

The LSE logo consists of the letters 'LSE' in a white, bold, sans-serif font, set against a red square background.

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

A close-up photograph of a smartphone screen displaying a bokeh effect of colorful lights in shades of red, green, and blue. The phone is positioned diagonally across the upper right portion of the cover.

**Welcome to
the Department
of Methodology**

**MSc Applied
Social Data Science
Handbook**

2023/24













lse.ac.uk/methodology



Contents

Department of Methodology

MSc Applied Social Data Science Handbook

- 3 Department of Methodology Welcome 
- 4 About Your Department 
- 5 Programme Director Welcome 
- 6 Administrative Information 
- 8 The MSc Applied Social Data Science 
- 9 Course Selection and Timetables 
- 15 Assessment 
- 16 Coursework Submissions Format and Process 
- 18 The Capstone Project 
- 26 Taught Master's Assessment Criteria 
- 29 Key School Information 
- 69 LSE Campus 



Department of Methodology Welcome

Dear Incoming Student,

We are a small but vibrant department - and like the LSE as a whole - our master's programmes attract incredibly talented students from countries across the world. You should be proud of your achievement in gaining a place to study here.

With faculty drawn from disciplines across the social sciences, our MSc Applied Social Data Science (ASDS) programme offers a huge variety of choice in what you choose to study, both substantively and methodologically.

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 professors, academic mentors and the professional services staff in the department are here to help. If there is anything you are unsure about, just ask!

As Head of Department I wish you every success in your studies, and hope that your time at LSE will be stimulating, engaging, inspiring and fun.



Professor Patrick Sturgis

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 Applied Social Data Science, the MSc Social Research Methods, the MPhil/PhD Social Research Methods and the MPhil/PhD Demography [Social/Formal]), 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, economics, 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 our Research pages](#)).

The Department also 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. Information about these seminar series can be found on our [Events](#) pages.

Meet Your Programme Team



Milena Tsvetkova

Programme Director for the MSc Applied Social Data Science
Room: CON.2.11 Email: m.tsvetkova@lse.ac.uk



Olivia Talland

MSc Programmes & Communications Administrator
Room: CON.1.07D Email: methodology.admin@lse.ac.uk



Lucia Pedrioli

Programmes and Teaching Operations Manager
Room: CON.1.07D Email: l.pedrioli@lse.ac.uk

Programme Director Welcome

Dear MSc Applied Social Data Science Class of 2023-24,

I 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 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. I am 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 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.

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



Dr Milena Tsvetkova

MSc Applied Social Data Science Programme Director



Administrative Information

Academic Mentors

At the start of Autumn 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. You should make sure you keep them 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 about the role of your Academic Mentor, see [My Academic Mentor](#) pages.

Alumni Association

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

- Register for LSE Alumni Online: The alumni website and networking community features news from campus, our world leading academics and alumni all over the world, and provides access to the alumni programme offered by the School. To use this service, please register for a student Alumni Online account with your Student ID number.
- Alumni Professional Mentoring Network: This career networking resource allows LSE alumni to share their valuable professional experience and expertise with current students.
- Alumni groups: LSE's network of regional and special interest alumni groups organise regular professional and social events that students can attend. There are more than 80 regional groups and 11 special interest groups.

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

For more information about the benefits and services available, please visit the [LSE Alumni Hub](#).

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 the prize for the best Capstone Project.

MSc Students Common Room

You can enjoy exclusive use of the Department's MSc common room – use this space to meet your study group or catch up on work. The room can be accessed with your LSE ID card.

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 the Student Hub app and click on the Bookings feature.



MSc Applied Social Data Science

This one-year programme draws on the range of expertise 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.

Studying for a master's at LSE involves independent research and analysis. 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 the Capstone Project, the MSc 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.





Course Selection and Timetables

Programme structure and what you need to do

As well as the Capstone Project (see Capstone Project pages), the MSc in Applied Social Data Science degree comprises core courses in Computer Programming and Research Design, and optional courses. In total, you will take six half-unit courses, in addition to the Capstone Project, a total of 4.0 units. You will have the opportunity to discuss your course choices with the Programme Director and your Academic Mentor and have a range of course intro videos available to watch online.

Methodology courses are identified by the “MY4**” code. Please note that when registering for courses run in both Autumn and Winter Terms (MY421, MY451 and MY452) you will need to ensure the course code has the correct suffix. For example, to online search and to register for MY421 in the Autumn Term you need to search for ‘MY421A’. For MY421 in Winter Term that would be ‘MY421W’.

You should familiarise yourself with the [MSc Applied Social Data Science programme regulations](#) in advance of the course selection period.

For information about individual courses, please refer to the [LSE Calendar](#).

Core courses

[Computer Programming \(MY470\)](#) This course 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.

and

[Fundamentals of Social Science Research Design \(MY400\)](#) This course introduces the broad range of research design options and helps you to appreciate the choices you make, and possible alternatives, in designing research. Drawing on a variety of examples from the social scientific literature, this course explores designing research across quantitative and qualitative methods. Please note that the department runs MSc ASDS-only MY400 seminars, see ‘Seminar sign up and timetables’ below for more information.



You will also need to choose one of the following:

Data for Data Scientists (MY472) 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 (ST445) 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 (MY452) The course runs in Autumn Term and is then repeated in Winter Term. It is concerned with deepening the understanding of the generalised linear model and its application to social science data.

or

Applied Machine Learning for Social Science (MY474) 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.

or

Machine Learning and Data Mining (ST443) 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.

Optional courses

Under the **MSc 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 Applied Social Data Science programme regulations students should seek the approval of their Programme Director. Please note that MSc ASDS students can only take up to 1.0 units of non-MY courses.



Please note that places are limited on some optional courses. Admission onto any particular course is not guaranteed and may be subject to timetabling constraints and/or students meeting specific prerequisite requirements.

We strongly recommend that you try to balance courses across the two main teaching terms of Autumn and Winter terms for full-time students and across the two years for part-time students.

When to select your courses

You will be able to browse (but not select) courses on [LSE For You](#) from 10am on Monday 18 September 2023.

You will be able to select courses on [LSE For You](#) from **10am on Thursday 21 September 2023** until **5pm on Friday 6 October 2023**.

Course selection will re-open at the start of Winter Term. You will be able to change your Winter Term half-unit courses on LSE For You between 10am on Monday 15 January 2024 and 5pm on Friday 26 January 2024 provided the newly chosen half unit course is not oversubscribed (i.e. a full controlled access course). Choosing new courses at this stage is subject to the same constraints on permissions and availability as the original course choices in Autumn Term.

It is not possible to change full unit courses or half-unit courses that were taught in Autumn term and we strongly advise that you do not change more than one half unit course during this period.

How to select your courses

There are three stages to the course selection process:

- 1. Find out about your courses** – Visit [Finding Courses](#) to access the tools and information to help you decide which courses you want to take this academic year. LSE Calendar is the place to check for programme regulations, detailing which courses you are permitted to take.

Most departments, including Methodology, run a Reading Week in Week 6, which means there is no teaching in Week 6 of Autumn and Winter Terms. Reading Weeks will be clearly stated in the respective course guide, please check carefully before you make your course selections.

You may also wish to look at course content on [Moodle](#) and check the [teaching timetable](#) to detect potential clashes. None of Methodology's Moodle pages are locked and you can enrol on any Methodology Moodle page to learn more about the course before you select it.



You should ensure you attend any departmental course selection meetings during Welcome and seek advice before finalising your courses - you will have the opportunity to discuss your course choices with your MSc Programme Director and Academic Mentor when you arrive.

- 2. Select your courses in LSE for You** – You will need to select your courses on LSE For You once the system opens. Step by step instructions are available on the [SSC webpages](#) under the Taught Postgraduate heading.

Please remember you do not need to provide a supporting statement when selecting Methodology courses (so please do not waste your time writing one), while other departments might require you to provide a supporting statement.

Some departments have controlled access courses (see more details below) which means that places are limited. Make sure that you identify a few back-up courses in case your first choices are not available.

- 3. Check your Moodle access** – Once you have selected your courses, you will need to check that you can access the relevant Moodle pages for your courses. Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after selecting your courses on [LSE for You](#).

Controlled access courses

Some courses inside and outside of the department could be controlled access, meaning that the number of students is restricted. This may be due to resources available to teach the course including staffing levels in a department due to sabbatical leave or other commitments. More information about controlled access courses may be found [here](#). Each department may have different criteria in place for applying for a place on a given course. Make sure you read the information carefully before applying – there is no point writing a supporting statement if none is required by the department.



Seminar sign up and timetables

For MY coded courses (MY4**), you will be able to self-select your seminar (class) group from those available on [LSE For You](#). This is done through the Seminar Sign Up facility on [LSE for You](#). 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 on the course 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. Other departments may allocate students to seminar groups themselves if you are taking outside options. Please contact the department concerned if you are unsure.

You need to attend the 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. It may also impact on the terms of your visa.

Changing your timetable

It is not possible to change the timetabled lectures in your timetable; there is usually only one lecture for each course, and it takes place at a fixed time. You can potentially change class groups in exceptional circumstances. For MY courses, you will be able to do this yourself *where places are available* via [LSE For You](#). Please note that class sizes are restricted due to resources such as physical space and staff/student ratios. To change a class, use the “class change request” tool within LSE for You and switch to the class if spaces permit. Once you have successfully registered for your courses and seminars in [LSE for You](#), your personal timetable will be automatically updated for you.

Auditing courses

The Department of Methodology’s policy for auditing varies between courses and students may not be able to audit seminars in some courses for pedagogical reasons. Please check the Moodle pages of the course you are considering auditing to learn more about their auditing policy. Auditing is an informal arrangement where you join the lectures and classes but do not take the assessments. Audited courses do not appear in your course selection or timetable and will not appear on your transcript.



Some students choose to audit courses to expand their knowledge in other areas. For more information about applying to audit in Methodology, see our [Auditing](#) page.

If you would like to audit a course outside of the Department of Methodology, please contact the relevant department and ask permission to audit their course. They may have different policies and criteria for students auditing their courses.

Getting help

As part of Welcome Week, we will be holding programme-specific Course Selection Information sessions and Q&As with the Programme Director explaining the programme structure and course availability with PSS (Professional Services Staff) explaining the system and Course Selection process. This will be followed by a drop-in session for all Methodology students to help with any system queries.

If you experience any difficulties with the course selection process or have timetables queries, please contact us at methodology.admin@lse.ac.uk in the first instance. Most issues can be resolved quickly but if we are unable to help, we will be able to signpost you to the correct source of information:

- If you are not able to access [LSE for You](#), you can contact [Tech Support](#).
- If you have a technical question about Moodle, please contact Eden.Digital@lse.ac.uk.





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 exam in the Spring Term. A half unit course is usually assessed by a two-hour exam, and a full unit course by a three-hour exam.

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 technique

We set exams in courses where it is important to assess your knowledge and capabilities over the full range of course material. The best preparation for an exam 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 and trying to predict specific questions is therefore a risky strategy as every year's exam varies and we do ask new and varied types of questions each year.

Most of the exams 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](#)



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 your 5-digit candidate number and the course code, e.g. 11056_MY426.pdf. Your candidate number is available via LSE for You. 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. Be aware that, with many people submitting their assessments online, congestion on the Moodle or GitHub page in the final moments before the deadline may delay your submission going through successfully. You should upload your submission a few hours before the deadline to avoid lateness due to technical issues.

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 supported by evidence. 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 follow the instructions on the relevant Moodle course page. Your request will be referred to the Exam Sub-Board Chair for a final decision. You will be informed of the outcome of your request by email from methodology.admin@lse.ac.uk; if an extension is granted, the date and time of the new deadline will be specified.

You should check the relevant MY course page on Moodle for specific information about extension policies for that course. Other departments may have different policies.

Letter of Notification (LoN)

If you have been issued with an electronic Letter of Notification (LoN) as part of your Adjustments, 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), late penalties will be applied according to [LSE's rules](#).

Feedback on summative coursework

Students receive written feedback on summative assignments submitted in Autumn or Winter Term within 5 term-time weeks of submission.





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.

Aim of the Capstone Project

To conduct an empirical investigation of a social science problem with methods relevant to the programme content under the supervision of a member of staff from the Department of Methodology.

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 project 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 dissertation plan towards the start of Winter Term, the MSc Programme Director will allocate a supervisor to each student. Your dissertation supervisor is normally the member of staff who can provide the best supervision for your particular research interests within the constraints of scheduling and workloads. The process of matching students to supervisors considers staff areas of expertise, methodological fit, student preferences, guidance from the MSc Programme Director and approximate equity in the number of dissertations per staff member.

You can expect to see your supervisor up to six times in total (in Winter Term and Spring Term, plus a further period of supervision after the end of Spring Term) and you are expected to take the initiative in making appointments with your supervisor. These meetings will be held up to the specified cut-off date, which is normally around 10 weeks before the Dissertation/Capstone Project is due.

The role of the supervisor is to advise on various aspects of the research 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
- sources of data and access to fields of observation analysis of data and interpretation of results structure and style of reporting

MY400 Proposal: Self-Plagiarism Information

Preparing an outline proposal is essential to developing a full research proposal and conducting and writing up a piece of research. Doing that preparatory work helps you develop a clear sense of the research problem, clarify the research questions, think through the theoretical and conceptual underpinnings of the work, and specify a design that will allow you to answer the empirical questions. You can also get vital feedback. Thinking (and prose) develops over time; this is a natural part of the research process. As you develop the proposal, conduct the study, and draft the dissertation, your thinking gets more sophisticated as the study matures. MY400 is a core module in the MSc programme that involves a formative outline and a summative research proposal.

In many cases, the work you submit for MY400 will form the intellectual basis of your dissertation project outline. You can use the MY400 summative assignment for the dissertation proposal (that you will submit in January to be allocated a supervisor).



Yet, while your dissertation proposal may build upon the summative MY400 work, ideally, it should not be a matter of wholesale 'copy and paste'. At the heart of the drafting and updating process is the idea that the more you work—the more you edit, update and re-edit—the better your thinking becomes. What about using the MY400 summative assignment for the dissertation itself? Given the nature of the assignments in courses other than MY400, and given the principle that students should be able to build on work carried out for these assignments in their dissertations, where appropriate, we encourage you to build upon MY assignments in the final dissertation. In addition to the summative MY400 coursework, this means building on work like:

- The MY425 written summative assignment;
- The MY428 written summative assignment;
- The MY459 final project.

We strongly believe that your thinking should develop while doing the dissertation. As you begin your empirical work and edit and re-edit your dissertation, the content, quality and precision of your text will naturally improve. As such, it is unlikely that you will want to copy and paste whole paragraphs or a relatively large number of sentences from prior research design-oriented assignments. Some value direction on the maximum amount of words you can re-use. Your dissertation will go through 'Turn it in' software and allow overlap to a maximum of 2,000 words. Anything more than 2,000 words will constitute self-plagiarism. This should give you ample space to re-use content from those assignments, given that you will edit and update much of the prose for your dissertations. Please note that where you do self-plagiarise earlier summative assignment coursework (from the above list) in your dissertations, then as per the LSE plagiarism policy you need to ensure that "the work is properly referenced." Please include any assignments you self-plagiarise as references in your bibliographies and indicate (e.g. using a footnote) which sections of your dissertations use content from prior coursework. If anything is unclear regarding referencing or self-plagiarism, please seek advice from the MSc Programme Director or speak to your Dissertation Supervisor. Finally, please keep in mind that the blanket self-plagiarism rule (blanket in the sense of 'no significant overlap at all') still exists between different assignments (i.e. my 400 and the other modules on the list should not have the same research question or copy-paste entire paragraphs of literature review). Across the different modules, we encourage you to explore different dimensions of your dissertation (for example, by investigating different sub-questions)."



Project Milestones

Autumn Term

You will attend a session in which the Programme Director will introduce you to the basics of producing a Capstone Project. Throughout the term, explore possible research topics and discuss these with your Academic Mentor and other relevant members of staff during their office hours.

Winter Term

During the first two weeks of Winter 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.

Ethics seminar: January 2024

All students taking MY498 are required to attend an seminar in Winter Term in which the Ethics Coordinator will explain ethics and how to gain ethics approval for a project.

Project Plan Submission: 25 January 2024

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. You will upload this via Moodle.

Your project plan should include:

- Project title
- 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 three possible supervisors in the department (and rank these in order of preference). Please also note other Methodology staff with whom the project has been discussed.

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 25 January 2024 and final version due 7 March 2024)

You must obtain approval of your ethics review before you commence any data collection as part of your project.

The Ethics Review system may indicate that no further review is required, or it may require that your proposal is reviewed by your supervisor or the School's Research Ethics Committee (REC). Review by REC is most likely to be required for a 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 will be asked to submit a draft of your Ethics Review by 25 January 2024 for your initial discussion with your supervisor, and a final version of your Ethics Review by 7 March 2024, 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.

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 course on the MSc Applied Social Data Science makes this task much easier as it is assessed via a research design assignment. In many cases the work you submit for MY400 will form the basis of your Capstone Project outline.

Early May 2024: Capstone Presentations

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. You should aim to speak for around 5-10 minutes (using no more than three slides). You should then meet your supervisor in the days after your presentation to discuss any feedback/comments received and how these could be addressed.



5 July 2024: End of Supervision

Supervision of your projects will end on 5 July 2024 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 project, 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.

15 August 2024 (by 4pm): Submission of an electronic copy of your 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.

The 10,000-word limit excludes text given in tables, figures (unless these are excessively text heavy), the reference list, and appendices but includes footnotes and endnotes. 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

| | | |
|--------------------|---------------------------------------|---|
| Autumn Term | During Welcome | Meet with your Programme Director |
| | Monday 25 September 2023 (Week 1) | Teaching begins |
| | 5pm Friday 6 October 2023 (Week 2) | Finalise your course options on LSE for You |
| | Week 6 | Reading Week |
| Winter Term | Monday 15 January 2024 | Teaching begins |
| | Thursday 25 January 2024 | Draft Capstone Project proposal due |
| | Thursday 7 March 2024 | Capstone Project ethics checklist due |
| | Week 6 | Reading Week |
| Spring Term | Early May 2024 | Capstone Project presentations |
| | May/June 2024 | Spring Exam period |
| | Friday 5 July 2024 | End of Capstone Project supervision |
| | 4pm 15 August 2024 | Capstone Project submission deadline |





Guidance notes on writing the 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 (ca. 1,500-2000 words). In this section, you must outline the process of ethics approval that your project passed through and declare that ethics approval was granted.
- Analysis and discussion of results (ca. 4,000 words)
- Conclusion (to 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.



Taught Master's Assessment Criteria

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

| Mark | Descriptive Equivalent for Exams | Descriptive Equivalent for Essays | Descriptive Equivalent for the Capstone Project |
|--|--|---|---|
| Very Good to Excellent Distinction 70-100 | Perceptive, focused use of a good depth of material with a critical edge. Original ideas or structure of argument. | Breadth or intensity of accessed data or literature plus an original or critical contribution or finding. | All the elements of a Merit-level project, 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. |



| Mark | Descriptive Equivalent for Exams | Descriptive Equivalent for Essays | Descriptive Equivalent for the Capstone Project |
|---|--|--|--|
| <p>Good Merit 60-69</p> | <p>Perceptive</p> | <p>Thorough, clear treatment shows understanding of arguments, contribution and context. Efficient use of data and literature.</p> | <p>A convincing and competently executed piece of empirical social research, with all of the following elements correctly in place and clearly explained:</p> <ul style="list-style-type: none"> • 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>Satisfactory Pass 50-59</p> | <p>A “correct” answer based largely on lecture material. Little detail or originality but presented in adequate framework. Small factual errors allowed.</p> | <p>Pedestrian treatment of wide literature or database OR adequate treatment of incomplete data or literature “without spark”.</p> | <p>All the elements of a Merit-level project, but with errors or omissions which reveal some lack of competence or understanding.</p> |



| Mark | Descriptive Equivalent for Exams | Descriptive Equivalent for Essays | Descriptive Equivalent for the Capstone Project |
|---|--|---|---|
| Unsatisfactory Fail 30-49 Bad fail 29 and under | 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. | 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. | A project where some elements of a Merit-level project 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: <ul style="list-style-type: none"> • 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 |

Assessment of Quantitative Methods courses

The criteria listed above apply also to courses on quantitative methods where appropriate, for example, to any parts of their exams which call for essay-type answers. However, many of these exams involve instead shorter questions, to which the answers can be relatively unambiguously coded as (fully or partially) correct or incorrect. In the marking, these questions may be further broken down into smaller steps and marked step by step. The final mark is then a function of the proportion of parts of the questions which have been answered correctly. In such marking, the principle of partial credit is observed as far as feasible. This means that an answer to a part of a question will be treated as correct when it is correct conditional on answers to other parts of the question, even if those other parts have been answered incorrectly.



Key Information

[Term Dates and LSE Closures – Academic Year 2023/24](#) ↘

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

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

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE100](#) ↘

[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 2023/24

| |
|---|
| Autumn term Monday 25 September – Friday 8 December 2023 |
| Reading Week: Monday 30 October – Friday 3 November 2023 |
| Winter break Monday 11 December 2023 – Friday 12 January 2024 |
| January Exams: Monday 8 – Friday 12 January 2024 |
| Winter term Monday 15 January – Thursday 28 March 2024 |
| Reading Week: Monday 19 February – Friday 23 February 2024 |
| Spring break Friday 29 March – Friday 26 April 2024 |
| Spring term Monday 29 April – Friday 14 June 2024 |
| Summer Exams: Monday 6 May - Friday 14 June 2024 |

LSE will be closed during the following periods*:

| |
|---|
| Winter Closure Thursday 21 December 2023 – Tuesday 2 January 2024 |
| Spring Closure Friday 29 March – Thursday 4 April 2024 |
| May Bank Holiday: Monday 6 May 2024 |
| Spring Bank Holiday: Monday 27 May 2024 |
| Summer Bank Holiday: Monday 26 August 2024 |

*Some buildings will remain open or operate reduced hours during public holiday and School closure days. Full details will be communicated in advance.



Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building. Advice and information is available on services including:

- **Support for new arrivals**
- **Student status documentation**
- **Course selection**
- **Immigration advice**
- **LSE ID cards**
- **TfL 18+ Student Oyster Photocards**
- **Exams and assessment**
- **Results and degree certificates**
- **Graduation**

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

Online pre-enrolment and campus enrolment

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

For more information, visit lse.ac.uk/enrolment



Student status documentation

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

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

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

Your LSE Card

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

Student Advice and Engagement

The SSC has a dedicated Student Advice and Engagement Team that can provide advice on academic (particularly non-progression, interruption, withdrawal, regulations and exams), and immigration matters.

If you are not sure who to contact about a query or question, then the Advice and Engagement Team will be happy to help. You can contact the team via the enquiry form at lse.ac.uk/studentadvice

Immigration Advice

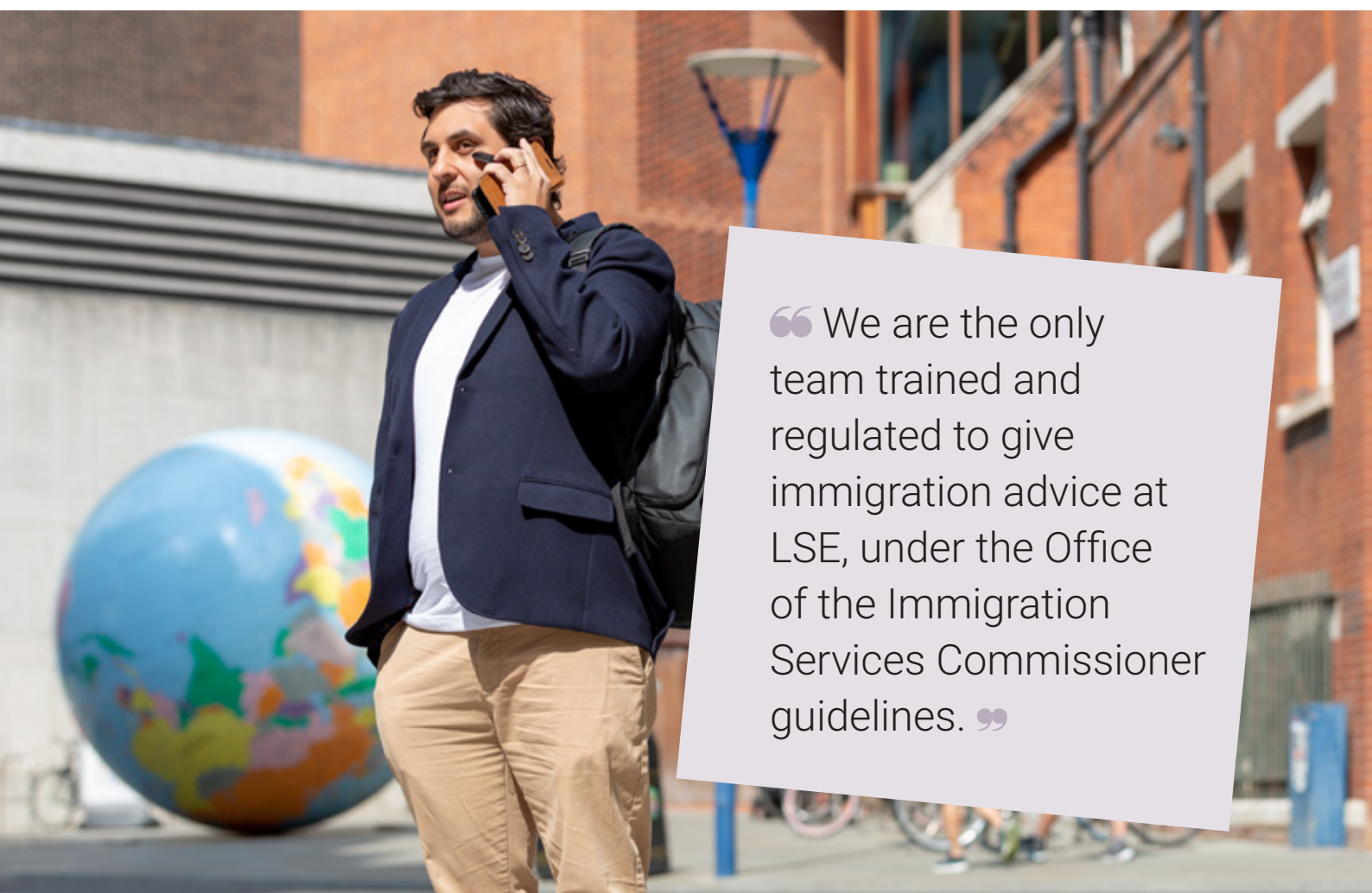
The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the visa advice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

What do I do if...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including, what to do if you’re unwell during an exam; become pregnant; change your name; or want to change degree programme. You can find these questions and answers at lse.ac.uk/what-if

Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School. You are usually required to return at the start of either Autumn term or Winter term the following year as appropriate. Spring term interruptions are not possible. For more information visit lse.ac.uk/interruptions



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

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 need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit

lse.ac.uk/programmetransfers

Change of mode of study

If you are studying a master's programme, and you need to change from full-time to part-time study due to your circumstances, you will need to seek approval from your academic department.

Changing from full-time to part-time study is generally acceptable up until the end of Winter term Course Selection, as long as your selected courses can be amended according to programme regulations and in line with the teaching that you have already taken. Your fees will also be amended.

Changing from part-time to full-time may not always be possible, especially if you need a visa to study at LSE, 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 should consult with your Academic Mentor, and you may want to consider requesting an interruption instead, so that you have some time to consider your options. For more information visit lse.ac.uk/withdrawal

Regulations

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

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

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Assessment offences including 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

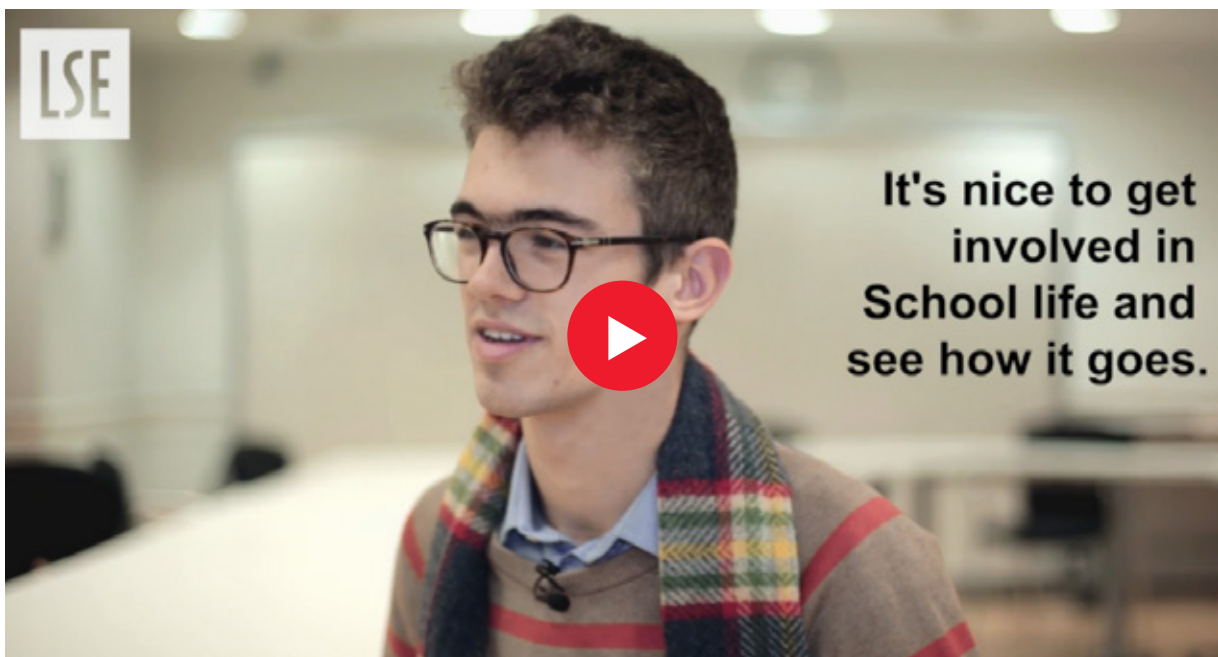
Student Voice

Student-Staff Liaison Committees

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

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

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



Hear from current students about their experience of getting involved in SSLCs and the Peer Support scheme.

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found on the [student voice webpages](#).



Student Q&As with LSE Leadership

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

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



Student Partnership

Change Makers

Change Makers is an opportunity for you to instigate positive changes at LSE through independent research.

You are invited to propose a research project (independently, as a pair or as a group) about an aspect of student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff.

Approximately 25 proposals will be selected to receive 80 hours of funding, full academic supervision, and the opportunity to present your findings and recommendations directly to LSE leaders.

Applications to become a Change Maker will open in Autumn term 2023 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

The Student Education Panel is an opportunity for you to enhance education at LSE and gain insight into how the university works.

50 Student Education Panellists meet twice per term to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they work in partnership with LSE and LSESU leaders to co-create a better educational experience for everyone. In recognition of their contributions, and to enable a wide range of students to participate, panellists receive a voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2023 and you can find out more at lse.ac.uk/studenteducationpanel





Quality Assurance

Quality assurance

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

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

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

Student surveys

In both Autumn term and Winter term TQARO conducts course-level surveys to assess students' opinions of teaching.

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

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments.

Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to tqarosurveys@lse.ac.uk



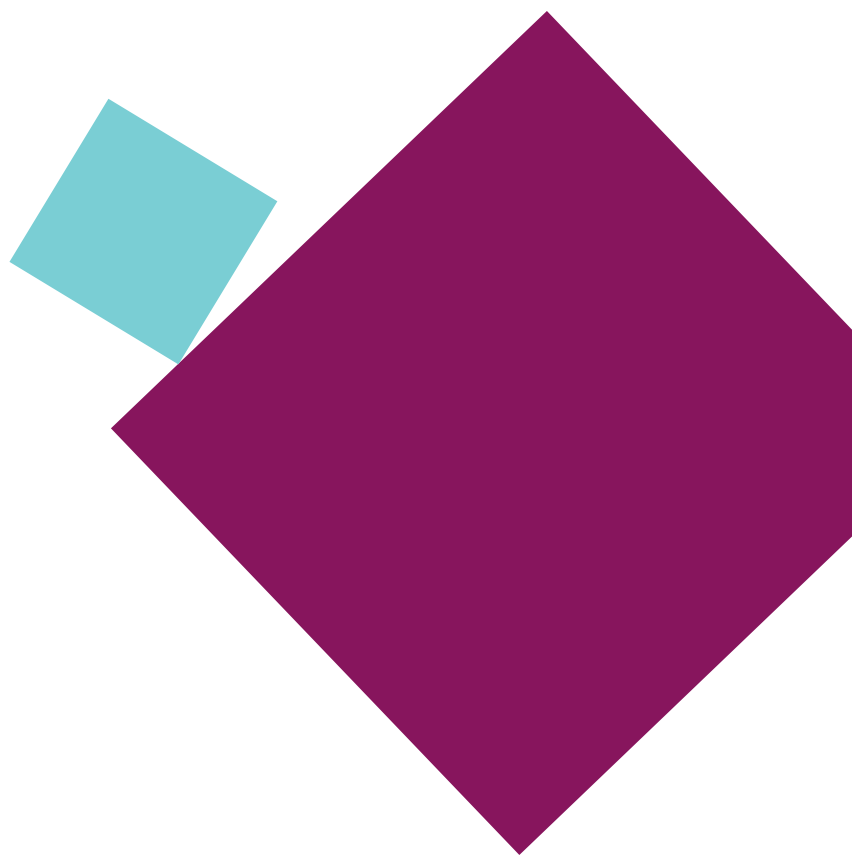
Study and Career Support Services

LSE LIFE

LSE LIFE is the place to discover and 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. It is also the place to come to ask about the range of opportunities and services available across the School to help you achieve success, whatever 'success' means to you.

LSE LIFE offers:

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.
- **Constructive conversations** and **workshops** to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.
- **One-to-one appointments with LSE LIFE study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE. Or simply book an appointment – on campus or online – to talk through your ideas for an essay, a project, or your research.





- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

Find out more at lse.ac.uk/lselife, check out workshop materials and other resources on Moodle or just drop by with any questions, or just to pick up a lollipop – LSE LIFE is on the ground floor of the Library, open Monday-Friday, 10am – 6pm.



[Listen to our podcasts](#)

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

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

The two main print book collections are:

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

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 30 books at any one time. You can renew your books online by logging into your Library account at lse.ac.uk/library. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

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

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





Language Centre

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

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. You can find out more information on what is on offer and how to sign up at info.lse.ac.uk/current-students/lse-life/events/english-language-skills

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

For more information visit lse.ac.uk/languages



LSE Careers

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

How do I get started?

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

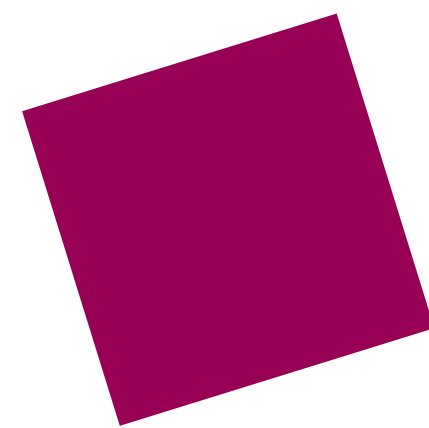
Explore our website (lse.ac.uk/careers) to find:

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

Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- register for careers events.
- browse jobs and opportunities.
- book a one-to-one appointment with a careers consultant.
- update your preferences to receive careers information relevant to your career interests.

Follow @LSECareers on [Instagram](https://www.instagram.com/LSECareers) and [TikTok](https://www.tiktok.com/@LSECareers) to stay up-to-date with upcoming events, expert advice and new resources.



LSE Volunteer Centre

Volunteering is a great way to help develop new skills and meet new people whilst making a difference. 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. Throughout the year charities will be on campus to discuss their volunteering opportunities with you at our volunteering fairs and Charity Tuesdays.

We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. Additionally, we can support you with starting your own volunteering project with fellow students.

You can find out more, as well as the advice and support we can offer, at lse.ac.uk/VolunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)



Read our blog

“ The feeling of fighting for a cause that you are passionate about is second to none, but the skills you gain from it are unparalleled. ”

Dan Lawes, International Relations and History, 2022





LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

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

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

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

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



Equity, Diversity and Inclusion (EDI)

What is EDI?

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

Support and resources available:

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

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

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

Find out more at info.lse.ac.uk/making-a-choice/report-an-incident

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





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

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

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

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

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

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

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

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





Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

Student Counselling Service (SCS)

SCS provides a professional, free and confidential service to help you with any personal problems that you may be experiencing. You can speak to a qualified and experienced counsellor about academic stresses, as well as personal and emotional difficulties.

Visit lse.ac.uk/counselling to book a Wellbeing appointment to discuss whether counselling is the best option for you, and to explore further options available to you.

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

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DMHS can help you to create My Adjustments 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

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

My Adjustments

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



Health care in the UK

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

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

- **You are a UK resident**
- **You have a Student visa and have paid the Immigration Health Surcharge (IHS)**
- **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 provides spaces 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 into London and find a community that suits you – and there are lots of options!

We provide a space for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our [resources](#).

Wellbeing

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

Facilities

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





Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on j.walters2@lse.ac.uk for confidential support regardless of your religion or belief.

You can also find contact details for our team of Associate Chaplains on our “People” page at lse.ac.uk/faithcentre

Beecken Faith and Leadership Programme

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

LSE Religion and Global Society

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

LSE Religion and Global Society Blog

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

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

Religion Scholars Network

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

Keep up-to-date with the Faith Centre: [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#)

Visit us: 2nd Floor, SAW Building, 1 Sheffield Street, WC2A 2AP



Exams and Assessments

Candidate numbers

Your candidate number is 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 Autumn term.

Exam timetables

Course by course exam timetables will be available [online](#). For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter 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.

Exam procedures 

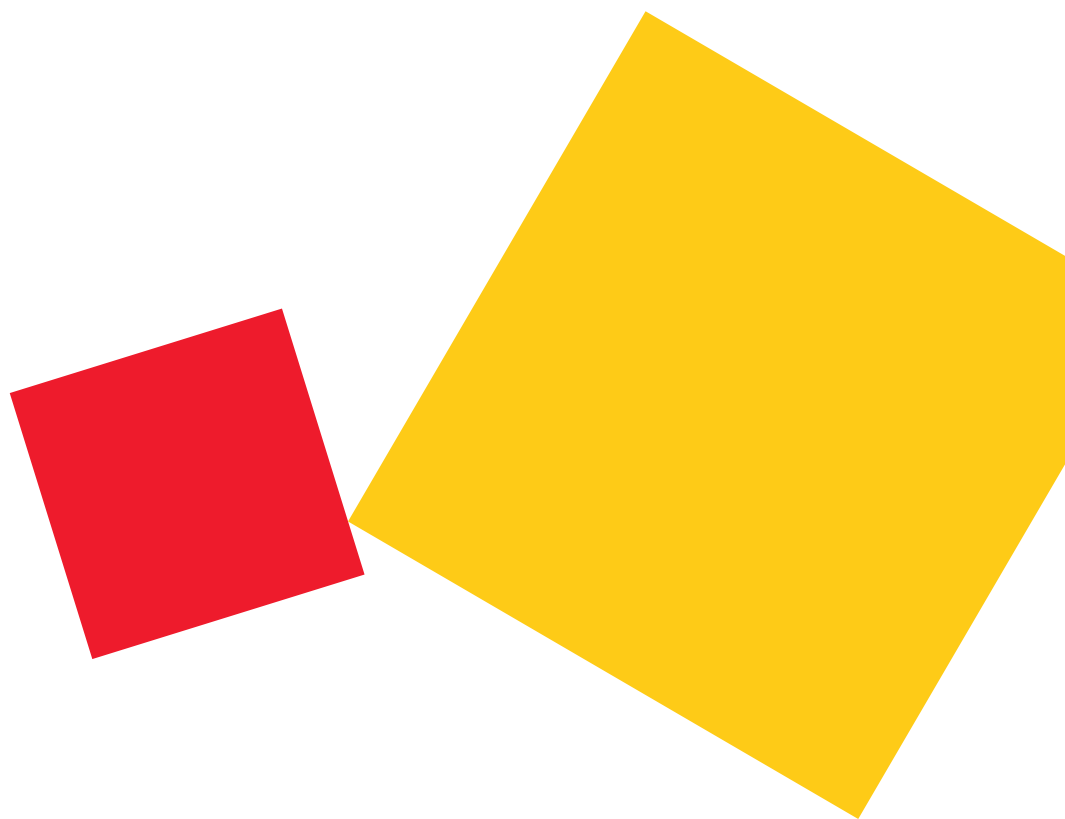
Central exam adjustments 

Fit to sit policy 

Deferral policy 

Extension policy 

Exceptional circumstances 





Exam procedures

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

The document is less than fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams to what to do if things go wrong. You can download your copy at lse.ac.uk/exams

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please read the Exam Procedures for Candidates. If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments

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

Fit to sit policy

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

Deferral policy

If you feel you require more time to submit the work than an extension would normally allow, or the assessment in question has a static deadline e.g., an exam or take home assessment released on a specific date, you should consider requesting a deferral. You must submit the deferral form and evidence in advance of the submission deadline or starting time of an exam. For more information visit lse.ac.uk/deferral

Extension policy

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

Exceptional Circumstances

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

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

Submitting an EC Form is the only way for you to alert the Exam Boards to the circumstances which may have affected your performance. For more information visit lse.ac.uk/exceptionalcircumstances





Assessment Misconduct

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

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

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

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

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

You can seek advice about the School's rules regarding academic integrity from the Library (visit lse.ac.uk/library) and LSELIFE (visit lse.ac.uk/lse-life)

You should also ensure that you adhere to the School's Research Ethics Policy and Procedures where appropriate when conducting research. Failure to obtain the necessary Ethics Approval for your research could result in your conduct being considered under the School's Research Misconduct Procedure. For more information visit lse.ac.uk/ethics

Results and Classification

Results

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

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

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

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

Classification schemes 

Transcripts 

Degree certificate 





Classification schemes

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

Transcripts

Continuing students can request **intermediate transcripts** through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared.

For more information about final transcripts please visit lse.ac.uk/transcripts

Degree certificate

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



Fees and Finance

Fees

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

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to enrolment or by payment plan. If you have not paid your fees in full before you enrol you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 2023

28 January 2024

28 April 2024

For payment plan options relating to Executive programmes please see Instalment options Executive Programmes.

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

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

Once you are enrolled you can access your financial details at any time to review your tuition and accommodation fees, invoices, payments and instalment arrangements by accessing the Student 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 support services for students who wish to discuss fees, loans and payment related enquiries. For further information, please visit lse.ac.uk/ficc

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



Financial Support Office

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

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

Phone, email or join a one-to-one Zoom Drop-in Session: lse.ac.uk/financialdropin

Contact details:

Financial Support Office

+44 (0)20 7955 6609

financial-support@lse.ac.uk | lse.ac.uk/financialsupport





Codes and Charters

LSE Academic Code

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

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

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

The Student Charter

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

The charter covers:

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

Find out more about the charter and [read the full version](#) online.

Codes of Good Practice

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

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

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

Research Ethics

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

Find [resources, training and support on LSE research ethics](#). If you have any questions regarding research ethics or research conduct, please email research.ethics@lse.ac.uk



Systems and Online Resources

Need IT help?

- Visit the Tech Centre on the first floor of the library – Lionel Robbins building (LRB)
- Email: tech.support@lse.ac.uk
- **Call: 020 7107 5000**

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

Student Hub 

Moodle 

Reset your IT password 

Email 





Student Hub

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

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

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





Moodle

Moodle is LSE's virtual learning environment.

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

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

Reset your IT password

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

Multi-Factor Authentication (MFA)

MFA provides an extra layer of security on top of your username and password when you access our resources online – providing increased protection against cyber-attacks.

Once set up, it is easy to use and manage via the link below: lse.ac.uk/mfa

Email

LSE will use your LSE email address to communicate with you, so check it regularly.

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move via the outlook app. For help setting up email on your device search "LSE mobile email setup".

Microsoft Office 365 @ LSE 

Training and Development System 

Information security awareness training 



Microsoft Office 365 @ LSE

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

[Microsoft Office 365](#)

Training and Development System

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

You can access the Training and Development System at [apps.lse.ac.uk/training- system](https://apps.lse.ac.uk/training-system)

Login using your LSE username and password.

Information security awareness training

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

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



LSE100

Welcome to LSE100

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

Your LSE100 theme

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

- **AI**
- **Climate**
- **Fair society**

For more information about each theme, visit [info.lse.ac.uk/current-students/lse100/Welcome](https://info.lse.ac.uk/current-students/lse100/welcome)

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

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

How will I study in LSE100?

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

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



How will I be assessed?

Your LSE100 mark will be based on two summative assessments: one individual written assessment (50 per cent) and one group research project (50 per cent) that you will submit and present as a team. Your final mark in LSE100 will be included with your other first year marks and, if it is one of your six best marks, will count towards your overall first year average.

Chat with the LSE100 team

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

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



LSE Campus



Key

| | | | | |
|----------------------------------|--|---|-----------------------------------|---|
| CBG Centre Building | KGS King's Chambers | 50L 50 Lincoln's Inn Fields | PAN Pankhurst House | SAW Saw Swee Hock Student Centre |
| CKK Cheng Kin Ku Building | KSW 20 Kingsway | LRB Lionel Robbins Building, Library | PAR Parish Hall | SHF Sheffield Street |
| CLM Clement House | LAK Lakatos Building | MAR The Marshall Building | PEA Peacock Theatre | SAL Sir Arthur Lewis Building |
| COL Columbia House | LCH Lincoln Chambers | OLD Old Building | PEL Pethick-Lawrence House | STC St Clement's Clare Market |
| CON Connaught House | 35L 35 Lincoln's Inn Fields | OCS Old Curiosity Shop | POR 1 Portsmouth Street | |
| COW Cowdray House | 49L 49 Lincoln's Inn Fields (Coopers) | | SAR Sardinia House | |
| FAW Fawcett House | | | | |



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

Disabled Access

After 6.30pm, please call Security Control on **020 7955 6200** to ensure that any disabled access doors are open. Also see: [Accessibility map \[PDF\]](#) For access to 20 Kingsway, please call security staff on **020 7955 6200** to set up the portable ramp in the entrance foyer.

Access Guides to LSE buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now [available online](#).

lse.ac.uk/methodology



Department of Methodology

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

E : methodology.admin@lse.ac.uk

T: +44 (0)20 7955 6156

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

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

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

Design: LSE Design Unit (lse.ac.uk/designunit)

Photography: Cover image from Unsplash, Pexels or iStock.

Internal photography Nigel Stead, LSE School Photographer and Maria Moore.

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