



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

125
YEARS ■

Welcome to the
Department of Mathematics

Undergraduate Handbook

2020/21

lse.ac.uk/mathematics



Look after yourself. Look after others.



Wear a mask



Wash or sanitise
hands regularly



Keep a safe distance and
follow advice on campus



Cover coughs
and sneezes

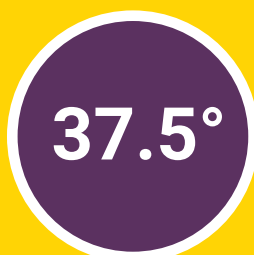


Use learning
spaces safely



Let LSE know if
you feel unwell

Do you have symptoms?



High temperature, fever
shaking or chills



Loss of sense of smell, taste,
or breathing difficulties



Dry cough

**Get a COVID-19 test, DO NOT go out
and you MUST self-isolate for two weeks.**



SCAN ME

Thanks. Together we help make LSE COVID-secure.
Campus safety, testing information and more: lse.ac.uk/coronavirus



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Connect with the LSE community
studenthub.lse.ac.uk/welcome



Welcome from the Head of Department

Welcome to the Department of Mathematics at LSE.

By joining one of our degree programmes, you become a member of a vibrant intellectual community, comprising excellent students (BSc, MSc and PhD), world-leading faculty, experienced professional services staff, and high-achieving alumni. By taking advantage of the rich and diverse learning environment at LSE, you will further develop your talents and advance your knowledge. We offer a supportive and friendly environment in which everybody can fulfil their potential. We in the Department are always thinking how we can make changes for the better. Every year we introduce new teaching programmes and modules. We've also seen a rapid growth in recent years; hiring several outstanding new staff to broaden our research and teaching portfolio.

As you are undoubtedly aware, this year will be very different for everybody in the Department. A large part of your learning will be provided via online provision (both recorded and live). But as much as possible, we will also offer face-to-face teaching and support on campus. Since the start of the COVID-19 pandemic we have been designing a portfolio of activities that gives our students a rewarding and supportive learning environment. Several of the activities are aimed at making sure that you get to know your fellow students and other members of the LSE community. This year will be very different than what all of you (and us) were expecting when you applied, but it shouldn't be less exciting.

The Department's teaching and research are shaped to a large extent by its position within LSE. We view teaching and research as complementary activities, each enhancing the other. Our aim is to be excellent both in teaching and research, in a way that reflects our location within a social sciences institution, engaging with all parts of LSE.

In this handbook you will find a wealth of information about your degree programme, your studies, the support the Department and LSE offer, and much more. Our website (lse.ac.uk/Mathematics) provides further and up-to-date information, including news and events, and a section for current students in the Department.

Finally, if at any point during your stay with us you feel that there is something I should be aware of regarding your experience in the Department of Mathematics or LSE (good or bad), do not hesitate to contact me, by email or in person. My door is always open, whether it's a virtual door, or the door of my office.



Professor Jan van den Heuvel
Head of Department

J.Van-Den-Heuvel@lse.ac.uk



Key Staff



Professor Peter Allen is the Departmental Tutor for first year undergraduate students. For any academic queries relating to first year study, he is your main contact.

P.D.Allen@lse.ac.uk

Jackie Everid is the Undergraduate Programmes Manager. She is your first point of call for any non-academic queries.

J.L.Everid@lse.ac.uk



Professor Jan van den Heuvel is the Head of the Department. He is responsible for all academic activities, students, staff and programmes offered by the Department.

J.Van-Den-Heuvel@lse.ac.uk

Other Professional Services Staff you may need to know are:

[Kate Barker](#)

Department Manager

[Rebecca Batey](#)

MSc Programmes Manager

[Enfale Farooq](#)

Research Manager

[Sarah Massey](#)

Department Administrator: Communications and Student Support

[Edward Perrin](#)

Department Administrator: Finance, Projects and Facilities

Please check the departmental website for a full list of academic staff, their research interests, office hours and contact details:

lse.ac.uk/Mathematics/people

lse.ac.uk/Mathematics/Current-Students/Office-hours



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*unavailable for 2020/21

**unavailable for MT 2020/21



About the Department

The LSE Department of Mathematics is internationally recognised for its teaching and research. Located within a world-class social science institution, the Department aims to be a leading centre for mathematics in the social sciences. The Department's growth trajectory reflects the increasing impact that mathematical theory and mathematical techniques are having on subjects such as economics and finance, and on many other areas of the social sciences. The Department offers seven degree programmes across various levels: undergraduate; postgraduate; and MPhil/PhD.

Department Office

The Department's main office can be found on the 4th floor of Columbia House in COL.4.01. The team is available to assist with general enquiries as well as student support, submission of course work and other non-academic queries.

During a normal term time, the office would be open between:

10am-12 noon and 2pm-4pm

Postal address:

Department of Mathematics, COL.4.01
The London School of Economics and Political Science
Houghton Street
London WC2A 2AE

Email: maths.info@lse.ac.uk

Email

The School will use your LSE email address to communicate with you so you must check it regularly. You can access this off campus using [Webmail](#). If on campus, the email program Microsoft Outlook is available on all student PCs on the LSE network.

Twitter, LinkedIn, Blog and Student Hub

You can follow the Department of Mathematics' Twitter account here: [@LSEMaths](#).

You can also follow our [LinkedIn page](#) and connect with our alumni community.

The Department runs a research blog: blogs.lse.ac.uk/math/

We are also on the [Student Hub](#) app! Our main departmental page can be found here: studenthub.lse.ac.uk/channel/56



About the Programme

Our department runs three undergraduate programmes: BSc Mathematics and Economics; BSc Mathematics with Economics; and BSc Financial Mathematics and Statistics. All our undergraduate programmes share first year content, and from your second year, the courses become more targeted to your programme.

First year

In the first year of your mathematics programmes, you will take the following full-unit courses:

- 1 **EC100 or EC102** – Economics A or B
- 2 **MA100** – Mathematical Methods
- 3 **MA103** – Introduction to Abstract Mathematics
- 4 **ST102** – Elementary Statistical Theory

EC100 or EC102 (course allocation dependent on Economics A-level or equivalent background), MA100 and ST102 are among the largest courses in the School, with over 700 first year students taking each of them. MA103 is a more specialist course, taken by about 250 students. For the Course Guide for each of these courses, see:

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

Second and Third year

For the updated full list of courses for each undergraduate programme, please see the following links:

lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2020/BScFinancialMathematicsAndStatistics.htm

lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2020/BScMathematicsAndEconomics.htm

lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2020/BScMathematicsWithEconomics.htm

And then...

At the end of your degree, you should be equipped to go on to a wide variety of careers, or you can continue your studies by choosing one of the many graduate degrees that are available. These include MSc Applicable Mathematics, MSc Financial Mathematics, and MSc Operations Research and Analytics run by the Department of Mathematics.



Undergraduate Study Room

At the time of writing, we are unable to guarantee that the Undergraduate Study Room will be open in Michaelmas Term 2020/21. We will provide further information when it is available.

The Department of Mathematics has a study room that is available to you to use for both individual and group study, where the Maths Support Centre normally takes place. This room is COL.2.01, on the second floor of Columbia House, and is available 9am-6pm. You will need your ID card for access to the building and to the room second floor.

Equity, Diversity and Inclusion Officer

The School's commitment to equity, diversity and inclusion is one of its strategic priorities and one of the core principles set out in the School's Ethics Code. The Department of Mathematics' equality officer is **Dr Albina Danilova**. For more information please see here: lse.ac.uk/Mathematics/EDI

Graduation Ceremonies

The Graduation Ceremony for final year undergraduate students takes place in July, with the ceremony held on campus in the Peacock Theatre. Whilst this might seem a long way away, it is an important part of the student experience. The ceremony itself usually lasts 60-80 minutes and is immediately followed by an on-campus drinks reception with the Department, so we can celebrate together.

Please note that at the time of writing, future graduation celebrations may be held online due to the pandemic. For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see:

[lse.ac.uk/ ceremonies](https://lse.ac.uk/ceremonies)





Studying and Academic Support

Your Academic Mentor

At the start of term all students will be assigned an Academic Mentor. Your Academic Mentor will:

- Provide you with academic guidance and feedback on your progress and performance.
- Discuss any academic problems you may be experiencing.
- Provide pastoral support on non-academic issues and refer you, as necessary, to sources of support within the School.
- Meet with you regularly and maintain regular contact with you outside of meetings.
- Likely be one of the people that will write reference letters for you in future, so it is important that they get to know you well.

In Welcome Week, your Mentor will contact you to set up a meeting. After this initial meeting, you should arrange other meetings your Mentor at least once or twice in each term. They will contact you to set up these meetings, unless you wish to discuss something more urgently.

Mentors will be able to discuss with and advise you on a range of academic and pastoral issues. These can include: academic progress; course choices; deferral; exams; and personal circumstances. Academic Mentors are also one of the first faculty points of contact if you are facing difficulties with your studies. Academic Mentors will treat all information you give them with the appropriate level of confidentiality, although sometimes it may be necessary for your Mentor to discuss information with other relevant members of staff.

Note that your Academic Mentor is not responsible for assisting you with administrative problems. If something is wrong with your registration, timetable, etc., you should contact the [Student Services Centre](#) or [Jackie Everid](#).

The Departmental Tutor

For first year students in 2020-21, the Departmental Tutor is [Professor Peter Allen](#). The Departmental Tutors are overall in charge of the advisory system, monitoring of academic progress of students, and are responsible for course and programme transfers. They also decide whether approval can be given for selecting course options outside the normal regulations, and other special arrangements. **In most cases, talk to your Academic Mentor before you see the Departmental Tutor.**

If you are not satisfied with your Academic Mentor, you can contact the Departmental Tutor to explain your concerns, and if necessary you can request to be assigned to a different Academic Mentor. If your Academic Mentor happens to be the Departmental Tutor, you should raise your concerns with the Undergraduate Programmes Manager or the Head of Department.



Getting Your Priorities Right

We appreciate that your experience this year is not going to be what you expected when you applied. We are trying to make your experience as close to 'normal' as we can, and we expect that you will want a 'normal' student life, or as close as you can get to it. It's quite reasonable to want to enjoy the non-academic parts of student life – sports, societies, parties – that you've been looking forward to, and indeed these are an important part of your personal development.

At the same time, you need to remember that your studies have to come first. One of the things which we will not be able to replicate this year is the experience of sitting in a lecture hall with hundreds of fellow students, being given new material to understand with the possibility to ask questions of the lecturer at any moment. Instead, your lectures will be in the form of pre-recorded video.

We will do our best to make up for this, by building in as many opportunities for interaction as we can. But you will need to approach your studies in an adult way: keep to the timetable, pay careful attention to the video lectures, make sure you stay on top of the material as it appears, and put yourself in a position to make the most out of your exercise classes.

Poor grades at the end of the first year are almost always the result of a poor approach to university study. You are good enough to do well, otherwise you would not have been accepted. But university study is not like school work. You cannot expect to fall behind in your courses – even by a week or two – and catch up again without a great deal of effort and dedication. You certainly cannot expect to make up for a lost term's work, or year's work, with a couple of months of revision. If you try this, you will probably fail your exams at the end of the year. Failed courses will be taken in the resit period in the summer, which you can find out more about later in the handbook.

Furthermore, you may well want to apply for internships during your second year, for which you will often need reference letters. These will not refer to your school exam results, nor to whatever you might potentially achieve, but to the only concrete results we have on your performance: your first year exam results.





Points of Advice

- Divide your time between your courses and do not fall behind, as it can be difficult to catch up.
- Use the Christmas vacation to review the material covered in the first term.
- Find a place and a method to study that suits you. Space will be tight this year, but you do not have to stay in your room. When the weather is good, study outside; when it's not, you will be able to book spaces on campus. Make friends with others in your course and meet them – whether physically or by video call – and work through notes and problems together. One of the best ways to really understand something is to try to explain it to someone else.
- If you have a problem with a course, ask your class teacher (in the first instance) for help during their office hours, or attend office hours of the course lecturer, or visit the Maths Support Centre.

Lectures, Seminars and Classes

Mathematics courses taught by the Department are taught by means of lectures, seminars and classes. For each course there are usually two lectures per week during the two main teaching terms (most half-unit courses run for one term/11 weeks of teaching). For each course, you will also be assigned to a class or seminar once a week. Classes normally start in Week two of the term and attendance is compulsory. Seminars, like classes, are compulsory and attendance records are held. Teaching arrangements on courses run by other departments may be different, so check the course guide for more information.

If you are absent without good reason from too many classes for a course, you may be barred from sitting the exam for that course. If you miss more than one class, a warning email will be sent to you, your class teacher and your Academic Mentor. Class teachers have the option to record attendance as 'absence with reason' in case a student had a good reason to be absent (eg, important appointments, illness, etc.). Make sure to inform your class teachers before the class if you have good reasons for missing a class by the deadline given.



Assessment

This section is about the various forms of assessment that you might encounter during your studies. For 2020/21, all homework and coursework will be submitted online. Exams in January 2021 will take place online and at the time of writing, all exams in Summer 2021 may also take place online.

Exams and Assessment

A high proportion of the courses you will take as part of your degree will be in mathematics. Other departments have their own arrangements for assessment. These are the two types of assessment you may encounter:

- **Formative assessment** takes place on all courses, but **does not count** towards your final results. In mathematics courses, this will usually take the form of homework or class exercises.
- **Summative assessment** can take several different formats, and **does count** towards your final results.

Summative assessment in mathematics usually takes the form of a written, unseen, closed book exam, though some courses have oral assessments or coursework elements. Mathematics exams at university are different to A-Level or other school exams. As you advance, the emphasis is increasingly on testing your understanding of the material you have learned, as well as your ability to solve specific types of problem.

Be aware that exams for different courses test different kinds of knowledge and skills. If you go to the lectures where the exams are discussed (often in the revision lectures at the end of each term or week 1 of Summer term), you will get an idea of what is expected in the exams. General guidance for mathematics exams can be found:

lse.ac.uk/Mathematics/Current-Students/Assessment-feedback

Please note there will be a January exam for MA100, ST102, EC100 and EC102 in the week/weeks before Lent Term (week 0). All of your first year courses will also have exams in the Summer Term exam period. Summer Term exams take place from early May to mid-June. The exam timetable for this period is usually available towards the end of Lent Term. There is also a resit (IRDAP) period in July/August for those students who failed or deferred earlier summative assessment. More information available below.

Homework

On Mathematics courses, lecturers assign homework which is usually in the form of weekly exercise sheets. In other departments there may be different arrangements. You should do the assigned work and hand it in for marking to your class teacher before the deadline given. It is likely that most work will be submitted electronically this



year. Some class time is spent discussing the exercise sheets, but there will also be opportunities to ask questions about the course in general, or to work in groups.

The grades assigned for homework are a useful source of feedback. The grades also form part of your progress reports written by the class teacher each week. Your Academic Mentor will discuss the reports with you at the beginning of the following term. If there are any real problems arising in the first term, then we may arrange a meeting before Christmas.

In some courses, your weekly homework will form part of your course grade (usually 10 per cent). If you make a serious effort every week, even if you are struggling and your letter grades on the work are not good, you should get the entire 10 per cent. You should view this as a reward for keeping up with the course and studying in the way that is most likely to get you a good result in the exam.

If you regularly miss classes and/or do not provide required homework and coursework, you may not be allowed to sit the exam for the course.

Past Exam Papers

Past exam papers from all departments, without solutions, are available via the LSE Library website library-2.lse.ac.uk/protected-exam/. Past exam papers for some Mathematics courses are available, in some cases with solutions, on the Moodle page for each individual course.

You will find these papers useful but be careful: if you do one or two past papers, you will know what to expect in the exam. If you do another fifteen, you will not learn much more about the exam, because we make sure that every year the questions are new and different. It is more important to understand the material, rather than trying to guess what may come up in the exam.

Progression

You are required to pass at least three units (out of four) in your first and second years to progress to the next year. If you do not achieve this, you will have to re-sit the exams you failed. You will have to retake any failed course even if you progress to the next academic year. More information will be given once your exam results are known. Please be aware that you have three attempts at first year papers and only two attempts at second and third year papers. If you have passed a paper, you are not allowed to retake it.

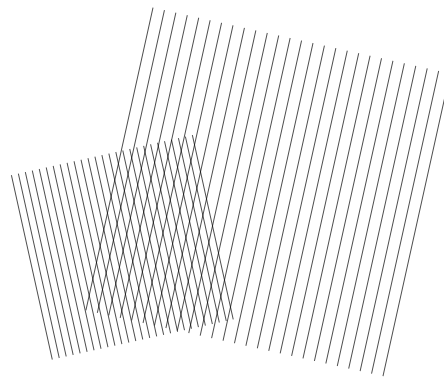


In-Year Resits (IRDAP)

If you fail or defer one of your undergraduate exams, you will be entered to attempt your resit or deferred assessment during the In Year Resit and Deferred Assessment Period (IRDAP), which takes place from the end of July to mid August.

If you have deferred your assessment and are sitting/submitting it for the first time, your mark will not be capped. If you have failed and are re-sitting/re-submitting an assessment, the overall mark for that course will be capped at a Pass mark of 40.

For more information on IRDAP, see here: lse.ac.uk/current-students/services/assessment-and-results/exams/re-entry



Feedback

Lecturers, class teachers and academic mentors hold regular office hours and are on hand to answer queries throughout the term and provide feedback. They also provide specific written feedback on LSE for You (LFY). Submitting all your homework for marking is also an excellent way of ensuring you get regular feedback.

What is feedback?

- It is part of learning – providing you with ideas and information about how to improve your work
- It is a dialogue – between you and all those other people you come across in your learning, who help you develop and understand ideas.
- It is a joint responsibility – you need to be an active player, not a passive recipient!

How can feedback help you?

- It helps you improve the particular assignment you are working on.
- It gives you useful pointers for subsequent work.
- It helps you understand the criteria that will be used to assess you in exams and coursework, where the grade counts towards your degree result.
- It motivates you to reach your potential.



How is feedback provided?

You may get feedback on all sorts of work:

- Problem sets
- Mock exams, 'exam type' assignment and tests
- Your contributions to class discussions
- Your participation in Moodle discussion forums
- Questions you raise in lectures or online
- Class presentations
- Course essays
- Group projects
- Your work overall throughout the term

Feedback comes in many different forms:

- Written comments on work you've handed in
- Direct oral feedback from your class teacher
- Group feedback from your lecturer
- Information feedback from discussion with fellow students and teachers
- Online feedback

Feedback comes from a variety of sources

- Your class teachers and lecturers
- Your Academic Mentor
- Fellow students on your courses/programme
- Fellow students in your Hall/housing/neighbourhood





Further Support

Maths Support Centre

The Maths Support Centre helps students studying for first and second year mathematics courses. It does this by bringing these subjects and their teachers together outside of the classroom, to offer a space where they can get direct support and also offers a space to study.

At the time of writing, please refer to the lecturer and class teacher office hours for 2020/21 as we cannot guarantee the Maths Support Centre will be open on campus.

Mathematics Study Adviser

Sally Barton is the Mathematics Study Adviser for our Department's first year undergraduate students. As a Study Adviser, she can help with issues surrounding transition to university, getting to grips with abstract mathematics and academic insecurities, and any initial concerns you may have about studying at LSE. She works closely with the Student Wellbeing Service to make sure students get the help they need, as well as with the Academic Mentors who can refer you to Sally for support.

LSE LIFE Student Academic Mentorship (SAM)

Your first year at LSE is a unique and occasionally challenging time. From time management, course choices and working on those first assignments, to best places to eat, how to save money, and how to find your way around London, your fellow students in your Department may have the inside scoop on all aspects of life at LSE.

The LSE LIFE Student Academic Mentorship (SAM) programme will enable you to hear from the people who have been where you are, had some difficult and some positive moments in their studies, and made it through successfully: senior students in your department. You will be matched with a student mentor from the Department, and you will get regular opportunities to meet your student mentor and benefit from integrating into LSE's dynamic community. You can find out more here: lse.ac.uk/current-students/lse-life/projects/student-academic-mentor-programme



Assessment Criteria

The Department also has the following general guidelines on assessment criteria, which provides broad descriptions of the meaning of marks awarded on our exams.

Mark (%)	Grade Descriptor	Characteristics
1-9	Bad Fail	<ul style="list-style-type: none"> • Nothing presented or completely incorrect information or answers contain nothing at all of relevance • No evidence of understanding • No competence in core basic techniques of the subject
10-19	Bad Fail	<ul style="list-style-type: none"> • Very little information or information that is almost entirely incorrect or irrelevant • Very little evidence of understanding • Very little competence in core basic techniques of the subject
20-29	Fail	<ul style="list-style-type: none"> • Little understanding evident • Very limited competence in core basic techniques of the subject
30-39	Fail	<ul style="list-style-type: none"> • Some understanding evident, but no ability to grapple with anything other than a limited range of very routine questions • Limited competence in core basic techniques of the subject or competence only in a small part of the material
40-49	Third Class	<ul style="list-style-type: none"> • An acceptable demonstration of a basic understanding of and competence in the subject • Some knowledge of, and application of, relevant methods and techniques • A basic range of information and knowledge deployed, with some areas of inaccuracy
50-59	Lower Second Class	<ul style="list-style-type: none"> • A sound understanding of the subject • Knowledge of, and some application of, relevant methods and techniques • A standard, and largely accurate, range of information and knowledge deployed • May demonstrate ability to grapple with standard problems, but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject



60-69	Upper Second Class	<ul style="list-style-type: none"> • A clear understanding of the subject • Competent application of relevant methods and techniques • Wide and accurate range of information and knowledge deployed • Some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject
70-79	First Class	<ul style="list-style-type: none"> • A thorough understanding of the subject • Deft application of relevant methods and techniques • Extensive range and consistent accuracy of information and knowledge • A significant capacity to solve more unusual or demanding questions, involving application of thorough understanding of the subject and its methods
80-89	First Class	<ul style="list-style-type: none"> • A deep understanding of the subject • Mastery of relevant methods and techniques • Highly extensive range and consistent accuracy of information and knowledge • An impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods
90-100	First Class	<ul style="list-style-type: none"> • A comprehensive and deep understanding of the subject • Mastery of relevant methods and techniques and an ability to deploy them with flair • Very extensive range and consistent accuracy of information and knowledge • An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods

Undergraduate courses and degrees in the Department conform to the description in the [Subject Benchmark Statement for Mathematics, Statistics and Operational Research](#).



Useful Links

General Academic Regulations:

info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/GeneralAcademicRegulations-all-UG-students-20-21.pdf

Undergraduate Classification Scheme:

info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/BA-BSc-Three-Year-scheme-for-students-from-2018.19.pdf

Department of Mathematics Website:

lse.ac.uk/Mathematics





Personal and Professional Development

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

In terms of events, there are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. You can find more information on the links below:

info.lse.ac.uk/current-students/student-wellbeing

info.lse.ac.uk/current-students/lse-life

info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal/Information-for-Students

During the year, the Department organises events for students. Topics range from information on study skills, time management, report writing, mathematical writing, to presentations by one of LSE's career advisers. We also invite alumni who studied in the Department of Mathematics to talk about their careers and experiences during and after their time at LSE. In the Lent Term, there will also be a session on course choices. All events will be announced by email.

Personal and Professional Development Seminar Series

We have developed a seminar series which provides personal and professional development opportunities for first-year students. There are 8 timetabled sessions for all first year students designed to complement and highlight all the resources available around the School to support you. The series is designed to have a proactive role, anticipating and addressing the issues that first-year students commonly face in their transition from School to University. [Further information can be found here](#) and updates will be communicated [via Moodle](#). **For 2020/21, these sessions will be hosted online.**

Women in Mathematics Seminar Series

The Department of Mathematics supports its staff and students by running a termly seminar series, which focuses on issues of interest to women in mathematics. For each seminar we invite a speaker to introduce their area of research or career to our students and discuss other issues of relevance to the group. While our female UG, MSc, PhD students and academic staff are especially encouraged to attend these seminars, everybody is welcome. Keep an eye on [the website](#) and your emails about upcoming seminars.



Academic Awards and Prizes

The Department of Mathematics likes to celebrate the achievements of its students, both academic achievements and community focused. The following prizes are available to be won by undergraduate Mathematics students during their time at LSE.

Cyril Offord Prize

The prize is awarded annually for outstanding performance in Mathematics on one of the following degree programmes: BSc Financial Mathematics and Statistics, BSc Mathematics and Economics, BSc Mathematics with Economics, and BSc Mathematics, Statistics & Business. The prize is named in memory of Professor Cyril Offord who was the first Professor of Mathematics at LSE. The prize consists of a monetary award and a book chosen by the Department.

Information can be found here:

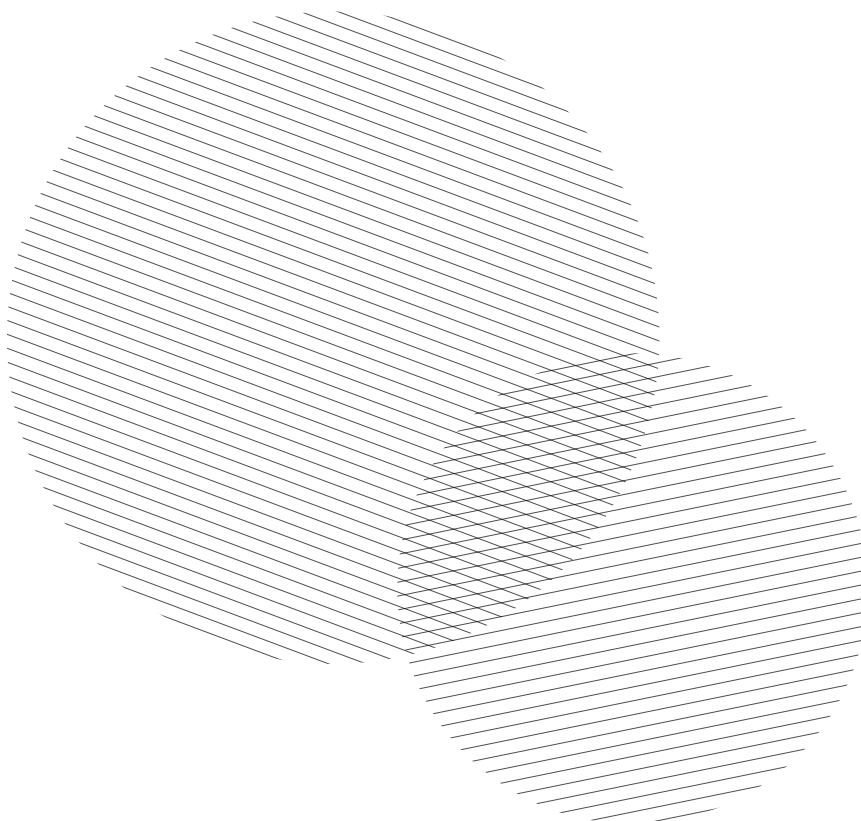
lse.ac.uk/Mathematics/Current-Students/Prizes/Cyril-Offord-Prize

Farr Prize

Named after William Farr, who is regarded as one of the founders of medical statistics, this prize is awarded to the student who achieves the best performance in final exams for a BSc student in the Departments of Mathematics and Statistics. The prize consists of a monetary award and a certificate.

Information on the prize and previous winners can be found here:

lse.ac.uk/Mathematics/Current-Students/Prizes/Farr-Prize





Wynne-Roberts Prize Fund

This prize fund, which is funded by the University of London Convocation Trust, is awarded by the Department Sub-Board of Examiners for the best performance in first and second year mathematics courses by a student in the Department of Mathematics. There are prizes for both first and second year students. The prize consists of a monetary award for both first and second year winners, or split equally if there are joint winners in either year group.

For more information on the prize and previous winners, please see this link:

lse.ac.uk/Mathematics/Current-Students/Prizes/Wynne-Roberts-Prize

John Ying Wah Gibson Prizes

The prize is in memory of John Ying Wah Gibson, a BSc Mathematics and Economics graduate from 2009, who passed away whilst running the Singapore Marathon in December 2016. John is remembered as a dedicated student who made excellent contributions to his cohort, in particular in offering support to his fellow students. The fund comprises of two awards, which are which are **The John Ying Wah Gibson Citizenship Prize** and **The John Ying Wah Gibson Voluntary Work Award**, which students can apply for, or nominate other students for. These prizes are open to all Mathematics student taking undergraduate and postgraduate programmes.

More information can be found here: lse.ac.uk/Mathematics/Current-Students/Prizes/John-Ying-Wah-Gibson-Prize





Jargon Buster

Michaelmas Term

Otherwise known as Autumn Term, first semester or Fall Term, this is the first part of the academic year starting in September and finishing in December. You may see it written like this, or as **'MT' on some of your course documents**.

Lent Term

Lent Term is also known as Spring Term or second semester and falls after the Christmas Break and the New Year. This usually lasts until the Easter Break, and after it is Summer Term. You may see it written as **'LT' on some of your course documents**.

The School

This may seem obvious, but if someone says “the School” this is referring to LSE as a whole institution. They may also call it the university or just say LSE. All other names will refer to departments or divisions, which all form part of the wider School.

Director

Some other higher education institutions have Chancellors, Vice Chancellors or Presidents. Our equivalent here at LSE is a Director. Our Director is Dame Minouche Shafik (2017-present) who was previously an MSc student at LSE.

Programmes and Courses

At LSE, the term “programme” refers to your degree (eg, MSc Financial Mathematics), whereas “courses” refer to the modules you take (eg, MA417: Computational Methods in Finance).

Capped and Controlled Courses

Many graduate courses are designated as ‘controlled access’ due to limited places and/or prerequisites that are required in order to study the course. [Find out more here](#).

The Calendar

This is a resource used by everyone for regulations relating to a programme, course and other aspects of their study. You would find the ‘Course Guide’ for a course, or your regulations for your programme here: lse.ac.uk/resources/calendar/



Useful Information

Location of Departments

Accounting	Old Building – 3 rd Floor	020 7852 3780	accounting@lse.ac.uk
Economics	32 Lincoln's Inn Fields – 1 st Floor	020 7955 7542/6426	Econ.Hub@lse.ac.uk
Finance	Old Building – 3 rd Floor	020 7955 7736	finance@lse.ac.uk
Language Centre	20 Kingsway – Ground Floor	020 7955 6713	languages@lse.ac.uk
Mathematics	Columbia House – 4 th Floor	020 7655 7732	Maths.Info@lse.ac.uk
Philosophy, Logic and Scientific Method	The Lakatos Building – 3 rd Floor	020 7955 6845	philosophy-dept@lse.ac.uk
Statistics	Columbia House – 6 th Floor	020 7107 5416	statistics@lse.ac.uk

Please note that at the time of writing, the LSE Campus is not open. We would encourage students to contact Departments via email in the first instance.

Important Contacts

<u>Accommodation Office</u>	accommodation@lse.ac.uk
<u>Careers Office</u>	careers@lse.ac.uk
<u>Crime Reporting/Campus Security</u>	020 7955 6200
<u>Fees Office</u>	020 7955 7765
<u>Financial Support Office</u>	financial-support@lse.ac.uk
<u>IT Information and Help Desk</u>	020 7107 5000 / techsupport@lse.ac.uk
<u>Library Enquiries</u>	library.enquiries@lse.ac.uk
<u>London Nightline (6pm-8am)</u>	020 7631 0101
<u>LSE LIFE</u>	lselife@lse.ac.uk
<u>Student Wellbeing Service</u>	020 7955 7567 / 020 7852 3627
<u>Student Services Centre</u>	lseportal.force.com/student-services/s/enquiry-form
<u>Students' Union – Advice and Counselling</u>	su.advice@lse.ac.uk
<u>St Philips Medical Centre</u>	020 7611 5131

See also: lse.ac.uk/People/Search-People



Key information

[Term dates and LSE closures – academic year 2020/21](#)

[Registration](#)

[Student Services Centre](#)

[Student representation](#)

[Quality assurance](#)

[LSE services to support you with your studies and in your career](#)

[Equity, Diversity and Inclusion \(EDI\)](#)

[Your wellbeing and health](#)

[Exams and assessments](#)

[Plagiarism](#)

[Results and classification](#)

[Fees and finance](#)

[Codes and charters](#)

[Systems and online resources](#)

[Course selection and timetables](#)

[LSE Campus](#)

“

At LSE, you don't just get to study our changing world, you can see it and experience it. With history being made every day, why would you want to be anywhere else? ”

”



Term dates and LSE closures

Academic year 2020/21

Michaelmas Term (MT)

Monday 28 September – Friday 11 December 2020

Lent Term (LT)

Monday 18 January – Thursday 1 April 2021

January Exams: Monday 11 – Friday 15 January 2021

Summer Term (ST)

Tuesday 4 May – Friday 18 June 2021

Summer Exams: Monday 10 May – Friday 18 June 2021

LSE will be closed during the following periods:**Christmas Closure**

Wednesday 23 December 2020 – Friday 1 January 2021

Easter Closure

Friday 2 April – Thursday 8 April 2021

May Bank Holiday: Monday 3 May 2021

Spring Bank Holiday: Monday 31 May 2021

Summer Bank Holiday: Monday 30 August 2021



Registration

It is essential that you are fully registered on your programme during your time at LSE. When you arrive on campus for the first time you will need to do an in-person verification and collect your LSE Card. Usually you can re-register for subsequent years of study online, but sometimes we may need to see you in person again. For more information visit lse.ac.uk/registration

Your LSE Card

Your LSE card provides access to buildings and acts as your Library card. It is important that you keep it safe and never share it with anybody else. If your LSE card is lost, stolen or damaged visit lse.ac.uk/studentidcards to find out how to get a replacement.

Inclusion plans

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

Student status documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Registration provides proof to organisations such as council tax offices, embassies and banks that you are registered as a current student at LSE. For more information about what a Certificate of Registration shows visit lse.ac.uk/studentletters

“

Your LSE card is an important piece of identification so please make sure you keep it safe, and never share it with anybody else. ”



Requesting a self-service Certificate of Registration

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

Requesting a customised (bespoke) Certificate of Registration

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

More information and making requests

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

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

Interruption

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

Programme transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible. All transfer requests require the approval of the new academic department you wish to transfer into, and the School, before being authorised. For more information visit lse.ac.uk/programmetransfers



Change of mode of study

If you are studying a master's programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable, and your course selection will be amended according to programme regulations. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit lse.ac.uk/changemode

Withdrawal

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

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programme, assessment requirements, the basis on which your final degree is calculated and what to do if you face exceptional circumstances.

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

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees

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





Student Services Centre

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

- **Support for new arrivals**
- **Student status documentation**
- **Course selection and class changes**
- **LSE cards**
- **TfL 18+ Student Oyster Photocards**
- **Exams and assessment**
- **Results**
- **Programme registration transcripts and degree certificates**
- **Graduation**

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

The SSC also hosts specialist drop-in sessions run by the following teams:

- **Fees, Income and Credit Control Office**
- **Financial Support Office**
- **Graduate Admissions Office**
- **International Student Visa Advice Team**

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session. For more information visit lse.ac.uk/ssc

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



What if...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including what to do if you’re unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme. You can find these questions and answers at info.lse.ac.uk/current-students/what-if

Advice team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the Advice Team via the enquiry form at info.lse.ac.uk/current-students/student-services/advice-team or by phone on **020 7955 6167**.

International Student Visa Advice Team (ISVAT)

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

ISVAT also manage funding and student/staff exchanges through the Erasmus+ scheme. For more information visit lse.ac.uk/erasmus



We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. ”

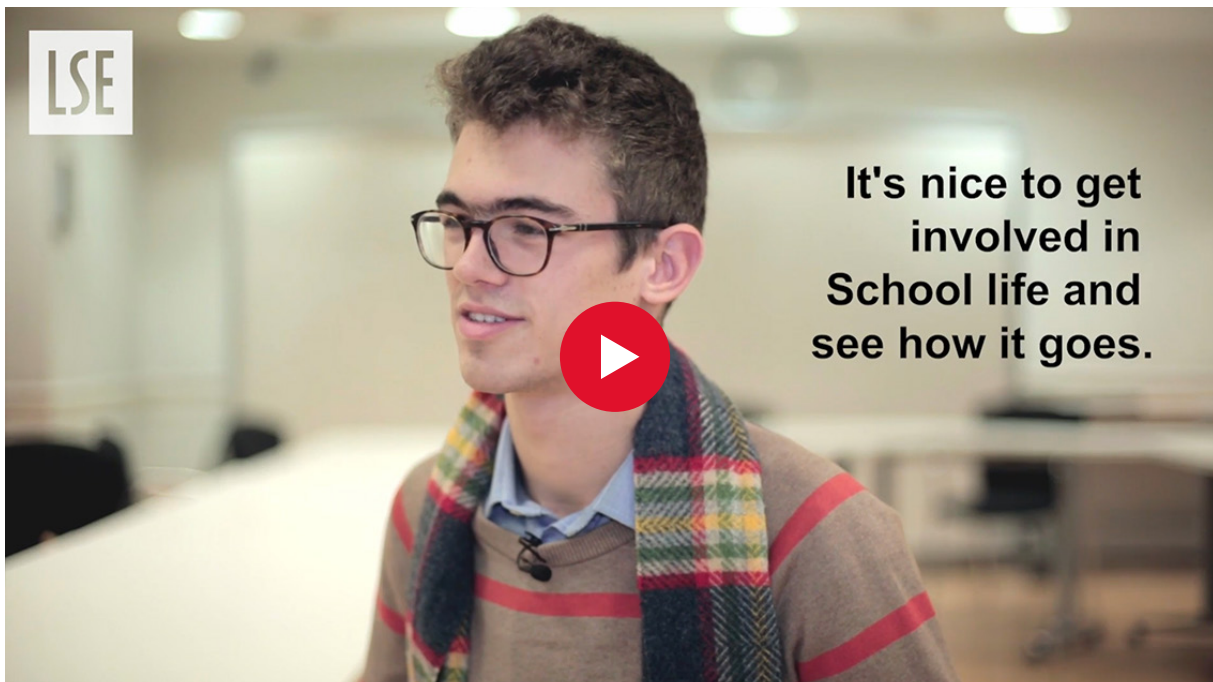


Student representation

Student-Staff Liaison Committees and Student Consultative Fora

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

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

Lunchtime Q&As with LSE directors

LSE Director Minouche Shafik hosts lunchtime Q&As with members of the School leadership team, where you can discuss your experience as a student with LSE directors.

The Q&As are an opportunity for students from across the School to hear from the Director 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.



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

Student teaching surveys

In both Michaelmas Term and Lent Term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to teachers, Heads of Departments, the Director of the Eden Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). In addition to producing reports for individual teachers TQARO produce aggregated quantitative data for departments and School-wide bodies. The results can be found online 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.



LSE services to support you with your studies and in your career

LSE LIFE

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

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.
- **One-to-one appointments with our study advisers** for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

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



[Listen to our podcasts](#)





LSE Library

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

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

- **The course collection** is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.
- **The main collection** is housed across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials 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 the self-service machines on the ground floor. Taught students can borrow up to 20 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.

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





Language Centre

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

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

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

For more information visit lse.ac.uk/languages

LSE Careers

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

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

- **Information about the services offered by LSE Careers and how to access them**
- **Support with your career options and insight into employment sectors and recruitment processes**
- **CV, cover letter and application form advice and examples**
- **Details of what graduates have gone on to do**

LSE CareerHub, our online careers portal, allows you to:

- **Discover jobs and opportunities**
- **Book one-to-one discussions** to talk about your career options and receive feedback on your applications
- **Explore upcoming events** including employer and alumni insights, professional development skills sessions and recruitment events

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

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



LSE Volunteer Centre

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

We work with multiple organisations to provide you with short term and long term volunteering opportunities across London, the UK and internationally. We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. You can find out more, as well as the advice and support we can offer, at lse.ac.uk/volunteercentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)



[Read our blog](#)

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially-driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website lse.ac.uk/generate or keep up to date with Generate news through our social media [@LSEGenerate](https://twitter.com/LSEGenerate)





Equity, Diversity and Inclusion (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.

We aim to ensure that your university experience celebrates and cherishes difference. Through our events ranging from "How to be Good in Bed", a game show by Consent Collective with an expert panel to discuss sex, consent, and relationships, to celebrating Black History Month, LGBT+ History Month and International Women's Day, we have consistently demonstrated our commitment to an inclusive LSE. Support and resources available:

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential "signposting" service for staff and students who have previously or are currently experiencing some form of bullying or harassment. Find out more at lse.ac.uk/safecontacts

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

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

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

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

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



Your wellbeing and health

Student Wellbeing Service (SWS)

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

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

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

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

“

There are so many ways to get involved at LSE, try to make the most of these chances. ”



Health care in the UK

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

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

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

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

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

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

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



LSE Faith Centre

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

Finding your feet

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

Wellbeing

We host a range of activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found on the "Wellbeing" page at lse.ac.uk/faithcentre. You can also come and sit in the Faith Centre main space for personal prayer and reflection.

Support

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

Interfaith Leadership Programmes

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





Exams and assessments

Candidate numbers

Your candidate number is a unique five digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Michaelmas Term using LSE for You. Further information about LSE for You can be found in the Systems and Online Resources section.

Systems and Online Resources section 

Exam timetables

Course by course exam timetables will be available online at lse.ac.uk/exams. For January exams the timetable is usually available towards the end of Michaelmas term, for summer exams it is usually available in Lent Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

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 ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at lse.ac.uk/exams

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please visit lse.ac.uk/exams. 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.



Individual exam adjustments

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

Deferral

If you have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam. You will need permission from the Chair of your Sub-Board of Examiners to do this. 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 IEAs, Inclusion Plans or deadline extensions being insufficient to compensate for the impact of your circumstances**

The deadline to submit ECs is seven days after your final assessment in the academic year.

Submitting an Exceptional Circumstances Form is the only way for you to alert the Sub-Board of Examiners to the circumstances under which you completed the assessment or exam. For more information visit lse.ac.uk/exceptionalcircumstances

Fit to sit policy

By submitting your assessment regardless of whether it is coursework, participation in a class presentation or sitting an exam, LSE considers that you have declared yourself fit enough to do so. If you have experienced disruption to your studies (illness, injury or personal difficulties for example) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.



Plagiarism

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

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

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely be your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf.

For further information and the School's statement on Editorial Help visit lse.ac.uk/calendar. Any breach of the Statement will be treated in the same way as plagiarism.

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

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

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

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



Results and classification

Results

Final and provisional results are released through LSE for You. 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 that have debts owing to the School. For more information on how and when results are released visit lse.ac.uk/results

Classification schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet 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 which allows them to be easily shared. For more information about final transcripts please visit

lse.ac.uk/transcripts

Degree certificate

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





Fees and finance

Fees

All administration around your fees is handled by the Fees, Income and Credit Control Team.

LSE offers two options for payment of fees. You can either pay them in full prior to registration or by payment plan. If you have not paid your fees 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 2020

28 January 2021

28 April 2021

If you do not know your tuition fees please visit lse.ac.uk/tableoffees

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

Please note 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 at the Student Services Centre for students who wish to discuss fees and payment related enquiries.

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





Financial Support Office (FSO)

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

FSO can also provide information about hardship funds for current students such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at lse.ac.uk/financialsupport

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

Cheque collection

Some payments are made by cheque.

FSO will provide details on how to receive your cheque. If you are asked to collect a cheque then you can collect it from the Student Services Centre during normal opening hours. You do not need to wait for a drop-in session. Please visit lse.ac.uk/ssc for the latest information about opening hours.



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 teaching standards, academic support, and assessment and feedback – areas that students have told us matter the most to them.

The Academic Code should be read in conjunction with the [LSE-LSESU Student Charter](#).

- 1** All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent term.
- 2** Students will have the opportunity to receive feedback on **formative** and **summative** work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.
 - 2.1** All assessment submission deadlines and feedback time frames will be clearly communicated to students at the start of each course, including on the course Moodle page.
 - 2.2** Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.
 - 2.3** Feedback on summative assessment (excluding exams, dissertations or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.
 - 2.4** Feedback on January exams will normally be provided within six term weeks of the end of the exam period.
 - 2.5** Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas term.
 - 2.6** Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.



- 2.7** For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.
- 3** All students will have an **Academic Mentor** to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
- 4** Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
- 5** In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.
- 6** Staff teaching on LSE programmes will be available to students through a minimum of 35 **office hours** (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.
- 7** Departments will hold at least one **Student-Staff Liaison Committee** and one Departmental Teaching Committee meeting during each of the Michaelmas and Lent terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.



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, our future** – how to inspire future generations of LSE students.

You can find out more about the charter, and read the full version online – just search “LSE Student Charter” or visit info.lse.ac.uk/Current-Students/student-charter

Codes of Good Practice

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

They set out what you can expect from your department in relation to the 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 at lse.ac.uk/calendar



The Ethics Code

The Ethics Code details the principles by which the whole LSE community are 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**

You can find the code, as well as guidance and support at lse.ac.uk/ethics

Research Ethics

If you conduct research, you'll need to follow the Research Ethics policy and procedures.

Search online for "LSE Research Ethics and Guidance" to find resources, training and support. 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 Technology Centre on the first floor of the Library
- Email: tech.helpdesk@lse.ac.uk
- Call: 020 7107 5000

The Help Desk 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/current-students/dts

LSE for You

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

LSE for You allows you to:

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





Student Hub

The Student Hub is LSE's app, designed to help you navigate your day-to-day life at LSE. 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**
- **Create or join groups with friends and coursemates to carry on the conversation outside of class.**

Download the app to help you organise your time, connect with coursemates and discover everything that LSE has to offer.



Available on iOS and Android app stores or as a web app.

Visit studenthub.lse.ac.uk to find out more!

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



Email

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

Training and Development System

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

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

Information security awareness training

The LSE Cyber Security Awareness Training can be self-enrolled at Moodle. 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

To add an extra layer of security for your account and data, please set up Multi-Factor Authentication (MFA) via lse.ac.uk/mfa



Course selection and timetables

Your programme comprises a number of courses, which are usually worth half (0.5) or a full (1.0) unit. Undergraduate students will take courses to the value of four units per year. The number of courses postgraduate students take varies by programme but can be found at lse.ac.uk/calendar. You will need to select all of your courses, including any compulsory ones, in LSE for You.

When to select courses

Undergraduate course selection will open in early September. Postgraduate course selection will open for browsing at the beginning of Welcome and open properly just before term starts. Course selections need to be made by the beginning of Week 3 of Michaelmas Term. You will be able to make changes to Lent Term half unit courses in early Lent Term. For the exact dates visit lse.ac.uk/courseselection

How to select your courses

1. Find the courses you'd like to take

Go to lse.ac.uk/findcourses to access the tools and information to help you decide which courses you want to take this academic year. Make sure that you identify a few back-up courses in case your first choice is not available. You should make sure that you attend any departmental course selection meetings and seek advice from your Academic Mentor or Departmental Tutor before finalising your course selections. The LSE calendar is the place to check for programme regulations detailing which courses you are permitted to take. It also provides course guides for every course at LSE, including student feedback. You can find the calendar online at lse.ac.uk/calendar

LSE Course Finder is a tool to help you choose which courses to take within your programme regulations. Course Finder allows you to browse available courses by unit value, keyword, department and assessment type. You can build a shortlist of courses and compare the lecture timetables for that shortlist. Course Finder is available from late August. You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes. Some departments have capped or controlled access courses which means that places are limited. For undergraduates these are allocated on a first-come first-served basis, for postgraduates there are a number of different selection methods. You can find more information at lse.ac.uk/courseselection



2. Select your courses in LSE for You

Go to lse.ac.uk/selectcourses for step-by-step instructions on how to select your courses on LSE for You. Remember to select any compulsory courses and, if applicable, your dissertation. The process differs for undergraduate and postgraduate students.

3. Check your timetable and Moodle enrolments

Undergraduate students are allocated to all teaching centrally and you will receive your personal timetable in LSE for You during Welcome. Details of timetable publication dates can be found at info.lse.ac.uk/current-students/timetables

Postgraduate students may be able to use Seminar Sign-up in LSE for You after you have made your course selections and they have been approved by the department responsible for teaching the course.

You will automatically be given access to the Moodle page for your courses a few hours after selecting your courses on LSE for You. If you change courses you will not be removed from the old course on Moodle automatically so you will need to do this manually.

Changing class or seminar

Undergraduate students are only able to change class in exceptional circumstances. To request a class change apply using the “class change request” tool within LSE for You. You should include details of why you need to change class and outline your availability for alternative classes. You may be required to provide evidence in support of your request.

Postgraduate students should use Seminar Sign-Up if it is enabled for your courses; if it is not then you will be allocated to a seminar group by the department responsible for teaching the course.





Can't see your timetable?

If you can't see a course on your timetable after the relevant publication date there are five common reasons:

- You have not registered/re-registered for this academic year
- You have not selected the course in LSE for You
- You have selected a course which creates a clash on your timetable (undergraduate only)
- You have made changes within the last 48 hours (the timetable can take up to two days to regenerate)
- Your seminar has not yet been allocated by the relevant department (postgraduate only)

Access guide to LSE buildings

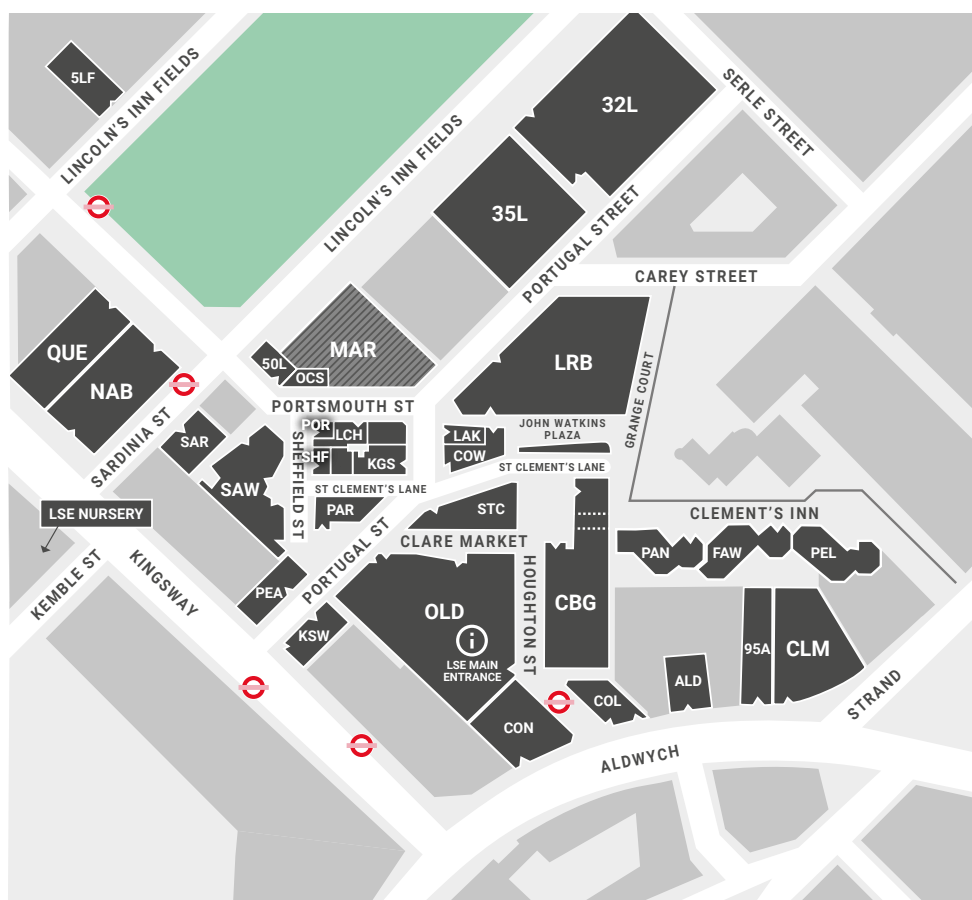
AccessAble have produced detailed access guides to the LSE campus and route maps between key locations. You can access these guides at lse.ac.uk/lse-information/campus-map

Getting help

There is more detailed information, contact details and answers to frequently asked questions online at lse.ac.uk/courseselection



LSE Campus



Key

95A 95 Aldwych	5LF 5 Lincoln's Inn Fields	PAN Pankhurst House
ALD Aldwych House	32L 32 Lincoln's Inn Fields	PAR Parish Hall
CBG Centre Building	35L 35 Lincoln's Inn Fields	PEA Peacock Theatre
CLM Clement House	MAR The Marshall Building (44 Lincoln's Inn Fields)	PEL Pethick-Lawrence House
COL Columbia House	50L 50 Lincoln's Inn Fields	POR 1 Portsmouth Street
CON Connaught House	LRB Lionel Robbins Building, Library and The Womens Library	QUE Queens House
COW Cowdray House	NAB New Academic Building	SAR Sardinia House
FAW Fawcett House	OLD Old Building	SAW Saw Swee Hock Student Centre
KGS King's Chambers	OCS Old Curiosity Shop, Portsmouth Street	SHF Sheffield Street
KSW 20 Kingsway		STC St Clement's
LAK Lakatos Building		
LCH Lincoln Chambers		



LSE Building



LSE Building Development



Information



Cycle Hire Station



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**.

lse.ac.uk/Mathematics



Department of Mathematics
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE
E: maths.info@lse.ac.uk
T: +44 (0)20 7955 7732

**This information can be made available
in alternative formats, on request.
Please contact maths.info@lse.ac.uk**

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg no 70527).

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

Design: LSE Design Unit (lse.ac.uk/designunit)
Photography: Cover image from Unsplash, Pexels or iStock.
Internal photography Nigel Stead, LSE School Photographer and Maria Moore.

Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place.
LSE takes every step to ensure the safety of all their staff and students.