

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

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

A low-angle photograph of a modern glass skyscraper, likely the LSE building, reaching towards a clear blue sky. The building's facade is composed of many rectangular glass panels, some of which are illuminated from within, creating a warm glow. The perspective is looking up, making the building appear very tall and imposing.

Welcome to the
Department of
Accounting

Postgraduate
Handbook

















2022/23

lse.ac.uk/accounting



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Department Welcome

Dear Student,

Welcome to the Department of Accounting at LSE. You are now part of our vibrant community of accounting students, alumni, faculty, and professional services staff. I trust that during this academic year, you will have a fulfilling educational experience with a long-lasting impact.

Our department – your department – is a globally recognised centre of excellence in teaching and research of accounting. It has a proud and distinguished history; it was the first accounting department in the UK and trained the first generation of academics in the field. Since our origins, we have strived to be innovative and lead the profession.

Our goal is to advance the knowledge on the critical role played by accounting in markets, organisations, and society as well as to share this knowledge with our students and the wider public, including practitioners and regulators. Our faculty members conduct interdisciplinary research in social sciences and address questions relevant to society using robust quantitative and qualitative methods.

Our passion for research permeates into our teaching, which is problem-driven and focused on big questions. Consistent with LSE's motto "*rerum cognoscere causas*", the emphasis is on understanding the causes of things, aided by strong theoretical foundations and state-of-the-art analytical methods.

During your studies, you will be challenged to think critically by our internationally recognised faculty. You will learn the importance of accounting in decision making, policy-setting and sustainability, as well as the role that disclosure plays in the well-functioning of markets and organisations. You will appreciate the interconnections between accounting and accountability, performance measurement and evaluation, risk and performance, value and values. And you will grasp how the rise of digitisation and the expanding relevance of new foci of quantification, such as social impact and sustainability, are changing the landscape of traditional accounting.



Each year we admit only around 245 students to our graduate programmes. You are now among them. We encourage you to explore, learn, and make the most of the activities and the educational opportunities that the Department of Accounting and LSE offer.

On behalf of our faculty and our professional services staff, I extend you our warmest welcome.



Professor Ane Tamayo
Head of Department of Accounting



Welcome from Ken Lee

I would like to take this opportunity to extend to you a warm welcome to LSE! This is such a special and exciting university and I have little doubt that you will gain significantly in all sorts of interesting ways from your studies and the experience of learning at a world leading university.

More specifically, as the MSc Programme Director for the accounting postgraduate programmes, I look forward to getting to know you and bringing you into the Department of Accounting community. We want you to feel supported from your first day so you can quickly become settled and make the most of your time with us.

I very much look forward to meeting you soon.

Best regards,



Dr Kenneth Lee
MSc Programme Director
Room: MAR 3.13
Email: kenneth.lee@lse.ac.uk





Professional Services Staff



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MRes/PhD Programme
Manager
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To be confirmed
MSc Accounting,
Organisations and
Institutions Programme
Manager
Room: MAR 3.07



Jack Heaney
Administrator
Room: MAR 3.07
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Email: j.heaney@lse.ac.uk

Full list of Academic Faculty can be found in the [People](#) section of the Department of Accounting homepage

About the Department

The Department of Accounting continues to enjoy a reputation as one of the leading groups in the world for teaching and research on the economic, institutional and organisational aspects of accounting and financial management. Maintaining and advancing our leading international reputation for teaching and research is our top priority, and thus, we are committed:

- To enhance still further the quality of the student experience in our programmes at both the undergraduate and graduate level, such as by maintaining effective student-faculty ratios and ensuring an appropriate balance and mix of students to maintain diversity and quality of the educational experience.
- To strengthen further our outstanding research environment through research seminars, visitors and strong links with other departments, research centres and external constituencies, making it possible to study relevant accounting issues within the rich context of the social sciences in line with the School's intellectual tradition.

We are proud about the diversity in everything we do, as it is the key to our competitive advantage locally as well as globally. We therefore strive to continue to combine "global appeal" with a distinctive "European orientation" in terms of institutional knowledge and affiliations as well as intellectual traditions.

Finally, we play a leading role in scholarship through our editorial contribution to several academic international journals, such as:

- **Dr Andrea Mennicken** is Associate Editor of the *Valuation Studies*.
- **Professor Peter Miller** is Associate Editor-in-Chief of *Accounting, Organizations and Society*.
- **Professor Ane Tamayo** is Associate Editor of the *Journal of Business Finance and Accounting*.
- **Professor Wim Van der Stede** is Editor of *Management Accounting Research*.

Other faculty are on the editorial boards of numerous and a wide variety of journals.

Starting Your Programme

Key Accounting Events

To support your learning and development at LSE, the Department of Accounting organises events and activities throughout the year, including **Welcome Week**, INSIGHTS lecture series, Leadership Dinner series and group meetings with your academic mentor and study group. Always check your programme **Moodle pages** for changes to times and dates.

Welcome Week

Welcome 2022 offers a huge range of talks and other activities to help you settle into life at LSE. It is designed to introduce you to LSE and help you meet other students. For more information, visit lse.ac.uk/yourfirstweeks or download **The Welcome Guide 2022**.

The *Guide* is packed full of information about the things you need to do, events you must attend and gives you some tips on how to start your time at LSE.

Additionally, the Department has organised programme specific welcome activities during the first six weeks of the Michaelmas Term, which we encourage students to check for the most up to date information for the events. Details can be found under **Department Welcome**.

Communication at LSE

It is very important that you keep the Department and the School informed of your current home and term-time addresses, telephone numbers and email addresses. In your first weeks you should check that this information is accurately listed on [LSE for You](#) (LFY). If any of this information changes, you must update it on LFY immediately. Also, the Department will communicate first and foremost with you via your LSE email, so it is important that you check your LSE email daily for any updates and news.

Timetable Office

The Timetables Office is responsible for scheduling and allocating rooms to all of the School's taught courses. The [Timetables Publication Information webpage](#) includes information for students and staff. You use LSE for You to select your courses and seminar groups.





Department of
Accounting

Cambridge

ACCOUNTING

GRADUATE WEEKEND

15-16 October '22

The annual Graduate Weekend at the historic city of Cambridge is an opportunity to get to know your fellow classmates and faculty. Transportation from LSE and back, overnight stay including meals at the Hilton Cambridge City, activities and tours around the city are all part of this whistle-stop weekend organised by the Department.

This event is open to students on the Diploma and MSc Accounting and Finance; MSc Accounting, Organisations and Institutions; and MRes/PhD Accounting programmes only.

TICKET PRICE : £80

Limited places. Registration opens on Friday 23 September and closes on Friday 7 October 2022. Register via the LSE Online Shop. For more information email Dorothy Richards (d.richards@lse.ac.uk)



Aims of the Programme

- The opportunity to study in one of the most highly rated Departments in the subject area in the world, both for its research and its institutional links and for its research-led teaching.
- Exposure to world-class social scientists, business leaders, politicians, and modern thinkers who visit and/or teach at LSE.
- The opportunity to acquire a solid foundation if students have little or no background in accounting or finance or extend their knowledge in this area within a flexible programme.
- The opportunity to prepare for careers in the fields of finance and accounting, management consulting and advisory services in both the private and public sector.
- Students typically take four units of taught courses, with examinations at the end of the academic year.

Given the high level of academic performance expected from students, a significant amount of independent study and preparation is required for successful completion of the programme.

Further information about your degree can be found here:

Diploma in Accounting and Finance

lse.ac.uk/study-at-lse/graduate/degree-programmes-2022/diploma-accounting-and-finance

MSc Accounting, Organisation and Institutions

lse.ac.uk/study-at-lse/graduate/degree-programmes-2022/msc-accounting-organisations-and-institutions

MSc Accounting and Finance

lse.ac.uk/study-at-lse/graduate/degree-programmes-2022/msc-accounting-and-finance



Programme Structure

Students must successfully complete the equivalent of four full-unit courses to meet the requirements of their programme. Results from each of the courses carry proportionate and equal weight in the final assessment of the degree. Compulsory core courses will provide the foundation for developing an understanding of a variety of topics, themes and core principles. You can then select from a combination of optional full and half unit courses in specific areas of accounting and finance to fit your interests and preferred specialisation. Options from outside these two departments are also available. For information about course choice go to the section on Course Selection and Timetables.



Diploma in Accounting and Finance

This information is for the 2022/23 session. Students take courses to the value of four units.

View the full programme regulations [here](#).

You are here - Welcome to LSE > Calendar > Diploma > Programme regulations > 2022 > Diploma in Accounting and Finance

[Printer-friendly View](#)

Diploma in Accounting and Finance

[Page contents > Prerequisite Requirements and Mutually Exclusive Options](#)

Programme Code: TDAF

Department: Accounting

For students starting this programme of study in 2022/23

[Guidelines for interpreting programme regulations](#)

[Classification scheme for the award of a Diploma in Accounting and Finance](#)

Students must take four units as shown.

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

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

Finalising your Course choice meeting with Dr Pascal Franz

[Dr Pascal Frantz](#) is the Diploma in Accounting and Finance Programme Director and will be available to meet with students to discuss their course option choices. Further information about the date and time will be available at the Welcome meeting.



MSc Accounting and Finance

This information is for the 2022/23 session. Students take courses to the value of four units.

View the full programme regulations [here](#).

You are here - Welcome to LSE > Calendar > Taught masters > Programme regulations > 2022 > MSc in Accounting and Finance

[Printer-friendly View](#)

MSc in Accounting and Finance

[Page contents > Prerequisite Requirements and Mutually Exclusive Options](#)

Programme Code: TMAF

Department: Accounting

For students starting this programme of study in 2022/23

[Guidelines for interpreting programme regulations](#)

[Classification scheme for the award of a taught master's degree \(four units\)](#)

[Exam sub-board local rules](#)

Academic-year programme. Students must take courses to the value of four units as shown.

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

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

Previous Diploma students now studying MSc Accounting and Finance

Students who have previously taken the Diploma in Accounting and Finance at LSE are not allowed to take the same courses as previously studied.



Dissertation option AC499

MSc Accounting and Finance students who elect to take this as an option in paper 3 or 4. Permission to select this long essay option must be obtained from the Programme Director by Friday Week 3 of Michaelmas Term. Students wishing to select this option must identify and secure agreement from the Course Leader in the first instance and then contact a member of staff who is willing to provide supervision for the long essay. If you decide to elect this as an option in paper 3 or 4, the deadline for submission the end of May each year.

Prerequisite Requirements and Mutually Exclusive Options

- Before taking AC416 you must take AC480
- AC499 cannot be taken with FM499.

Degree specification on the MSc Accounting and Finance programme

Students may elect to have their degree specialisation indicated on their degree certificate. Students who take both **AC470** and **FM472** as Paper 3 may choose to have MSc Accounting and Finance: International Accounting and Finance on their certificate. Students who take two half units of **AC411** or **AC415** or **AC416** or **AC417** as Paper 3 may choose to have MSc Accounting and Finance; Accounting and Financial Management on their certificate. Students taking finance courses to the equivalent of two full units as Paper 3 and 4 may choose to have MSc Accounting and Finance: Finance on their certificate.

Exam Sub-Board “Local Rules”

The following programmes do not have any Exam Sub-Board “local rules”. For the programme(s) below the award of the degree is determined by the relevant classification scheme.

MSc Accounting and Finance

[Classification Scheme](#)

MSc Accounting, Organisations and Institutions

[Classification Scheme](#)



MSc Accounting, Organisations and Institutions

This information is for the 2022/2023 session. Students take courses to the value of four units.

Please view the full programme regulations [here](#).

You are here - Welcome to LSE > Calendar > Taught masters > Programme regulations > 2022 > MSc in Accounting, Organisations and Institutions

[Printer-friendly View](#)

MSc in Accounting, Organisations and Institutions

[Page contents](#) > [Prerequisite Requirements and Mutually Exclusive Options](#)

Programme Code: TMACORIN

Department: Accounting

For students starting this programme of study in 2022/23

[Guidelines for interpreting programme regulations](#)

[Classification scheme for the award of a taught master's degree](#)

[Exam sub-board local rules](#)

Academic-year programme. Students take courses to the value of four units. There is also a pre-sessional course held in the week before MT: AC425 MSc Accounting, Organisations and Institutions: Pre-sessional course.

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

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

MSc Accounting, Organisations and Institutions AC424 Long Essay Guidance

It is a requirement that you submit a Long Essay of 6,000 words in length as part of the core course of the [MSc Accounting, Organisations and Institutions \(AC424\)](#). This Long Essay will account for 50 percent of the course marks. The two-hour exam in Summer Term for this course accounts for the remaining 50 percent of the marks.



Timetable for completing the Long Essay

- Michaelmas term: By end of week 11 students should have a draft Long Essay title and 500-word outline to be submitted. The essay titles/outlines will then be approved, and students will be informed of their advisor.
- Lent term: By end of week 6 students to have had first meeting with advisor. By end of week 11, students to have had second meeting with advisor.
- Summer term: Long Essay deadline: Students to submit to Professional Services Office. Deadline date to be confirmed.

AC480 Quantitative Methods in Accounting and Finance

This course is available to students on the MSc in Accounting and Finance and students on the MSc in Accounting, Organisations and Institutions with prior knowledge of accounting and finance wishing to take AC416 Topics in Financial Reporting. This course is not available as an outside option.

Section 1 – “Accounting: Disclosure Principles and Practice” provides an overview of fundamental accounting concepts, practices and the main financial statements. This section emphasises users’ perspective rather than preparers’ perspective on financial reporting (eg, for valuation purposes).

Section 2 – “Finance: Quantitative Methods” provides the basic quantitative tools needed for technical MSc courses. This section consists of an introduction to Basic Calculus, Probability and Statistics.

AC480 Teaching takes place before the start of MT.



Department of Accounting Resources

Where We Are

The Department main offices are on the third floor of the Marshall Building. The floor is accessed using your LSE ID card.

Contact address:

Department of Accounting
London School of Economics and Political Science
Third Floor, Marshall Building
44 Lincoln's Inn Fields
London WC2A 2ES

Accounting Professional Services Office

The Professional Services Office is based in Room MAR 3.07, third floor of the Marshall Building. You should go here for all programme related queries including:

- leaving messages for academic staff (if their administrative contact is unavailable)
- contacting academic staff
- staff office hours
- examination information
- other general queries.

Opening hours

Monday to Friday 10am to 5pm.

You can also email a member of the Professional Services Staff or your Programme Manager to arrange an appointment to meet and discuss any issues.



MSc Programme Director

The MSc Programme Director [Dr Kenneth Lee](#) is responsible for organising the Academic Mentor system within the guidelines laid down by the School and the Head of Department. Ken is also available to give advice and help on any matters of concern to students in addition to Academic Mentors.

Academic Mentor

Your Academic Mentor is responsible for monitoring your academic progress. They are available to help with any problems which may arise, whether academic or personal. All MSc and Diploma students will be assigned an Academic Mentor at the start of the Michaelmas Term. You should have no hesitation in consulting with your Academic Mentor when in doubt or difficulty. All students should maintain regular contact with their Academic Mentor on academic and pastoral issues through direct one-to-one online meetings and other means of communication, such as emails. The number and nature of meetings may vary. However, each student will be invited to meet with their Academic Mentors at least 2 times per term. Please note that if you elect to take the dissertation option, your dissertation supervisor will not necessarily be your regular Academic Mentor.

Request for references. All reference requests, whether for employment, study or internship, should firstly be made via your Academic Mentor. Further details can be found on the [Academic Mentor Portal](#).

Contacting Accounting Academic Staff and Teaching Staff

This is the time when all academic staff are available online during term-time to speak to any student. Details of staff academic support and feedback hours will be posted on the relevant Moodle course page and on the relevant [staff profiles on the Department homepage](#).

If you wish to see your Academic Mentor or class teacher at any other time, you should contact them via email or make an appointment via the [Student Hub](#) app. In the event of an emergency, and if your own Academic Mentor or class teacher is not available, you should go to the Professional Services Office, room MAR 3.07, and arrangements will be made for you to meet another member of academic staff or contact your programme manager. Your Academic Mentor's hours may vary according to the time of year. It is intended that faculty will offer more office hours prior to the examination period if needed. Information on changes to Academic Support and Feedback Hours will also be posted on the Academic Support and Feedback Hours web page (accessed via Moodle) so please check regularly.



Faculty and class teachers across the School are expected to be available online during their advertised office hours. If a member of staff is unable to make their office hours for that week students will be notified by email and a note will be put on their office door (applicable to Accounting faculty only). If you find that a member of staff is not available in their office hours, you should contact the relevant department Professional Services Office to check on any last minute changes to office hours for that week.

Moodle Course Pages

Each individual course page on [Moodle](#) contains details of the Lecturer/s and Class Teacher/s who teach on the course, should you need to contact them. Here you will also find links, where possible, to PDF versions of all handouts distributed during the lectures throughout the year.

We also have a dedicated [accounting postgraduate moodle page](#) where we post upcoming news and events (careers, programme and socials).

The Department of Accounting hides its course materials on each Moodle course page from the end of July each year. You will be notified and given advance notice of when this will happen by the Departmental Administrator. By implication, students who wish to retain these course materials for their own records should download them before this date. This is particularly advisable for students who will have to resit the exam for this course.

More information on Moodle can be found in the Key Information section.

Study Facilities

The Department of Accounting have two postgraduate study/common rooms (MAR 3.49 and MAR 3.51) on the third floor of the Marshall Building. The rooms are accessed via LSE study ID and is only for postgraduate accounting students.

Both study rooms are furnished with desks, chairs and sofas for quiet study. Please note that on occasions, these rooms will be closed off for accounting student related events. Room MAR 3.51 is furnished with study desks and computers including Bloomberg Terminals. Login access to the computers in is restricted to postgraduate Accounting and Finance students. We will arrange for your login to be activated on these computers during week 1 of Michaelmas Term.



Department Website and Social Media

The Department of Accounting website (lse.ac.uk/accounting) is a useful resource for both current and prospective students, detailing the courses we offer and providing information about our faculty, teaching and research.

You can also follow the Department of Accounting on social media:

 facebook.com/lseaccounting

 instagram.com/lseaccounting

 linkedin.com/company/lseaccounting

 twitter.com/LSE_Accounting

The Student Hub App – Accounting Page

The Department of Accounting has a dedicated page on the LSE Student Hub app for all things accounting. The Student Hub is available to download from iOS and Android app store. Search “Accounting” on the app or online at studenthub.lse.ac.uk and follow us today.

LSE Postgraduates in Accounting 2022-23 Group on Facebook

The Department manages your Facebook year group for new Diploma/MSc accounting students joining (facebook.com/groups/365642795616676). Please join if you have not already done so as a channel to share news and events. We also have a dedicated LSE Accounting Postgraduate Group 2022-23 on LinkedIn for you to join and network with your fellow classmates: linkedin.com/groups/12683957/

Accounting Echo newsletter

Accounting Echo is the Department’s student newsletter sent out every fortnight starting week 1 of term featuring the latest news and events from the Department. We welcome contributions from our students with news stories or other listings. Please email [Sandra Ma](mailto:Sandra.Ma@lse.ac.uk), Student Community and Operations to find out more or to be involved as a student editor.



Accounting – Your Student Voice

At the Department of Accounting, we take student views seriously. Your student voice and feedback is extremely important to us, and students are strongly encouraged to voice their views about their time at LSE, their programme, make suggestions for improvement, and work with us to enhance experiences for the whole student body. Here are some of the ways you can make your voice heard and share your feedback to make a difference (further details are found in the Key Information section).

- **Staff-Student Liaison Committee**
- **LSE Students' Union Representatives**
- Feedback using the **Student Hub app**
- **Consultative Forums**
- **Graduate Studies Sub-committee**
- **Comments, Compliments and Concerns**
- Termly get-togethers with Programme Director Dr Kenneth Lee.

Use your voice as a member of the LSE community and help make positive change across the School. We need student input to understand what we do well at LSE and what we need to do better. Tell us what you think and share your ideas for improvements through the School's online feedback tool.

Student Suggestions and Concerns

We hope that you enjoy your studies in the Department, and that you are pleased with the teaching and other forms of support that you receive. However, if you have any suggestions or concerns, we aim to respond to these constructively and address any problems as promptly as possible.

Specifically, if you have a concern about your programme or any aspect of the Department's activities, you are invited to raise this as early as possible with any of the following:

- The elected student representatives for your programme.
- The relevant course teacher/course leader
- The Programme Manager, Programme Director (Kenneth Lee), your Academic Mentor, Department Manager (Yvonne Guthrie) or the Head of Department (Professor Ane Tamayo).





Accounting Student Engagement and Learning Community

The Department endeavours to create a fun and supportive environment for students to socialise and learn. Students are encouraged to organise and get involved in a variety of accounting activities and we are doing our best to offer exciting and stimulating programme. Our activities are listed in the Moodle and Department website (lse.ac.uk/accounting/events) and social media channels..

INSIGHTS lecture series

In order to show how some of the theory you learn is used in practice, the Department will run a series of lectures by external speakers, where we invite practitioners, and in some cases visiting academics, to make presentations to students. These lectures are generally related to a topical aspect of accounting, finance or something which students are seeing in their lectures and classes. A [schedule of presentations](#) will be announced early in Michaelmas Term.

Accounting Christmas Reception and festive trips

In the final week of the Michaelmas Term, the Department host a Christmas Reception bringing together all our PG Accounting students together to have mince pies, mulled wine and a Christmas singalong! We also organise trips to Winter Wonderland during the Christmas break.

Accounting Student Ball

Last academic year the Department held the first Accounting Student Ball at the at the prestigious Grand Connaught Rooms. This year we look to host this event at a central London location inviting both undergraduate and postgraduate students to this annual event once again!



Get Involved in Your Community

Accounting Leadership and Events Committee

In addition to the role of being an academic student representative in the Staff-Student Liaison Committee (SSLC), accounting students can put themselves forward to be part of the Accounting Leadership and Events Committee (ALEC). ALEC student reps will work with the Department to run social and community building events amongst the cohort to social get-togethers and networking online – you name it we want to hear your ideas. Contact [Sandra Ma](#), Student Community and Operations Manager for more details.

LSESU Accounting, Organisations and Institutions (AOI) Student Society

The AOI Society is one of the key societies representing postgraduate Accounting students LSE. Membership of the society is Department- wide, so students from all our graduate programmes can join the society and take advantage of the opportunity to meet and interact with their peers.

Each year, the Department helps to recruit the AOI Society Student Committee. If you are interested to find out more please email Sandra Ma, Student Community Manager on s.s.ma@lse.ac.uk



LSESU Accounting Society

As the only society at the LSE specialising in the field of accounting and professional qualifications, the **LSESU Accounting Society** embraces a reputable portfolio of high-quality events aiming to raise commercial awareness and to inspire our members to take advantage of the breadth of opportunities available to them. As the most closely bonded student society to LSE's Department of Accounting, the Society can boast a distinguished place at the heart of one world's leading social science institutions.

The Accounting Society endeavours to create as many opportunities as possible for members to:

- Gain a greater insight into accountancy and finance
- Network with representatives from the top firms
- Develop skills for the application process
- Understand the breadth of opportunities available, not limited to the accountancy sector.

Accounting Society events will be advertised through their Facebook page (facebook.com/groups/LSESUAccountingSoc).





Accounting Careers Consultant Team

Meet the consultants

Barnaby Mollet, LSE Careers

Barnaby is the Department's main careers consultant working specifically with accounting and finance students. He previously worked in the Careers Service at Imperial College London with eight different academic departments and coordinated the College's mentoring scheme and charity internships programme. Barnaby will be running most of the Department's career workshops/sessions throughout the year.

Denise Donoghue

Denise is an accomplished career coach, helping clients to transition into new vertical or lateral careers with top tier companies in the finance, consulting and corporate sectors. Her experience includes working with MSc and MBA students at LBS, INSEAD, LSE, Imperial College, Cass and AGSM in Sydney. She has an in-depth understanding of candidate requirements and coaches on career goal definition, refinement of marketing materials and interview techniques that provide a competitive edge.

kickstartnow.com

Claire Kinselley

Claire is an executive coach whose clients include leading business schools and consultancies. Claire believes in the ability of people to make positive changes to their lives to fulfil their potential. Claire's background is in recruitment, and she also works as an assessor for leading professional services' firms. Claire is British Psychological Society – Level A and B qualified, has completed an ICF accredited coaching course, and is a Chartered Member of the CIPD. She also has an MSc in HR Management from the London School of Economics.

As an accounting postgraduate student, you will have exclusive access to Denise and Claire, who will both be available to meet with accounting postgraduate students once a week during Michaelmas term and in alternate weeks in Lent term.



You can make an appointment with Claire or Denise through the [LSE CareerHub](#). Appointments will be released 30 days in advance. These 20-minute, online sessions with Claire or Denise can be used to discuss any careers-related matters including:

- Application form, CV and cover letter checking (please bring a copy to your appointments with you)
- Employer and sector-specific information
- Interview advice
- Further study options
- Job hunting strategy
- Career planning and exploring ideas.

More details about [Accounting Careers support](#) can be found online.

Preparing for an Appointment

To get the most out of your appointment we recommend the following:

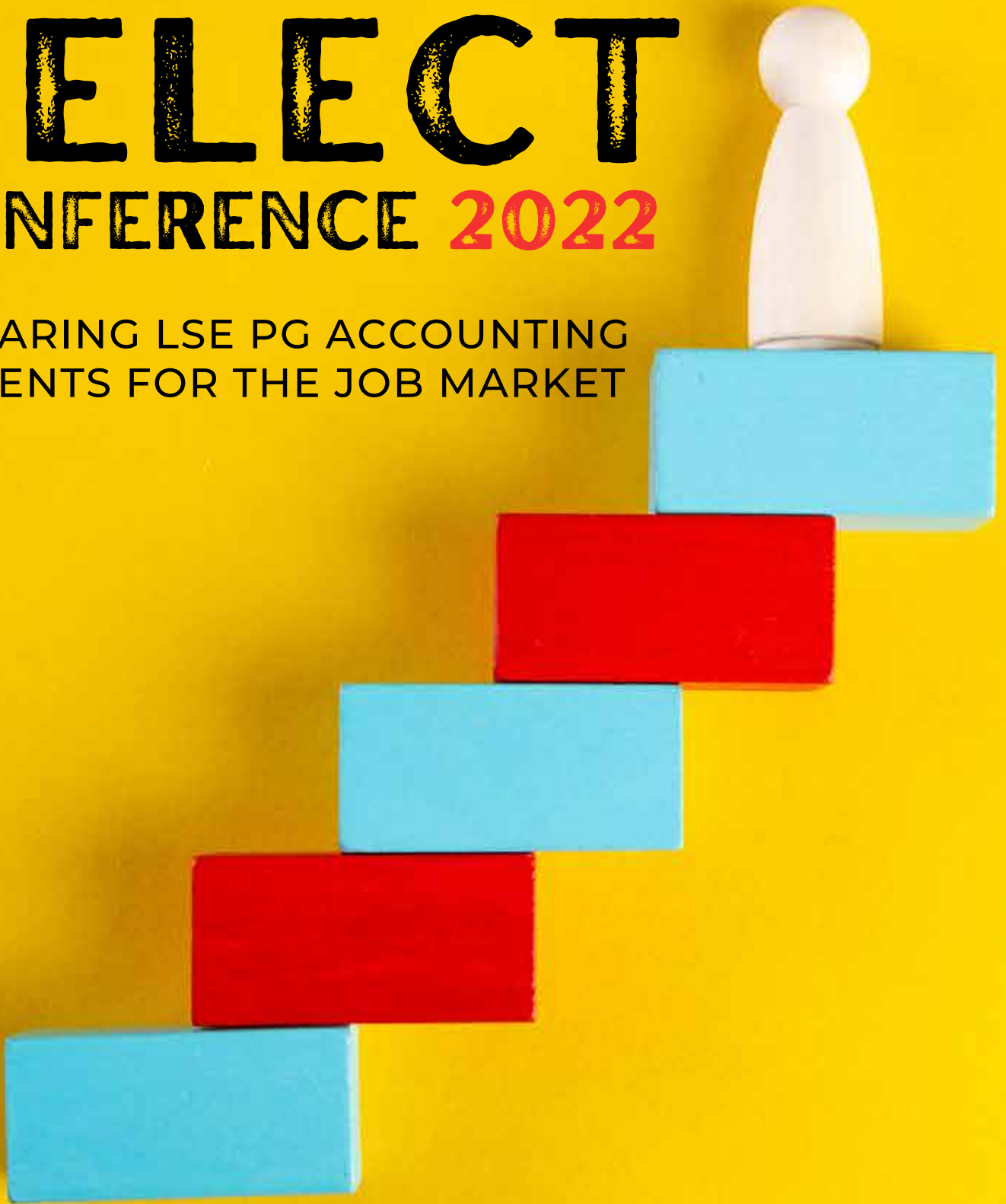
- Bring any supporting documentation eg, a CV, cover letter, application form or some notes about your thoughts and ideas.
- Make good use of the many online resources available on the LSE Careers website (lse.ac.uk/careers).
- Attend career seminars on CVs and application forms to maximise your time with a career's consultant.
- Do some background research first.

Outside of the times listed for Denise and Claire, you are welcome to book with any of the other Careers Consultants at the Careers Service.

SELECT

CONFERENCE 2022

PREPARING LSE PG ACCOUNTING
STUDENTS FOR THE JOB MARKET



Saturday 24 September 2022

11.00-18.00

New Academic Building, LSE

[Register Here](#)



Department of
Accounting



Key Information

[Term Dates and LSE Closures – Academic Year 2022/23](#) ↘

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

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[LSE100](#) ↘

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



Term Dates and LSE Closures

Academic Year 2022/23

Michaelmas Term (MT)

Monday 26 September – Friday 9 December 2022

Reading Week: Monday 31 October – Friday 4 November 2022

Lent Term (LT)

Monday 16 January – Friday 31 March 2023

January Exams: Monday 9 – Friday 13 January 2023

Reading Week: Monday 20 February – Friday 24 February 2023

Summer Term (ST)

Tuesday 2 May – Friday 16 June 2023

Summer Exams: Monday 8 May - Friday 16 June 2023

LSE will be closed during the following periods:

Christmas Closure

Thursday 22 December 2022 – Monday 2 January 2023

Easter Closure

Thursday 6 – Wednesday 12 April 2023

May Bank Holiday: Monday 1 May 2023

Spring Bank Holiday: Monday 29 May 2023

Summer Bank Holiday: Monday 28 August 2023



Student Services Centre

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

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

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

Online Pre-Enrolment and Campus Enrolment

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

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



Student status documentation

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

lse.ac.uk/studentletters

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

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

Your LSE Card

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

Student Advice

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

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

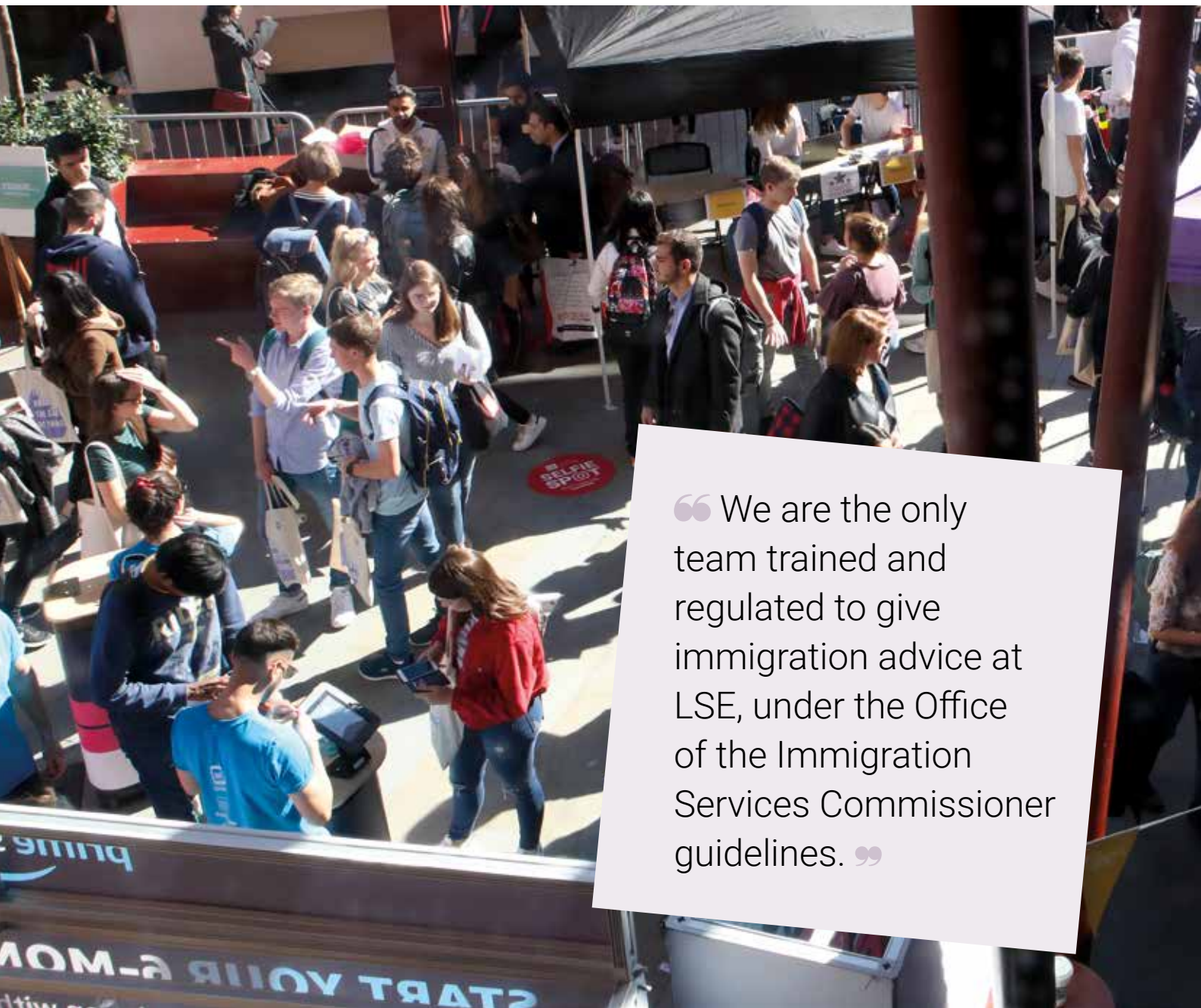
“ Your LSE card is an important piece of identification so please make sure you keep it safe, and never share it with anybody else. ”

Immigration Advice

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

What if...

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



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

Interruption

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

Programme transfer

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

Change of mode of study

If you are studying a master's programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable up until the end of Lent Term Course Selection, as long as your course selection can be amended according to programme regulations and in line with the teaching that has already been taken. Your fees will also be amended. Changing from part-time to full-time may not always be possible, especially if you require a visa to study at LSE, and requests will be considered on a case by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit lse.ac.uk/changemode





Withdrawal

Withdrawing means that you are leaving your programme permanently.

Before withdrawing you should consult with your Academic Mentor, and you may want to consider requesting an Interruption instead, so that you have some time to consider your options. For more information visit lse.ac.uk/withdrawal

Regulations

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

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

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Assessment offences including plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees.

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

Student Voice

Student-Staff Liaison Committees

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

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

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



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

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found online at info.lse.ac.uk/current-students/part-of-lse/student-voice



Student Q&As with LSE Leadership

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

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



Student Partnership

Change Makers

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

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

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

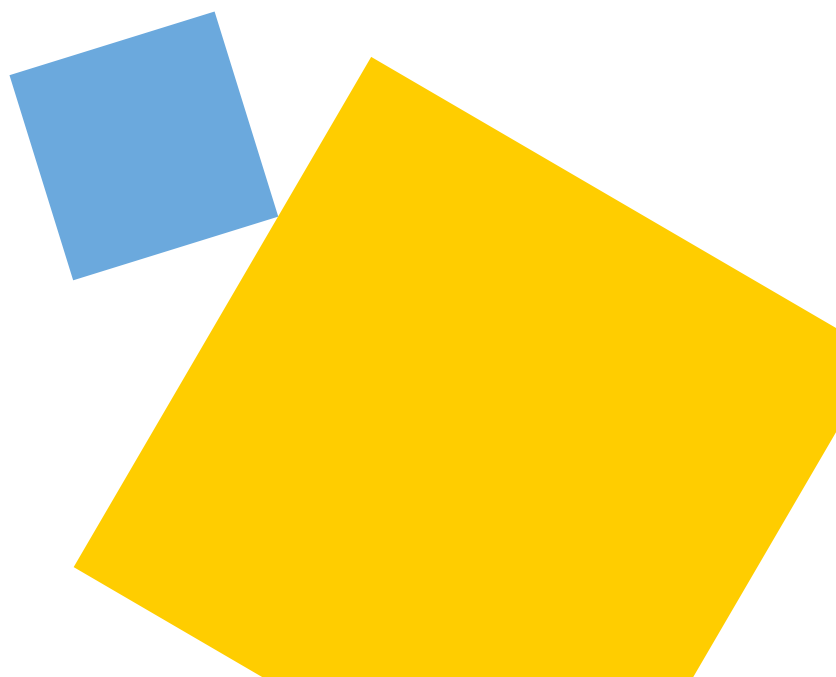
Applications to become a Change Maker will open in Michaelmas Term 2022 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

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

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

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



Quality Assurance

Quality assurance strategy

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

The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees. The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at lse.ac.uk/tqaro. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student teaching surveys

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

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

lse.ac.uk/tqaro

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

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



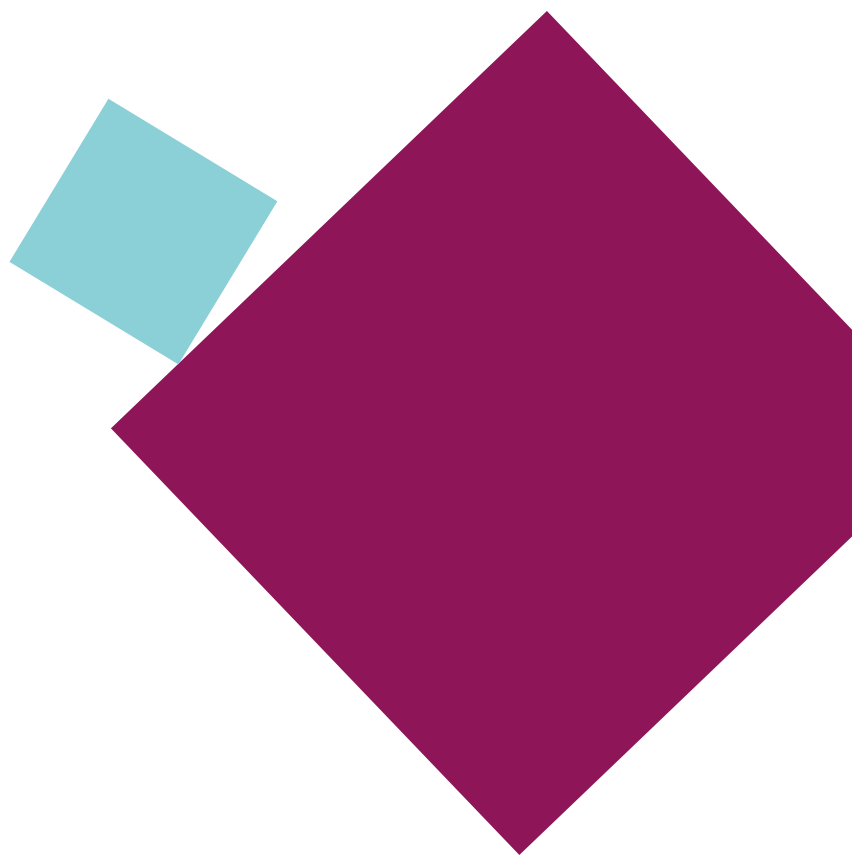
Study and Career Support Services

LSE LIFE

LSE LIFE is the place to discover and develop the skills you'll need to reach your goals at LSE, whether they concern your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE. It is also the place to come to ask about the range of opportunities and services available across the School to help you achieve success, whatever "success" means to you.

LSE LIFE offers:

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





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

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



[Listen to our podcasts](#)

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

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

The two main print book collections are:

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

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

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

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





Language Centre

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

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

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

For more information visit lse.ac.uk/languages



LSE Careers

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

How do I get started?

Whether you're just beginning to explore your career options or have a clear idea of where you want to go, we're here to work with you. We offer a range of support and services to current students and once you've completed your course you can continue to use LSE Careers for up to five years. We also provide bespoke services for disabled students and PhD students.

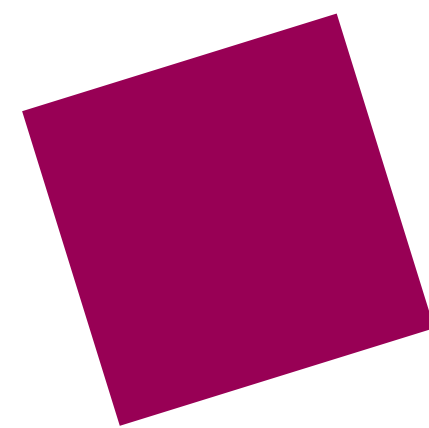
Explore our website (lse.ac.uk/careers) to find:

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

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

- book one-to-one appointments with a consultant
- register for careers events
- watch back event recordings
- browse job opportunities.

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



LSE Volunteer Centre

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

We work with multiple organisations to provide you with short term and long-term volunteering opportunities across London, the UK and internationally. Throughout the year charities will be on campus to discuss their volunteering opportunities with you at our volunteering fairs and Charity Tuesdays.

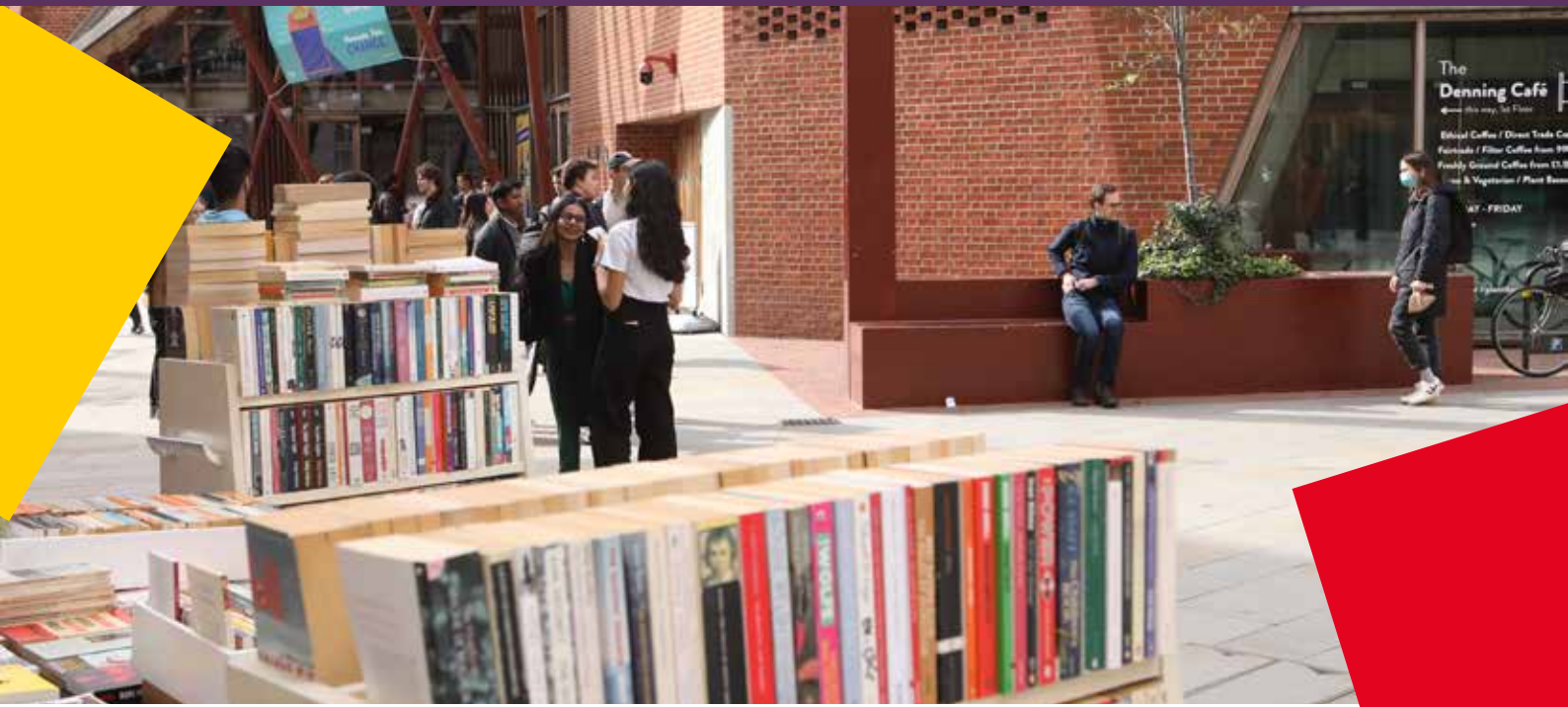
We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. You can find out more, as well as the advice and support we can offer, at lse.ac.uk/VolunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)

 [Read our blog](#)

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

Dan Lawes, International Relations and History, 2022





LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

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

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

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

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

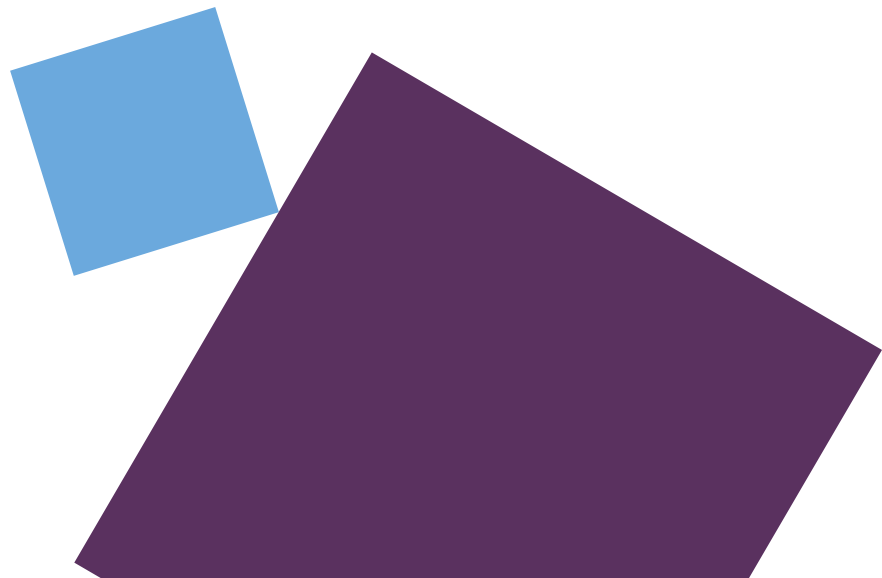
One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone’s contribution is valued.

Support and resources available:

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential “signposting” service for staff and students who have previously or are currently subjected to some form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence. There are 39 Safe Contacts across 25 departments. Safe Contacts are often the first point of contact if you are unsure of what to do. They provide support to you and help you navigate what comes next. Find out more at lse.ac.uk/safecontacts

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

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





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

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

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

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

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

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





Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two specialist student facing services; the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS), supported by the Wellbeing Team. SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance. Visit our webpage ([tbc](#)) to access support.

Student Counselling Service (SCS)

SCS provides a professional, free and confidential service to help you with any personal problems that you may be experiencing. You can speak to a qualified and experienced counsellor about academic stresses, as well as personal and emotional difficulties. Visit lse.ac.uk/counselling to book a Wellbeing appointment to discuss whether counselling is the best option for you, and to explore further options available to you.

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

Disability and Wellbeing Service (DWS)

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

Peer Supporters

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

My Adjustments

If you have a disability, long-term medical or mental health condition you are advised to apply for My Adjustments (MA) as soon 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



Health care in the UK

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

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

- **You are a UK resident**
- **You have a Student visa and have paid the immigration health surcharge**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

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

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

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

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





LSE Faith Centre

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

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options!

We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our Religion and Belief Guide. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out lse.ac.uk/faithcentre

Wellbeing

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





Facilities

The Faith Centre comprises Islamic Prayer Rooms, a space for silent prayer/meditation (The Cave) and a multifaith space (The Desert Room) which is bookable for SU Faith Societies or faith/wellbeing-based staff groups. Email faithcentre@lse.ac.uk for booking enquiries.

Support

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

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

Interfaith Leadership Programmes

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

LSE Religion and Global Society Blog

The LSE Religion and Global Society blog is an interdisciplinary platform that seeks to explore the place and role of religion in our globalised world. The blog functions as a platform for experienced and early career academics, PhD and Masters research students, and other expert commentators to share their insights on this complex, wide-reaching topic. The blog welcomes contributions from academics from around the world whose work touches on religion.

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

Religion Scholars Network

The LSE Faith Centre, through its Religion and Global Society Research Unit, convenes a network for current LSE PhD candidates across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Austin Tiffany at a.r.tiffany@lse.ac.uk

Exams and Assessments

Candidate numbers


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

[Systems and Online Resources section](#) 

Exam timetables

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

[Exam procedures](#) 

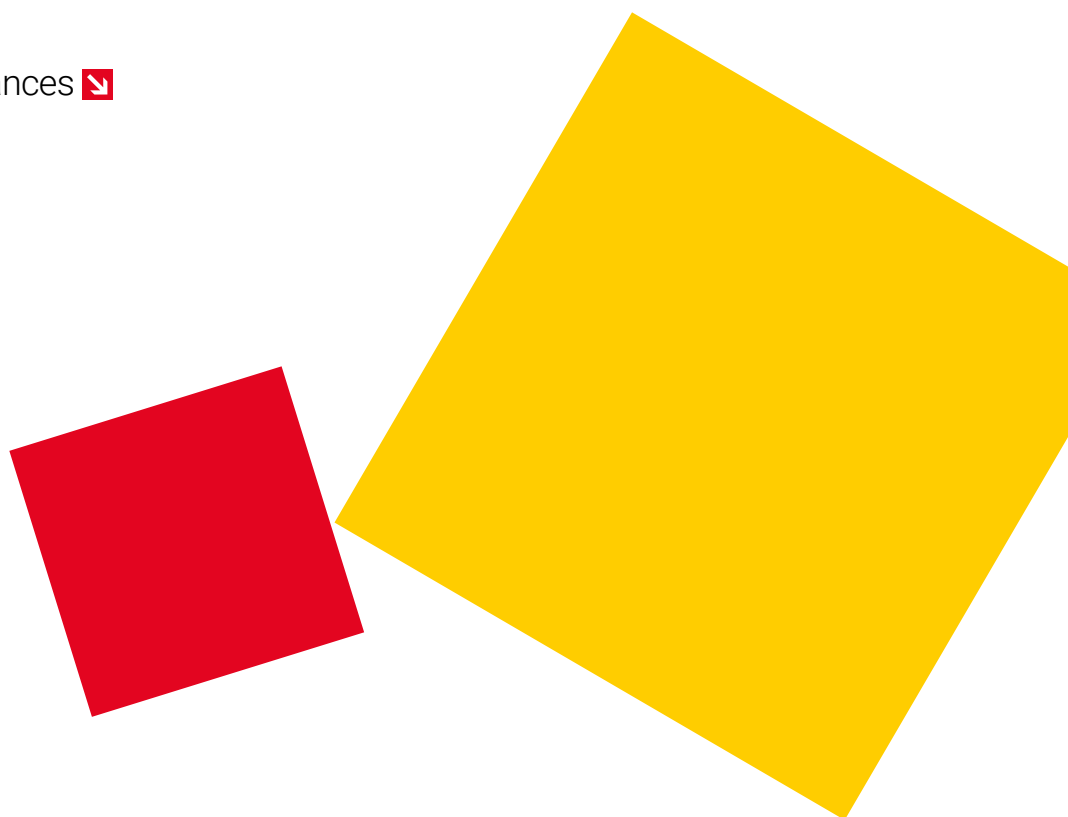
[Central exam adjustments](#) 

[Deferral](#) 

[Extension policy](#) 

[Exceptional circumstances](#) 

[Fit to sit policy](#) 





Exam procedures

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

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

Central exam adjustments

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

Deferral

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

Extension policy

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



Exceptional Circumstances

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

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

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

Fit to sit policy

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





Assessment Misconduct and Plagiarism

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

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

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

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

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

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

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

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

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

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


Results and Classification

Results

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

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

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

Classification schemes 

Transcripts 

Degree certificate 





Classification schemes

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

Transcripts

Continuing students can request intermediate transcripts through the Student Services Centre here immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared. For more information about final transcripts please visit lse.ac.uk/transcripts

Degree certificate

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



Fees and Finance

Fees

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

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

28 October 2022

28 January 2023

28 April 2023

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

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

To pay online or to find out about the different payment methods available, visit

lse.ac.uk/feepayments

Once you are enrolled you can access your financial details at any time to review your tuition and accommodation fees, invoices, payments and instalment arrangements by accessing the Finance Hub. Please visit our webpage to get full details lse.ac.uk/ficc

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

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

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



Financial Support Office (FSO)

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

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

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

Contact us:

Financial Support Office

+44 (0)20 7955 6609

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





Codes and Charters

LSE Academic Code

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

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

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

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

The Student Charter

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

The charter covers:

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

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

Codes of Good Practice

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

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



The Ethics Code

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

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

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

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

Research Ethics

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

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



Systems and Online Resources

Need IT help?

- Visit the Technology Centre on the first floor of the Library
- **Email:** tech.support@lse.ac.uk
- **Call:** 020 7107 5000

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

LSE for You

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

LSE for You allows you to:

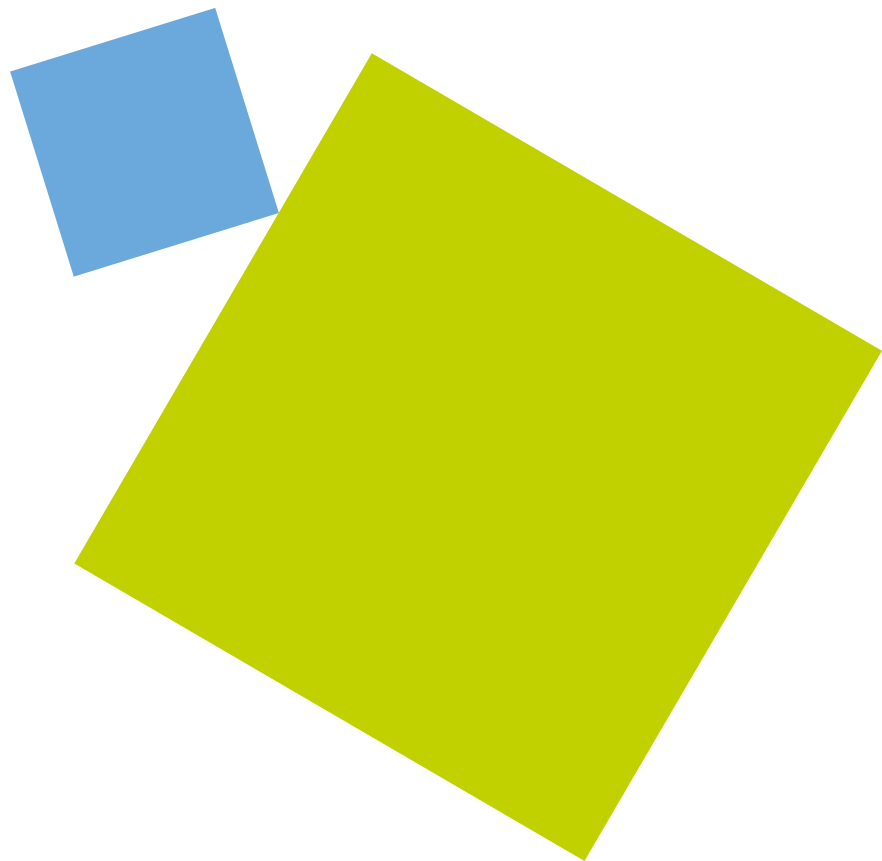
- **View and update your term time (contact) and home (permanent) address**
- **Access your candidate number**
- **View your final results and award**
- **Select your courses.**

Student Hub 

Moodle 

Reset your IT password 

Email 





Student Hub

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

- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services**
- **Create or join groups with friends and course mates to carry on the conversation outside of class.**

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



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





Moodle

Moodle is LSE's virtual learning environment.

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

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

Reset your IT password

You can reset your IT password at [LSE Remote Access](#).

Email

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

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

Training and Development System 

Information security awareness training 

Multi-Factor Authentication (MFA) 



Training and Development System

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

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

Information security awareness training

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

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

Multi-Factor Authentication (MFA)

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



LSE100

Welcome to LSE100

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

Choosing your LSE100 theme

Before registering at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing question facing social scientists. In 2022/23, the available themes are:

- **How can we control AI?**
- **How can we avert climate catastrophe?**
- **How can we create a fair society?**

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

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

How will I study in LSE100?

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

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



How will I be assessed?

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

Chat with the LSE100 team

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

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



LSE Campus



Key

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



All buildings have wheelchair access and lifts, except, KGS, KSW*, 5LF, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/accounting



Department of Accounting
London School of Economics and
Political Science
Third Floor, Marshall Building
44 Lincoln's Inn Fields
London WC2A 2ES
E: accounting@lse.ac.uk
T: **+44 (0)20 7852 3780**

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

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

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

Design: LSE Design Unit (info.lse.ac.uk/staff/divisions/communications-division/design-unit)

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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.