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?

37.5°
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.

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

Welcome to the Department of Methodology at the London School of Economics and Political Science. We are one of the most vibrant departments at the LSE and — like the LSE as a whole — our MSc attracts incredibly talented students from countries across the world. With faculty drawn from across the social sciences, our MSc in Applied Social Data Science programme offers a huge variety of choice and the opportunity for considerable specialisation.

We hope that you will find LSE in general and the Department of Methodology in particular an exciting intellectual environment for your postgraduate studies. Starting a new degree programme always involves challenges, however, your teachers, Academic Mentors and the professional services staff in the department are here to help. Please do ask if anything isn’t clear or you would like more advice.

Finally, I wish you every success in your studies, and hope that your year at LSE will be stimulating, engaging, inspiring and fun.

Professor Jonathan Jackson
Head of the Department of Methodology
About your department

The Department of Methodology is a national centre of excellence in methodology and the teaching of methodology. The Department coordinates and provides a focus for methodological activities at LSE, in particular in the areas of graduate student training and methodological research. Through the degree programmes run by the Department (the MSc in Applied Social Data Science, the MSc Social Research Methods and the MPhil/PhD Social Research Methods), and through provision of courses for postgraduate students from across the School, the aim is to make LSE the pre-eminent centre for methodological training in the social sciences.

The Department faculty are an interdisciplinary group. A key role of the Department is to facilitate collaboration between LSE departments and to provide courses where appropriate. As such, faculty members have close connections to other departments at LSE. The disciplinary backgrounds of the staff include political science, statistics, sociology, social psychology, anthropology and criminology. Reflecting this range of interests, the Department is also home to a number of funded research projects and faculty publish in top journals from across the social sciences (see lse.ac.uk/Methodology/Research).

In addition to the MSc in Applied Social Data Science, the MSc and MPhil/PhD in Social Research Methods, the Department offers a variety of advanced level courses and workshops in research design, quantitative analysis and qualitative methods, and various departments in the School require students to take these courses as part of MSc and PhD programmes. The Department also hosts regular public seminars which students are encouraged to attend. Two seminar series are currently run in the Department, the core department seminar series and the ‘Data Science Seminar Series’, run through the newly created Data Science Institute (DSI). Information about these seminar series can be found here: lse.ac.uk/Methodology/Events and here: lse.ac.uk/dsi. The 2020/21 schedules and format are yet to be decided.

Meet Your Programme Team

Dave Poole
MSc Programme and Communications Administrator
Room: COL 8.07
Email: methodology.admin@lse.ac.uk
Tel: +44 (0)20 7955 5212

Anna Izdebska
Programmes and Teaching Operations Manager
Room: COL 8.02
Email: a.izdebska@lse.ac.uk
Tel: +44 (0)20 7955 6947
Meet your Programme Director

Dear MSc in Applied Social Data Science Class of 2020-21.

We welcome you to this degree programme and congratulate you on gaining your place on it.

The London School of Economics and Political Science is one of the world’s leading social science institutions and the Department of Methodology is a national centre of excellence in the teaching of applied research methods. The relatively new MSc in Applied Social Data Science has now become a central component of our teaching offerings.

The degree emphasises practical training led by experts in research design, computer programming, applied machine learning, network analysis, and statistical computing. We are thus confident that you will find studying for this degree to be an enriching experience and a rewarding step forward in your professional careers. You have the flexibility to tailor the programme in ways that will both stimulate and challenge you methodologically, and which will reflect your ongoing and developing disciplinary interests as a data scientist.

As per graduate studies across LSE, students on the MSc in Applied Social Data Science come from a diverse range of backgrounds. This makes for one of the most exciting aspects of the programme and we are sure you will derive great benefit from it.

We wish you great success in your studies here at LSE and hope that you will have a stimulating, productive, and enjoyable year.

Professor Blake Miller
Assistant Professor of Computational Social Science
Programme Director for the MSc in Applied Social Data Science

Room: COL 7.14
Email: b.a.miller@lse.ac.uk
Tel: +44 (0)20 7107 5199
# Meet the Department of Methodology team

<table>
<thead>
<tr>
<th>Position in the Department</th>
<th>Name</th>
<th>Contact details</th>
</tr>
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</table>
| LSE Fellow in Qualitative Methodology | Dr Edward Ademolu | Room: COL 1.04  
Email: e.ademolu@lse.ac.uk  
Tel: +44 (0)20 7955 7642 |
| Assistant Professor of Qualitative Text Analysis | Dr Audrey Alejandro | Room: COL 7.10  
Email: a.alejandro@lse.ac.uk  
Tel: +44 (0)20 7107 5199 |
| Professor of Computational Science (on secondment during the whole of 2020/21) | Professor Kenneth Benoit | Room: Data Science Institute  
Email: k.r.benoit@lse.ac.uk  
Tel: TBC |
| LSE Fellow | Sian Brooke | Room: TBC  
Email: TBC  
Tel: TBC |
| Associate Professor in Research Methodology | Dr Flora Cornish | Room: COL 8.09  
Email: f.cornish@lse.ac.uk  
Tel: +44 (0)20 7955 6792 |
| LSE Fellow in Qualitative Methodology | Dr Nimesh Dhungana | Room: CON 6.10  
Email: n.dhungana@lse.ac.uk  
Tel: +44 (0)20 7955 7642 |
| LSE Fellow in Quantitative Methodology | Dr Daniele Fanelli | Room: COL 7.07  
Email: d.fanelli@lse.ac.uk  
Tel: +44 (0)20 7955 6432 |
| Assistant Professor | Dr Friedrich Geicke | Room: TBC  
Email: f.c.geiecke@lse.ac.uk  
Tel: TBC |
| Assistant Professor in Quantitative Methodology | Dr David Hendry | Room: COL 7.05  
Email: d.hendry@lse.ac.uk  
Tel: +44 (0)20 7955 6915 |
| Graduate Teaching Administrator | Esther Heyhoe | Room: COL 8.07  
Email: methodology.admin@lse.ac.uk  
Tel: +44 (0)20 7955 6156 |
| Professor of Research Methodology and Head of Department | Professor Jonathan Jackson | Room: COL 8.05  
Email: j.p.jackson@lse.ac.uk  
Tel: +44 (0)20 7955 7652 |
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<tr>
<th>Position in the Department</th>
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| Associate Professor in Qualitative Research Methodology | Dr Alasdair Jones | Room: COL 8.12  
Email: a.jones@lse.ac.uk  
Tel: +44 (0)20 7955 6924 |
| Assistant Professor in Qualitative Methods | Dr Ellie Knott | Room: COL 7.08  
Email: e.k.knott@lse.ac.uk  
Tel: +44 (0)20 7107 5108 |
| LSE Fellow                  | Martin Lukac               | Room: TBC  
Email: m.lukac@lse.ac.uk  
Tel: TBC |
| Professor in Statistics and Research Methodology | Professor Jouni Kuha | Room: COL 8.04  
Email: j.kuha@lse.ac.uk  
Tel: +44 (0)20 7955 6835 |
| LSE Fellow in Qualitative Methodology | Dr Sonja Marzi  | Room: CON 6.10  
Email: s.marzi@lse.ac.uk  
Tel: +44 (0)20 7955 7642 |
| Assistant Professor of Computational Social Science | Dr Blake Miller | Room: COL 7.14  
Email: b.a.miller@lse.ac.uk  
Tel: +44 (0)20 7107 5199 |
| Research and Department Operations Administrator | Camilya Maleh | Room: COL 8.02  
Email: methodology.research@lse.ac.uk  
Tel: +44 (0)20 7107 5012 |
| Assistant Professor in Quantitative Methodology | Dr Eleanor Power | Room: COL 8.03  
Email: e.a.power@lse.ac.uk  
Tel: +44 (0)20 7955 7997 |
| Assistant Professor         | Dr Aliya Rao               | Room: TBC  
Email: TBC  
Tel: TBC |
| LSE Fellow in Qualitative Methodology | Dr Ruxandra Serban | Room: COL 1.04  
Email: r.serban@lse.ac.uk  
Tel: +44 (0)20 7955 7642 |
| Course Tutor                | Dr Indraneel Sircar        | Room: COL 7.04  
Email: i.sircar@lse.ac.uk  
Tel: +44 (0)20 7955 6432 |
| Professor of Quantitative Social Science | Professor Patrick Sturgis | Room: COL 8.10  
Email: p.sturgis@lse.ac.uk  
Tel: +44 (0)20 7107 5439 |
<table>
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<tr>
<th>Position in the Department</th>
<th>Name</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| LSE Fellow in Qualitative Methodology            | Dr Kate Summers             | Room: COL 1.04  
Email: k.summers@lse.ac.uk  
Tel: +44 (0)20 7955 7642 |
| Assistant Professor in Qualitative Methodology   | Dr Chana Teeger             | Room: COL 7.06  
Email: c.teeger@lse.ac.uk  
Tel: +44 (0)20 7955 7919 |
| Department Manager                               | Caroline Thurtle            | Room: COL 8.08  
Email: c.thurtle@lse.ac.uk  
Tel: +44 (0)20 7955 7639 |
| Assistant Professor of Computational Social Science | Dr Milena Tsvetkova         | Room: COL 8.06  
Email: M.Tsvetkova@lse.ac.uk  
Tel: +44 (0)20 7107 5044 |
| LSE Fellow in Qualitative Methodology            | Dr Ellen Watts              | Room: COL 1.04  
Email: e.watts@lse.ac.uk  
Tel: +44 (0)20 7955 7642 |

Full biographies of staff members can be found at: [lse.ac.uk/Methodology/People](http://lse.ac.uk/Methodology/People)
**Academic matters**

**Academic Mentors**

At the start of Michaelmas Term you will be allocated an Academic Mentor. All students on the MSc programme have a personal Academic Mentor.

The Academic Mentor’s role is to give advice and monitor progress in relation to academic matters affecting your time at LSE. It will also be your Academic Mentor who will normally provide references in the future and you should make sure you keep him or her informed about any problems you are experiencing during your degree. In particular, you should tell your Academic Mentor about any matters such as illness that may affect your work.

You should expect to meet with your Academic Mentor at least twice a term and you should take the initiative in setting up termly meetings. For more information see the LSE Code of Practice for Taught Masters Students: [lse.ac.uk/resources/calendar/taughtMasters.htm](lse.ac.uk/resources/calendar/taughtMasters.htm)

**Alumni Association**

LSE’s Alumni Association is your lifelong network of over 100,000 alumni. You automatically become a member upon graduation. The network includes over 70 international and special interest groups as well as a diverse programme of events for all alumni to enjoy.

Membership is free and by registering with the Houghton Street Online community, you will be able to stay connected with former classmates and the School after your graduation. You will receive a monthly e-newsletter and the biennial alumni magazine, LSE Connect.

LSE alumni also have access to:

- Alumni Professional Mentoring Network
- LSE Careers Service
- An email forwarding address to continue using an LSE email address
- The Library’s superb printed collections on a reference basis, and can borrow free of charge

For more information about the benefits and services available to alumni, please contact the Alumni Relations team on [alumni@lse.ac.uk](mailto:alumni@lse.ac.uk)
The Department Meeting and Seminar Room (COL8.13)

When it is not in use for seminars, meetings and other Department events, the department meeting and seminar room (COL8.13) and equipment in it can be used by the MSc in Applied Social Data Science students. It is a useful place to meet fellow students and hold study groups.

The PCs within the room are equipped with software packages used in analytical research including statistical analysis packages, qualitative analysis software, and tools for text analysis. The Department Meeting and Seminar Room is accessed by your LSE ID card. The room can also be booked out by MSc in Applied Social Data Science students – please contact your Programme Administrator for further details.

The potential use of COL 8.13 in 2020/21 is yet to be decided with risk assessments yet to take place

Methodology MSc prizes

The Department currently awards two prizes each year to graduating MSc students. These are the prize for best overall performance in the MSc and a prize for the best Capstone project.

Office hours

Department of Methodology teaching staff hold weekly term-time office hours in connection with the courses that they teach. These sessions can be used by students seeking additional guidance and support in respect of courses, as well as for queries about assessed coursework. To book an appointment with an academic, please log into Student Hub app and click on the Bookings feature.

Printing credit

Rather than producing hard copy teaching materials/handouts for Methodology courses, the Department adds £30 of funds to your print accounts (part-time students will receive £15 per year). This will allow you to choose what materials you print and what materials you read on screen. It also allows us to save some trees!

The funding will be added to your print accounts by the end of October 2020. This will happen automatically so you do not need to do anything.
The MSc in Applied Social Data Science

This one-year programme draws on the range of expertise available within the Department as well as related academic departments, in order to provide an advanced training in applied data science. With the rise of new and big forms of data, and computation and analytics forming ever-increasingly important elements of a wide range of professions, this programme will prepare you for a variety of careers in the private, non-profit, and public sectors. The MSc may be taken full-time over a calendar year, or part-time over two years.

Study at the Master’s level involves independent research and analysis. During your time on the MSc in Applied Social Data Science you are expected to be responsible for your own work, for managing your time, and for independently researching essays and other coursework so that you can present your own analysis and evaluation based on strong supporting evidence.

The overarching goal of this MSc programme is to develop a proficiency in using data to answer interesting social science questions. You will become fluent in a variety of programming languages and applications, particularly R and Python, and will learn to create and manipulate large databases and think creatively about how to deploy these skills in the context of specific projects.

As well as a Capstone project, the MSc in Applied Social Data Science comprises a series of project-based programming courses specifically designed for students without a formal computing or statistical background. You will take core courses which provide training in fundamental aspects of applied data science, computation and programming, and quantitative methods. These courses together provide the foundations for the topics covered in the optional courses. You will also have the opportunity to choose substantive electives, allowing you to tailor the programme to your particular interests. The programme will culminate in a Capstone project where you will creatively apply the technical skills you have learned to a project of your own design.
Core courses

**Computer Programming**
Introduces students to the fundamentals of computer programming as students design, write, and debug computer programmes using the programming language Python. The course will also cover the foundations of computer languages, algorithms, functions, variables, object-orientation, scoping, and assignment.

**Fundamentals of Social Science Research Design**
Provides a basic knowledge of social research design.

Either

**Data for Data Scientists**
Covers the principles of digital methods for storing and structuring data, including data types, relational and non-relational database design, and query languages.

Or

**Managing and Visualising Data**
Focuses on data structures and databases, covering methods for storing and structuring data, relational and non-relational databases and query languages. The second part focuses on visualising data, including best practices for visualising univariate, bivariate, graph and other types of data as well as visualising various statistics for predictive analytics and other tasks.
One from:

**Applied Regression Analysis**
Concerned with deepening the understanding of the generalised linear model and its application to social science data.

**Applied Machine Learning for Social Science**
Uses prominent examples from social science research to cover major machine learning tasks including regression, classification, clustering, and dimensionality reduction.

Students will learn to apply the algorithms to social data and to validate and evaluate different models.

**Machine Learning and Data Mining**
Begins with the classical statistical methodology of linear regression and then builds on this framework to provide an introduction to machine learning and data mining methods from a statistical perspective.

And

**Capstone Project**
An independent research project of 10,000 words that applies data analytic methods to a substantive problem of your choice.
Optional courses

Under the MSc in Applied Social Data Science programme regulations, in addition to choosing optional Department of Methodology courses, you can also study graduate level courses from across LSE. For these optional courses, access is not guaranteed and course choices are subject to timetabling constraints. To register for a course not listed under the MSc in Applied Social Data Science programme regulations students should seek the approval of their Academic Mentor and the MSc in Applied Social Data Science Programme Director.

Choosing courses

Details of the content and format of all graduate courses offered at LSE are available online at: lse.ac.uk/resources/calendar/courseGuides/graduate.htm. This page will be updated before 2020/21 with information relevant to the upcoming academic year.

Methodology courses are identified by the “MY4” code. Please note that when registering for courses run in both Michaelmas and Lent Terms you will need to ensure the course code has the correct suffix. For example, to register for MY421 in the Michaelmas Term you need to search for ‘MY421M’. Further detailed information regarding course choice can be found at info.lse.ac.uk/current-students/services/course-choice.

Course choice opens for browsing at 10am Monday 21 September 2020 and you can start to make your choices from 2pm Thursday 24 September. Please note, however, that you will only be able to access the ‘Graduate Course Choice’ option in LSE for You once your admissions paperwork is completed.

The Graduate Course Choice system closes at 5pm on Monday 12 October 2020. Great efforts have been made to avoid overlap of courses but occasionally a clash may be unavoidable due to the complexity and interdisciplinary nature of this programme. We regret that no changes to LSE timetable are possible at this stage and you will need to ensure that your non-compulsory courses do not clash.

Seminar sign up

Where a course is taught in more than one seminar group, or in larger lecture groups, you are also required to enrol for seminar groups within the course. This is done through the “Seminar Sign Up” facility on LSE for You. More information on “Seminar Sign Up” is available at: info.lse.ac.uk/current-students/services/course-choice/course-selection.

Note: the Seminar Sign Up system operates in parallel with the Graduate Course Choice system. Where a course requires that you apply for entry through the Graduate
Course Choice system and takes the form of weekly parallel seminars or lectures and follow-up seminars, you need to apply first for entrance to the course through the Graduate Course Choice system. If you are accepted onto the course, then the Seminar Sign Up System will be open to you, and you can register for a particular parallel seminar or a follow-up seminar group, as appropriate.

Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year, where timetabling considerations make this necessary.

You need to attend the seminar/follow-up seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record.

Registering choice of courses

You will be able to formally register your course choices, including compulsory courses and your Capstone project, online through LSE for You from 2pm Thursday 24 September. The deadline for course choices on LSE for You is 5pm Monday 12 October (Week 3). The system will re-open at the beginning of Lent Term so you can make any changes that are needed for Lent Term.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to use the Graduate Course Choice system.
Assessment

Formal assessment, which counts towards your final degree results (also known as summative assessment), can take several different forms. Most MSc courses are primarily assessed by an unseen written examination in the Summer Term. A half unit course is usually assessed by a two-hour examination, and a full unit course by a three-hour examination.

Some courses also include assessed coursework as all or part of the summative assessment. Please refer to the course guides on the LSE website to find out the assessment form for each course (which can also include ‘formative assessment’ components which are assessed pieces of work that do not count towards your final degree results). The course convener will give you detailed instructions for any piece of assessed coursework you are expected to complete.

Exam/online assessment technique

We set exams/online assessments in courses where it is important to assess your knowledge and capabilities over the full range of course material. The best preparation for an unseen examination/online assessments is to thoroughly review the whole course. You will then be able to answer any questions that appear on the paper. Cutting corners in preparation for an exam/online assessment and trying to predict specific questions is therefore a risky strategy as every year’s exam/online assessment varies and we do ask new and varied types of questions each year.

Most of the exams/online assessments in our department are “open book”. This means that you are allowed to bring any written materials you might find useful, including notes from lectures, slides, prepared sheets of equations, etc. Where we allow these materials, we do so because we do not aim to test your memory for particular equations, but rather your ability to reason about questions given the reference materials you would have available if you were applying the methods to your own research.

- Read the exam requirements.
- Read the questions thoroughly. Make sure you understand what the question is really asking - not what you think it ought to ask.
- You do not need to answer the questions in order. You may find it helpful to skip difficult questions and return to them later, but try to avoid spending a lot of time selecting which question to answer next.
- If possible, allow ten minutes to review and correct your answers before the exam ends.
- Past papers can be found online via the Library website: library-2.lse.ac.uk/protected-exam/index.html
Coursework submissions format and process

All coursework is submitted in electronic format, on the Moodle page or GitHub page of the relevant course. No hard copy is to be submitted. pdf is the preferred file format. The full assignment must be contained in a single file.

Coursework files should be titled with the course code and your 5-digit candidate number, e.g. MY426-11056.pdf. Your candidate number is available via LSE for You from mid-October. The title page should include the following: course code; candidate number; title of submission; word count. Your name or student ID number must not appear anywhere on your work.

Submission deadlines specify a date and time. Moodle and GitHub record the date and time that submissions are received. You should be ready to upload your submission at least a few hours before the deadline. Be aware that, with online submission for a large course, congestion on the Moodle or GitHub page in the final moments before the deadline may result in a delay in your submission going through successfully.

Word limits

A strict word limit is provided for each assignment and must not be exceeded. When a submission exceeds the word limit, the markers will stop reading at the word limit and will make a judgement based only on the content up to the word limit. The bibliography/reference list is not included in the word count.

Plagiarism

Plagiarism is a serious academic offence. By submitting your work you are confirming that you have read the LSE regulations on plagiarism and that the work you are submitting is your own. The Department of Methodology uses plagiarism detection software.

Extensions for summative coursework

Time management is a fundamental professional skill. The Department expects all students to meet the submission deadline for assessed coursework. Extensions can only be requested in exceptional, unforeseen circumstances, and when backed up by documentation. IT problems are not an acceptable reason for making an extension request. You should ensure you regularly back up your work and leave sufficient time to upload it.

If you believe that you have good cause not to meet the deadline (e.g. illness/injury, bereavement or other serious personal circumstances), you should complete an extension request form and attach supporting evidence. This should be discussed with the Course Convenor in the first instance to gain their approval, they will then refer it to the Exam Sub-Board Chair for a final decision. If approved, you must submit
the completed and signed form to the Programme Professional Services Staff (Esther Heyhoe or Dave Poole).

Extensions will be granted only where there is good cause backed by official supporting evidence in line with the Standards of Evidence table, and where the circumstances are unforeseen and out of the your control. All evidence must be in English. Any extension granted will be confirmed in writing to you, specifying the date and time of the new deadline.

Students may normally only apply for extensions up to a maximum of 7 days in advance of the deadline. However, if you believe it will not be possible to submit on time, it is better to contact staff in good time before the deadline rather than at the last minute. As there are several approval stages it may take up to two working days for you to receive a decision. You should not expect to receive a response during evenings, weekends, or other non-working hours. You should continue working on your coursework whilst you wait for a decision. It is not possible to request an extension after the deadline has passed.

The length of the extension depends on individual circumstances. Extensions beyond 10 working days are only granted in rare and exceptional circumstances. Once a new (extended) deadline is agreed, that new deadline has the same standing as the original one. Failing to meet the extended deadline will result in late penalties. Further extensions will not normally be given.

Students whose Inclusion Plan (IP) includes the ability to negotiate deadlines should contact the course convenor before the deadline to agree an extension if you require one. You should complete an extension request form and attach your Inclusion Plan as the supporting evidence. When an extension is granted based on a pre-existing condition, as recorded in an IP, no further extension is possible unless new and unforeseen causes of delays arise.

For further information about requesting a coursework extension please see the website.

**Letter of Notification (LoN)**

If you have been issued with an electronic Letter of Notification (LoN) as part of your Inclusion Plan, you are responsible for attaching it to each assessment upload on Moodle. The purpose of this letter is to provide markers with guidance about your condition. It alerts the marker that you have the condition and asks for this to be considered in regard to sentence structure, spelling, etc. when marking. While the marker receives the LoN, this is confidential and the Exam Sub-Board for your programme will not be advised that a LoN has been added to your work.
**Late penalties**

If a student fails to submit by the set deadline (or approved extended deadline as appropriate), the following penalty will apply: five marks out of 100 will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

**Feedback on formative coursework**

Students receive written feedback on formative assignments, usually within 2 term-time weeks of submission. Occasionally, on large courses, due to the volume of work for individual staff members, the turnaround time may be up to 3 weeks.

**Feedback on summative coursework**

Students receive written feedback on summative assignments submitted in Michaelmas or Lent Term within 5 term-time weeks of submission.
Taught Masters assessment criteria

(Please see above for additional comments on courses on quantitative methods).

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<th>Descriptive Equivalent for Essays</th>
<th>Descriptive Equivalent for the Dissertation</th>
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<tbody>
<tr>
<td><strong>Very Good to Excellent</strong></td>
<td>Perceptive, focused use of a good depth of material with a critical edge. Original ideas or structure of argument.</td>
<td>Breadth or intensity of accessed data or literature plus an original or critical contribution or finding.</td>
<td>All the elements of a Merit-level dissertation, plus evidence of excellence in some aspects of the work – for example, a particularly well-chosen research question, innovative or exceptionally well executed data collection, or advanced or innovative methods of analysis used with a high level of skill. A professional project completed to a high standard. Publishable in existing or modified form.</td>
</tr>
<tr>
<td>Distinction</td>
<td>70-100</td>
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| **Good**               | Perceptive                                                                                       | Thorough, clear treatment shows understanding of arguments, contribution and context. Efficient use of data and literature. | A convincing and competently executed piece of empirical social research, with all of the following elements correctly in place and clearly explained:  
  • one or more clearly stated, meaningful, interesting and answerable research questions, motivated by appropriate theoretical frameworks and a review of relevant literature;  
  • one or more sets of primary or secondary empirical (qualitative and/or quantitative) data which are appropriate for answering the research questions, with a clear explanation of the data and how they were obtained;  
  • analysis of the data in order to answer the research questions, using appropriate methods of analysis which are correctly used and explained;  
  • answers to the research questions, correctly justified by the analysis of the data, and conclusions and interpretation drawn from the answers. |
<p>| Merit                  | 60-69                                                                                            |                                                        |                                             |</p>
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<th>Descriptive Equivalent for Essays</th>
<th>Descriptive Equivalent for the Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Satisfactory</strong> Pass 50-59</td>
<td>A “correct” answer based largely on lecture material. Little detail or originality but presented in adequate framework. Small factual errors allowed.</td>
<td>Pedestrian treatment of wide literature or database OR adequate treatment of incomplete data or literature “without spark”.</td>
<td>All the elements of a Merit-level dissertation, but with errors or omissions which reveal some lack of competence or understanding.</td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong> Fail 30-49</td>
<td>Based entirely on lecture material but unstructured and with increasing error component. Concepts are disordered or flawed. Poor presentation. Errors of concept and scope or poor in knowledge, structure and expression.</td>
<td>Very basic approach to a narrow or misguided selection of material. Lacking in background or flawed in arguments. Little effort. Shallow and poorly presented. Lacking in conclusions or conclusions incorrect.</td>
<td>A project where some elements of a Merit-level dissertation are incorrect or incomplete to the extent that the work does not constitute a meaningful and informative piece of empirical social research. For example, this may be because: • the research questions are missing, uninteresting, unmotivated or unanswerable; • empirical data are missing, inappropriate or inadequately explained; • analysis of the data is missing or incorrect; • answers to the research questions are missing or not justified by the analysis</td>
</tr>
<tr>
<td><strong>Bad fail</strong> 29 and under</td>
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KEY INFORMATION
The Capstone Project

The Capstone project is a key component of the MSc programme. The aim of this project is for you to bring what you have learned in your taught courses to bear on a substantial piece of empirical research using applied data science methods. The research may involve primary data collection or secondary analysis of existing data.

The supervisor of your project is normally the member of staff who is able to provide the best quality supervision for your particular research interests. The process of matching students to supervisors considers staff areas of expertise (some project topics draw upon current staff research), methodological fit, student preferences, guidance from the MSc Programme Director, and approximate equity in the number of projects per staff member.

Aim of the Capstone Project

To conduct an empirical investigation of an issue relevant to the programme content under the supervision of a member of staff.

Objectives of the project:

• To construct a detailed plan of a research project;
• To review a specific literature on the selected issue;
• To identify relevant research questions from the literature;
• To turn general research questions into empirical questions;
• To select and justify an appropriate research design;
• To select and employ suitable methods/techniques to investigate the empirical questions;
• To analyse the empirical material collected using applied data science methodology;
• To create compelling data visualisations and/or interactive websites to showcase the main insights from the analysis;
• To prepare a set of replication materials using appropriate version control software;
• To write a dissertation covering a review of the relevant literature, the research questions, an explanation and justification of the design, a description of the conduct and analysis of the research, and a discussion of the findings in relation to the literature and methodological issues.
The supervisor

Following the submission of an initial project plan towards the start of Lent Term, the MSc Director will allocate a supervisor to each student. You can expect to see your supervisor up to three times per term (Lent Term and Summer Term) and you are expected to take the initiative in making appointments with your supervisor. Please note that these meetings should be held in term-time only. The role of the supervisor is to advise on various aspects of the research project including:

- the topic area and relevant literature
- the feasibility of the topic
- the timescale of the research
- the specification of the research questions
- the design and adequacy of methods and software employed
- sources of data and access to fields of observation
- analysis of data and interpretation of results
- structure and style of reporting

Project milestones

Michaelmas Term

Project seminars commence.

Throughout the term, explore possible research topics and discuss these with your Academic Mentor and other relevant members of staff during their office hours.

Lent Term

During the first two weeks of the Lent Term you should select the research topic you will focus on and discuss it further with your Academic Mentor and other relevant members of staff during their office hours.
Project plan due 29 January 2021

The project plan is a summary of the proposed work (its rationale, objectives, and likely methodology) and a detailed plan for the timescale of the different components of the project.

Project plan contents:

• Project title, Date;

• Key words: 2 on concepts, 2 on methods, 1 on the field of observation;

• Short summary/abstract (100 words);

• Description of the proposed field/data set(s) and how to gain access and a contingency plan in case this proposed access fails;

• Methodology;

• A time schedule;

• A first draft of completed Ethics Review via the online submission system My Research (see below).

You should also identify a preferred supervisor in the department and make a note of other departmental members of staff with whom the project has been discussed.

A copy of this plan should be uploaded via Moodle by the deadline given above. A supervisor will be allocated on the basis of this plan and, once allocated, you should then promptly arrange an initial meeting with your supervisor.

Ethics Review (initial draft due 29 January 2021 and final version due 11 March 2021)

Ethics review is required for any study involving:

• Human participants e.g. interviews, online surveys, observations, social media.

• Use of datasets containing identifiable information (names, emails, social media profile names, etc., but could be e.g. job title – even if you plan to anonymise the data).

• Research that might have negative repercussions for any individuals or groups.

You must obtain approval of your ethics review before you commence any data collection as part of your Capstone Project. You will be asked to submit a draft of your Ethics Review by 29 January for your initial discussion with your supervisor, and a final version of your Ethics Review by 11 March 2021, once you have formulated your research topic. Both submissions are done via My Research, LSE’s online Ethics Review system. For more information on the School’s Ethics Review process and
system instructions visit Research Ethics pages: info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics.

End of Easter vacation: Complete first draft of literature review, project design, and prepare for project presentation seminar

Preparing an outline text on which to work is an important part of conducting research. Having Fundamentals of Social Science Research Design (MY400) as a core module on the MSc in Applied Social Data Science makes this task much easier as this course design module is assessed for the most part via a research design assignment you are asked to submit two versions of (an initial plan at the end of MT and a fuller research design at the start of ST). In most cases the work you submit for MY400 will form the basis of your Capstone project outline.

Summer term and beyond

Early May 2021: Project presentation talks (COL 8.13)

The format of these seminars in 2020/21 is yet to be decided

You are required to give a short oral presentation (using slides) on your proposed Capstone project. This presentation should address the following: your research questions, the social scientific concepts and theories you will be using, your proposed study design and methodology, an account of the data you will be collecting and/or using, and preliminary results of your analysis. The presentations will take place over two days and attendance is compulsory on both days. The presentations are an integral part of the project process as they allow for faculty and peer feedback and comments on your progress in a friendly and supportive environment. Details of how presentations should be structured will be discussed in the MY498 seminars but you should aim to speak for around 5-10 minutes (using no more than three slides). You should aim to meet your supervisor in the days after your presentation to discuss any feedback/comments received and how these could be addressed.

9 July 2021: End of supervision

Supervision of your projects will end on 9 July 2021 at the latest. In the period between your presentation and the end of your supervision you should start to draft the final version of your Capstone project, looking to address feedback on your research design and your project presentation in the process. You are strongly encouraged to start analysing your data before the supervision period ends, so that you have the chance to get feedback from your supervisor on how your research is proceeding. If you want your supervisor to review draft sections of your dissertation then please ensure that you provide these to your supervisor in good time for any scheduled meeting. This should be at least 2-3 days in advance.
5 August 2021 (by 4pm): Submission of an electronic copy of Capstone project via Moodle

The Capstone project should be uploaded as a PDF file. Please ensure that it is typewritten (A4 double-spaced, size 12 font), of no more than 10,000 words, and includes a full reference list and an abstract. The appendices can be used to present ‘raw data’ (such as summary of tabulated survey data, text analysis codebooks, additional regression results and so on) and links to any version-control repositories that contain the code and/or software required to replicate your analysis, as well as any interactive websites built to visualise the main results of your analysis. The appendix should not normally extend beyond 10 pages. N.B. the 10,000 word limit excludes text given in tables, figures (unless these are excessively text heavy), the reference list, and appendices. There is no minimum word limit, but Capstone projects are expected to be no less than 1500 words under the maximum word length. Where the text falls below this range, it may not be regarded as a sustained and rigorous body of work, and this would have implications for the mark awarded. On the front page of the Capstone project please provide the following information: your candidate number, the name of your supervisor, the date, and the project title. No hard copies of the Capstone projects are required.

Important MSc Applied Social Data Science dates

<table>
<thead>
<tr>
<th>Michaelmas Term</th>
<th>Monday 28 September 2020 (week 1)</th>
<th>Teaching begins</th>
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<tbody>
<tr>
<td></td>
<td>During week 2</td>
<td>Meet with your Academic Mentor</td>
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<td></td>
<td>By end of week 2</td>
<td>Finalise your course options on LSE for You</td>
</tr>
<tr>
<td></td>
<td>Week 6</td>
<td>Reading Week</td>
</tr>
<tr>
<td>Lent Term</td>
<td>Monday 18 January 2021</td>
<td>Teaching starts</td>
</tr>
<tr>
<td></td>
<td>Friday 29 January 2021</td>
<td>Draft Capstone Project proposal due</td>
</tr>
<tr>
<td></td>
<td>Thursday 11 March 2021</td>
<td>Capstone Project ethics checklist due</td>
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<tr>
<td></td>
<td>Week 6</td>
<td>Reading Week</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Early May</td>
<td>Capstone Project presentations</td>
</tr>
<tr>
<td></td>
<td>May/June</td>
<td>Exam period</td>
</tr>
<tr>
<td></td>
<td>Friday 9 July 2021</td>
<td>End of dissertation supervision</td>
</tr>
<tr>
<td></td>
<td>4pm Thursday 5 August 2021</td>
<td>Capstone Project submission deadline</td>
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</table>
Guidance notes on the writing of the MSc Capstone Project

As in other forms of assessment it is the written text that is evaluated. However much time and effort has gone into the research work, the assessment stands or falls on the quality of the report.

To this extent, the structure and clarity of the project are crucial. There is no single right way to write a project because each one is unique and a body of research results can invite a variety of different interpretations. One of the most effective ways to learn how to write a good Capstone project is to read peer-reviewed research published in your disciplinary area, and we will be looking at such write-ups of research of various kinds over the course of the degree (though further reading is essential).

That said, the following headings provide a broad set of guidelines for how you might structure your project.

- Abstract (300 words)
- Introduction (ca. 3,000 words)
- Research design and methodology/software (ca. 1,500-2000 words)
- Analysis and discussion of results (ca. 4,000 words)
- Conclusion (this can include a discussion of limitations, implications, and further research) (ca. 1,000 words)
- Reference list
- Appendices

No particular referencing style is required for your project. However, a standard academic referencing format (e.g. the Harvard referencing system) should be used consistently throughout.
Suggested reading for MSc Applied Social Data Science

- A Agresti and B Finlay Statistical Methods for the Social Sciences (Pearson, 2009. A course pack will be available for download online and can be purchased as a hard copy. Additional reading will be recommended)
- A Agresti and C Franklin Statistics: The Art and Science of Learning from Data (Pearson, 2009)
- G Bishop Pattern Recognition and Machine Learning (Springer-Verlag, 2006)
- C Churcher Beginning Database Design: From Novice to Professional (Apress, 2007)
- GitHub Guides at https://guides.github.com, including: “Understanding the GitHub Flow”, “Hello World”, and “Getting Started with GitHub Pages”.
- P Gries, J Campbell and J M Montojo Practical Programming: An Introduction to Computer Science Using Python 3 (The Pragmatic Bookshelf, 2013)
- G Grolemund and H Wickham R for Data Science (O’Reilly, 2016. http://r4ds.had.co.nz)
- G James, D Witten, T Hastie and R Tibshirani An Introduction to Statistical Learning (Springer, 2014). Available online at bcf.usc.edu/~gareth/ISL/
- P Lake Concise Guide to Databases: A Practical Introduction (Springer, 2013)

continued on the next page

• A C Müller and S Guido *Introduction to Machine Learning with Python: A Guide for Data Scientists* (O'Reilly Media, 2016)

• T Nield *Getting Started with SQL: A hands-on approach for beginners* (O'Reilly, 2016)

• C Robson and K McCartan *Real World Research* (London: John Wiley, 2015)

• S M Tahaghoghi and H E Williams *Learning MySQL* (O'Reilly, 2006) H Wickham *Advanced R* (Chapma & Hall/CRC, 2014)
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
System 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**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td><strong>Michaelmas Term (MT)</strong></td>
<td>Monday 28 September – Friday 11 December 2020</td>
</tr>
<tr>
<td><strong>Reading Week</strong></td>
<td>Monday 2 – Friday 6 November 2020</td>
</tr>
<tr>
<td><strong>Lent Term (LT)</strong></td>
<td>Monday 18 January – Thursday 1 April 2021</td>
</tr>
<tr>
<td><strong>January Exams</strong></td>
<td>Monday 11 – Friday 15 January 2021</td>
</tr>
<tr>
<td><strong>Reading Week</strong></td>
<td>Monday 22 – Friday 26 February 2021</td>
</tr>
<tr>
<td><strong>Summer Term (ST)</strong></td>
<td>Tuesday 4 May – Friday 18 June 2021</td>
</tr>
<tr>
<td><strong>Summer Exams</strong></td>
<td>Monday 10 May – Friday 18 June 2021</td>
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**LSE will be closed during the following periods:**

<table>
<thead>
<tr>
<th>Closure</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>Christmas Closure</strong></td>
<td>Wednesday 23 December 2020 – Friday 1 January 2021</td>
</tr>
<tr>
<td><strong>Easter Closure</strong></td>
<td>Friday 2 April – Thursday 8 April 2021</td>
</tr>
<tr>
<td><strong>May Bank Holiday</strong></td>
<td>Monday 3 May 2021</td>
</tr>
<tr>
<td><strong>Spring Bank Holiday</strong></td>
<td>Monday 31 May 2021</td>
</tr>
<tr>
<td><strong>Summer Bank Holiday</strong></td>
<td>Monday 30 August 2021</td>
</tr>
</tbody>
</table>
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 (ie, after you have attended your scheduled registration session and received your LSE card). The certificate will be automatically generated as a PDF and emailed directly to your LSE email address on headed paper. It will also be electronically stamped and signed.

Requesting a customised (bespoke) Certificate of Registration

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

More information and making requests

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

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

Interruption

You can take a year-long break in your studies (which we call an interruption) with approval from your 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](http://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](http://lse.ac.uk/ssc)

To find out more about the Student Services Centre visit [lse.ac.uk/ssc](http://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](http://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](http://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](http://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](http://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](http://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/lifelife

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
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

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
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](http://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](http://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](http://lse.ac.uk/equitydiversityinclusion) and follow us on Twitter @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. The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place on campus for reflection. This space cannot be booked but is open to all throughout the week.

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

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

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

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.