

LSE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**Welcome to the
Department of
Accounting**

**Undergraduate
Handbook**














2022/23

lse.ac.uk/accounting



Contents

Department of Accounting

- 2** Department Welcome 
- 4** Welcome from Pik Liew 
- 5** Professional Services Staff 
- 6** About the Department 
- 9** Starting your Programme 
- 10** Programme Structure and Options Lists 
- 12** Department of Accounting Resources 
- 15** Key Sources of Support 
- 18** Accounting Student Engagement and Learning Community 
- 20** Accounting – Your Student Voice 
- 22** Accounting Careers Consultant Team 
- 24** Key Information 
- 64** LSE Campus 



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 the next three years, 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 the 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 125 students to our undergraduate programme. 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 Pik Liew

Dear Students,

A warm welcome to the Department of Accounting, LSE and the Department have a lot to offer to you and I encourage you to take full advantage of the learning and social opportunities we offer. I believe you will find these opportunities intellectually challenging and rewarding.

The Departments of Accounting and of Finance are committed to helping you make the most of your educational experience at LSE. Intellectual development in the fields of Accounting and Finance and other academic subjects is supported through our teaching. More general advice on academic and pastoral issues is provided through the system of Academic Mentors. It is therefore of vital importance that you engage in all the teaching sessions you are assigned to and that you have regular contacts with your Academic Mentor.

If a particular academic or personal problem arises, I could not stress more the importance of discussing with your Academic Mentor and teachers as soon as possible. There are many ways in which we can help, including through the range of services LSE offers to its students, and the earlier we are aware of a problem the more likely something can be done.

To assist you in making the best use of the Department's resources and to guide your programme of study, the following pages document what you will need to know. This handbook will not only be useful to guide you through your first few weeks, but also as a reference throughout your undergraduate degree. While this student handbook is as comprehensive as we could make it, if you have any questions you do not find answers to, please contact your Programme Manager, Justin Adams at j.adams5@lse.ac.uk or alternatively speak to your Academic Mentor.

My door is always open and please do not hesitate to contact me.

Best wishes for your time at LSE, and see you around.



Pik Liew
BSc Accounting and Finance Programme Director
Room MAR 3.11
Email: p.liew@lse.ac.uk

Professional Services Staff

**Justin Adams**

BSc Accounting
and Finance
Programme Manager
Room: MAR 3.07

Tel: +44 (0)20 7955 6542

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**Jack Heaney**

Administrator
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**Gary Crow**

Administrator
(CARR and Professional
Services Office)
Room: MAR 3.07

Tel: +44 (0)20 7852 3780

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**Sandra Ma**

Student Community and
Operations Manager
Room: MAR 3.07

Tel: +44 (0)20 7955 7737

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**Yvonne Guthrie**

Department Manager
Room: MAR 3.09

Tel: +44 (0)20 7955 6408

Email: y.guthrie@lse.ac.uk

A full list of Academic Faculty can be found in the [People](#) section of the Department of the 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*.

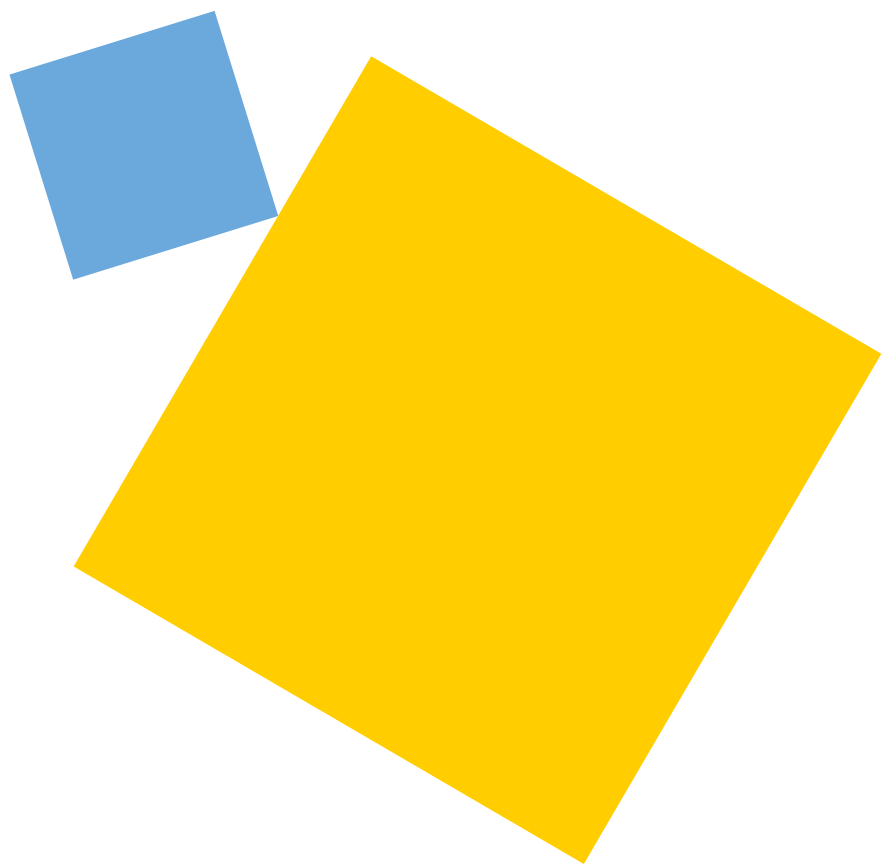
Other faculty are on the editorial boards of numerous and a wide variety of journals.



Aims of the Programme

The programme fundamentally studies accounting and finance in a social science context using a critical, research-led approach to not only develop a mastery of key accounting and finance concepts, but also to conceptually underpin their use and usefulness as well as their determinants and effects at an individual, social, organisational, institutional, economic and/or societal level. Specifically, the programme thus aims to:

- Provide an undergraduate education at the forefront of the international field in the study of the theories and practices of accounting, finance, financial management, management control, and governance and accountability in organisations.
- Situate the study of accounting and finance in some of the major contexts within which accounting and finance professionals play a key role globally.
- Develop in students an understanding that goes way beyond accounting and finance as a practice concerned with computational skill but, more importantly, is central to the way in which both management internally, and various stakeholders externally (including investors, lenders, customers, the government and the public) perceive, understand, and seek to change and control the nature of organisations and the ways in which resources are allocated to and by them.
- Foster in students a critical, analytical and flexible approach to accounting and finance issues.
- Prepare students for challenging careers in accounting and finance and related sectors, as well as for higher degrees/research.





Professional Exemptions

Students intending to train as professional accountants will be interested in exemptions from professional exams. There are three things of which you should be aware:

- 1 Professional syllabi are subject to frequent revision. Therefore, you are advised to choose courses primarily on your ability and interest in them, rather than because you think you may be eligible for professional exemptions. Any exemptions currently available may no longer be offered when you graduate. Equally, new exemptions may become available for different courses.
- 2 In some cases, the professional bodies may ask for supplementary information to support an exemption application. Where this is requested, it is likely to be the course notes and syllabi from the courses you took. So, it is your responsibility to keep course material to supply (if required) to the professional bodies.
- 3 There are at present only limited exemptions available. Please see the Department of Accounting website to view the relevant accounting body for more information: lse.ac.uk/accounting/study/current-students/Key-Information





Starting your Programme

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 will be running programme specific welcome events and activities in the first six weeks of the Michaelmas Term that is updated on our [Welcome Page online](#).

First Steps

“First Steps” will be an opportunity to meet and get to know your fellow classmates further as you embark on your three-year academic journey and will take place on Wednesday 21 September. The session will include study tips from LSE LIFE session run by the LSESU Accounting Society; meeting your Academic Mentor; and meeting peers in your house. Please note that this session is mandatory for all new BSc Accounting and Finance Students in their first year. Details of the event can be found on your [Programme Welcome page](#).

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 webpage (info.lse.ac.uk/current-students/timetables) includes information for students and staff. You use LSE for You to select your courses and where applicable your class groups.



Programme Structure and Options Lists

In year one you take four courses. Your background in economics and mathematics will influence the courses that are available to you.

Full BSc Accounting and Finance Programme Regulations for 2022/2023 starters can be found [here](#) or click on image below.

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

[Printer-friendly View](#)

BSc in Accounting and Finance

[Page contents](#) > [Year 1 options list](#) | [Year 2 options list](#) | [Year 3 options list](#) | [Prerequisite Requirements and Mutually Exclusive Options](#) | [Footnotes](#)

Programme Code: UBAF

Department: Accounting

For students starting this programme of study in 2022/23

[Guidelines for interpreting programme regulations](#)

[Three-year Classification Scheme for BA/BSc degrees from the 2018/19 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.

Additional details of options in Year 2 and 3 of your programme can be found on the [BSc Accounting and Finance Programme Regulations](#).



Lectures and Classes

Lectures for most courses begin in week 1 of [Michaelmas Term](#) (w/c 26 September 2022).

Most classes begin in week 2 or 3. AC100 classes begin in week 2. Your personal timetable will be available for you to access via LSE for You (LFY) and the Student Hub App please check this very carefully.

If at the start of Michaelmas Term you cannot see your personal timetable on LFY, it is probably because you have a timetable clash. If this is the case, you will not be assigned to any lecture/class or seminar groups until the clash is resolved. To find the clashing courses consult the online timetable and work out which courses have teaching at the same time.

You will need to change your course selections to courses which do not clash. You can use the [Online Timetable](#) to view all the teaching (lectures, seminars, classes etc.) for every course that has term time teaching in the current academic year.

The Department of Accounting will only approve class changes in exceptional circumstances. The [BSc Accounting and Finance Moodle page](#) provides a guide which we hope, provides useful information for you to consider when submitting a class change request via LFY.

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.



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

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.

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 has an undergraduate study/common room (MAR 3.50) on the third floor of the Marshall Building. The room is accessed via LSE ID card. Please note that these rooms are for use exclusively by Accounting and Finance undergraduate students.

Room MAR 3.50 is supervised by the Department of Accounting and is furnished with desks, chairs and sofas for quiet study. Please note that on occasions, this room will be closed off for accounting student related events. The Department will reduce this function during the exam period.

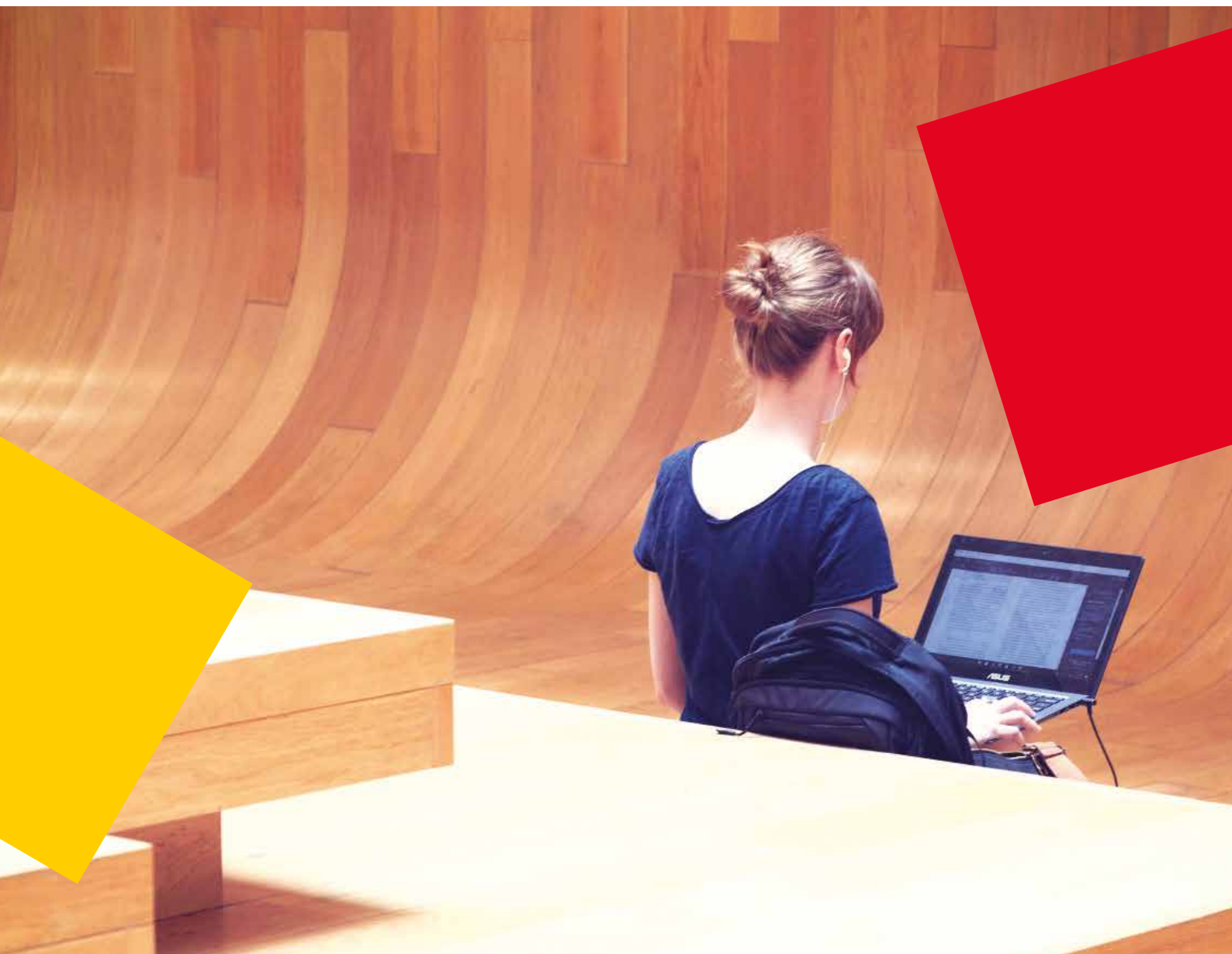


The Student Hub App – Accounting Page

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/welcome and follow us today.

BSc Accounting and Finance 2022-25 Group on Facebook

The Department manages your Facebook year group for new students joining the BSc Accounting and Finance programme (facebook.com/groups/1408742669576318). For those who have access to Facebook, you should have been invited to join as Offer Holders prior to starting at LSE. If you have not joined, you can do so, by using the links above or by contacting Sandra Ma, Student Community Manager at s.s.ma@lse.ac.uk





Key Sources of Support

Academic Mentor

Your Academic Mentor is responsible for monitoring your academic progress and is available to help with any problems, which may arise, whether academic or personal.

All BSc and General Course students will be assigned a Mentor at the start of the Michaelmas Term. You will be sent an email when the details are confirmed.

Any queries or problems you have about the individual courses you are taking should first be raised with the relevant class teacher, lecturer or course leader during their academic support and feedback hours. Your Academic Mentor's main role is to provide feedback on your academic progress and guidance on academic and personal issues.

In practice this means that she/he will, for example, discuss with you your termly reports written by each of your class teachers, provide information and guidance on course options, write references where necessary and be available to discuss examination results.

Please remember that it will be very difficult for your Academic Mentor to write a suitable reference if they have not met you!!

It is absolutely vital to your academic progress that you see your Academic Mentor for an Advice and Feedback Meeting at least once a term, not just in your first year and not just if things do not go well. It is important to build a relationship with your Academic Mentor so that they can support you if/when difficulties arise with your overall academic progress (eg, with exam performance).

It is your responsibility to attend your Academic Mentor's academic support and feedback hours for Advice and Feedback Meetings at least three times a year.

You can check your Academic Mentor's hours on the BSc Accounting and Finance Moodle page or online at lse.ac.uk/accounting/study/current-students/office-hours

Change of Academic Mentor: If the relationship between you and your Academic Mentor is for any reason unsatisfactory and you would like to request a change, you should discuss this in person with the BSc Programme Director (Dr Pik Liew). These requests are rare, but carefully and sympathetically considered. If the situation cannot otherwise be resolved, a change is allowed.



Request for references: All reference requests, whether for employment, study or internship, should firstly be made via your Academic Mentor. If you wish your Mentor to provide you with a reference, please email them in plenty of time with the details and a copy of an up-to-date CV.

You can upload a copy of your CV and details of any extra-curricular activities onto LFY.

Contacting Academic Staff and Teaching Staff: Staff Academic Support and Feedback Hours

This is the time when all academic staff are available in their rooms or online during term-time to speak to any student. Details of staff academic support and office 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, Justin Adams (j.adams5@lse.ac.uk). 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 in their offices/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.

Your Accounting House

When you start the BSc Accounting and Finance programme, you will be assigned a House within the Department. These affiliated Houses are supported by your Academic Mentor and Student Academic Mentor(s) (SAM). Your House is there to provide an inclusive home for learning and social support to foster a sense of belonging and engagement to the wider student accounting community.



BSc Programme Director

The BSc Programme Director [Dr Pik Liew](#) is responsible for organising the Academic Mentor system within the guidelines laid down by the School and the Head of Department. Pik is also available to give advice and help on any matters of concern to students which Academic Mentors are unable to resolve. Certain procedures eg, changing degree programme; suspension of regulations, necessitate the approval of the BSc Programme Director before they can be implemented.

AC100 1:1 Peer Tutor Sessions – every Wednesday afternoon 12.00-15.00

The 1:1 Peer Tutor Session is available to students taking AC100/102/103. Students can ask questions about current and previous classwork in addition to general inquiries about course content. All tutors are 2nd year students who have achieved a minimum mark of 70 on their AC100 examinations and have undergone training by the Department of Accounting and the Teaching and Learning Centre. This service is run by the LSESU Accounting Society.

Student Academic Mentors

The Accounting Student Academic Mentors (SAMs) are second- and third-year BSc Accounting and Finance students who will offer peer-to-peer mentoring, support and guidance to all BSc Accounting and Finance first-year students. We understand that starting university will bring challenges, your SAM(s) will help you to learn your way around and make the most of your time at LSE. Your SAM(s) has valuable knowledge and experience and want to share it with you. They have had good times and tough times, and have made it through to tell their story! So do connect with your SAM(s) as they are here to give you tips on things ranging from getting ready for exams to managing your time, from choosing courses to saving money, and of course, the best places to eat around campus.



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 an exciting and stimulating programme. Our activities are listed in the Moodle and on our [events page online](#).

INSIGHTS lecture series

In order to show how some of the theory you learn is used in practice, the Department runs 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 our BSc Accounting and Finance student community together to have mince pies, mulled wine and a Christmas singalong! We also organise trips to Winter Wonderland during the Christmas break to get everyone ready for the festive season.

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.



LSESU Accounting Society

As the only society at 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.

Through talks, skills workshops and business games the Society aims to create a close, family-like community and provide help and support to its members through social events such as our annual dinner and weekly AC100 help sessions. Accounting Society events will be advertised through their Facebook page (facebook.com/groups/LSESUAccountingSoc).

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**, 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](#)
- [Undergraduate Studies Sub-committees](#)
- [Comments, Compliments and Concerns](#)
- Termly Townhall with BSc Programme Director, Pik Liew.

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.

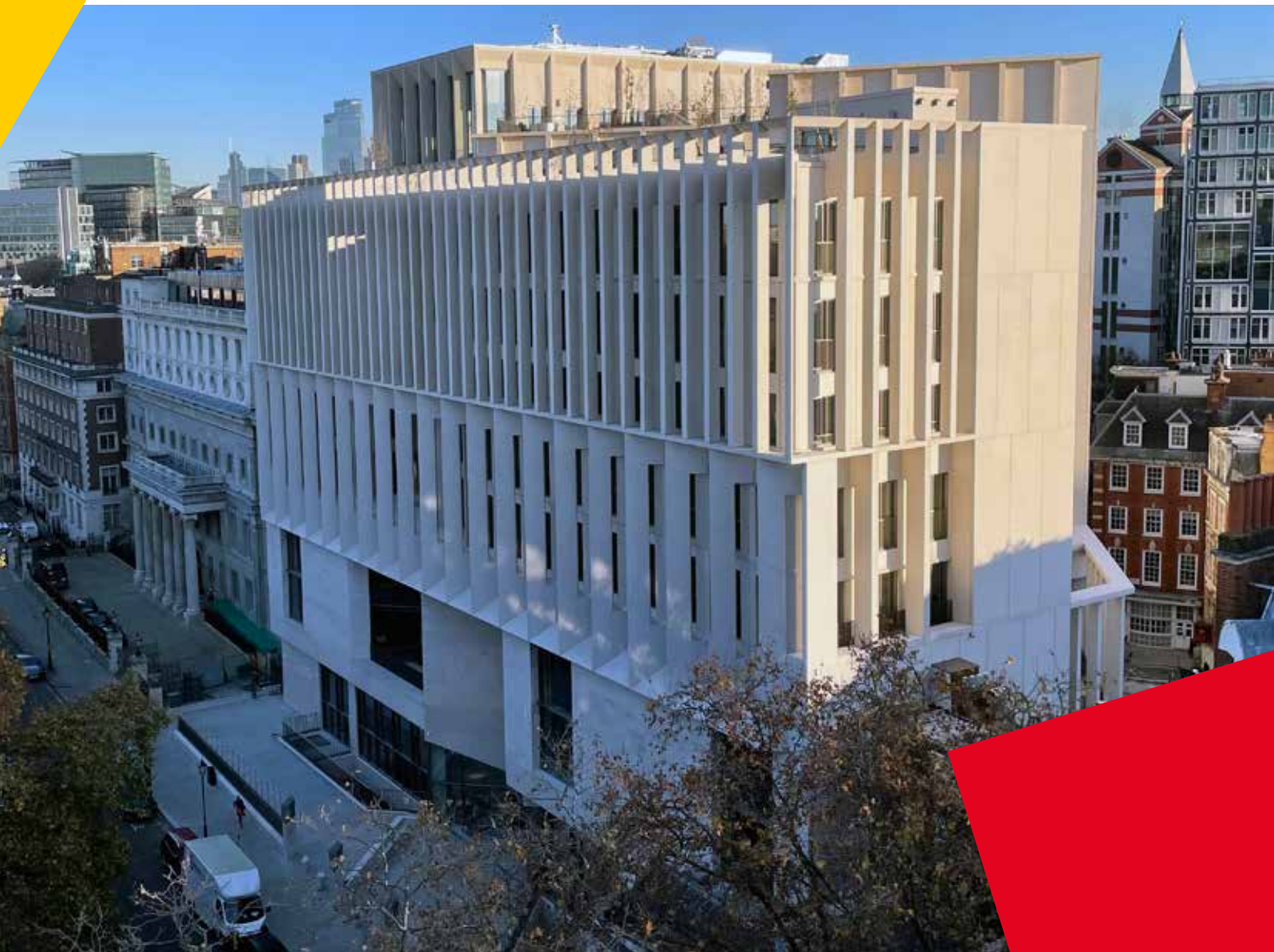


Student Suggestions and Concerns

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 ([Justin Adams](#)), Programme Director ([Pik Liew](#)), your Academic Mentor ([David Trodden](#)/[Chris Constantinou](#)/[Ebrahim Mohamed](#) – Year 1), Department Manager ([Yvonne Guthrie](#)) or the Head of Department ([Professor Ane Tamayo](#)).





Accounting Careers Consultant Team

Meet the consultants

Maria Kramer, LSE Careers

Maria is the Department's main careers consultant working specifically with accounting students. She will be running most of the Department's career workshops/sessions throughout the year and a key contact in LSE Careers for your accounting needs.

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 and Political Science.

As an Accounting undergraduate student, you will have exclusive access to Denise and Claire, who will both be available to meet with Accounting undergraduate 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, face-to-face 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 careers 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.



Key Information

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

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

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

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct and Plagiarism](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[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 May 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.

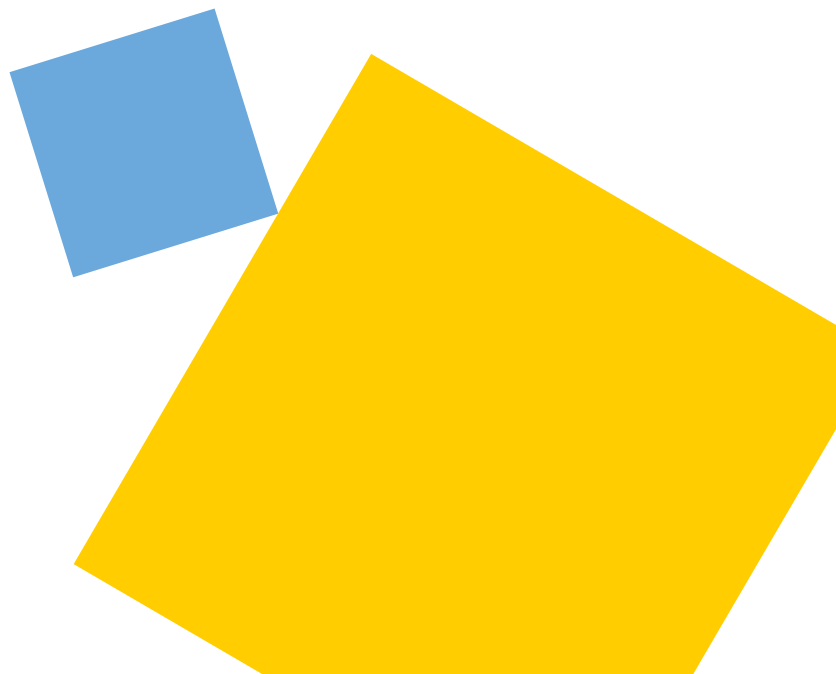
Applications to become a Change Maker will open in Michaelmas Term 2022 and you can find out more at lse.ac.uk/changemakers

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



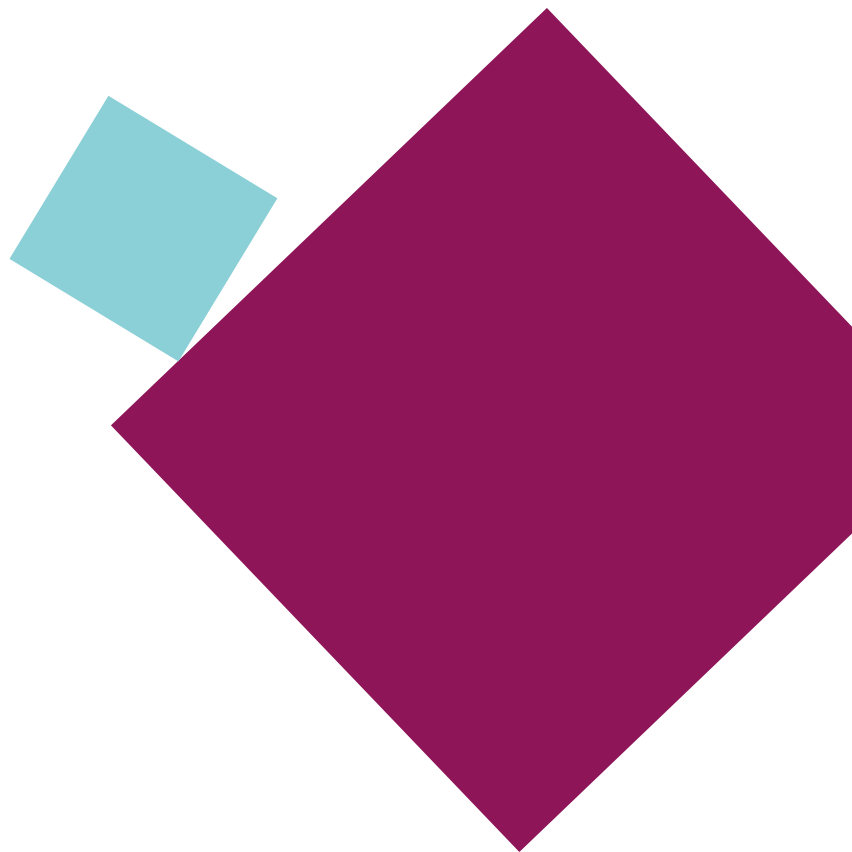
Study and Career Support Services

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.

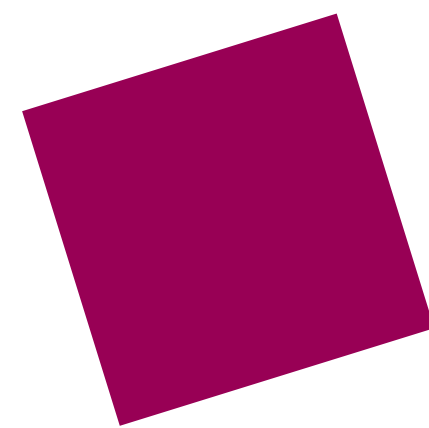
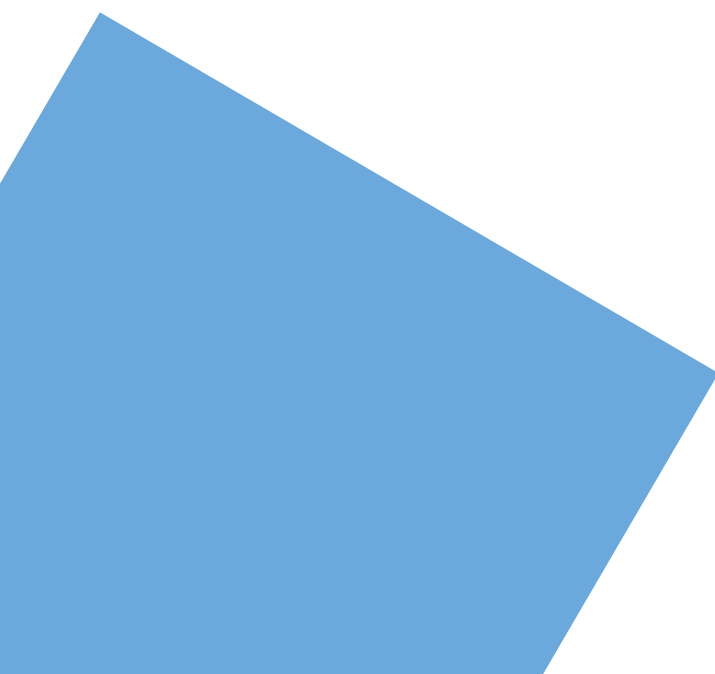
Explore our website (lse.ac.uk/careers) to find:

- 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?

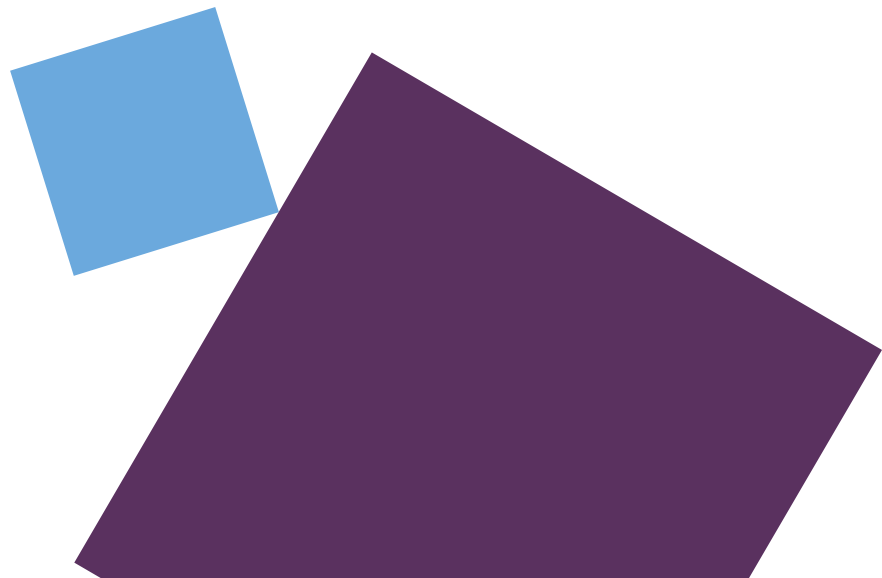
One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone’s contribution is valued.

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.

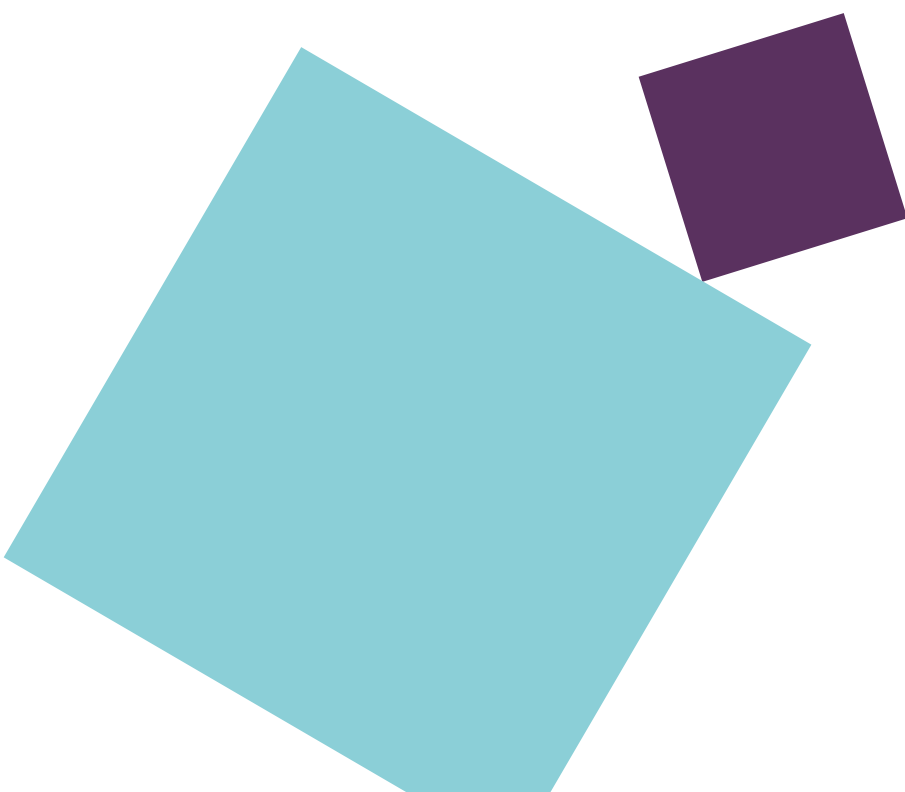
AccessAble: Our partnership with AccessAble will help us to be proactive in improving the accessibility of our buildings, at a time when the LSE estate is undergoing major physical change.

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 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 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](#) 

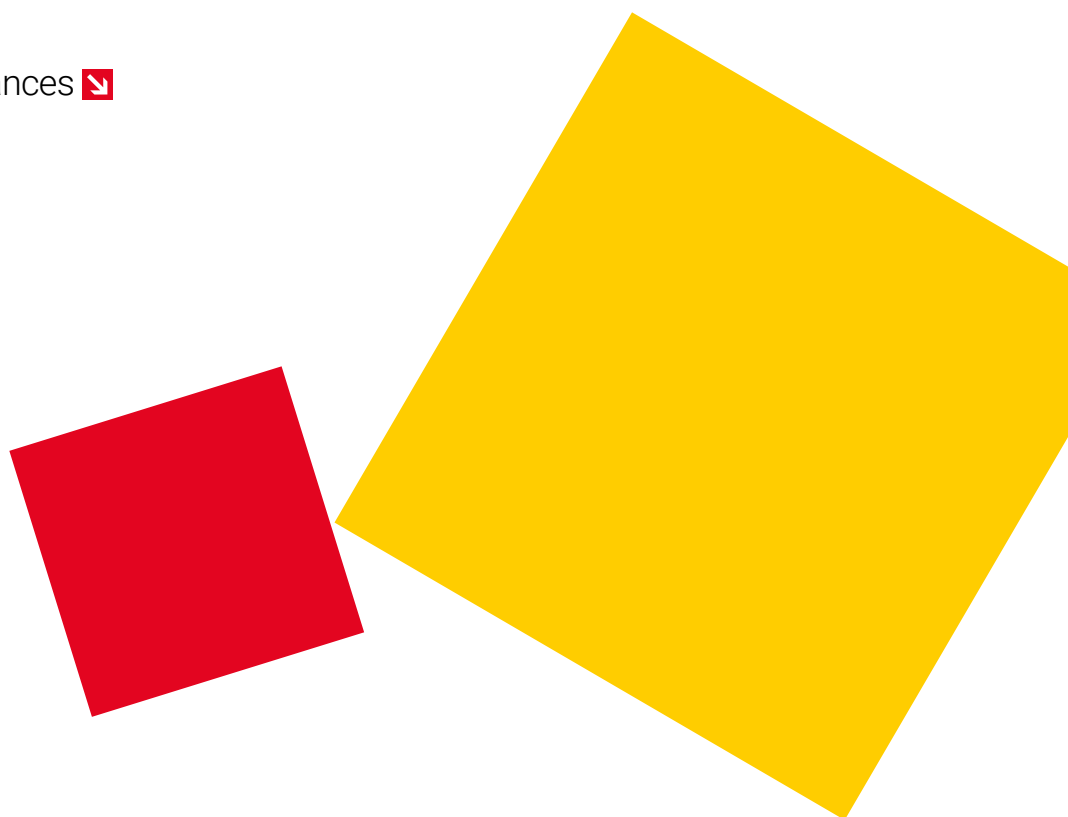
[Central exam adjustments](#) 

[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:

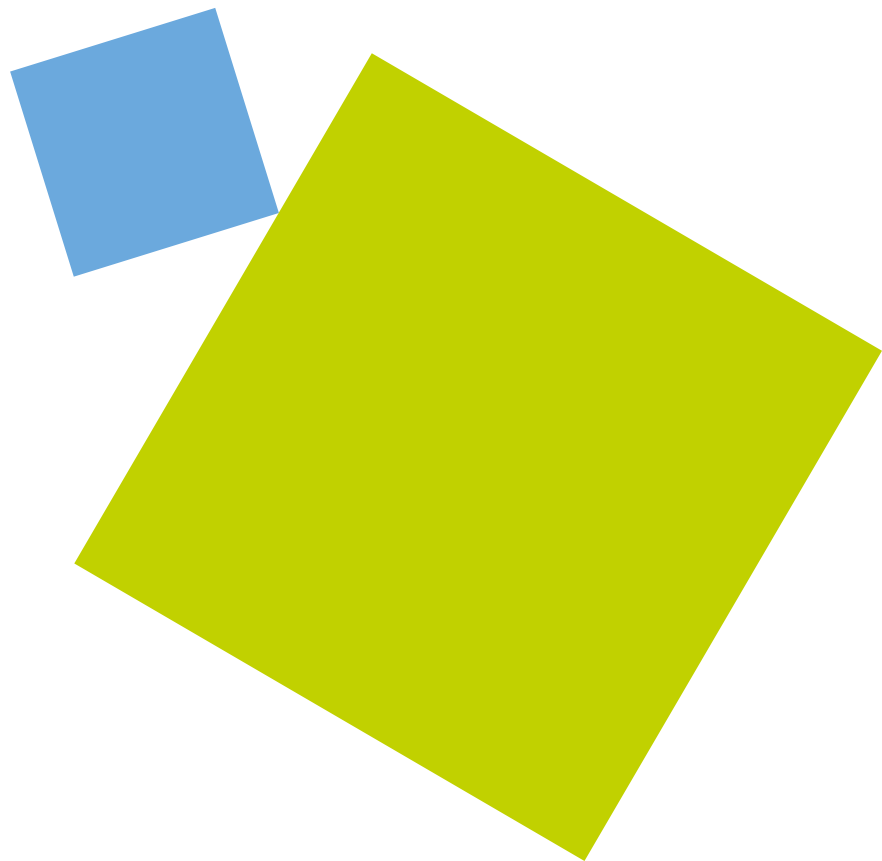
- **View and update your term time (contact) and home (permanent) address**
- **Access your candidate number**
- **View your final results and award**
- **Select your courses.**

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 , 95A, KGS, KSW*, 5LF, 50L, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/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.