle course selection in different ways so if you are taking a course outside of Economic History then please make sure you understand how that course is managed. This is particularly the case for [language centre courses](#).

If you have any problems whilst selecting your courses email h.ivins@lse.ac.uk and we'll do our best to help.

Capped courses

Some courses are capped, this means that there are only a limited number of places available on that course. For instance, in the Economic History department, many third year courses are capped at one class. You can access a full list of [capped courses online](#).

At undergraduate level, places are allocated on a first come first served basis. In some departments priority is also given to students from that department. Each department handles this slightly differently and information about the likelihood of getting a place on a course will be included in the relevant Course Guide in the LSE Calendar.

If your preferred outside option is capped, it is sensible to have a backup in case you cannot get a place. If you can't get a place on your preferred outside option remember that you can potentially take it in your second or third year.

Timetables

Undergraduate students are allocated to all teaching centrally by the Timetables Team. Once you have made your selections in [LSE for You](#) you should receive your personal timetable. You should aim to select your courses as soon as possible so that you get a timetable on Friday 24 September. After this, if you make changes to your course selections it can take up to 48 hours for these to be reflected on your personal timetable.

Can't see your timetable?

If you can't see your timetable, or it is incomplete, after 24 September then check that you have:

- Completed [online registration](#) for this academic year
- Selected all your courses in [LSE for You](#)
- Not selected a course which creates a timetable clash (check the lectures and classes in the [course by course timetable](#)).
- Not made changes within the last 48 hours

Changing your timetable

It is not possible to change the lectures in your timetable, as there is usually only one lecture for each course and it takes place at a fixed time. You can potentially change class/seminar group in exceptional circumstances. To request a group change apply using the "course group change request" tool within [LSE for You](#). You should include details of why you need to change group and outline your availability for alternative groups. We may request evidence in support of your request.

Timetable Clashes

If your timetable has a clash please email h.ivins@lse.ac.uk and we'll do our best to help.

Auditing Courses

Some LSE courses allow for students to 'audit'. This is an informal arrangement where you join the lectures but do not go to classes/seminars or take the assessments. As an informal arrangement, it is not possible for LSE to confirm whether you have audited a course; it will not appear in your course selections, on your timetable or on your transcript. If you do choose to audit a course you should first check that your timetable will allow you to join the lectures. If so, contact the relevant course leader and ask permission to audit their course.

You must not attend any classes/seminars for courses you are auditing. This is particularly important for in-person classes/seminars where social distancing and track and trace policies need to be in place to maintain the safety of the LSE community.

Lent Term Course Selection

Course selection will reopen at the start of Lent Term 2022.

Getting Help

If you do encounter any problems, then in the first instance please contact h.ivins@lse.ac.uk. There are lots of people involved with Course Selection and Timetables so sometimes we might need to redirect your query, or ask you to speak to somebody else but this is a good starting point.

You can also contact the Student Services Centre (SSC) via [their enquiry form](#). The SSC can help if you are experiencing issues with the [LSE for You](#) system.

For queries about your timetable you can contact the Timetables team at timetables@lse.ac.uk. Do check the list of common problems above first.

If you are not able to access [LSE for You](#) at all then contact [Tech Support](#).

If you have a question about Moodle please contact eden.digital@lse.ac.uk.

For advice around which courses to take and how your programme fits together please contact the Undergraduate Administrator, Helena Ivins, who can advise you or signpost you to the correct LSE service h.ivins@lse.ac.uk.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

