THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

Welcome to
the Department
of Statistics

Undergraduate Handbook

2022/23

lse.ac.uk/statistics

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Department of Statistics

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Department of Statistics welcome

We are delighted to welcome you to the Department of Statistics.

The Department of Statistics at LSE has an international reputation and has been the academic home for a host of distinguished statisticians.

LSE is one of the finest institutions of its kind in the world and has a key position, geographically in terms of its location in central London and geo-politically in term of its national and international standing. Our success very much depends on your success and we look forward to getting to know you and supporting you in your endeavours. I would like to wish you all the best for your studies here and I hope that you will make the most of your time with us.

As you will learn, ours is a relatively small Department, and we try to maintain an informal, friendly, and supportive atmosphere for our students. If you do happen to encounter problems of any kind, be they academic, financial, or wellbeing related, we very much hope that you'll let us know at once. You can do this by speaking to your academic mentor (who you will meet regularly), contacting your Programme Director, or by approaching any member of Departmental staff, including the Undergraduate Programmes Manager.

I expect that you will find your studies challenging, but I hope that you also find them stimulating and rewarding. This handbook should help you find your way around the School and the Department. Enjoy your time at LSE and do take some time to enjoy London and the rest of the UK too. Welcome!

Pauline Barrieu
Professor and Head of Department

About your department

The Department of Statistics runs three Undergraduate Programmes. These are as follows:

BSc Actuarial Science
Dr Daniela Escobar
Programme Director

BSc Mathematics, Statistics and Business
Dr Erik Baurdoux
Programme Director

BSc Data Science
Dr Christine Yuen
Programme Director

Find out how to get in touch with your Programme Director here:
lse.ac.uk/Statistics/Contact-Us/Programme-Directors

Programme Director welcome messages

BSc Data Science

Congratulations and a warm welcome to you to the BSc Data Science programme in the Department of Statistics.

The Department of Statistics at LSE has an excellent reputation and is home to distinguished experts in statistics and data science. Our BSc Data Science programme aims to provide a programme of study that combines data science, machine learning, statistics and mathematics, and involves applying data science to the social sciences.

Data Scientists are in high demand in many industries, including online services, healthcare, banks and other financial companies. As a student of the BSc Data Science, you will gain practical skills, theoretical knowledge and contextual information that will provide you with an excellent preparation for a quantitative career in a range of industries.

I will be your academic mentors for the coming year, and I look forward to meeting you and supporting you during your study here. If you encounter any problems, feel free to contact us or any member of Departmental staff.

We would like to wish you all the best in your studies at LSE and we hope that you will have an enjoyable year with us.
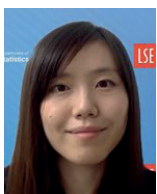
Dr Christine Yuen
Programme Director for BSc Data Science

BSc Actuarial Science

I am delighted to welcome you to our BSc Actuarial Science program.

With a new academic year comes new possibilities, new students, new friendships, and new subjects. In our BSc Actuarial Science, you will find fascinating topics taught by experts in the different areas of our curriculum.

Our program offers an excellent education in Actuarial Science, it is accredited by the Institute of Actuaries and courses taken can lead to exemptions. As the program director, I will be happy to discuss all possible paths and choices that best fit your interests and circumstances to have a successful degree. I hope you find the program challenging, intellectually stimulating, and rewarding.

I also hope you feel part of LSE, engage in the different events, and enjoy our diverse community. LSE has many support networks you will learn about in this Handbook. If you encounter any problems, please contact your academic mentor, any member of the staff, members of the Professional Services staff, or myself for advice.

All my best wishes in this new academic year,

Dr Daniela Escobar
Programme Director for BSc Actuarial Science

BSc Mathematics, Statistics and Business

It is a great pleasure welcoming you to the BSc Mathematics, Statistics and Business.

Congratulations on securing your place, which is no mean feat as we only take in some 10 per cent of applicants. The MSB programme is a quantitative degree offering a wide range of options. The first year consists mainly of foundational courses. Then, in the second and third year, you will be able to choose a pathway tailored to your interests to go deeper in areas of statistics and applied mathematics. To assist with this, there will be course choice meetings each year to help you find your path. You will also have the flexibility of selecting outside options from many other LSE Departments, which will give you a unique chance to explore wide-ranging and intellectually stimulating courses.

I have been at LSE for well over a decade, but I still remember well the excitement and various challenges of moving to London. Transitioning to university is a big step in life, and we are keen to support you in this process. Recent years have been particularly challenging for many, so please make sure to go at your own pace to make the most of all these new experiences.

You will hear regularly from your designated Academic Mentor and I strongly encourage you to keep them in the loop of anything that may be affecting your studies. Also, keep a close eye on the Departmental Newsletter which will list the various student activities and events. Importantly, do not hesitate to reach out to your fellow students as the friendships you make at university can be very rewarding. Together with my colleagues I look forward to meeting and supporting you throughout your learning experience at LSE.

Dr Erik Baurdoux
Programme Director for BSc Mathematics, Statistics and Business

BSc undergraduate common room

The 6th floor of Columbia House includes a common room for the use of BSc students from the Department of Statistics. The room number is COL 6.01. The room will remain unlocked during working hours but you will require your LSE ID card to access it during evenings and weekends.

The common room has comfy chairs, tables, power supplies for the use of personal laptops and other electronic devices and a complimentary drinks machine. Please take care to look after anything valuable as neither the Department nor the School can take responsibility for stolen or damaged items. Recycling bins are provided, so please ensure that the space is kept clean and tidy for the benefit of all students who will be using it. As the room is near to academic offices, please also ensure that noise is kept to a minimum.
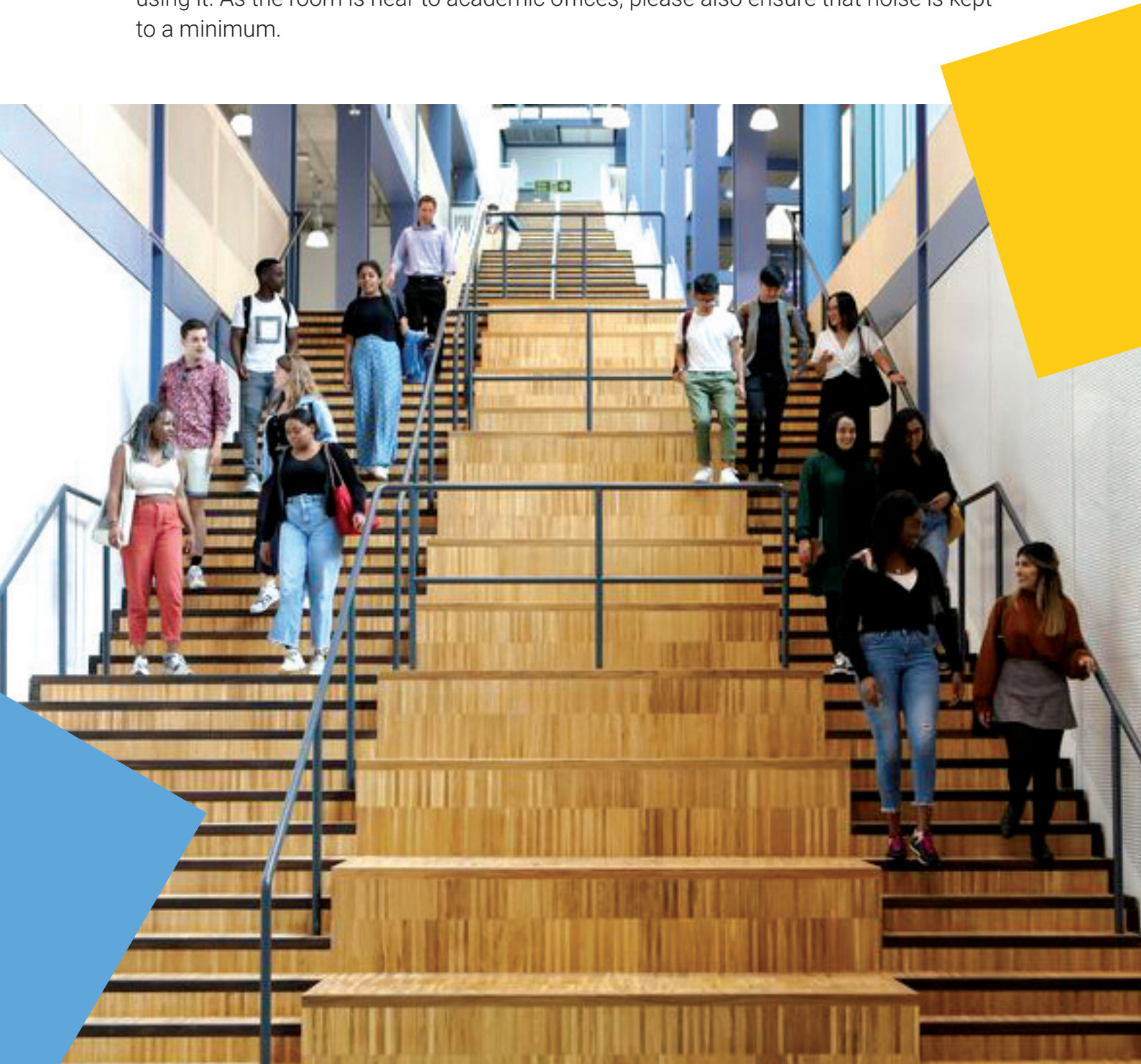
Professional services staff

All non-academic queries should be directed to the departmental administrative offices. Please feel free to email us or drop in during our opening hours.

We are open for student enquiries from 10am – 1pm and 2-4pm.

Imelda Noble Andolfo
Department Manager
Office: COL 6.13
Email: i.noble-andolfo @lse.ac.uk
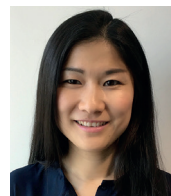
Yanli Ji
Office and Finance Assistant
(on maternity leave)
Office: COL 6.14
Email: y.ji4@lse.ac.uk

Sarah McManus
MSc Programmes Manager
Office: COL 6.11
Email: s.mcmanus @lse.ac.uk

Joey Hoang
External Engagement Officer
Office: COL 6.14
Email: j.hoang1@lse.ac.uk

Steve Ellis
Undergraduate Programmes Manager
Office: COL 6.11
Email: s.j.ellis@lse.ac.uk

Penny Smith
Communications Officer
Office: COL 6.14
Email: p.a.smith@lse.ac.uk

Penny Montague
Research and Finance Manager
Office: COL 6.12
Email: p.montague @lse.ac.uk

TBC
Programmes Administrator
Office: COL 6.11

Help and support available to you

Your Academic Mentor

Your Academic Mentor is a key point of contact in the department. Their role is to keep an overview of your academic progress and overall wellbeing during your time at the School.

They can provide guidance and coaching on the wide range of academic and pastoral topics that might come up during your time at LSE. They can share their experience, answer questions and help you play a part in LSE's academic community.

You should attend meetings with them, be willing to enter into discussions about your courses and the wider world, in a one-to-one setting, or perhaps in a group with other mentees.

Bear in mind that they won't always have the answer to all your questions but they will listen to you. When they don't know themselves, they will be able to direct you to the most appropriate team in the School.

Your mentor's responsibilities

- Provide students with academic guidance and feedback on their progress and performance and discuss any academic challenges they may experience.

- Provide pastoral guidance on non-academic issues and refer students, as necessary, to the appropriate support services within the School.

- Implement the provisions outlined in Teaching and Learning Adjustments (TLAs) for students with long-term medical conditions, specific learning differences and/or disabilities in liaison with the School's Disability and Wellbeing Service.

- Maintain regular contact with students through direct one-to-one meetings at least twice a term during Michaelmas and Lent term and once in Summer term and through regular email contact as needed.

- Comment on and provide general assessment of students' progression on their termly class reports via LSE for You.

- Inform the Programme Director and School of any students whose attendance and progress is not satisfactory.

Getting the most out of your Academic Mentor

- Build a good relationship with them

- Communicate clearly and openly and raise issues that could impact on your studies sooner rather than later

- Schedule and attend meetings and keep in touch by email even if things are well with you

- Think about areas you would most like to speak about before meetings

- Attend the activities and events organised by your academic mentor such as trips and residential weekends as well as the "keep calm and study in stats department" events organised throughout the year

- More information on the role of the Academic Mentor can be found on the Academic mentoring portal **info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal/ Information-for-Students**

For first year BSc Actuarial Science and BSc Mathematics, Statistics and Business students, details of your Mentor in the first year will be confirmed to you during your first week at LSE.

For first year BSc Data Science students, your mentor in Michaelmas Term will be Dr Christine Yuen. In Lent Term, it will be Dr Gelly Mitrodima.

Your Programme Manager (Steve Ellis) will have already contacted you with a date and time to meet your Academic Mentor.

Your mentor will change in the second and third years.

Programme Director

The Programme Director plays a central role in coordinating your programme and its teaching. You can meet with them on a one-to-one basis to discuss any concerns you may have throughout your studies.

(Please see the **About Your Department page** for confirmation of your Programme Director.)

Professional services staff

The professional services team work alongside Programme Directors and Academic Mentors and are able to act as a central point for any student query.

They can advise on both School and departmental policy and are able to signpost you where something is beyond their area of expertise.

SAM

The **Student Academic Mentor programme (SAM)** allows first year UG students to sign up to receive peer to peer mentoring from undergraduate students from the same programme. The SAM programme matches second and third year mentors with incoming first year students; the aim is for student mentors to advise new students on their approach to study and help with adjustment to LSE. You will receive an email advising you how to sign up for this, alternatively please contact Steve Ellis **s.j.ellis@lse.ac.uk**

Feedback

Office hours

Office hours are designated times during which academic staff will be available to discuss academic matters relating to the courses that they teach. Office hours can be found here: **lse.ac.uk/Statistics/Current-Students/Assessed-feedback-and-office-hour-FAQs**

What if I cannot make the allocated time?

Students who cannot make the allocated hour are encouraged to contact the relevant academic to make alternative arrangements.

How do I make an office hour appointment?

This varies across academics. Some appointments are booked via LSE For You (LFY) or the Student Hub, while others do not operate a booking system so you can just attend during the designated time. If you are not sure, please contact the member of academic staff directly.

Other School support

Please note that the School offers a variety of different support services. Please see the **Key Information** section.

Getting feedback on your work

The Department's policy is to provide feedback for all students wherever possible. This goes beyond the LSE Academic Code. In particular, feedback will be provided to all students on all exams and on formative/summative coursework.

- **Formative assessment:** For most courses, there are regular homework assignments, which are marked by the class teacher before being returned and discussed in the next class. You will therefore receive both written and oral feedback on all submitted work and can discuss your work further with class teachers and lecturers during their office hours.

- **Summative assessment – exams:** Collective written feedback will be provided on all exams (including resits) via Moodle (or GitHub) within the relevant timeframe by the course convenor. This will summarise the performance of the cohort as a whole on each question, highlighting common errors, and will usually be accompanied by the solutions.

- **Summative assessment – coursework and dissertations:** Individual written feedback will be provided via Moodle (or GitHub) within the relevant timeframe by the course convenor, except for group projects where feedback can be at the group level. For large courses, brief individual feedback may be supplemented by collective feedback for the whole cohort.

Feedback will usually be given at the same time as provisional marks. Marks should first be approved by the second examiner, but the marks remain provisional until confirmed by the sub-exam board.

- **Advice and Feedback Hours:** You can discuss questions about any aspect of a course with the lecturer or class teacher during their office hours.

- **Academic Mentor meetings:** An important purpose of Academic Mentor meetings is to discuss progress across all your courses. Your Mentor will have access to records of your class attendance, homework submission and grades, and marks for summative assessments.

Timescales for feedback

All assessment submission deadlines and feedback timeframes will be clearly communicated at the start of the course.

- **Formative work:** Feedback should be provided within 3 term weeks of the submission deadline, where work is submitted on time.

- **Exams (January):** Feedback should be provided within 6 term weeks of the end of the exam period.

- **Exams (Summer Term and Autumn Resits):** Feedback should be provided within 3 weeks of the publication of final marks.

- **Summative coursework:** Feedback should be provided within 5 term weeks of the submission deadline.

Giving feedback to the Department

There are many ways that you can pass on comments about any aspect of your courses and programme. We also welcome your suggestions for any activities or events that you would like the Department to offer.

- Comments about a course: If you have a concern about a particular course, it is best to discuss this with the lecturer if at all possible. Otherwise, you can discuss the matter with your Academic Mentor or ask your student rep to raise it at the next Student-Staff Liaison Committee meeting. Some lecturers run mid-term surveys so that they can respond to any issues raised before the end of the course. The online School surveys carried out at the end of Michaelmas and Lent terms give you the opportunity to share your opinion of the courses you have taken.

- Comments about your degree programme can be discussed with your Academic Mentor.

- Comments about non-academic matters, including suggestions for activities and events can be discussed with your Programme Manager.

Comments and suggestions can also be made anonymously online via **lse.ac.uk/Statistics/Current-Students/Student-Feedback-Form**

Part of LSE

Feel part of the Department and LSE by engaging with the following opportunities and societies.

Seminars

All students are encouraged to attend the seminar series on offer at LSE and other colleges. Throughout the year the Department of Statistics hosts its own Seminar Series, as well as contributing to the Joint Econometrics and Statistics Workshops with the Department of Economics. The Department also hosts Actuarial Science and Data Science seminars. In addition, the Joint Risk and Stochastics and Financial Mathematics seminar series and London Mathematical Finance Seminar series run regularly throughout the year, with speakers from academia and industry. The School's new Data Science Institute will also hold seminars throughout the year.

Details of our Seminar Series are advertised on the Department's website, along with other occasional seminars at **lse.ac.uk/Statistics/Seminars**

LSESU Student Societies

Societies are groups of students who share a common interest and provide opportunities for you to meet new people, pick up skills for later life and have fun while doing it.

There are a wide range of societies listed on the **Student Union website**, but the following subject-related societies are a good starting point:

- **The Actuarial Society**

- **Data Science Society**

- **Mathematics Society**

Assessment

Assessment type

Formative assessment

All courses include a formative assessment component, which does not count towards your final degree results but which is compulsory.

Formative assessment components are designed to help you with your studies and provide opportunities for individual feedback from teachers in order to give you an idea of how you are progressing.

Course teachers will provide you with feedback, usually in the form of written comments and a mark. This feedback is invaluable in your preparation for the summative assessments as it should help you to improve and develop.

Summative assessment

Each LSE course will be summatively assessed or examined. Some of the most common forms of assessment are exams, coursework, projects, group work and presentations.

Please note that summative examinations can take place either in January or during the Summer exam period.

In planning for your summative assessments, please be aware that faculty are not available during the vacations. Queries and advice on coursework assignments should therefore be obtained during term-time office hours.

You will also be expected to participate in seminar presentations and discussions and, in some cases, these will form part of the final assessment.

Please see the online course outlines for specific information about what is required regarding formative and summative assessments. You will also be notified of this by the Course Leader.

Coursework submission

Your coursework must be labelled with your candidate number (available from LSE for You) only. As LSE uses blind marking your name or LSE ID number **must not appear anywhere on your work.**

In most cases you will be expected to submit only an electronic copy uploaded to Moodle, certain courses may ask you to submit hard copies and details of how to do so will be explained to you. The electronic copy should be named with your candidate number and course code, ie, 123654 ST303.

Deadlines are strictly enforced. Your work must be submitted on time.

Requests for extensions are only granted in exceptional circumstances and must be approved by the Lecturer of the course. Such requests should be made in writing (email) and sent to both your lecturer and Programme Manager.

Late submission

An assignment submitted after the deadline will have 5 marks out of 100 deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. For further details, please refer to the School's Regulations: **lse.ac.uk/ resources/calendar**

Classifications and marking criteria for BSc courses

Mark	Grade
0 – 39%	Fail
40 – 49%	Third Class
50 – 59%	Lower Second Class
60 – 69%	Upper Second Class
70% and over	First Class

General assessment criteria for undergraduate courses – examinations

The Department has the following general guidelines on assessment criteria, which apply to each individual undergraduate course and provide broad descriptions of the meaning of marks awarded on our examinations. The characteristics of the different classifications (First, 2:1 etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated:

- Knowledge and understanding of basic concepts and principles

- Ability to apply knowledge to formulate a problem mathematically or statistically

- Ability to apply core concepts to solve a problem, selecting and applying appropriate methods and techniques

- Accurate use of mathematical notation

- Ability to make logical arguments

- Ability to interpret results and set them in context.

Mark (%)	Grade Descriptor	Characteristics
70-100	First	• Thorough wide-ranging knowledge and understanding of subject • Deft application of knowledge to formulate and solve problems using appropriate methods and techniques • Consistently high level of accuracy • Arguments consistently expressed in a clear and logical way • Appropriate and in-depth interpretation of results • Significant capacity to solve more demanding questions requiring non-standard application of knowledge
60-69	2:1	• Clear knowledge and understanding of subject • Competent application of knowledge to formulate and solve problems using appropriate methods and techniques • High level of accuracy • Arguments are largely clear and logical • Appropriate interpretation of results • Some capacity to solve more demanding questions requiring non-standard application of knowledge
50-59	2:2	• Sound knowledge and understanding of subject • Application of knowledge to formulate and solve standard problems using appropriate methods and techniques • Largely accurate work • Arguments are in general clear and logical • Largely appropriate but sometimes cursory interpretation of results • Limited capacity to solve more demanding questions requiring non-standard application of knowledge
40-49	Third	• Acceptable knowledge of subject, but gaps in understanding • Basic competency in application of knowledge to formulate and solve standard problems using appropriate methods and techniques • A number of slips in accuracy • Arguments are sometimes poorly expressed • Cursory interpretation of results • Little capacity to solve more demanding questions
0-39	Fail	• Little evidence of knowledge or understanding of subject • Little evidence of ability to apply knowledge to formulate and solve problems using appropriate methods and techniques • A large number of errors • Arguments poorly expressed • Little attempt to interpret results or inappropriate interpretation

Undergraduate courses and degrees in the Department conform to the description in the **QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research**. This sets out the expectations for any undergraduate degree course in the UK in these subjects. In particular, paragraph 5.4 sets out the knowledge, understanding and skills that should be demonstrated to achieve a "threshold standard" (ie, pass an honours degree).

Please note that most Statistics examinations involve short 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.

Please note that assessment for coursework is course-specific and will be provided by the course leader.

Guidance for students – use of GitHub and Moodle for assessment submissions

Some of our courses utilise GitHub, a Git repository hosting service outside of the usual LSE Moodle pages, students must follow the guidance below to ensure that course conveners and the Departmental administrative team can easily and effectively recognise your submitted work for this course and award your marks accordingly.

GitHub username

- It is desirable that your GitHub username does not provide any identifying information, such as your first/last name or LSE ID number, to comply with the School's anonymous marking policy.

- In case you already have a GitHub account for personal use, please consider creating a new one for use at LSE.

- It is up to each individual student to ensure that they remain anonymous and avoid including any identifying information in their GitHub usernames.

- By including your LSE ID number or first/last names via your GitHub username you will be relinquishing your full anonymity to the markers. Students do so at their own discretion.

- All work will continue to be marked as if received anonymously (following the School's policy) and you can be reassured that no marker will be biased in their marking if you include any identifying information via your GitHub account or username.

GitHub Classroom links

- Whenever you receive an invitation link from GitHub Classroom for any formative or summative assessment, use this link to clone the repository with the assignment files and submit your solution through this repository. Do not rename this repository nor use any alternative repositories.

Submitting your work

- Your Moodle submission will consist of a simple text document (.txt, .doc, .pdf, or other) which provides the link to your GitHub submission.

  – It is **every student's individual responsibility** to ensure that the link submitted to Moodle points to the specific repository containing the work to be marked and not to a general or root repository.

  – Please be aware that you will have to submit **both** on Moodle and on GitHub before the deadline.

  – Failure to submit via both GitHub and Moodle before the deadline **may result in penalty marks**.

- Whenever you are submitting formative or summative work via GitHub, **you must include your five-digit candidate number** either in your files, or as part of the submission name.

  – Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your LSE ID/student number and will change every year. Your candidate number will be available to you via LFY from early Michaelmas Term – around 2-3 weeks after the term starts.

  – If you are a continuing student, you must use your new candidate number and not the candidate number you were issued in any previous years of study at LSE.

  – As your individual candidate numbers will not be generated until the second or third week of the Michaelmas Term, in the unlikely event that you will have to submit any formative or summative assessments before this time, please use your LSE ID so that your work can be easily identified. Once you have access to your candidate number, please only use this identifier and do not continue to use your LSE ID number.

  – If you do not include your candidate number administrative staff within the Department are permitted to count this as a non-submission and disregard your upload **resulting in a zero mark**.

If you have any queries, please email the Professional Services Staff at **statistics@lse.ac.uk**

Student Prizes

Undergraduate prizes

Cyril Offord Prize

Awarded for outstanding performance in BSc Mathematics and Economics or BSc Business Mathematics and Statistics. The prize is awarded by the Department of Mathematics and Statistics and the winners decided jointly between the two departments.

Prize: £200

Farr Prize

Awarded for the best performance in final examinations for a BSc student in the Departments of Mathematics or Statistics. The winner is decided jointly between the two departments.

Prize: There is a prize fund of £500, the prize will be split between 2 winners

IMA Prizes

Two prizes are awarded for outstanding performance in the final year of an institute of mathematics and its applications (IMA) approved course. All degrees within the Departments of Mathematics and Statistics are IMA approved so this is a joint decision.

Prize: A year's free membership of the IMA

Bowley Prize

Awarded to the best 3rd year undergraduate project in Applied Statistics (ST312).

Prize: £350

Winton Capital Prizes

The prizes will be awarded to two undergraduate statistics students who have taken the Stochastic and Actuarial Methods in Finance course (ST330) and achieved the highest weighted average marks. In the weighting, the ST330 counts for 50 per cent and each of the eight remaining units count for 6.25 per cent.

Prize: 2 prizes of £500

Worshipful Company of Actuaries

This prize is for an Act Sci student entering either their 2nd or 3rd year of study. This is not a school prize and the cheques are raised by the WCA themselves and a presentation is arranged (by the UG Administrator) where the students are awarded the cheques and members of the WCA attend too.

Prize: Usually a £300 cheque given to one student or two cheques for £150 are given out so the prize can be split by the Worshipful Company of Actuaries

Communication in the Department of Statistics

Email

Please bear in mind that email is used in the Department and throughout the School as the standard form of communication.

It is therefore essential, once you have set up your LSE email address, that you check it regularly (at least once a day during term time).

You can also access e-mail off-campus using webmail and remote desktop or on the move, using email clients for laptops and mobile phones. For instructions on how to access your e-mail off campus, visit **info.lse.ac.uk/staff/divisions/dts/help/guides-faqs/remote**

Please note that the Department will not send emails to LSE students at non-LSE email addresses.

Student newsletters

During term time the Programmes Administrator will send regular email newsletters.

These contain crucial information about your studies, including important submission deadlines, assessment guidance and LSE support reminders.

As well as this they will contain updates on Department of Statistics events, LSE events, learning and development opportunities, competitions, highlights from the week/term and much more.

We look forward to engaging with you and should you be interested in contributing to your newsletters, please let us know!

Social media

The Department of Statistics uses many social media platforms and we would love you to follow us to keep up to date on all our news and events! We pride ourselves on having a community feeling with our students and we are excited for you to be #partofLSE.

Here are the handles for our social media plus links to our departmental website and the Student Hub too. Follow us, engage with us, and feel part of our community! #weheartstats

Instagram: @lsestatistics

Facebook: @LSEStatistics

Twitter: @LSEStatistics

LinkedIn: Department of Statistics

Student Hub: info.lse.ac.uk/current-students/student-hub

Department of Statistics website: lse.ac.uk/Statistics

General recommendations for communicating with your teachers, professional services, and your co-students

You should always communicate your ideas, questions, concerns, and feedback in a polite and kind manner. The Department of Statistics has no tolerance to inappropriate behaviour towards students, teachers, and professional staff.

Appropriate conduct means recognising the diversity of the Department's community and not discriminating against others based on their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.

1. Email etiquette

An email is not just a piece of correspondence. It's an exercise in communicating well, and you are judged by it. You may follow the tips below to give the right impression.

- Keep it formal: start with "Dear Professor (ie, title and name/full name), …"

- Identify yourself and say what course you are studying with them.

- Make your request clear.

- Keep it polite with your ending – just a simple "Thank you" is usually a safe bet when signing off. If it's more formal, you may use "Regards" or "Sincerely."

- Don't use slang or abbreviations.

- Avoid using all capitals for the body of your email as this can appear discourteous.

- Teaching staff will reply to emails at their earliest convenience.

2. Forums, anonymous forums and anonymous surveys

- When starting a new post in a forum, follow the general guidelines of the email etiquette.

- Take the time to thank and acknowledge a reply.

- Provide any feedback to your teachers and co-students in a polite and constructive manner.

- Your feedback is very important to us, so please provide it generously, in a constructive and polite manner by participating in surveys run by the Department and the School. It is considered inappropriate to comment on the looks and physical appearances of your teachers or any other characteristic as stated above.

3. Etiquette for group work

You might be asked to conduct group work for one of your courses. Group work requires organisation skills and helps you to develop good communication and collaboration skills. For making it work successfully:

- Act responsibly, be considerate, respectful and courteous towards other team members. Behave in a respectful manner towards other team members so that they do not feel that they are being harassed or bullied and abiding by the law.

- Everyone should share the responsibility of the tasks.

- Organise as many meetings as needed to complete the tasks of your project.

- Attend and arrive on time to all group meetings.

- Communicate any group issues to your teacher as soon as possible.

4. General behaviour in class

- Respect your teacher. Ask your questions and debate your opinions in a polite and constructive manner.

- Respect the questions and the opinions of your co-students.]

- Attend all your classes and notify your teacher when you are not able to do so.

- Turn your mobile phones off during your classes.

- If your classes are online (with Zoom), login with your LSE email and use your full name (as it appears in LSE for You). If you post in the chat, please follow the etiquette of posting in forums.

- Please use your LSE email to communicate with your teachers.

- Teachers and students should not communicate through social network platforms that are not related to LSE.

Department teaching staff and what they teach

Details of the departments teaching staff, where to find them and how to contact them is available via **lse.ac.uk/Statistics/People**

You can review all course guides in the department and school via the following link, these Undergraduate course guides include information on who the lecturer will be as well as the content of each course: **lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm**

IFOA Exemptions

Information pertaining to which courses and how you can obtain IFOA exemptions is available on our website via **lse.ac.uk/Statistics/Current-Students/Undergraduate-Programme-Accreditation-and-Exemptions**

Where will a statistics degree take you?

lse.ac.uk/Statistics/Alumni/Where-will-a-degree-in-Statistics-take-you

Find out what our Statistics graduates have gone on to do!

Embarking on your Department of Statistics courses here at LSE will have a lasting impact on your career.

Please help us to help you

Throughout your time in the Department of Statistics all comments are always welcome and positively encouraged.

We rely on your feedback, whether it's feedback, criticism, or praise, to let us know how we are doing.

We are always striving to improve our students experience and we can only do this by receiving your opinions whether big or small, so don't be afraid to let us know!

You can do this in person, via email, or anonymously online via **lse.ac.uk/Statistics/Current-Students/Student-Feedback-Form**, of course if it is anonymous its hard for us to reply to you.

We look forward to hearing from you soon.

If you are unhappy with an aspect of your studies

Challenging Results of Taught Courses

We are confident that our assessment process is robust. Results are processed according to your unique candidate number, not your name. The results that are posted on LSE for You are definitely your results. For more information on challenging taught course results please visit **info.lse.ac.uk/current-students/services/ assessment-and-results/results/challenging-results-and-appeals**

Appealing progression decisions or an examination outcome

Appealing progression decisions or an examination outcome You can appeal against upgrade, progression and de-registration decisions made by your department and decisions made by examiners following an examination.

For more information on this process, please view the Appeals Regulations document.

Complaint Procedure

If you have a complaint about a service, department or individual you should first speak to the person concerned. If no remedy is found, you should write to their manager. For more information about the School's informal and formal complaint processes please visit **info.lse.ac.uk/current-students/what-if/make-a-complaint**

Key Information

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Course selection and timetables ↘

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❝ 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 2022/23

Michaelmas Term (MT) Monday 26 September – Friday 9 December 2022
Reading Week: Monday 31 October – Friday 4 November 2022

Lent Term (LT) Monday 16 January – Friday 31 March 2023
January Exams: Monday 9 – Friday 13 January 2023
Reading Week: Monday 20 February – Friday 24 February 2023

Summer Term (ST) Tuesday 2 May – Friday 16 June 2023
Summer Exams: Monday 8 May - Friday 16 June 2023

LSE will be closed during the following periods:

Christmas Closure Thursday 22 December 2022 – Monday 2 January 2023
Easter Closure Thursday 6 – Wednesday 12 April 2023
May Bank Holiday: Monday 1 May 2023
Spring Bank Holiday: Monday 29 May 2023
Summer Bank Holiday: Monday 28 August 2023

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. Usually, you can re-enrol for subsequent years of study online, but sometimes we may need to see you in person again.

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

Student status documentation

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

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address in PDF format. If this is insufficient for your needs, you can request a customised 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 customised letters may take up to five days 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

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

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

> 66 Your LSE card is an important piece of identification so please make sure you keep it safe, and never share it with anybody else. 99

Immigration Advice

The Advice and Engagement Team provide detailed immigration advice for international and EU/EEA students on their website which is updated whenever the immigration rules change. The best way to contact the team is to use the visa advice query form or to attend one of their drop-in sessions.

What if…

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

> 66 We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. 99

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 Michaelmas Term or Lent Term the following year as appropriate. Summer Term interruptions are not possible. For more information visit **lse.ac.uk/interruptions**

Programme transfer

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

Change of mode of study

If you are studying a master's programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable up until the end of Lent Term Course Selection, as long as your course selection can be amended according to programme regulations and in line with the teaching that has already been taken. Your fees will also be amended. Changing from part-time to full-time may not always be possible, especially if you require 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 face exceptional circumstances.

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

SSLCs are your chance to engage with LSE and enact change for the benefit of yourself, your cohort, 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 online at **info.lse.ac.uk/current-students/ part-of-lse/student-voice**

Student Q&As with LSE Leadership

LSE Director Minouche Shafik 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 Director in person and give you the chance to ask questions, raise suggestions and voice any concerns. Look out for details of where and when the Q&As will be happening.

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 Michaelmas Term 2022 and you can find out more at **lse.ac.uk/changemakers**

Student Education Panel

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

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

Applications to become a panellist will open in Michaelmas Term 2022 and you can find out more at **lse.ac.uk/studenteducationpanel**

Quality Assurance

Quality assurance strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards 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**. 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 teaching surveys

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

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

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments. 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.
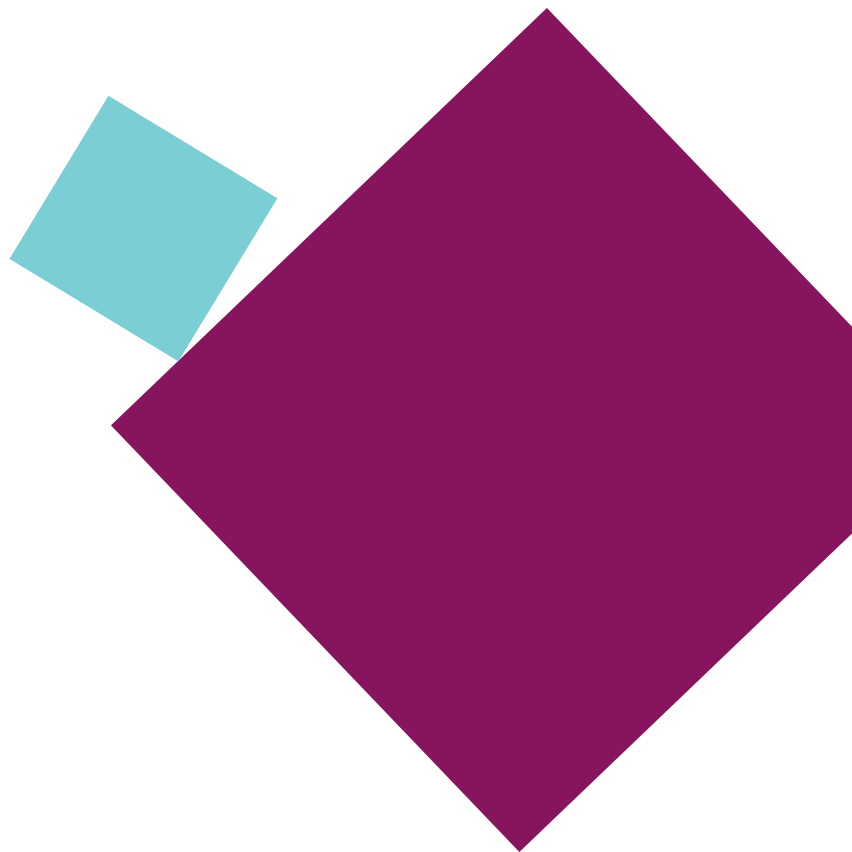
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

- **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, 10 am – 6 pm.

🎙 **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 vacation and 24 hours daily from the beginning of the Lent 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

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, LSE Careers is here to support you throughout your LSE journey.

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, we're here to work with you. We offer a range of support and services to current students and once you've completed your course you can continue to use LSE Careers for up to five years. We also provide bespoke services for disabled students and PhD students.

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

- information about our services and how to access them

- support with career options and insight into employment sectors and recruitment processes

- cv, cover letter and application form advice and examples

- details of what graduates have gone on to do.

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

- book one-to-one appointments with a consultant

- register for careers events

- watch back event recordings

- browse job opportunities.

Follow @LSECareers on Instagram and TikTok to stay up-to-date with upcoming events, expert advice and new resources.
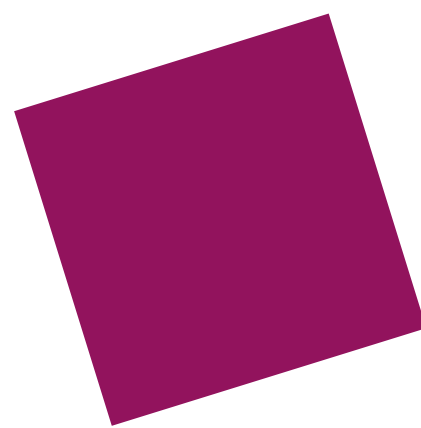
LSE Volunteer Centre

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. You can find out more, as well as the advice and support we can offer, at **lse.ac.uk/VolunteerCentre** or by following **@LSEVolunteering**

🎙 **Read our blog**

> 66 The feeling of fighting for a cause that you are passionate about it second to none, but the skills you gain from it are unparalleled. 99
>
> **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, bootcamps, and even treks!

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

Discover more on our website lse.ac.uk/generate or keep up to date with Generate news through our social media **@LSEGenerate**

66 There are so many ways to get involved at LSE, try to make the most of these chances. 99

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. There are 39 Safe Contacts across 25 departments. 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.
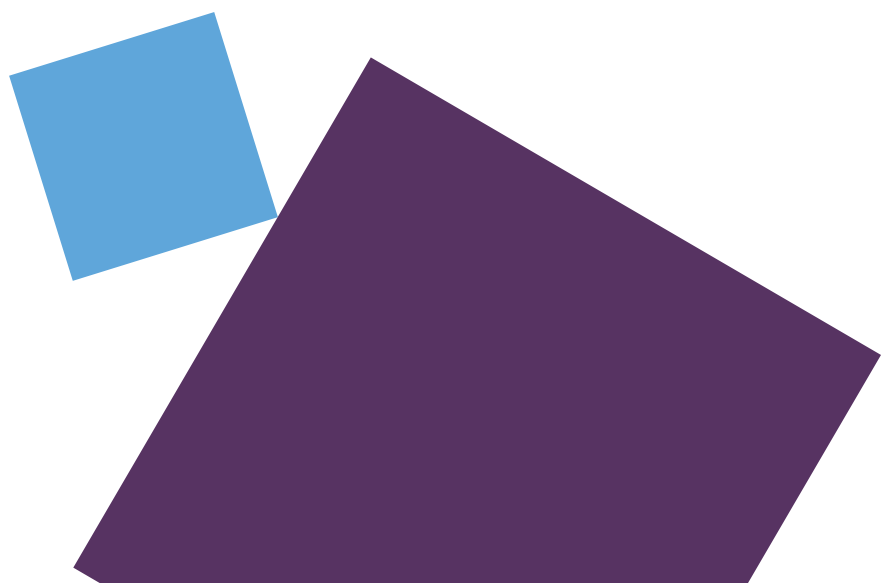
Consent Collective: This online platform provides resources to help people understand consent, learn about sexual harassment and find out how to support people who have been subjected to sexual violence. This resource will only be available until August 2022. After this consent training can be accessed via Consent.ed There is both an online and in person module.

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 Wellbeing Service (DWS) and the Student Counselling Service (SCS), supported by the Wellbeing Team. SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance. Visit our webpage (tbc) 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 here at **info.lse.ac.uk/current-students/student-wellbeing/counselling-workshops**

Disability and Wellbeing Service (DWS)

DWS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can help you to create 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 possible. The earlier that you let the Disability and Wellbeing Service (DWS) know about your condition, the earlier they can work with you to put appropriate support in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. For more detailed information about My Adjustments, and to apply for My Adjustments, visit **lse.ac.uk/myadjustments**

Health care in the UK

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

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

- **You are a UK resident**

- **You have a Student visa and have paid the immigration health surcharge**

- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

Alternatively, you can find your nearest GP by using the GP finder function on the NHS website available at **nhs.uk**

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask

to speak to the duty pharmacists. In an emergency you should dial **999** to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

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

LSE Faith Centre

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

Finding your feet

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

Wellbeing

We host a range of activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found on the "Wellbeing" page at **lse.ac.uk/faithcentre**. You can also come to the Faith Centre for personal prayer 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 SU Faith Societies or faith/wellbeing-based staff groups. 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**

Interfaith Leadership Programmes

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

LSE Religion and Global Society Blog

The LSE Religion and Global Society blog is an interdisciplinary platform that seeks to explore the place and role of religion in our globalised world. The blog functions as 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. The blog welcomes contributions from academics from around the world whose work touches on religion.

If you are interested in writing a blog article, please contact Austin Tiffany at **a.r.tiffany@lse.ac.uk**

Religion Scholars Network

The LSE Faith Centre, through its Religion and Global Society Research Unit, convenes a network for current LSE PhD candidates 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 Austin Tiffany at **a.r.tiffany@lse.ac.uk**

Exams and Assessments

Candidate numbers

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

Systems and Online Resources section ↘

Exam timetables

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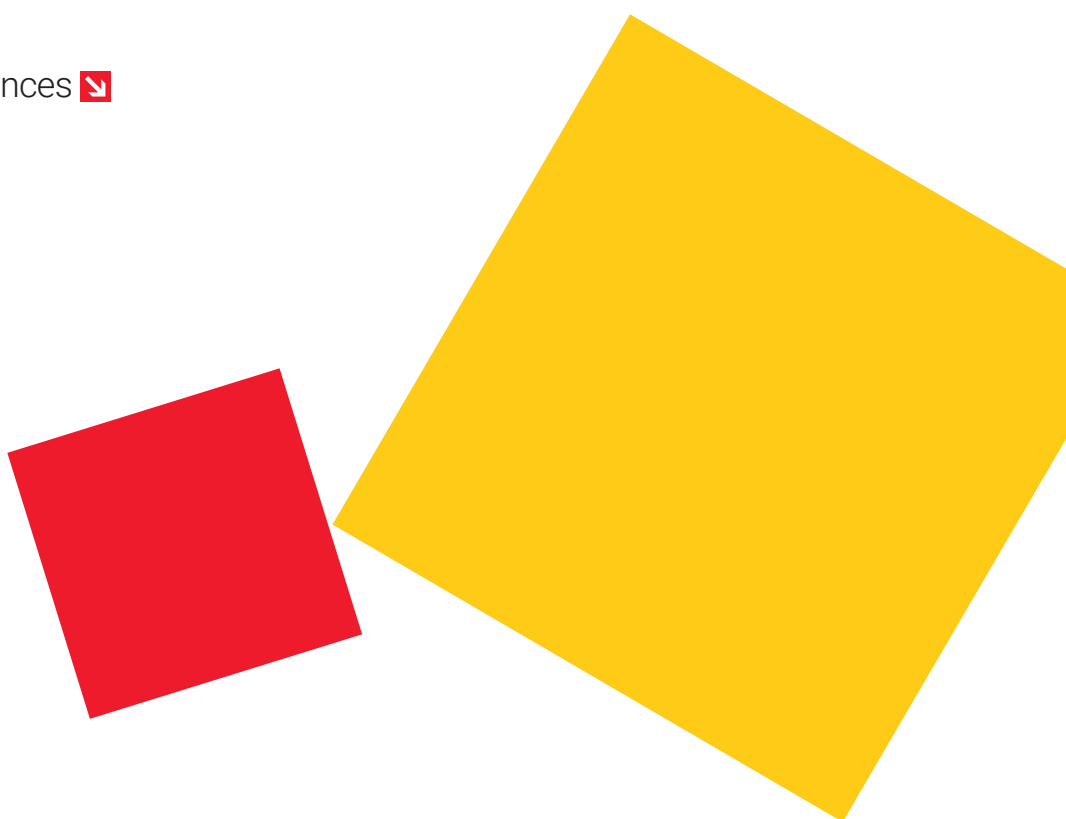
Exam procedures ↘

Central exam adjustments ↘

Deferral ↘

Extension policy ↘

Exceptional circumstances ↘

Fit to sit policy ↘

Exam procedures

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

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

Deferral

If you have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam. For more information visit **lse.ac.uk/deferral**

Extension policy

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

Exceptional Circumstances

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

- **missing an assessment which you did not defer, or submitting an assessment late and incurring penalties**

- **experiencing difficulties which could have affected your academic performance in an exam or coursework**

- **adjustments such as CEAs, My Adjustments or deadline extensions being insufficient to compensate for the impact of your circumstances**

- **a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.**

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

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 sit. 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.

Assessment Misconduct and Plagiarism

If you are found to have committed an assessment offence, such as plagiarism or exam misconduct, you could be expelled from the School.

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not only submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used.

Any quotation from the published or unpublished works of other persons, including other candidates or your own previous work, must be clearly identified as such.

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

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

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

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

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

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

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

Results and Classification

Results

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

Results are not released to students that have debts owing to the School. For more information on how and when results are released visit **lse.ac.uk/results**

If you need to take a deferred or resit assessment, more information about the resit period can be found at **info.lse.ac.uk/current-students/services/assessment-and-results/exams/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 here 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

Your degree certificate will be posted to you. For more information please visit **lse.ac.uk/degreecertificates**

Fees and Finance

Fees

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

LSE offers two options for payment of 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 2022   **28 January 2023**   **28 April 2023**

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 Finance Hub. Please visit our webpage to get full details **lse.ac.uk/ficc**

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

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

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

Financial Support Office (FSO)

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

If you experience financial difficulties, contact us as soon as possible to discuss your options. Home fee status undergraduate students can apply to the LSE Access Fund for additional funds to top-up the Student Finance loans.

Attend one of our Zoom Drop-in Sessions: **lse.ac.uk/financialdropin**, call or email for further advice and information.

Contact us:
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 Academic Code should be read in conjunction with the **LSE-LSESU Student Charter**.

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.

Search online for "LSE Research Ethics and Guidance" to find resources, training and support. If you have any questions regarding research ethics or research conduct, please email **research.ethics@lse.ac.uk**

Systems and Online Resources

Need IT help?

• Visit the Technology Centre on the first floor of the Library

• **Email: tech.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 a laptop surgery. For further information visit **info.lse.ac.uk/current-students/dts**

LSE for You

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

LSE for You allows you to:

• **View and update your term time (contact) and home (permanent) address**

• **Access your candidate number**

• **View your final results and award**

• **Select your courses.**

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**

- **Create or join groups with friends and course mates to carry on the conversation outside of class.**

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

Available on iOS and Android app stores or as a web app. Visit **studenthub.lse.ac.uk** to find out more!

Moodle

Moodle is LSE's virtual learning environment.

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

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

Reset your IT password

You can reset your IT password at **LSE Remote Access**.

Email

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

Microsoft Outlook is available on all public PCs. You can also access your email

off-campus using webmail (**mail.lse.ac.uk**) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training and Development System ⬎

Information security awareness training ⬎

Multi-Factor Authentication (MFA) ⬎

Training and Development System

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

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

Information security awareness training

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

Multi-Factor Authentication (MFA)

LSE has implemented mandatory MFA on all IT accounts. To active this extra layer of security protection for your account and data, please set up Multi-Factor Authentication (MFA) via **lse.ac.uk/mfa**

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.

Choosing 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 question facing social scientists. In 2022/23, the available themes are:

• **How can we control AI?**

• **How can we avert climate catastrophe?**

• **How can we create a fair society?**

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

You will select your theme during the **online pre-enrolment** process before arriving on campus – further information about this process can be found in the "Online pre-enrol as a student at LSE" section of this Welcome Guide.

How will I study in LSE100?

LSE100 is a half unit course running across Michaelmas and Lent 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**.

Course selection and timetables

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

When to select courses

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

How to select your courses

1. Find the courses you'd like to take

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

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

2. Select your courses in LSE for You

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

3. Check your timetable and Moodle enrolments

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

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

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

Changing class or seminar

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

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

Can't see your timetable?

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

- **You have not registered/re-registered for this academic year**

- **You have not selected the course in LSE for You**

- **You have selected a course which creates a clash on your timetable (undergraduate only)**

- **You have made changes within the last 48 hours (the timetable can take up to two days to regenerate)**

- **Your seminar has not yet been allocated by the relevant department (postgraduate only)**

Access guide to LSE buildings

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

Getting help

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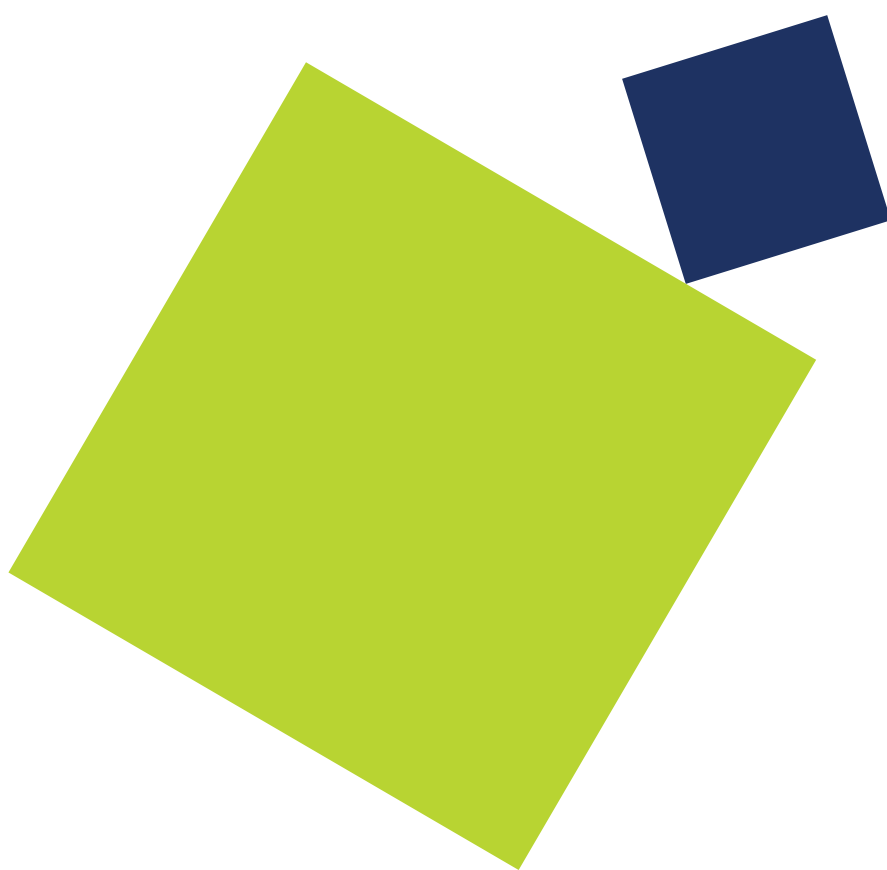
LSE Campus

Key

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

All buildings have wheelchair access and lifts, except, KGS, KSW*, 5LF, 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/statistics

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

E: **statistics@lse.ac.uk**
T: **+44 (0)20 7107 5416**

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