



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

Welcome to the  
Department of Statistics

# MSc Handbook

2021/22

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



## Look after yourself. Look after others.



Wear a mask



Wash or sanitise  
hands regularly



Keep a safe distance and  
follow advice on campus



Cover coughs  
and sneezes



Use learning  
spaces safely



Let LSE know if  
you feel unwell

## Do you have symptoms?



High temperature, fever  
shaking or chills



Loss of sense of smell, taste,  
or breathing difficulties



Dry cough

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



SCAN ME

**Thanks. Together we help make LSE COVID-secure.**  
Campus safety, testing information and more: [lse.ac.uk/coronavirus](https://lse.ac.uk/coronavirus)



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Connect with the LSE community  
[studenthub.lse.ac.uk/welcome](https://studenthub.lse.ac.uk/welcome)



## 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 informing your Programme Director (who is also your academic mentor), or by approaching any member of Departmental staff, including the MSc 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 the LSE and do take some time to enjoy London and the rest of the UK too. Welcome!

#### **Fiona Steele**

Professor and Head of Department



## About your department

The Department of Statistics at the LSE is a growing, friendly Department with an excellent reputation in many areas of statistics. It enjoys a unique position, comprising a body of professional statisticians in an economics and social science institution. The advantages of this position can be seen in the major contributions the Department has made in theoretical statistics and its applications in actuarial science, social statistics and econometrics. The Department offers academic programmes at all levels: BSc, MSc and MPhil/PhD. It also shares teaching and research with other sections of the School that have strong interests in statistics, including the Department of Mathematics, the Department of Finance, the Department of Methodology, and the Department of Economics. The Department is also closely linked to The Royal Statistical Society and the Institute of Actuaries.

## Master's programmes

**The Department of Statistics runs three Master's programmes.  
These are as follows:**



MSc Data Science  
**Programme Director:**  
**Professor Milan Vojnovic**



MSc Quantitative Methods  
for Risk Management  
**Programme Director:**  
**Professor Angelos Dassios**

**MSc Statistics – incorporating the following streams:**



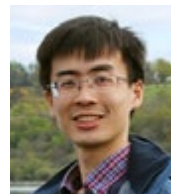
MSc Statistics and  
MSc Statistics (Research)  
**Programme Director:**  
**Dr. Yunxiao Chen**



MSc Statistics (Financial  
Statistics) and MSc  
Statistics (Financial  
Statistics) (Research)  
**Programme Director:**  
**Professor Clifford Lam**



MSc Statistics  
(Social Statistics) and  
MSc Statistics  
(Social Statistics)  
(Research)  
**Programme Director:**  
**Professor Jouni Kuha**



LSE-Fudan Double Master's  
in Financial Statistics and  
Chinese Economy  
**Programme Director:**  
**Dr Tengyao Wang**

**Find out how to get in touch with your Programme Director here:**  
**[lse.ac.uk/Statistics/Contact-Us/Programme-Directors](https://lse.ac.uk/Statistics/Contact-Us/Programme-Directors)**



## Programme Director welcome messages

### MSc Quantitative Methods for Risk Management

#### Welcome to the MSc QMRM programme

Thank you so much for applying and congratulations on securing a place. Your determination and experience is very much appreciated in the circumstances.

This is a programme almost unique in that it will teach you about applications of mathematics and statistics in insurance, finance and their interface. You will be taught by researchers with an international reputation and you will find your experience very useful in whatever field you will get a career in. The courses are also designed in a way that they provide sufficient background for students that wish to pursue a PhD after they graduate.

My role as Programme Director will be to provide you advice throughout your studies and you should not hesitate to contact me or any of your teachers with your questions and problems during the year.

I sincerely hope you will enjoy your studies and look forward to getting to know you.



**Professor Angelos Dassios**

Programme Director for MSc Quantitative Methods  
for Risk Management



## MSc Statistics and MSc Statistics (Research)

I am thrilled to welcome you to join the MSc Programme in Statistics and would like to thank you for choosing us!

The MSc Programme in Statistics is run by the Department of Statistics at LSE, one of the UK's leading statistics and data science centres. Our program has an international reputation for providing high-quality training in theoretical and applied statistics and equipping students with the skills of professional statisticians.

In this programme, you will be provided with comprehensive coverage of fundamental aspects of statistical methods and principles and a broad area of applications such as economics, research methodology and social sciences. Through the training, you will learn how to apply your knowledge in the real world by analysing and critically interpreting data, building statistical models of real situations, and using cutting edge programming tools and software packages.

I strongly encourage you to read the programme information page at [lse.ac.uk/study-at-lse/Graduate/degree-programmes-2021/MSc-Statistics](https://lse.ac.uk/study-at-lse/Graduate/degree-programmes-2021/MSc-Statistics) for further information about the programme and courses.

I hope you will enjoy your life and study at LSE and have a fantastic year!



**Dr. Yunxiao Chen**

Programme Director for MSc Statistics  
and MSc Statistics (Research)





## MSc Statistics (Financial Statistics) and MSc Statistics (Financial Statistics) (Research)

Welcome to the LSE Department of Statistics and congratulations in being accepted into our Master's programme. It was an extended period of difficult time over the past year due to the pandemic, and we appreciate your determination to overcome all obstacles in receiving a place from us.

Our Financial Statistics Programme aims to both broaden the horizon of your statistical knowledge, and at the same time specialises and streamlines your exposure to practical financial applications. In doing so, it is inevitable to pack our courses full of useful materials for you to digest, some maybe old for consolidation, most of them will be new and shape your thinking for a better foundation of modern statistics in finance. Over the past years, we are proud to have trained up highly skilled graduates who can practise sound statistics and code new methods to adapt to the rapid change in the use of statistics in finance. In a short year, you will be a part of this growing family of alumni too.

While time will fly in the coming year, we will make sure there are social activities for you to get to know fellow students in both the Financial Statistics and the Double Master's programmes. You will also quickly learn the other aspects of life in LSE, and London in general, when our academic term starts. As your Programme Director, I look forward to meeting all of you soon!



Best,

**Professor Clifford Lam**

Programme Director for MSc Statistics (Financial Statistics) and  
MSc Statistics (Financial Statistics) (Research)





## Welcome to MSc Statistics (Social Statistics)!

The MSc programme in Social Statistics provides you with the general training of a degree in Statistics but also gives special emphasis to those areas of statistical methods that are most commonly used in social research. The LSE is an excellent place to study them, because it is one of the world's leading universities in the social sciences. The Department of Statistics has an active group of researchers who specialise in methods of social statistics. You will meet many of them as teachers on your courses.

You will also learn much from your fellow students. Many of you have chosen to study for this degree because you have a particular interest in social research and in expanding your statistical skills for it. You will come to the LSE from different parts of the world and with different kinds of past experience, and I encourage you to get to know each other and share those experiences.

I am the Programme Director of MSc Social Statistics, and your academic mentor. My own research is also in methods and applications of social statistics, much of it with social scientists in different fields, from analysis of social class mobility to exit poll prediction of election results. I look forward to meeting each of you to start planning your studies, and then regularly throughout the year.

Congratulations for earning your place at the LSE, and all the best for your studies here!



**Professor Jouni Kuha**

Programme Director for MSc Statistics (Social Statistics)  
and MSc Statistics (Social Statistics) (Research)



## MSc Data Science

Congratulations on joining our MSc Data Science degree programme! We are looking forward to working with you in the coming academic year.

Our programme will allow you to learn about the foundations of data science, including computational, machine learning and statistical principles and methods. You will learn the underlying theoretical concepts as well as gain hands-on skills in applying data science methods to solving real-world data science problems.

The programme is run by the Department of Statistics and provides a stimulating work environment focused on excellence in research and teaching. Many of the departmental faculty members actively work on pushing the boundaries of data science in developing new methodologies.

I appreciate your interest in our programme and determination in receiving a place, especially in view of the ongoing pandemic.

In my role as your academic mentor, I will be happy to support you throughout the programme.



**Professor Milan Vojnovic**

Programme Director for MSc Data Science

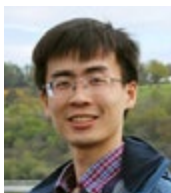


## LSE-Fudan Double Masters in Financial Statistics and Chinese Economy

Congratulations on your admission to the LSE-Fudan Double Masters programme and welcome to the LSE Department of Statistics! It has been an extremely challenging past year and we greatly appreciate your strength in overcoming all obstacles to join us at the LSE.

The LSE Department of Statistics is fortunate to have many internationally recognised leading researchers in statistics, data science and financial mathematics. Our faculty are keen to bring the most cutting-edge statistical and data-analytical skills into their teaching. In less than a year's time, you will learn how to practice sound statistics and at the same time develop new methodologies to adapt to the rapid changes in the use of statistics in finance. This will form the foundation of the second part of your Double Master's programme at Fudan University.

We understand that for many of you, arriving at a new university, and perhaps a new country, can be a daunting experience. We will make sure that there are many social activities for you to meet and make friends with your fellow students across the Statistics programmes. You will also quickly learn other aspects of life at LSE, and London in general. As your Programme Director, I look forward to meeting you all soon!



Best wishes,

**Dr Tengyao Wang**

Programme Director for the LSE-Fudan Double Masters  
in Financial Statistics and Chinese Economy



## Other teaching staff in the department

You can find out the names of the lecturers on any course by viewing the Course Guides [here](#).

You can find the contact details for all academic staff in the Department on the Department of Statistics website (then click on People/Academic Faculty)

[lse.ac.uk/Statistics/People](https://lse.ac.uk/Statistics/People)

Please contact members of staff by email in the first instance.

## MSc study room

The 7th floor of Columbia House includes a study room for the use of MSc students from the Department of Statistics. The room number is COL 7.02a. The room will remain unlocked during working hours but you will require your LSE ID card to access it during evenings and weekends.

**Important Note: Please follow the safety guidance as given in the room when using the space.**

The study room has three fully networked PCs; as well as power and network points for the use of personal laptops and other electronic devices. 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 MSc students who will be using it. Misuse of the space of any kind is not acceptable. As the room is adjacent 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 office COL 6.11. Please feel free to email us or drop in during our opening hours.

***Please note: opening hours for Michaelmas Term 2021 are to be confirmed and will be publicised to students nearer the time.***

**Imelda Noble-Andolfo**

Department Manager  
Office: COL 6.13

[i.noble-andolfo@lse.ac.uk](mailto:i.noble-andolfo@lse.ac.uk)

**Penny Montague**

Research and Finance  
Manager

Office: COL 6.12

[p.montague@lse.ac.uk](mailto:p.montague@lse.ac.uk)

**Sarah McManus**

MSc Programmes Manager  
Office: COL 6.11

[s.mcmanus@lse.ac.uk](mailto:s.mcmanus@lse.ac.uk)

**Yanli Ji**

Office and Finance Assistant  
(on maternity leave)

Office: COL 6.14

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**Steve Ellis**

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Programmes Manager  
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[s.j.ellis@lse.ac.uk](mailto:s.j.ellis@lse.ac.uk)

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**Penny Smith**

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**Bami Champion**

Office and Finance Assistant  
(Maternity cover)

Office: COL 6.14

[a.champion@lse.ac.uk](mailto:a.champion@lse.ac.uk)



## Help and support available to you

For MSc students, your Programme Director will also act as your Academic Mentor. As the Programme Director, they play a central role in coordinating your programme and its teaching. As Academic Mentor, they 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 Programme Director/Academic Mentor

Your Mentor's responsibilities:

- Provide advice on and give final approval of your course choices at the beginning of MT and LT
- Discuss any academic challenges you may experience.
- Provide pastoral guidance on non-academic issues and refer you, 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 you 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.
- Follow up if there are any concerns regarding your attendance and progress



## 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'd most like to speak about before the meeting.
- More information on the role of the Academic Mentor can be found on the Academic Mentoring Portal via [info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal/Information-for-Students](https://info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal/Information-for-Students)

## Professional services team

Professional Services Staff 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.

For MSc students, your main point of reference is the MSc Programmes Manager.

See [here](#) for the contact details of the Professional Services Team.

## Pastoral Support

Dr Gelly Mitrodima, Assistant Professorial Lecturer, offers pastoral support to all students in the Department.

Do not hesitate to contact Gelly if you need support, advice or would like to be signposted to information on LSE Wellbeing services.

Email Gelly at [e.mitrodima@lse.ac.uk](mailto:e.mitrodima@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/Office-hour-FAQs](https://lse.ac.uk/Statistics/Current-Students/Office-hour-FAQs)

***Please note: the most up-to-date information on whether Office Hours are being conducted remotely or in-person is available online via the Office Hours FAQ page linked above.***

### 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 Hours 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.

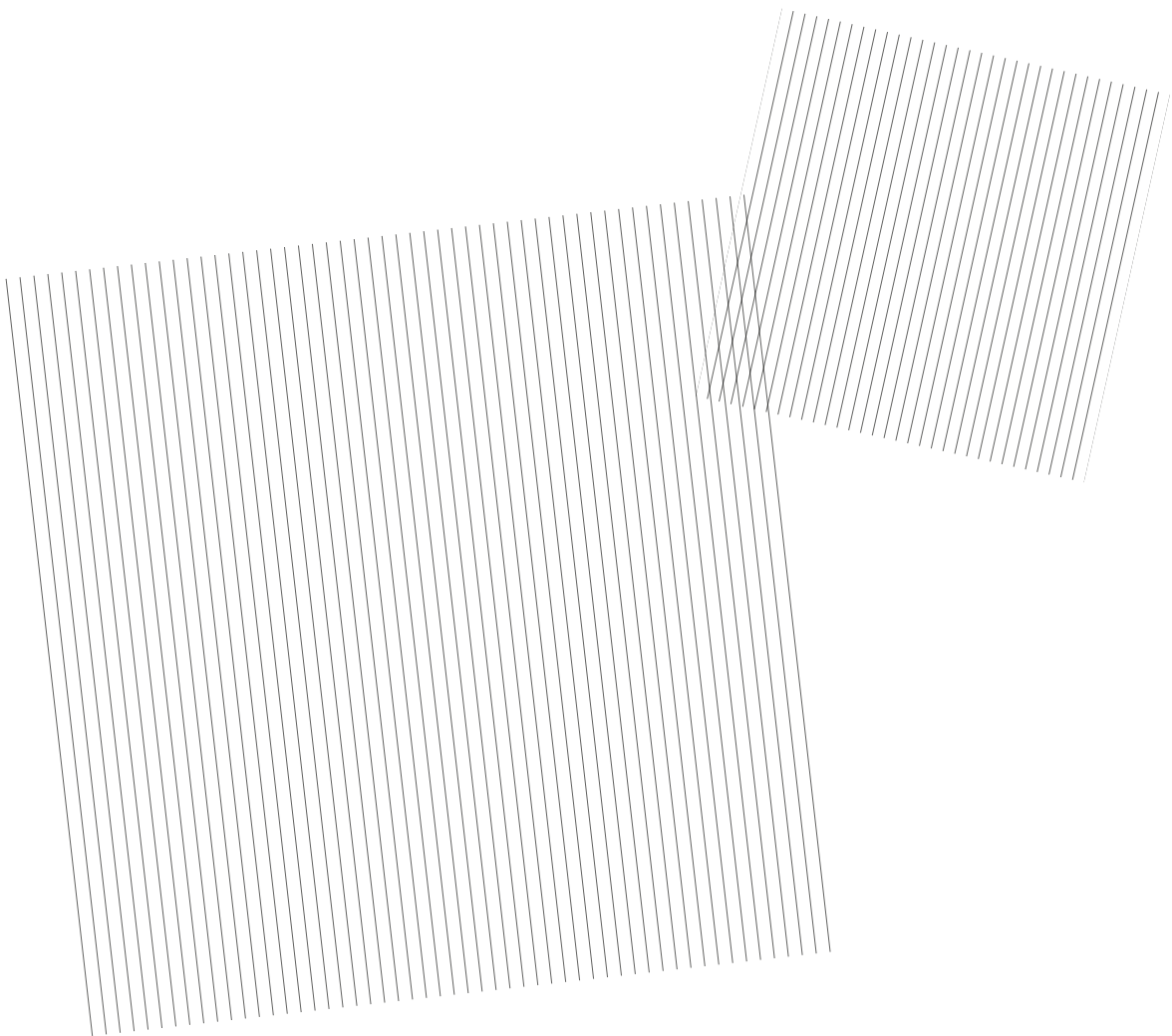
- **Office Hours:** You can discuss questions about any aspect of a course with the lecturer or class teacher during their office hours.
- **Academic Mentor meetings:** An important purpose of Academic Mentor meetings is to discuss progress across all your courses. Your Mentor will have access to records 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.
- **MSc dissertations:** Feedback on MSc dissertations should be provided within 2 weeks of the publication of the final exam results in Michaelmas term of the following academic year.





## 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](https://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](#)



## 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 via the feedback box in the MSc Study Room or via the online feedback form, which can be found here:

[lse.ac.uk/Statistics/Current-Students/Student-Feedback-Form](https://lse.ac.uk/Statistics/Current-Students/Student-Feedback-Form)





# Assessment

## Assessment type

### Formative assessment

All courses include a formative assessment component, which does not count towards your final degree results, but which is nonetheless 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, i.e. 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 by using the School's Extension Request Form, which you can find at the link below. This should be sent to both the course leader and Programme Manager. [info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/extension-policy](https://info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/extension-policy)

## 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](https://lse.ac.uk/resources/calendar)

## Classifications and marking criteria for MSc courses

Mark	Grade
0 – 19%	Bad Fail
20 – 49%	Fail
50 – 59%	Pass
60 – 69%	Merit
70% and over	Distinction





## General assessment criteria for MSc courses – examinations

The Department has the following general guidelines on assessment criteria, which apply to each individual MSc course which provide broad descriptions of the meaning of marks awarded on our examinations. The characteristics of the different classifications (Distinction, Merit 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





## General Assessment Criteria for MSc courses – examinations

Mark (%)	Grade Descriptor	Characteristics
<b>70-100</b>	<b>Distinction</b>	<ul style="list-style-type: none"> <li>• Thorough wide-ranging knowledge and understanding of subject</li> <li>• Deft application of knowledge to formulate and solve problems using appropriate methods and techniques</li> <li>• Consistently high level of accuracy</li> <li>• Arguments consistently expressed in a clear and logical way</li> <li>• Appropriate and in-depth interpretation of results</li> <li>• Significant capacity to solve more demanding questions requiring non-standard application of knowledge</li> </ul>
<b>60-69</b>	<b>Merit</b>	<ul style="list-style-type: none"> <li>• Clear knowledge and understanding of subject</li> <li>• Competent application of knowledge to formulate and solve problems using appropriate methods and techniques</li> <li>• High level of accuracy</li> <li>• Arguments are largely clear and logical</li> <li>• Appropriate interpretation of results</li> <li>• Some capacity to solve more demanding questions requiring non-standard application of knowledge</li> </ul>
<b>50-59</b>	<b>Pass</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of subject</li> <li>• Application of knowledge to formulate and solve standard problems using appropriate methods and techniques</li> <li>• Largely accurate work</li> <li>• Arguments are in general clear and logical</li> <li>• Largely appropriate but sometimes cursory interpretation of results</li> <li>• Limited capacity to solve more demanding questions requiring non-standard application of knowledge</li> </ul>
<b>20-49</b>	<b>Fail</b>	<ul style="list-style-type: none"> <li>• Little evidence of knowledge or understanding of subject</li> <li>• Little evidence of ability to apply knowledge to formulate and solve problems using appropriate methods and techniques</li> <li>• A large number of errors</li> <li>• Arguments poorly expressed</li> <li>• Little attempt to interpret results or inappropriate interpretation</li> </ul>
<b>0-19</b>	<b>Bad Fail</b>	<ul style="list-style-type: none"> <li>• Very little attempt to answer questions or information presented is largely incorrect or irrelevant</li> </ul>



## General assessment criteria for dissertations in taught masters degrees

The Department has the following general guidelines on assessment criteria, which provide broad descriptions of the meaning of marks awarded. The characteristics of the different classifications (Distinction, Merit etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated:

- Ability to undertake a research project with some guidance
- Formulate a scientific problem and show ability to acquire a thorough understanding on it
- Identify appropriate probabilistic modelling and statistical methods to the specific area of study
- Carry out and interpret statistical analysis in the relevant context and make logical arguments
- Demonstrate the ability to acquire further knowledge and develop or expand statistical methods according to the scientific problem
- Write a well-structured academic paper with accurate mathematical notation to present the scientific problem and the research findings



## General assessment criteria for dissertations in taught masters degrees

Mark (%)	Grade Descriptor	Characteristics
<b>70-100</b>	<b>Distinction</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of the subject</li> <li>• Deft application of knowledge to conduct statistical analysis using appropriate methods and techniques</li> <li>• Appropriate and in-depth interpretation of results</li> <li>• Arguments consistently expressed in a clear and logical way</li> <li>• Evidence of research contribution via developing new or expanding existing statistical methodology.</li> <li>• Well-written and structured manuscript with accurate mathematical notation</li> </ul>
<b>60-69</b>	<b>Merit</b>	<ul style="list-style-type: none"> <li>• Clear knowledge and understanding of subject</li> <li>• Competent application of knowledge to conduct statistical analysis using appropriate methods and techniques</li> <li>• Appropriate interpretation of results</li> <li>• Arguments are largely clear and logical</li> <li>• Some capacity to solve more demanding questions requiring non-standard application of knowledge</li> <li>• Manuscript may have a few errors in the mathematical notation, wording or structure.</li> </ul>
<b>50-59</b>	<b>Pass</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of subject</li> <li>• Application of knowledge to conduct statistical analysis using appropriate methods and techniques</li> <li>• Largely appropriate but sometimes cursory interpretation of results</li> <li>• Arguments are in general clear and logical</li> <li>• Limited capacity to solve more demanding questions requiring non-standard application of knowledge</li> <li>• Manuscript has some errors in the mathematical notation, wording or structure.</li> </ul>
<b>20-49</b>	<b>Fail</b>	<ul style="list-style-type: none"> <li>• Little evidence of knowledge or understanding of subject</li> <li>• Little evidence of ability to apply to conduct statistical analysis using appropriate methods and techniques</li> <li>• Little attempt to interpret results or inappropriate interpretation</li> <li>• Arguments poorly expressed</li> <li>• A large number of errors</li> <li>• Manuscript has a large number of errors in the mathematical notation, wording or structure.</li> </ul>
<b>0-19</b>	<b>Bad Fail</b>	<ul style="list-style-type: none"> <li>• Very little attempt to answer questions or information presented is largely incorrect or irrelevant</li> </ul>



Masters 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 Masters degree course in the UK in these subjects. In particular, paragraph 5.5 sets out the knowledge, understanding and skills that should be demonstrated to achieve a “threshold standard” (i.e. pass a MSc 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.

## Royal Statistical Society accreditation

A number of our degree programmes are currently accredited by the Royal Statistical Society (RSS). This means that on completion of your degree, you will be eligible for the award of Graduate Statistician (GradStat). This provides formal recognition of a member's statistical qualifications.

The following programmes are currently accredited by the RSS:

- MSc Data Science\*
- MSc Statistics and MSc Statistics (Research), MSc Statistics (Social Statistics) and MSc Statistics (Social Statistics) (Research)
- MSc Statistics (Financial Statistics) and MSc Statistics (Financial Statistics) (Research)\*
- LSE-Fudan Double Master's in Financial Statistics and Chinese Economy\*

\* These programmes are conditionally accredited. Conditional accreditation means that certain modules need to be passed in order to qualify for GradStat status. Please see the table below for details.

Accredited course with conditions	Applicants must have completed and passed these modules:
<b>MSc Data Science</b>	Two of: ST405, ST411, ST422, ST436
<b>MSc Statistics (Financial Statistics) and LSE-Fudan Double Master's</b>	Two of: ST405, ST411, ST416, ST422, ST443, ST444, MY456



## Guidance for students in 2021/22

If you are sitting a course that uses GitHub, a Git repository hosting service outside of the usual LSE Moodle pages, there are a small number of required steps 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.

**To help with this we ask that when signing up to any course that requires GitHub that you follow the following simple guidance:**

- If this is your **first-time using GitHub**, please create a new account and include your LSE ID number somewhere in your username (example: JTKirk202190210)
  - If you **already have an existing account**, please update your username to include your LSE ID number.
  - Your username does not need to include any other identifying information such as your first or last name, but you can include this if you wish.
- 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 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 number and not the candidate number you were issued in any previous years of study at LSE.
- If you would **prefer to remain entirely anonymous** and not include your LSE ID number in your username, this is permitted. But you must ensure that your submitted work is easily identifiable via the inclusion of your candidate number somewhere on the submission or submission file name.
  - If you do not include your candidate number at all and we are unable to easily identify who has submitted work, administrative staff within the Department are permitted to count this as a non-submission and disregard your upload.

As your individual candidate numbers will not be generated until the second or third week of the Michaelmas Term, should you have any formative or summative assessment which requires submission 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.



We understand that by including your LSE ID number via your GitHub username that you will be relinquishing your full anonymity to the markers. However, it is very important that we can easily identify your work as your own. All work will continue to be marked anonymously and you can be reassured that no marker will be biased in their marking if you include your LSE ID number (please be aware that it would be very hard for them to recognise your particular ID as belonging to you due to the number of students.)

Should you have any queries, please get in touch with the Administrative team at [\*\*Statistics@lse.ac.uk\*\*](mailto:Statistics@lse.ac.uk)







## Prizes

### **The Winton Prize for academic excellence in MSc Statistics/MSc Statistics (Financial Statistics), or MSc Statistics (Social Statistics)**

One prize of £500 will be awarded to the student with the highest overall mark in their assessments.

### **The Winton Prize for best dissertation in MSc Statistics, MSc Statistics (Financial Statistics), or MSc Statistics (Social Statistics)**

One prize of £500 will be awarded to the MSc Statistics, MSc Statistics (Financial Statistics), or MSc Statistics (Social Statistics) (Research) student with the highest overall mark in their dissertation.

### **The Winton Prize for academic excellence in MSc Data Science**

One prize of £500 will be awarded to the MSc in Data Science student with the highest overall mark in their assessments.

### **The Winton Prize for best dissertation in MSc Data Science**

One prize of £500 will be awarded to the group of MSc Data Science students with the highest overall mark in their Capstone Project.

### **The Royal Statistical Society Prize**

The Royal Statistical Society also provides an annual prize to the MSc Statistics, MSc Financial Statistics or MSc Social Statistics students. This is awarded to the student with the second highest overall results. The prize is a year's free graduate membership of the RSS. Note that in order to qualify for this prize, the student in question will need to be eligible for Graduate Statistician Status. If this is not the case, the prize will be awarded to the eligible student with the next highest mark.

### **The Rajendra Bhansali Prize**

This Prize is made possible by a generous donation from Rajendra Bhansali, graduate (BSc(Econ), 1967 and PhD, 1971) and former member of staff (1967-68) of the LSE and now Emeritus Professor of Mathematical Sciences at the University of Liverpool.

One prize of £200 is awarded to the MSc Quantitative Methods for Risk Management student with the highest overall mark in their assessments.



# 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 <https://info.lse.ac.uk/staff/divisions/dts/assets/documents/guides/email/Web-Access-to-Email-with-Office-365.pdf>

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:** <https://info.lse.ac.uk/current-students/student-hub>

**Department of Statistics website:** [www.lse.ac.uk/Statistics](http://www.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 (i.e., 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.



## 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 <https://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 <https://info.lse.ac.uk/current-students/what-if/make-a-complaint>



# Key information

[Term dates and LSE closures – academic year 2021/22](#) ↗

[Online Pre-Enrolment and Campus Enrolment](#) ↗

[Your LSE Card](#) ↗

[Student Services Centre](#) ↗

[Student representation](#) ↗

[Quality assurance](#) ↗

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

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

[Your wellbeing and health](#) ↗

[Exams and assessments](#) ↗

[Assessment Misconduct and Plagiarism](#) ↗

[Results and classification](#) ↗

[Fees and finance](#) ↗

[Codes and charters](#) ↗

[Systems and online resources](#) ↗

[Course selection and timetables](#) ↗

“

*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 2021/22

**Michaelmas Term (MT)**

Monday 27 September – Friday 10 December 2021

**Reading Week:** Monday 1 – Friday 5 November 2021

**Lent Term (LT)**

Monday 17 January – Friday 1 April 2022

**January Exams:** Monday 10 – Friday 14 January 2022

**Reading Week:** Monday 21 – Friday 25 February 2022

**Summer Term (ST)**

Tuesday 3 May – Friday 17 June 2022

**Summer Exams:** Monday 9 May – Friday 17 June 2022

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

Thursday 23 December 2021 – Monday 3 January 2022

**Easter Closure**

Thursday 14 – Wednesday 20 April 2022

**May Bank Holiday:** Monday 2 May 2022

**Spring Bank Holiday:** Thursday 2 and Friday 3 June 2022  
(including an extra day for the Queen's Platinum Jubilee)

**Summer Bank Holiday:** Monday 29 August 2022





## 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-register for subsequent years of study online, but sometimes we may need to see you in person again.

For more information, visit [lse.ac.uk/enrolment](https://lse.ac.uk/enrolment)

## 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](https://lse.ac.uk/studentidcards) to find out how to get a replacement.

[My Adjustments](#) ↗

[Student status documentation](#) ↗

[Interruption](#) ↗

[Programme transfer](#) ↗

[Change of mode of study](#) ↗

[Withdrawal](#) ↗

[Regulations](#) ↗

“

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



## My Adjustments

If you have a disability, long-term medical or mental health condition you are advised to apply for My Adjustments (MA) as soon as possible. The earlier that you let the Disability and 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](https://lse.ac.uk/myadjustments)

## Student status documentation

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

You can order a self-service Certificate of Registration 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 Registration 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 Registration and how to order, please visit [lse.ac.uk/studentletters](https://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](https://lse.ac.uk/studentletters)



## 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](https://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](https://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 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](https://lse.ac.uk/changemode)





## Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing 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](https://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](https://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](https://lse.ac.uk/policies)



## 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 and class changes**
- **LSE 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](https://lse.ac.uk/ssc) for the latest information about our services, opening times and drop-in sessions. Follow us on the StudentHub and [@LSE\\_SSC](https://twitter.com/LSE_SSC) on Twitter.

### What if...

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

[Advice team](#) 

[International Student Visa Advice Team \(ISVAT\)](#) 



## Advice team

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

If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the Advice Team via the enquiry form at [info.lse.ac.uk/current-students/student-services/advice-team](https://info.lse.ac.uk/current-students/student-services/advice-team) or by phone on **020 7955 6167**.

## International Student Visa Advice Team (ISVAT)

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

ISVAT also manage funding and student/staff exchanges through the Erasmus+ scheme. For more information visit [lse.ac.uk/erasmus](https://lse.ac.uk/erasmus)



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



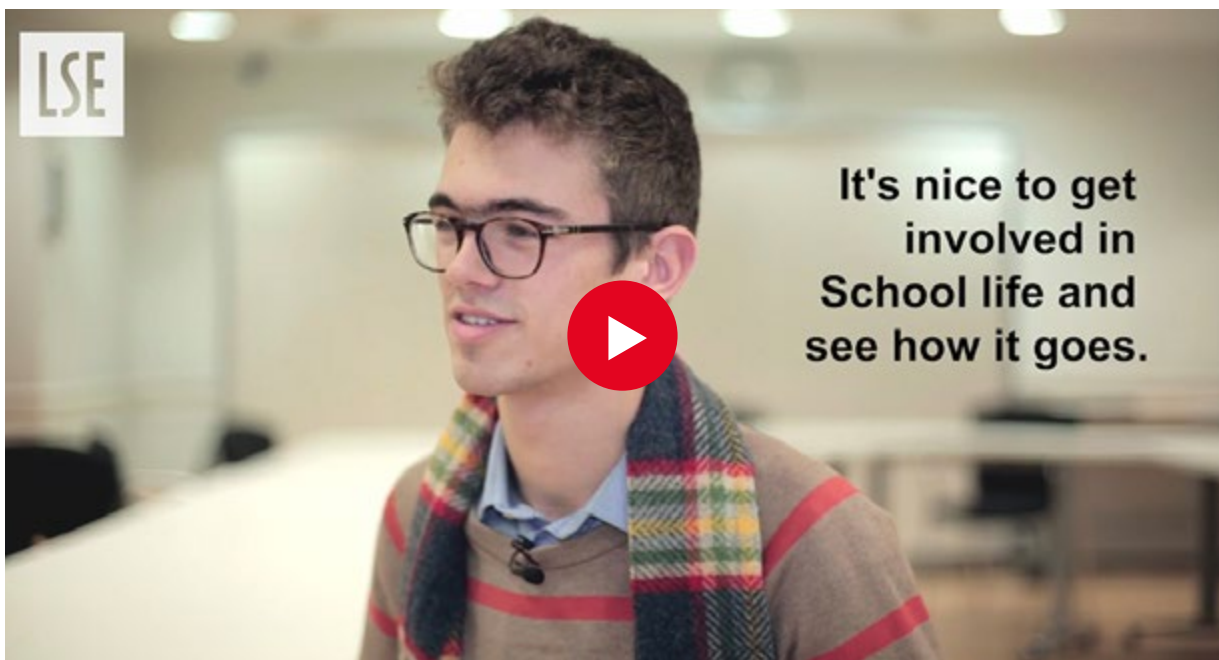
## Student representation

### Student-Staff Liaison Committees and Student Consultative Fora

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

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](https://info.lse.ac.uk/current-students/part-of-lse/student-voice)



## Student Education Panel

The Student Education Panel aims to engage students of all backgrounds in the development of education at LSE. 50 Student Education Panellists meet once per term to offer student input into a specific education-related topic, question or proposal. They contribute to these discussions by reflecting on their personal experiences and perspectives, not as a representative of their peers. Applications to become a panellist will open in Michaelmas Term 2021 and you can find out more at [lse.ac.uk/studenteducationpanel](https://lse.ac.uk/studenteducationpanel)

## Student Q&As with LSE director

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.





## Quality assurance

### Quality assurance strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality which can be found online in the "quality assurance (internal)" section of the website at [lse.ac.uk/tqaro](https://lse.ac.uk/tqaro). As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. 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](https://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](mailto: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](https://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](mailto:tqarosurveys@lse.ac.uk)



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

### LSE LIFE

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

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.
- **One-to-one appointments with our study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.





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

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



### [Listen to our podcasts](#)

[LSE Library](#)

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

## LSE Careers

LSE Careers is here to help guide, support and work with you throughout your time at LSE. We provide a range of careers services including events, one-to-one appointments and access to resources, tools and careers information. We also offer bespoke services for disabled students and PhD students.

There is lots of information and support at [lse.ac.uk/careers](https://lse.ac.uk/careers) including:

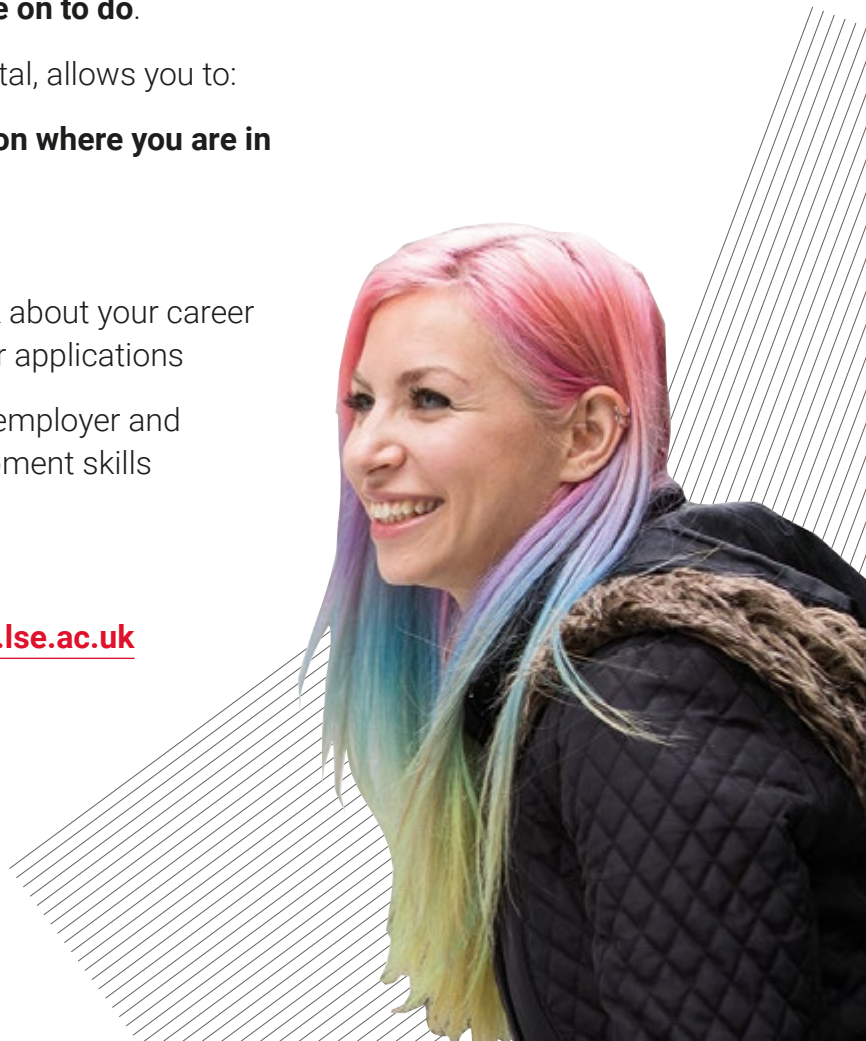
- **Information about the services offered by LSE Careers and how to access them**
- **Support with your career planning, no matter where you are in your career thinking**
- **Information and insight on a range of careers topics, from applications to employment sectors to further study**
- **Details of what graduates have gone on to do.**

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

- **View personalised activities based on where you are in your career journey**
- **Discover jobs and opportunities**
- **Book one-to-one discussions** to talk about your career options and receive feedback on your applications
- **Explore upcoming events** including employer and alumni insights, professional development skills sessions and recruitment events
- **Record your experiences.**

You can access CareerHub at [careers.lse.ac.uk](https://careers.lse.ac.uk)

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





## LSE Volunteer Centre

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

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



[Read our blog](#)





## LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

“

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





## Equity, Diversity and Inclusion (EDI)

### What is EDI?

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

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

**Safe Contacts:** LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential “signposting” service for staff and students who have previously or are currently experiencing some form of bullying or harassment. 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 personalised support to you and help you navigate what comes next. Find out more at [lse.ac.uk/safecontacts](https://lse.ac.uk/safecontacts)

**Report it Stop it:** If you have experienced, or witnessed, any form of violence or harassment and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave a contact, the School Senior Advocate for Students 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](https://lse.ac.uk/making-a-choice/report-an-incident)

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



**Consent Collective:** This has resources to help people understand consent, learn about sexual harassment, find out how to support people who have experienced sexual violence, learn how to support themselves if they've experienced sexual or domestic abuse, and learn how to be an active bystander in their community. LSE has partnered with Consent Collective so any member of staff or student can sign up and log in to access all of their resources and videos using their LSE email address.

**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 experienced 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](http://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. You can email [isva@survivorsuk.org](mailto:isva@survivorsuk.org) to book a 45 minute confidential appointment.

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



## Your wellbeing and health

### Student Wellbeing Service (SWS)

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

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

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

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



## Health care in the UK

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

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

- **You are a UK resident**
- **You have a Tier 4 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](https://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](http://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](https://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](https://lse.ac.uk/studenthealth)



## LSE Faith Centre

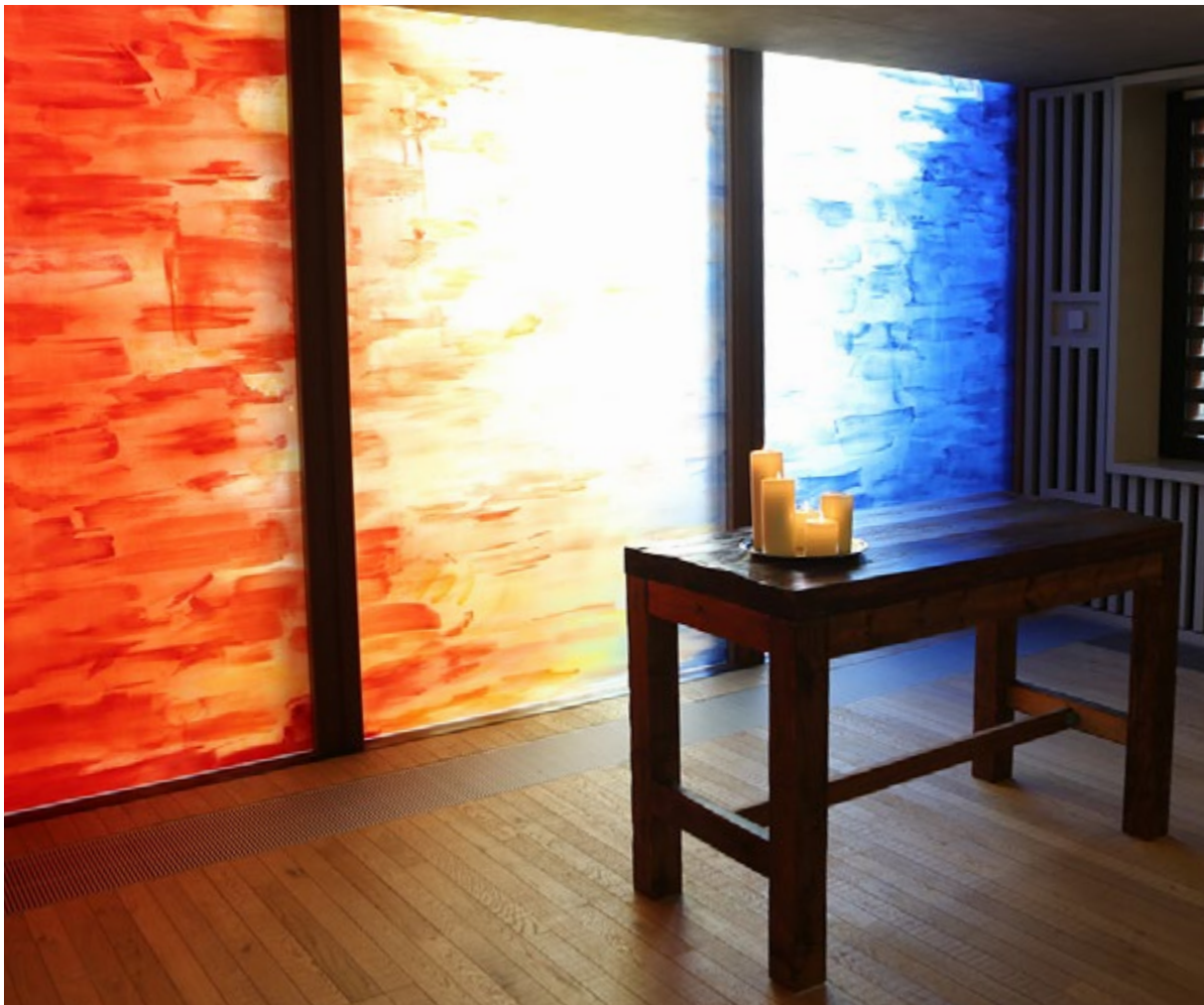
The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, transformational interfaith leadership programmes, and a space for worship, prayer and quiet reflection.

### 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](https://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](https://lse.ac.uk/faithcentre). You can also come and sit in the Faith Centre main space for personal prayer and reflection.





## Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on [j.walters2@lse.ac.uk](mailto: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](https://lse.ac.uk/faithcentre)

## Interfaith Leadership Programmes

Learn more about our interfaith leadership programmes on the “Programmes” pages at [lse.ac.uk/faithcentre](https://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 Interdisciplinary Blog

The LSE Religion and Global Society interdisciplinary blog seeks to explore the place and role of religion in our globalised world and it functions as a platform for academics and other expert commentators to share their insights on this complex, wide-reaching topic.

The blog presents the latest work of LSE academics whose work touches on religion, but also those outside of the School are warmly invited to write for the blog and to widen the discussion.

If you are a student with a particular passion for religion and are interested in writing a blog article, please contact Austin Tiffany at [a.r.tiffany@lse.ac.uk](mailto:a.r.tiffany@lse.ac.uk)

## Religion Scholars Network

The LSE Faith Centre, through its research unit Religion and Global Society, 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 Cameron Howes at [c.howes@lse.ac.uk](mailto:c.howes@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 at [lse.ac.uk/exams](https://lse.ac.uk/exams). For January exams the timetable is usually available towards the end of Michaelmas term, for summer exams it is usually available in Lent Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

[Exam procedures](#) ↗

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

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please visit [lse.ac.uk/exams](https://lse.ac.uk/exams). If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

## 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](https://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](https://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](https://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](https://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](https://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](https://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](https://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](https://info.lse.ac.uk/current-students/services/assessment-and-results/exams/re-entry)

### Classification schemes

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

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

[Transcripts](#) 

[Degree certificate](#) 





## 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](https://lse.ac.uk/transcripts)

## Degree certificate

Your degree certificate will be posted to you. For more information please visit [lse.ac.uk/degreecertificates](https://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 registration or by payment plan. If you have not paid your fees in full before you register you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

**28 October 2021**

**28 January 2022**

**28 April 2022**

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

For tuition fee levels please visit [lse.ac.uk/tableoffees](https://lse.ac.uk/tableoffees)

To pay online or to find out about the different payment methods available, visit [lse.ac.uk/feepayments](https://lse.ac.uk/feepayments)

Once you are registered 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](https://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](https://lse.ac.uk/ficc)

For full details regarding tuition fees, charging policy, payment and instalment options, visit [lse.ac.uk/feespolicy](https://lse.ac.uk/feespolicy)





## Financial Support Office (FSO)

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

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

FSO hold drop-in sessions in the Student Services Centre, drop-in sessions are currently conducted via Zoom, more information can be found at [info.lse.ac.uk/current-students/financial-support/drop-in-sessions](https://info.lse.ac.uk/current-students/financial-support/drop-in-sessions)

FSO are contactable by phone on **020 7955 6609** or by email at [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk)





## Codes and charters

### LSE Academic Code

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


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


The Academic Code should be read in conjunction with the LSE-LSESU Student Charter.


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




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

[The Student Charter](#) 

[Codes of Good Practice](#) 

[The Ethics Code](#) 

[Research Ethics](#) 





## The Student Charter

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

The charter covers:

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

You can find out more about the charter, and read the full version online – just search “LSE Student Charter” or visit [info.lse.ac.uk/current-students/student-charter](https://info.lse.ac.uk/current-students/student-charter)

## Codes of Good Practice

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

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



## The Ethics Code

The Ethics Code details the principles by which the whole LSE community are expected to act.

We expect the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the six ethics principles:

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

You can find the code, as well as guidance and support at [lse.ac.uk/ethics](https://lse.ac.uk/ethics)

## Research Ethics

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

Search online for "LSE Research Ethics and Guidance" to find resources, training and support. If you have any questions regarding research ethics or research conduct, please email [research.ethics@lse.ac.uk](mailto: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](mailto:tech.support@lse.ac.uk)
- Call: 020 7107 5000


The Help Desk is open seven days a week during term time and offers a range of services including a laptop surgery. For further information visit [info.lse.ac.uk/current-students/dts](http://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](http://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 results
- 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:

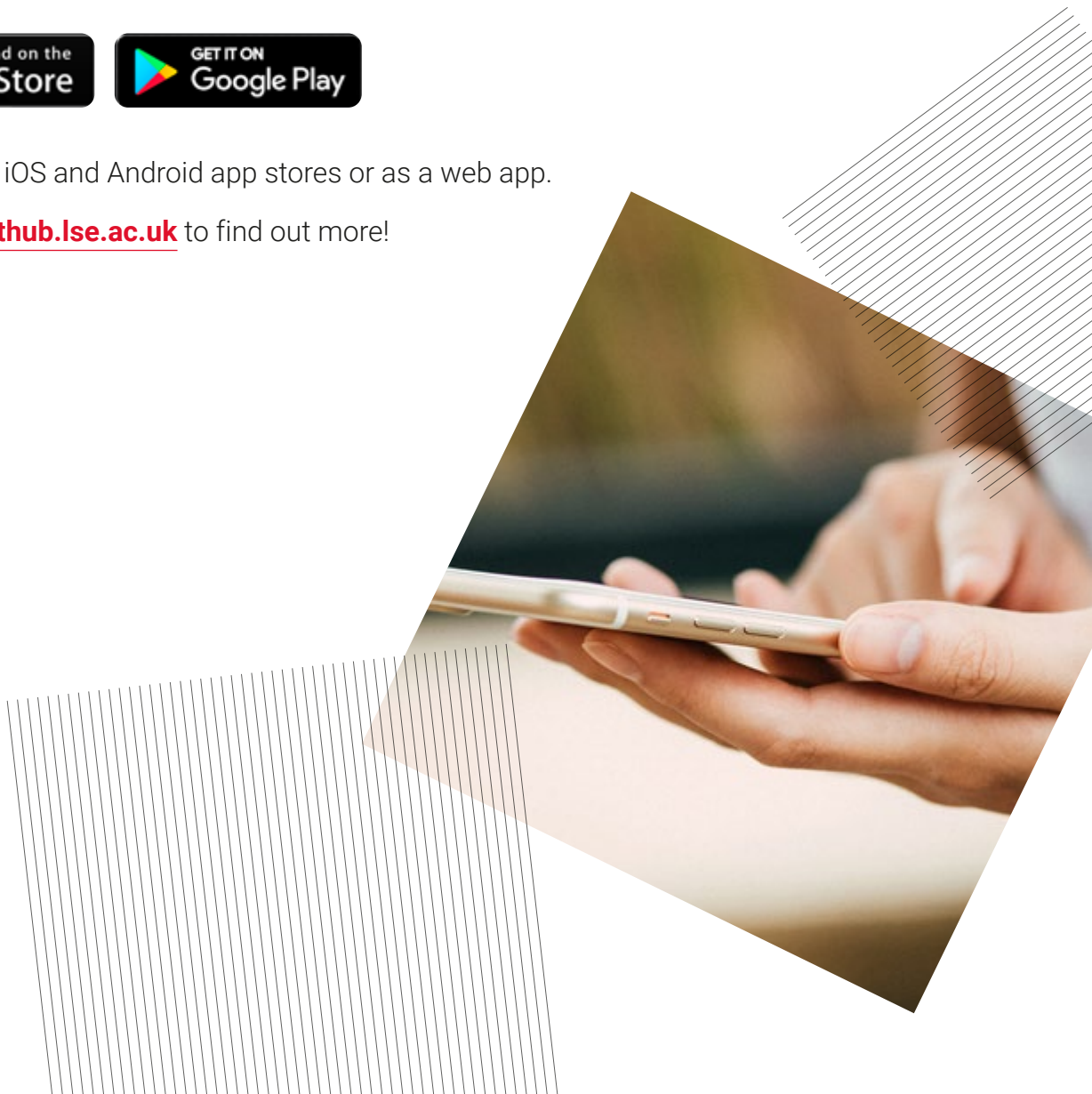
- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services**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

## Reset your IT password


To reset your IT password you can do so 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](https://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](https://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](https://lse.ac.uk/cyber)

## Multi-Factor Authentication (MFA)

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



## Course selection and timetables

### Programme structure and what you need to do

Each programme has a set of Programme Regulations which set out how each programme is structured. Each programme consists of compulsory and optional units.

Students must take a total of four units. The majority of courses in the Department of Statistics are 0.5 units, however a small number of courses (ST425 for MSc Statistics/Fudan students, as well as the Dissertation for MSc Statistics (Research) students and the Capstone Project) are whole unit courses.

You can view the Programme Regulations for your degree programme at the links below:

[MSc Data Science](#)

[MSc Quantitative Methods for Risk Management](#)

[MSc Statistics](#)

[MSc Statistics \(Research\)](#)

[MSc Statistics \(Financial Statistics\)](#)

[MSc Statistics \(Financial Statistics\) \(Research\)](#)

[MSc Statistics \(Social Statistics\)](#)

[MSc Statistics \(Social Statistics\) \(Research\)](#)

[LSE-Fudan Double Master's in Financial Statistics and Chinese Economy](#)

You will need to select all courses in the Graduate Course Choice application on the [LSE For You](#) system in September. You should select options for both Michaelmas and Lent terms at this time. You will be automatically enrolled onto your compulsory courses on the [LSE For You](#) system.

### When to select your courses

Course selection will open for browsing on Monday 13 September and LSE For You will formally open for course selection on Monday 20 September at 10.00am. You will be asked to make your initial choices by Wednesday 22 September. You will be invited to a one-to-one meeting on Zoom with your Academic Mentor (Programme Director) during the week beginning 13 September.





Your final selections need to be made by Monday 4 October at 5.00pm at the latest, however we recommend you do this as soon as possible. You will be able to make amendments to your Lent Term choices early in the Lent Term, more information on this will be provided.

***Please note that after the 4 October deadline has passed, changes can be made in exceptional circumstances only. After 15 October, no changes can be made, no matter the circumstances.***

### Outside options

You are also able to select any other available outside options provided by other departments, provided you meet any course requirements. If you wish to take a course not specifically included in your programme regulations, then you will need to obtain the permission of your Academic Mentor (Programme Director).

### Part-time study

If you are a part-time student, you should discuss with your Academic Mentor (Programme Director) how best to split your studies over the two-year period. You should consider the availability of desired optional courses and your personal circumstances when making decisions about course load. You can find more information under on [FAQs for Part-time Students](#).

Lectures and classes may have unavoidable timetable changes at certain points in the year. If you are unable to attend a new time, you should communicate this with the lecturer or class teacher as far in advance as possible to arrange to follow-up on any information missed, or to arrange to view lecture recordings where applicable.

## How to select your courses

You should follow the process below to ensure you make your option course selection on time:

- 1. Find out about your courses:** Visit [Finding Courses](#) to access the tools and information to help you decide which courses you want to take this academic year. The LSE Course Finder tool can 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 usually 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 (including Statistics) have controlled access courses which means that places are limited. Make sure that you identify a few back-up courses in case your first choices are not available.



You will be able to seek advice from your Academic Mentor (Programme Director) before finalising your course selection. Please make every effort to attend your meeting with your Academic Mentor during the week beginning 13 September. The MSc Programmes Manager will contact you to let you know when this will take place. Should you have any questions about a particular course, please contact the course convenor directly. If you have any queries about the programme itself or need advice on the selection process on the **LSE For You** system please contact your Academic Mentor (Programme Director) or [statistics@lse.ac.uk](mailto:statistics@lse.ac.uk).

- 2. Select your courses in LSE for You:** Once the **LSE For You** system is open for selection (on Monday 20 September from 10.00am) you should log in to request your choices of optional courses. Full guidance on how to do this can be found [here](#). We would advise you check your **LSE For You** account regularly during this time as you will have only 48-hour period to accept or reject any offers onto controlled access courses.
- 3. Check your Moodle access:** Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after accepting your offer onto a course on **LSE For You**. Please note there are some Moodle course pages you can openly access, being able to access a course Moodle page does not necessarily indicate you are officially registered to take that course. Please double check all your courses have been accepted on **LSE For You** to confirm your official registration.

## Controlled access courses

The majority of courses in the Department of Statistics are subject to the controlled access procedure to ensure class sizes allow for discussions between academics and students. Please see the link which summarises [all controlled access courses and requirements](#).

To maximise your chances of being accepted onto a controlled access course you are interested in, it is imperative that you select your courses as early as possible in the process. The controlled access procedure requires that you request permission to enrol in the course through the Graduate Course Choice application on **LSE For You**.



## Seminar sign up and timetables

You will need to sign up to a seminar group for each of your courses, including compulsory courses. You will be able to select your preferred seminar slot on compulsory courses as soon as [LSE For You](#) is open on Monday 20 September and on a rolling basis once you are confirmed on each of your option courses.

Please select seminars for both Michaelmas and Lent Term courses in September. You can make your seminar selection through [Seminar Sign up](#) on [LSE For You](#). We recommend selecting your seminar group as soon as possible once you are accepted on a course to avoid disappointment.

Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year where timetabling considerations make this necessary. **You need to attend the seminar group to which you are assigned.** Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

Considerable efforts have been made to avoid overlap of courses but occasionally a clash may be unavoidable due to timetabling constraints. We regret that no changes to the LSE timetable are possible at this stage and it is each student's responsibility to avoid any clashes. When selecting your courses please keep an eye on the timetables for Lent Term to ensure you do not have any clashes.

Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically updated for you. Once course selections have been approved by your Academic Mentor they cannot be changed online. If you want to make late changes, please email [statistics@lse.ac.uk](mailto:statistics@lse.ac.uk). Changes will be processed directly by the Student Services Centre.

Please be aware that this may differ in other departments if you are considering taking outside course options. Do contact the relevant department should you have any queries about non-Statistics courses.

### **Changing your timetable**

*It is not possible to change the lectures in your timetable; there is usually only one lecture for each course and it takes place at a fixed time. You can potentially change class groups in exceptional circumstances. To request a class change, email [statistics@lse.ac.uk](mailto:statistics@lse.ac.uk). You should include details of why you need to change class and outline your availability for alternative classes.*



## Auditing courses

Some LSE courses allow for students to 'audit'. This is an informal arrangement where you join the lectures but do not go to classes (i.e. attend seminars) or take the assessments. These courses do not appear in your course selections or timetable and will not appear on your transcript. Some students choose to audit courses to expand their knowledge in other areas. If you do choose to audit a course you should first check that your timetable will allow you to join the lectures. If so, contact the relevant Course Convener and ask permission to audit their course. **You must not attend any classes (seminar groups) for courses you are auditing.** This is particularly important for in-person classes (seminars) where social distancing and track and trace policies may need to be in place to maintain the safety of the LSE community.

Once a course convenor has confirmed you can audit their lectures you will be able to either self-enrol on the course Moodle page, or alternatively please contact the admin team for the relevant department, who will enrol you onto Moodle. For Department of Statistics courses please contact [statistics@lse.ac.uk](mailto:statistics@lse.ac.uk).

## Lent term course selection

Course selection will reopen at the start of Lent Term from 10.00am on Monday 17 January 2022 until 5pm on Friday 28 January 2022. You will be able to change a Lent Term half unit course during the first two weeks of Lent Term provided the newly chosen half unit course is not oversubscribed. Late course changes are not permitted in Lent Term once course selection has closed. We strongly advise that you do not change more than one half unit course during this period. **Please note that it is not possible to change full unit courses or half unit courses that were taught in Michaelmas Term during this period.**

## Getting help

Please make every effort to attend your programme orientation session that we will be running in September. The MSc Programmes Manager will also be offering drop-in sessions to answer any further queries that may arise ahead of and during the course selection period. The Programme Admin team is your first point of contact for course selection queries; we can be contacted at [statistics@lse.ac.uk](mailto:statistics@lse.ac.uk) and you can also find detailed information on course selection on the [course selection webpages](#).

If you need technical help with the LSE For You system or are unable to access it please contact [Tech Support](#).



## LSE Campus



\* Due to be completed September 2021.

### Key

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

LSE Building	LSE Building Development	Information	Cycle Hire Station	Pedestrian Passage
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All buildings have wheelchair access and lifts, except , 95A, KGS, KSW\*, 5LF, 50L, POR\* and SHF.

\*KSW 20 Kingsway (Language Centre only), \*POR 1 Portsmouth Street (Shop only).

### Disabled Access

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

### Access Guides to LSE buildings

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

**[lse.ac.uk/statistics](https://lse.ac.uk/statistics)**



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**This information can be made available  
in alternative formats, on request.  
Please contact [statistics@lse.ac.uk](mailto:statistics@lse.ac.uk)**

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

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

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