



Department of
Economic History



UNDERGRADUATE STUDENT HANDBOOK
2023-24

Term Dates and LSE Closures

Academic Year 2023/24

Autumn Term

Monday 25 September – Friday 8 December 2023

Reading Week: Monday 30 October – Friday 3 November 2023

Winter Term

Monday 15 January – Thursday 28 March 2024

January Exams: Monday 8 – Friday 12 January 2024

Reading Week: Monday 19 February – Friday 23 February 2024

Spring Term

Monday 29 April – Friday 14 June 2024

Spring Exams: Monday 6 May - Friday 14 June 2024

LSE will be closed during the following periods:

Christmas Closure

Thursday 21 December 2023 – Monday 1 January 2024

Easter Closure

Friday 29 March – Thursday 4 April 2024

May Bank Holiday: Monday 6 May 2024

Spring Bank Holiday: Monday 27 May 2024

Summer Bank Holiday: Monday 26 August 2024

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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 three BSc programmes:

- BSc in Economic History
- BSc in Economics and Economic History
- BSc in Economic History and Geography

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 incoming 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 Programmes Manager (h.ivins@lse.ac.uk) who can signpost you to what you need.

Welcome from Professor Oliver Volckart, Undergraduate Programmes 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.

In your first year 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, 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 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 Programmes Director

People in the Department

Economic History Department Faculty Members

Professor Olivier Accominotti o.accominotti@lse.ac.uk	Professor of Economic History SAR 5.14
Dr Gerben Bakker g.bakker@lse.ac.uk	Associate Professor SAR 6.04
Dr Jordan Claridge j.claridge@lse.ac.uk	Assistant Professor SAR 5.05
Professor Neil Cummins n.j.cummins@lse.ac.uk	Professor of Economic History SAR 5.13
Professor Kent G. Deng k.g.deng@lse.ac.uk	Professor of Economic History SAR 5.17
Professor Leigh Gardner (on leave 2023-24) l.a.gardner@lse.ac.uk	Professor of Economic History SAR 5.07
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
Dr Jason Lennard j.c.lennard@lse.ac.uk	Assistant Professor SAR 6.05
Professor Chris Minns c.minns@lse.ac.uk	Professor of Economic History SAR 6.15
Professor Mary S. Morgan m.morgan@lse.ac.uk	Professor of Economic History SAR 6.09
Dr Natacha Postel Vinay (on leave 2023-24) 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
Professor Joan R. Roses j.r.roses@lse.ac.uk	Professor of Economic History SAR 5.15
Dr Anne Ruderman a.e.ruderman@lse.ac.uk	Assistant Professor SAR 5.06
Professor Tirthankar Roy (on leave 2023-4) t.roy@lse.ac.uk	Professor of Economic History SAR 6.16
Dr Mohamed Saleh m.saleh@lse.ac.uk	Associate Professor SAR 5.12
Professor Eric Schneider e.b.schneider@lse.ac.uk	Professor of Economic History SAR 5.18
Professor Max Schulze (on leave 2023-25) 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
Professor Patrick Wallis p.h.wallis@lse.ac.uk	Professor of Economic History SAR 5.11
Dr Melanie Meng Xue m.m.xue@lse.ac.uk	Assistant Professor SAR 6.12

Professional Support Staff

Jennie Stayner j.c.stayner@lse.ac.uk	Department Manager SAR 3.07
Oli Harrison o.harrison1@lse.ac.uk	MSc Officer SAR 3.03
Kamilah Hassan k.hassan4@lse.ac.uk	Operations Officer SAR 3.03
Helena Ivins h.ivins@lse.ac.uk	Undergraduate Manager/Departmental Tutor SAR 3.05
Tracy Keefe t.j.keefe@lse.ac.uk	PhD and Research Manager SAR 3.06
Darren Townsend d.a.townsend@lse.ac.uk	Assessment and Regulations Officer SAR 3.04

The full list of teaching and research staff, research specialisms, office hours etc is on the departmental website. lse.ac.uk/Economic-History/People

Key Departmental Contacts for Undergraduate Students

Helena Ivins | Departmental Tutor and Undergraduate Manager | h.ivins@lse.ac.uk

The Departmental Tutor has overall responsibility for pastoral advice and programme guidance for undergraduate students on BSc programmes in the department. Her role includes authorising students' change of circumstance requests, and working with academic mentors to give academic advice and support to students. She is also available to give general advice and information on School and programme matters. If you are not sure who to go to with your question, ask Helena, and she can signpost you to the right place.

Professor Oliver Volckart | Undergraduate Programmes Director | o.j.volckart@lse.ac.uk

Oliver is responsible for the planning the department's undergraduate programmes, and also co-chairs the Staff Student Liaison Committee.

Darren Townsend | Assessment and Regulations Officer | d.a.townsend@lse.ac.uk

Manages exams and assessment in the department. Darren can answer student queries on submissions and exam/summative marking and dates, and also manages extension requests, together with the Exams Sub-Board Chair.

Professor Eric Schneider | Exams Sub-Board Chair | e.b.schneider@lse.ac.uk

Chairs the Departmental Exam Sub-Board, oversees exams and assessment within the department.

Department Management Team 2023-24

Professor Patrick Wallis | Head of Department

p.h.wallis@lse.ac.uk

Professor Neil Cummins | Deputy Head for Teaching

n.j.cummins@lse.ac.uk

Professor Sara Horrell | Deputy Head for Research

s.h.horrell@lse.ac.uk

Jennie Stayner | Department Manager and LSE LGBTQ Ally and Safe Contact

j.c.stayner@lse.ac.uk

Departmental Welcome Events 2023

Check this link for the most up to date information: <https://www.lse.ac.uk/Economic-History/Study/ugprogrammes/New-undergraduate-arrivals>

Monday 18 September - Lunch and Welcome Meeting for First Year Students Lunch 1-2pm outside MAR 1.04; Meeting 2-4pm, MAR 1.04 (Marshall Building)

Come and share lunch and meet some of your fellow students before joining our welcome meeting for new first year undergraduates, hosted by Professor Oliver Volckart and Helena Ivins. We will talk you through your programmes, what and what to expect in your first year and beyond.

Tuesday 19 September - General Course Welcome meeting 2-2.30pm

Location: CKK 1.04 (Cheng Kin Ku Building, first floor)

A brief welcome and introduction to the department hosted by Professor Oliver Volckart.

Tuesday 19 September - Economic History Scavenger Hunt 2.30-6pm CKK 1.04 (Cheng Kin Ku Building, first floor)

We'll get you signed up to a team, and then hand you a series of clues taking you around LSE and surrounding area. A great way to meet your fellow students and get to know London. Prizes galore!

Wednesday 20 September - Introducing LSE Careers

Time: 2-3pm

Location: CKK LG.09 (Cheng Kin Ku Building, Lower Ground floor)

Whether you already know what career you want, or just want to know how to make the most of career opportunities while at LSE, this event is for you. Hosted by our Careers Consultant, Caroline Lisser.

Thursday 21 September – Meet our Writing Advisers

Time: 2-4pm

Location: CKK 2.04 (Cheng Kin Ku Building)

Writing Advisers Zane and Nick will introduce their role and host some team activities to introduce this vital study skill.

Thames Boat Trip

On the evening of 21 September. Cost: tbc, pre-booking required. Timing and booking information to follow.

Registration

Monday 18 September

General Course Registration (Marshall Building)

Surnames A-E: 10.15-10.30am	Surnames F-J: 10.30—10.45 am
Surnames K-O: 10.45-11.00am	Surnames P-S: 11.00-11.15
Surnames T-W: 11.15-11.30am	Surnames X-Z: 11.30-11.45am
LSE GO Exchange students: 11.45-12.00pm	

Tuesday 19 September

First Year Undergraduate Registration (Marshall Building)

BSc Economic History and Geography: 12.00-12.15pm

BSc Economic History: 12.15-12.30pm

BSc Economics and Economic History: 12.15-12.30pm

Welcome 2023

Welcome comprises a range of events to introduce you to LSE, as well as get you registered and ready to start your programme. These will include our departmental official welcome meeting and social activities (see page 8), plus lots of on-campus events to help you meet your fellow students, get to know LSE, join societies and sports clubs, and so on.

During Welcome 2023 there will be help points dotted across campus where you can ask for information.

For your comprehensive guide visit the welcome.lse.ac.uk microsite. The site includes a pre-arrival checklist, lists Welcome events across the School, introduces the LSESU and Freshers fair, tells you how to sign up for the LSE online Welcome Presentation, where to find support plus all kinds of helpful information about settling in at LSE.

LSE Welcome Guide

The guide is a text version of Welcome information for new students. You can download a copy from the website here: info.lse.ac.uk/current-students/your-first-weeks/assets/documents/welcome-guide.pdf

Student Academic Mentoring Scheme (SAMS)

This is a support scheme for first students with a focus on friendly and informal advice and support from departmental students, known as Student Academic Mentors (SAMS), about adjusting to life at LSE. All our first year students are linked up with a SAM who contact you before you arrive, and who will be there to help you with any questions you may have, with a particular focus on your studies, settling in, and connecting to the LSE community.

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, a couple of times during the rest of Autumn 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 about the Off Campus Support Scheme is here:

<https://info.lse.ac.uk/current-students/student-wellbeing/students-supporting-students/off-campus-support-scheme>

Programme Structure and Course Options

BSc Economic History Programme 2023-24

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: An approved paper from outside the Department

All first year students will take **LSE100 half unit** in the Autumn and Winter terms of their first year (choice of three options).

Year 2

- 5: **EH237** Theories and Evidence in Economic History
- 6 and 7: An **EH200** course available that year
- 8: An outside option from the lists specified for this programme.

Year 3

- 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 2023-24

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 the **LSE100 half unit** in the Autumn and Winter terms of their first year (choice of three options).

Year 2

- 5: **EC2A3** Microeconomics II (half unit) and **EC2B3** Macroeconomics II (half unit)
- 6: **EC2C3** Econometrics I (half unit) and **EC2C4** Econometrics II (half unit)
- 7: **EH237** Theories and Evidence in Economic History
- 8: **EH200** course from the available list

Year 3

9: Economics Selection List A

- 10: Another course from either **Economics Selection List A** or from the outside option lists specified for this programme.
- 11: Courses to the value of one unit from the available Level 300 Economic History courses, including EC311
- 12: **EH390** Dissertation in Economic or Social History

BSc Economic History and Geography Programme 2023-24

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 the **LSE100 half unit** in the Autumn and Winter terms of their first year (choice of three options).

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: Choice of **GY300 course** OR an outside option from one of the available lists.
- 12: **EH390** Dissertation in Economic or Social History

EH200 Optional Economic History Courses

- EH204** Money and Finance: From the Middle Ages to Modernity
- EH207** China since 1800: Culture, institutions and economic growth
- EH209** The Family Economy in History: 1260 to the present day
- EH211** Africa and the World Economy, 1500-2000 (n/a 2023-24)
- EH221**: Boom and Bust: A Macroeconomic History of the Modern World (n/a 2023-24)
- EH222**: Economic History of the Middle East and North Africa
- EH225** Latin America and the International Economy
- EH238** The Origins of Growth
- EH240** Business & Economic Performance since 1945: Britain in International Context

Availability on these courses will vary from year to year.

EH300 Optional Economic History Courses

- 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 (n/a 2023-24)
- EH308** Historical Economic Geography: Cities, Markets and Regions in the 19th and 20th Centuries
- 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

EH317 Disease, Health and History

EH326 Innovation and Finance in the 19th and 20th Centuries (n/a 2023-24)

EH327 China's Economy and its Growth in the Very Long-Term

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 used for a course run by a different department to your home or joint department, which students can select from a specific list. All our programmes allow students to select at least one outside option during 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 Dissertation

All Economic History students write a 10,000 word dissertation on a research topic of their choice. Students start to develop their research skills in Year 2 as part of EH237, and by the the year they will be expected to formulate 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 Spring 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

Postan Prize - awarded to the student with the best mark in EH102

EH237 Prize – for the best EH237 individual project

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.
- Prize for best undergraduate dissertation

LSE100

Welcome to LSE 100

LSE100 is LSE's flagship interdisciplinary course taken by all undergraduate students in the first year of their degree programme. The course is designed to build students' capacity to tackle multidimensional problems through research-rich education, giving them the opportunity to explore transformative global challenges in collaboration with peers from other departments and leading academics from across the School.

Your LSE100 theme

Before registering at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing challenge facing social scientists. In 2023/24, the themes will focus on:

AI

Climate

Fair Society

For more information about each theme, visit info.lse.ac.uk/current-students/lse100/Welcome

LSE100 is a single course, and the themes are highly interrelated. Whichever theme you choose to study, you will have the opportunity to investigate issues from different themes throughout the course, including in both your individual and group assessments.

Alongside learning about your chosen theme from a range of disciplinary perspectives, you will also study frameworks of systems thinking and systems change during LSE100. These are fields of interdisciplinary research that are being adopted by academics, policymakers, corporations, and NGOs. During LSE100, you will think holistically about how complex systems work and how the social sciences can enable change at a systemic level.

How will I study in LSE100?

LSE100 is a half unit course running across Autumn and Winter terms in the first year of your undergraduate degree programme. Each term, you will attend five 90-minute interactive, discussion-based seminars in alternating weeks.

Before each seminar, you will use Moodle to watch short video lectures featuring leading LSE academics and complete carefully selected readings to explore ideas and arguments from across the social sciences.

How will I be assessed?

LSE100 marks will be based on two summative assessments: one individual written assessment (50%) in the first term and one group research project (50%) that you will submitted as a team at the end of your second term.

Chat with the LSE100 team

We have a team answering your enquiries from 9am to 5pm, Monday to Friday. Email us and we will be happy to help answer any questions you may have about LSE100 –get in touch at LSE100@lse.ac.uk or visit the LSE100 Course Office in KSW 4.10.

We're online, on Moodle, on the **Student Hub**, and on the fourth floor of 20 Kingsway KSW). To find out more about LSE100, check out lse.ac.uk/LSE100 and follow us on Twitter [@TheLSECourse](https://twitter.com/TheLSECourse).

What To Expect In Year 1

Teaching in 2023-24

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.

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 LSE100 in Autumn and Winter Term.

Teaching takes place primarily in Autumn and Winter terms and there may be timetabled revision sessions in the first week of Spring Term, depending on the course. Lectures for full unit courses start in Week 1 of Autumn 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. In addition to timetabled teaching you should 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 are not compulsory, but attendance is essential if you wish to understand the course fully, as they will cover the major themes and topics followed up in classes.

Each lecture is followed by a class. 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 will be contacted by your academic adviser or Departmental Tutor to discuss the situation and address any underlying issues. Consistent non-attendance may lead to further action by the SSC.

Academic Advice and Support

Study Skills and Learning Support at LSE

Linked to each moodle page is our 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.

[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 Mental Health Service

The Disability and Mental Health Service (DMHS) 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 Mental Health 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 Mental Health 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, usually via Student Hub.

Economic History Department office hours are listed on individual staff pages and on the departmental website here: lse.ac.uk/Economic-History/Study/Office-Hours

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 the year. 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. Building a good working relationship with your academic mentor is an important thing to do, as you may have to ask them to write references or speak with them if you run into problems

affecting your studies. Therefore it is important that you establish contact promptly and arrange to meet them regularly. Please note that your mentor may change from year to year.

The Departmental Tutor

The Departmental Tutor in the Economic History Department is Helena Ivins (h.ivins@lse.ac.uk).

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.
- Offering advice on School regulations and signposting support to relevant student services
- monitoring student attendance with a view to help identify students who might be experiencing problems affecting their ability to study
- co-ordinating the department's Staff Student Liaison Committee.

Helena is available Monday to Friday – just drop her an email if you have a query or wish to arrange a meeting. You can also schedule meetings via Student Hub.

Other Senior Student Advisers

Senior Advocate for Students – Peter Evanson

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

Email: p.evanson@lse.ac.uk

Tel: +44 (0) 20 7107 5801

Dean for the General Course – Mark Hoffman

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. To arrange an appointment contact:

Email: gc.dean@lse.ac.uk

Tel: + 44 (0)20 7955 5197

Adviser to Women Students - Dr Sarah Trotter

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

Email: s.trotter@lse.ac.uk

Tel: + 44 (0)20 7955 7258

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 or 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 essay, a project, podcast, 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. Information about summative assessment is included in the calendar entry for each course.

Exams

In the Economic History department, exams are either on campus, or in the form of take-home exams which are submitted online. Information on how a course is assessed can be found in the course guide on LSE's calendar:

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

Feedback and Academic Advice

Feedback and academic advice come 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 Autumn and Winter terms.

You should also expect to meet your academic mentor at least 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 academic mentors' office hours as an opportunity to get advice and feedback on specific questions you may wish to raise.

Exams and Understanding Results

Students on first year Economic History programmes will take exams in Week 0 of Winter term and also in the Spring Assessment period. 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 the final course mark. There is also an additional assessment period in August for assessments which students have failed, missed or deferred over the academic year. More on exams and results can be found here:

- Exams and Assessment: Page 37
- Results and classification: Page 40

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 done over the year for a particular course and give an overall course mark both as a percentage and as a degree classification. Your ability to continue to your next year will depend on how many complete courses you pass. It is important therefore to remember the following:

- If you fail the equivalent of one full unit or less 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).
- LSE100 does not count towards progression.
- 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.

Students must attempt assessment(s) for all their first year courses, and pass the equivalent of three full units in order to progress into the next academic year.

Your first year average mark – what that means

Instead of counting every first year course mark as part of students' final degree classification, the School takes an average of the best six out of nine marks, including LSE100. (All first year full unit marks are counted twice and any half unit marks counted once, nine first year marks in total). Information about this and degree classification is here:

<https://info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForFirstDegrees-all-UG-students.pdf>

Incomplete assessments – why they matter

If a course has more than one form of assessment which contributes to the overall mark, eg an exam plus an essay or presentation, students must submit all of these parts in order to receive the course mark, and to be eligible for their degree.

Failing to submit all the assessed parts of a course means it is incomplete. Missing work must be submitted in the next available submission period in order to complete the course and receive a course mark. Having more than one incomplete course may also affect progression into the next academic year.

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. This 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. 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 understanding of the historical period, and the issues raised by the historical literature.

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.

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
- Immigration advice
- LSE ID Cards
- TfL 18+ Student Oyster Photocards
- Exams and assessment
- Results and degree certificates
- Graduation

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit lse.ac.uk/ssc for the latest information about our services, opening times and drop-in sessions.

Online Pre-Enrolment and Campus Enrolment

The majority of new students will be required to undertake a two-stage process: Online Pre-Enrolment and Campus Enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person and is where we will check your official documents and you will be issued with your LSE Card. It is very important that you attend Campus Enrolment and with the **correct original documents**. Usually, you can re-enrol for subsequent years of study online, but sometimes we may need to see you in person again. For more information, visit lse.ac.uk/enrolment

Student Status Documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Enrolment 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 Enrolment shows visit lse.ac.uk/studentletters

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address as a PDF. If the standard letter is not sufficient, you can request a bespoke Certificate of Enrolment to be produced by the Student Services Centre. **We will do our best to provide the information required, but this cannot be guaranteed.** Please bear in mind that during peak periods bespoke letters may take longer to produce. For more information about both types of Certificates of Enrolment and how to order, please visit lse.ac.uk/studentletters

The Student Services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. For more information about the types of documents available, how to request letters, and to access our enquiry form, please visit lse.ac.uk/studentletters

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.

Student Advice and Engagement

The SSC has a dedicated Student Advice and Engagement Team that can provide advice on academic (particularly non-progression, interruption, withdrawal, regulations and exams), and immigration matters. If you are not sure who to contact about a query or question, then the Advice and Engagement Team will be happy to help. You can contact the team via the enquiry form at lse.ac.uk/studentadvice

Immigration Advice

The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the visa advice query form or to attend one of their drop-in sessions, or log-in to their dedicated visa advice live chat.

What To Do 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 lse.ac.uk/what-if

Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School. You are usually required to return at the start of either Autumn or Winter as appropriate. Spring 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 before being authorised by the School. For more information visit lse.ac.uk/programmetransfers

Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you should consult your Academic Mentor, and you may want to consider interruption instead 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
- Regulations for first degrees
- LSE Calendar
- General Academic Regulations
- Assessment offences including plagiarism

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

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.

Student Voice

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.

SSLCs are your chance to engage with LSE and enact positive change for the benefit of yourself, your peers, and even future cohorts. Volunteer to represent your peers and take a leading role in the student body.

At the start of the academic year you will be asked by your department if you would like to represent your 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/student-voice

Student Q&As with LSE Leadership

The LSE President and Vice Chancellor hosts student Q&As with members of the School Management Committee, where you can discuss your experience as a student with LSE leadership.

The Q&As are an opportunity for students from across the School to hear from the President and Vice Chancellor in person and give you the chance to ask questions, raise suggestions and voice any concerns. Look out for details of where and when the Q&As will be happening.

Student Partnership

Change Makers

Change Makers is an opportunity for you to instigate positive changes at LSE through independent research. You are invited to propose a research project (independently, as a pair or as a group) about an aspect of student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff. Approximately 25 proposals will be selected to receive 80 hours of funding, full academic supervision, and the opportunity to present your findings and recommendations directly to LSE leaders. Applications to become a Change Maker will open in Autumn Term 2023 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

The Student Education Panel is an opportunity for you to enhance education at LSE and gain insight into how the university works. 50 Student Education Panellists meet twice per term to consider a specific education related topic, question or proposal. Drawing on their own experiences and ideas, they work in partnership with LSE and LSESU to co-create a better educational experience for everyone. In recognition of their contributions, and to enable a wide range of students to participate, panellists receive a termly honorarium. Applications to become a panellist will open in Autumn Term 2023 and you can find out more at lse.ac.uk/studenteducationpanel

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*. 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. The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at lse.ac.uk/tqaro. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's **Calendar**. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student Surveys

In both Autumn Term and Winter Term TQARO conduct surveys to assess students' opinions of teaching.

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information can be found online in the "Surveys" section of the website at lse.ac.uk/tqaro.

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments. Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to tqarosurveys@lse.ac.uk

Study and Career Support Services

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.
- **Constructive conversations** and **workshops** to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.
- **One-to-one appointments with LSE LIFE study advisers** for personalised advice on any aspect of your studies at LSE. Or simply book an appointment – on campus or online - to talk through your ideas for an essay, a project or your research.
- **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 with any questions – LSE LIFE is on the ground floor of the Library, open Monday-Friday, 10am-6pm



[Listen to our podcasts](#)

LSE Library

LSE Library is the major international library of the social sciences. The collections, both print and online, cover the discipline in the widest sense, and will support your studies and research.

The two main print book collections are:

- **The course collection** is located on the first floor, holding multiple copies of essential textbooks for your courses. Many of these titles are available online.
- **The main collection** is located across three floors, holding wider items for social sciences research.

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. Taught students can borrow up to 30 books at any one time. 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. We do not charge fines on late returns.

Each department has a dedicated professional Librarian, a subject expert offering email support and in-person and online appointments to help you locate and access information resources on any topic. This support ranges from identifying key resources to support your studies to high-level systematic literature searching for researchers. They also provide expert help in managing references.

The Library is a focal point of the School and we are open seven days a week during term time and vacation and 24 hours daily from the beginning of the Winter Term until the end of the examination period. There are over 2,300 study spaces, including group study rooms, and extensive IT facilities, including over 500 PCs, laptop points, a laptop loan service, wireless Internet access via eduroam, and photocopying and printing facilities.

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. You can find out more information on what is on offer and how to sign up at info.lse.ac.uk/current-students/lse-life/events/english-language-skills

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 work with you throughout your LSE journey – from helping you to find part-time work and internships, to providing opportunities for you to explore different sectors and connect with employers and alumni.

How do I get started?

Whether you're just beginning to explore your career options or have a clear idea of where you want to go, use LSE Careers to access a range of careers support, from events and job opportunities to resources and careers appointments. We also provide bespoke services for Disabled students and PhD students.

Explore our website (lse.ac.uk/careers) to find:

- details about our services and how to access them
- resources about career options
- insight into employment sectors and recruitment processes
- CV, cover letter and application form advice
- Details of what graduates have gone on to do

Log in to LSE CareerHub, our online careers portal, to:

- register for careers events
- discover jobs and opportunities
- book one-to-one discussions to talk about your career options and receive feedback on your applications
- update your preferences to receive careers information relevant to your interests

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

Follow @LSECareers [on Instagram](#) and [TikTok](#).

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. 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](#)



[Read our blog](#)

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We welcome all students and alumni – from those starting their journey in developing entrepreneurial skills to those who have already launched their ventures and are looking for support. We specifically focus on supporting and scaling socially driven student ventures and have a presence here in the UK and across the globe (from Lisbon to Lagos!).

As a student, you'll have access to all of our startup resources as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our events vary from funding competitions, talks, workshops on a range of topics, skill development bootcamps, and even international treks!

Pop by and meet us in our co-working space (the GenDen) opposite the Student Services Centre on campus.

Discover more on our website lse.ac.uk/generate, register with Generate to receive our monthly newsletter, follow us on our social media channels [@LSEGenerate](#) or you can join our [Slack Community](#) where all the action happens!

Equity, Diversity and Inclusion (EDI)

What is EDI?

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.

Support and resources available:

Safe contacts: LSE safe contacts are members of LSE staff who have received training and offer a confidential “signposting” service for staff and students who have previously or are currently experiencing some form of bullying or harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence.

Safe Contacts are often the first point of contact if you are unsure of what to do. They provide support to you and help you navigate what comes next.. Find out more at lse.ac.uk/safecontacts

Report it stop it: If you have been subjected to, or witnessed, any form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave your contact details, the School’s Deputy Head of Student Services will be able to get in touch to help with the next step.

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.ed: Consent.ed is an educational programme that explores issues around consent and provides an opportunity for us to discuss how we can look out for one another and create a respectful and inclusive campus. It is expected of students at LSE to take part in the Consent.ed sessions. It takes place over 2 platforms. The first step is completing a short online module at your own pace before taking part in the second step which is an in person 90-minute session. The session is led by 2 student facilitators.

As we recognise the sensitive nature of Consent.Ed, students who feel unable to participate for personal reasons can opt out.

More information can be found here: <https://www.lsesu.com/support/consented/>

AccessAble: Our partnership with AccessAble will help us to be proactive in improving the accessibility of our buildings, at a time when the LSE estate is undergoing major physical change.

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.

Rape Crisis: Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more: info.lse.ac.uk/Making-a-choice/Sexual-violence-support-worker

Survivors UK: LSE has recently partnered with Survivors UK and they can provide independent sexual violence advisor services to any man, boy, transgender or nonbinary person in the LSE community. Any staff or student can book a 45 minute confidential appointment by emailing isva@survivorsuk.org

If you would like to find out more about these and the information and support available to you, please contact the EDI Team at edi@lse.ac.uk, or visit lse.ac.uk/equitydiversityinclusion where you can also find out more about our initiatives including the Race Equity Framework.

Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two key student facing services; the Disability and Mental Health Service (DMHS) and the Student Counselling Service (SCS), supported by the Wellbeing Team. SWS also facilitates the Peer Supporter Scheme. Student Wellbeing Services works with you to remove barriers and manage challenges to get the most out of your LSE experience. Visit lse.ac.uk/studentwellbeing to access support.

Student Counselling Service (SCS)

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 a Wellbeing appointment to discuss whether counselling is the best option for you, and to explore further options open to you.

SCS also organises groups and workshops to support students experiencing stress, anxiety or other issues. Details of these groups can be found at info.lse.ac.uk/currentstudents/student-wellbeing/counselling-workshops

Disability and Mental Health Service (DMHS)

DMHS 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 a package known as My Adjustments, which is a way of putting in place agreed adjustments to support your studies. Visit lse.ac.uk/disability to find out more.

Peer Supporters

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

My Adjustments

If you have a disability, long-term medical or mental health condition you are advised to apply for My Adjustments (MA) as soon possible. The earlier that you let the Disability and Mental Health Service (DMHS) know about your condition, the earlier they can work with you to put appropriate support in place. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. For more detailed information about My Adjustments, and to apply for My Adjustments, visit lse.ac.uk/myadjustments

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 Student visa and have paid the immigration health surcharge

- 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 which 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 [resources](#).

Wellbeing

We host a range of wellbeing activities. Details of our regular classes can be found on the [Wellbeing](#) page and we have [spaces](#) available for prayer, meditation and reflection.

Facilities

The Faith Centre comprises Islamic Prayer Rooms, a space for silent prayer/meditation (The Cave), and a multifaith space (The Desert Room) which is bookable for LSESU Faith Societies or faith/wellbeing-based staff groups. [Find out more here](#) or email faithcentre@lse.ac.uk for booking enquiries.

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. Contact details for our team of Associate Chaplains are 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 faiths.

Beecken Faith and Leadership Programme

Learn more about our flagship faith and leadership programme at lse.ac.uk/faithcentre. These programmes are free, extra-curricular modules for all students at LSE, providing opportunities to explore, question and challenge religious differences, and build relationships and transform attitudes across faiths.

LSE Religion and Global Society

The Faith Centre is also home to the Religion and Global Society research unit; an interdisciplinary unit conducting, coordinating and promoting religion-related social science research at LSE.

LSE Religion and Global Society Blog

The [LSE Religion and Global Society blog](#) is an interdisciplinary platform that explores the place and role of religion in our globalised world. The blog is a platform for experienced and early career academics, PhD and Masters research students, and other expert commentators to share their insights on this complex, wide-reaching topic. We welcome contributions from all researchers working on religion and global society.

If you are interested in contributing to the blog, have a look at our [guidelines](#) or get in touch with the editor Flora Rustamova at f.d.rustamova@lse.ac.uk

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Flora Rustamova at f.d.rustamova@lse.ac.uk

Keep up-to-date with the Faith Centre: [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#) Visit us: 2nd Floor, SAW Building, 1 Sheffield Street, WC2A 2AP

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 early in Autumn Term.

Exam Timetables

Course by course exam timetables will be available **online**. January exams the timetable is usually available towards the end of Autumn Term, for spring exams it is available towards the end of Winter Term. Closer to each exam season you will also be given access to a personal exam timetable with your room and seat numbers.

Exam Procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year.

The document is less than fifteen pages and covers topics ranging from candidate numbers to permitted materials to e-exams 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 one of the approved models. For more information on the types of calculators allowed, please read the Exam Procedures for Candidates. If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central Exam Adjustments

Central Exam Adjustments (CEAs) can be made for you 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 CEAs 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 CEAs as part of getting your Adjustments in place. However there is a different process for applying for CEAs for short-term, unexpected, conditions. For more information visit lse.ac.uk/cea.

Fit to Sit Policy

By attempting any type of assessment, including but not limited to sitting exams, submitting coursework, class participation, presentations, or dissertations, you are declaring yourself fit to do so. If you have experienced disruption to your studies (including but not limited to illness, injury or personal difficulties) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.

Deferral

If you feel you require more time to submit the work than an extension would normally allow, or the assessment in question has a static deadline e.g., an exam or take home assessment

released on a specific date, you should consider requesting a deferral. You must submit the deferral form and evidence in advance of the submission deadline or starting time of an exam. For more information visit lse.ac.uk/deferral.

Extension policy

If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit

lse.ac.uk/extensionpolicy

Exceptional Circumstances

You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which may have affected your performance. These could include (but are not limited to):

- missing an assessment which you did not defer, or submitting an assessment late and incurring penalties
- experiencing difficulties which could have affected your academic performance in an exam or coursework
- adjustments such as CEAs, My Adjustments or deadline extensions being insufficient to compensate for the impact of your circumstances
- a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.

Submitting an EC Form is the only way for you to alert the Sub-Board of Examiners to the circumstances which may have affected your performance. For more information visit

lse.ac.uk/exceptionalCircumstances.

Assessment Misconduct

All summative assessments that you submit to the School are subject to the School's Regulations on Assessment Offences. You are expected to have read and acknowledged these regulations before you submit your work to the School. If you are found to have committed an assessment offence, such as plagiarism, exam misconduct, collusion, contract cheating or using Artificial Intelligence software, you could be expelled from the School. For more information and support regarding the School's expected standards of academic integrity visit lse.ac.uk/assessmentdiscipline

When you submit your summative (assessments that count towards your mark in a course) assessments to the School you are expected to have read and understood the following academic integrity statement:

By submitting work to the School you confirm you will abide by and uphold the School's Code of Good Practice, Ethics Code and academic integrity as outlined in the School's Regulations on Assessment Offences and Department guidance and you also confirm that:

- the work in this assessment is solely your own; and
- you have not conferred or colluded with anyone in producing this specific assessment*; and

- you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and
- your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

****It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment.***

You can seek advice about the School's rules regarding academic integrity from the Library (visit lse.ac.uk/library) and LSELIFE (visit lse.ac.uk/lse-life) You should also ensure that you adhere to the School's Research Ethics Policy and Procedures where appropriate when conducting research. Failure to obtain the necessary Ethics Approval for your research could result in your conduct being considered under the School's Research Misconduct Procedure. For more information visit lse.ac.uk/ethics

Results and Classification

Results

Final results are available once the relevant School Board of Examiners has ratified them. Provisional results are available for students taking January exams and for 12 month master's students.

Results are not released to students who owe debts to the School.

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

If you need to take a deferred or resit assessment, more information about the resit period can be found at lse.ac.uk/re-entry

Classification Schemes

Degrees are awarded according to the classification scheme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the 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

Depending on when you are awarded your degree, you may have the opportunity to collect your certificate at graduation. Any certificates that are not collected are posted to the permanent home address we have on record. For more information, please visit lse.ac.uk/degrecertificates.

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:

- 28 October 2023
- 28 January 2024
- 28 April 2024

For tuition fee levels please visit lse.ac.uk/tableoffees.

To pay online or to find out about the different payment methods available, visit lse.ac.uk/feepayments

Once you are enrolled you can access your financial details at any time to review your tuition and accommodation fees, invoices, payments and instalment arrangements by accessing the Finance Hub. Please visit our webpage to get full details lse.ac.uk/ficc

Unfortunately, it is not possible for you to pay in person.

The Fees, Income and Credit Control Office also run drop-in sessions for students who wish to discuss fees and payment related enquiries. For further information, please visit lse.ac.uk/ficc

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

Financial Support Office

The Financial Support Office is responsible for administering a variety of scholarships, bursaries and funds for enrolled students. Please contact us if you have any questions about your LSE funding.

If you experience financial difficulties, contact us as soon as possible to discuss your options.

Phone, email or join a one to one Zoom Drop-in Sessions: lse.ac.uk/financialdropin, call or email for further advice and information.

Contact details:

Tel: **+44 (0)20 7955 6609**

lse.ac.uk/financialsupport

Codes and Charters

LSE Academic Code

LSE's Academic Code sets out what we are doing to deliver a consistent student experience across our School, and clarifies what you can expect from an LSE education.

The Academic Code brings together key principles that underpin students' education into a School-wide policy. Developed in partnership with LSE Students' Union, it sets the baseline to build on in four key areas: teaching standards, academic support, assessment and feedback and student voice – areas that students have told us matter the most to them.

[Read the Academic Code in full.](#)

The Student 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.](#)**

Codes of Good Practice

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

They set out what you can expect from your department in relation to your teaching and learning experience. The codes cover areas like the roles and responsibilities of Academic Mentors and Departmental Tutors, the structure of teaching at LSE and exams and assessment. The codes also lay out your responsibilities as a member of our community. You can find the codes of practice in the **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 six ethics principles:

- Responsibility and Accountability
- Integrity
- Intellectual Freedom
- Equality of Respect and Opportunity
- Collegiality

- Sustainability.

Learn more about the [Ethics Code](#).

Research Ethics

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

Find [resources, training and support on LSE research ethics](#). 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

The Tech Centre is open seven days a week during term time and offers a range of services including a laptop surgery. For further information visit info.lse.ac.uk/staff/divisions/dts/help

Student Hub

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

- View your timetable and upcoming deadlines
- Find your way around with the campus map
- Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE
- Book appointments with academic staff (office hours) or support services

Available on iOS and Android app stores or as a web app at Studenthub.lse.ac.uk

Moodle

Moodle is LSE's virtual learning environment.

The majority of taught courses have a corresponding course on Moodle, the online learning platform used at LSE. Moodle courses contain essential resources such as lecture slides, lecture recordings and reading lists. Moodle also enables activities such as quizzes and discussion forums and allows for online assignment submission, marking and feedback. How Moodle is used is determined by the course convenor and so this may vary from course to course. LSE also provides a Moodle Archive service which provides teachers and students with a snapshot of previous year's courses.

You can access Moodle by visiting moodle.lse.ac.uk

Reset your IT password

You can reset your IT password at [LSE Password website](#)

Multi-Factor Authentication (MFA)

MFA provides an extra layer of security on top of your username and password when you access our resources online – providing increased protection against cyber-attacks. Once set up, it is easy to use and manage via the link below: lse.ac.uk/mfa

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".

Microsoft Office 365 @ LSE

All our students are eligible for a free copy of Microsoft Office 365 on their personal computers and devices.

Microsoft Office 365

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

The LSE Cyber Security Awareness Training can be self-enrolled at **Course: LSE Cyber Security Awareness Training**. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

More tips are available at lse.ac.uk/cyber

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.

For example, year 1 of the **BSc Economic History programme** requires the following units

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

Additionally, all first year students take LSE100 in the Autumn and Winter terms of their first year.

An outside option will be a good opportunity for you to pursue a topic not included in the Economic History, learn a language, or learn something related to a future career. How many you can select and when will depend on your programme. Inter-disciplinarity is a key feature of studying at LSE and there will be students from other programmes who will take Economic History courses as their outside option.

BSc Economic History students will be allowed to study three language outside options if they are in the same language and at progressive levels.

You will need to select all your courses using **LSE for You**. Your timetable will then be created by the Timetables Team.

When to select your courses

- Undergraduate course selection for all new LSE students opens on Tuesday 5 September 2023.
- Economic History students should aim to have completed course selection by Friday 23 September – but try to do it earlier, especially if you have no outside options on your programme.
- Course selection across LSE will close at 5pm on Monday 9 October 2023.

If something goes wrong then emergency changes to course selections can be made until 16 October 2023. **After this no changes can be made, no matter the circumstances.**

How to select your courses

1. Find out about your courses – we have course videos on the core Economic History first year courses you can access here: <https://www.lse.ac.uk/Economic-History/Study/ugprogrammes/Undergraduate-Course-Videos>

For your other courses you can look at the Course Guides in the **LSE Calendar**. Watch the introductory videos, where available. You can also search moodle – many courses will give you access without being registered.

Review the course by course timetable to see when the teaching for the course takes place: https://www.lse.ac.uk/admin/timetables/confirmed/module_sessional.htm

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 all 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**.

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 Helena Ivins at h.ivins@lse.ac.uk.

Capped courses

Some courses are capped, which means that there are limited number of places available on that course. You can access a full list of capped courses online here: **Capped Courses**

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 this is 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 classes by the Timetables Team. Once you have made your selections in **LSE for You**, you should receive your personal timetable. Aim to select your courses as soon as possible so that you get a timetable on Friday 19 September 2023. 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?

Personal timetables are published at the end of September on LSE for You. Before you start selecting courses on LSE for You, you should complete **online pre-enrolment** (new students) and activate your IT account, as part of the pre-enrolment process, in order to see your timetable. Continuing students do not need to have re-enrolled for the new academic year before starting to select courses, however, you will not be able to view your timetable until you have re-enrolled. If the timetable still does not show, after pre-enrolment/re-enrolment, it is possible this is due to a timetable clash.

There is a 'Student Timetable Clashes' screen in LSE for You which may help to identify your clash. This screen provides details of simple clashes, these are the straightforward lecture to lecture clashes. Some clashes are more complex and do not appear on the list in LSE for You. Complex clashes may involve more than two courses and often arise when a clash free seminar/class group can't be found even though there are multiple groups.

You are also advised to consult the School-level timetables (found on the Timetables webpage) and check all of your course timings so you understand the full nature of the clash(es).

For more information about timetable clashes and how to access your personal timetable, please refer to the Undergraduate Course Selection and Timetables Student Guide section 7 and the information on Timetables webpages.

If you can't see your timetable, or it is incomplete, after 22 September check that you have:

- Completed **online pre-enrolment** and campus enrolment (new students) / [re-enrolment](#) (continuing students) for this academic year
- Selected all your courses in **LSE for You**
- Not selected a course which creates a timetable clash (check the <https://info.lse.ac.uk/current-students/timetables> Timetable viewed by course Code).
- Not made changes within the last 3 working days

Changing your timetable

It is not possible to change the lectures in your timetable; 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 "Undergraduate Class/Seminar 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.

You can request a class group change via **LSE for You**, but you should be aware that this is at the discretion of the department running the course. You may need to provide evidence justifying the need to change classes. It is at the discretion of each department to define what reasons are valid for a class change. If you have any questions about this, please get in touch with the teaching department for the course directly. Please also note that any potential class group changes are subject to availability. You can find more information on the **class and Seminar group change requests webpage**.

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.

Winter Term Course Selection

Course selection will reopen at the start of Winter Term 2024 to allow you to change Winter Term half units, provided the newly chosen courses are not already full. Late course changes are not permitted in Winter Term once course selection has closed. We strongly advise that you minimise the changes you make in this period. You cannot change any course that has any teaching in Autumn Term 2023.

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.

For queries about the course selection process *you can contact the Student Exams and SSC Support team via [their enquiry form](#).*

For questions about course content: contact staff in the relevant **teaching department(s)**, or the teacher responsible for the course, as stated on the relevant course guide.

For questions about timetabling: contact the Timetabling Team via [their enquiry form](#).

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 general advice about which courses to take and how your programme fits together please contact the Departmental Tutor, Helena Ivins, who can advise you or signpost you to the correct LSE service: h.ivins@lse.ac.uk.

LSE Campus



Key

95A 95 Aldwych	FAW Fawcett House	35L 35 Lincoln's Inn Fields	OLD Old Building	POR 1 Portsmouth Street
ALD Aldwych House	KGS King's Chambers	50L 50 Lincoln's Inn Fields	OCS Old Curiosity Shop	SAL Sir Arthur Lewis Building
CBG Centre Building	KSW 20 Kingsway	LRB Lionel Robbins Building, Library	PAN Pankhurst House	SAR Sardinia House
CKK Cheng Kin Ku Building	LAK Lakatos Building	MAR The Marshall Building	PAR Parish Hall	SAW Saw Swee Hock Student Centre
CLM Clement House	LCH Lincoln Chambers		PEA Peacock Theatre	SHF Sheffield Street
COL Columbia House	5LF 5 Lincoln's Inn Fields		PEL Pethick-Lawrence House	STC St Clement's
CON Connaught House				
COW Cowdray House				

All buildings have wheelchair access and lifts, except 95A, KGS, KSW*, 5LF, 50L, POR* and SHF. *KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only)

Disabled Access After 6.30pm, please call Security Control on 020 7955 6200 to ensure that any disabled access doors are open. Also see: [Accessibility map \[PDF\]](#) For access to 20 Kingsway, please call security staff on 020 7955 6200 to set up the portable ramp in the entrance foyer. Access Guides to LSE buildings AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now **available online**.



Department of
Economic History



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