

EI Course Selection Guidance

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Overview

3-step process:

1. Identify courses you would like to take
2. Select those courses on LSE for You 2.5
3. Check timetable and Moodle enrolment

Stage 1 – Finding your courses

MSc Programme Regulations

- Your MSc Programme Regulations tell you the courses/combination you need to meet your degree requirements.
- Your MSc programme regulations are divided into 4 "Papers". You need to meet the requirements of each paper.
- Each course listed in your programme regulations consists of a course code (linked to a course guide), title, units (at the end in brackets).
- Course guides contain essential information on course content, pre-requisites (if any), assessment information, term dates, teaching format, etc.
- You need a total of 4 units of courses (and all the required 0-credit courses in your regs!)

[Calendar](#)

Stage 1 – Paper 1s as Paper 2s, Paper 2s as Paper 3s?

Under Paper 3

Any course(s) not taken previously from the Paper 2 options list below; or exceptionally: 0.5 units maximum of either an EU-coded course not listed above, or 0.5 units maximum of any course from outside the department, with the approval of the Programme Director and relevant course convenor. Students must refer to the European Institutes approval policy (available via Moodle) when applying for permission to take courses not listed within these programme regulations.

Paper 2 options list

- Your MSc programme regulations list Paper 1 courses under Paper 2 -
- Paper 2 courses under Paper 3
- You **cannot** take Paper 2 courses as Paper 1, or Paper 3 courses as Paper 2, etc.

Outside Options

Paper 3 allows for a 0.5 unit course outside your MSc programme regulations.

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You must secure permission from your MSc Programme Director *before* selecting the course. Read the guidance and complete the form [HERE](#).

The criteria:

- *The course in the application should have a clear and recognisable link with your MSc programme, as defined in the MSc programme information listed on the LSE website.*
- *Courses should be sufficiently distinct from existing courses offered in your MSc programme.*
- *The student should provide a clear statement on how exactly the course in the application will benefit their studies.*
- *Methodological courses should be at an appropriate level and relevant to the programme of study.*

Controlled Access Courses (CAC)

All courses under Papers 2 & 3 in your Msc Programme Regulations are CACs. This means that places are limited and access is controlled. All CACs require a statement when you apply.

Statements

- Paper 1 courses do **NOT** require a statement, instead write "Paper 1 first/second choice".
- Paper 2 & 3 courses **WILL** require a statement of up to 200 words outlining your motivations for taking the course.
- Paper 4 courses (EU499/EU495/EU4C9) and 0-credit courses (e.g. EU450, EU4A9, etc.) do **NOT** need a statement.
- More information on CACs can be found on the [Controlled Access Courses](#) website.

Where can I find more information on courses?

- [Course Guides](#)
- [Course videos](#)
- [Moodle pages](#)
- Open Office Hour (today)
- Speak to your Academic Mentor (today)

Stage 2 – Selecting your courses

Before you start

- Plan which courses you want to take in advance.
- You are selecting all courses for both Autumn and Winter Terms.
- You need to manually select all courses (including mandatory ones e.g. Paper 4 EU499/EU495/EU4C9, EU450, EU470, EU410, etc.)
- Ensure they're at an appropriate level (e.g. EU4XX).
- Balance your courses across both terms to avoid overburdening yourself.
- Play to your strengths – understand how you will be assessed.
- Know when your assessments are due and plan accordingly.
- Draft your statements in advance so they're ready to C+P into the system.
- Plan to apply to back-up courses in case you're unsuccessful.
- Reach out if you need help (your mentor or EI PS Team).

Stage 2 – Selecting your courses

When

- Select your courses from **10am on Thursday 24 September** via LSE for You 2.5.
- Offers will go out from 12-noon on Friday 25 September.
- You have 48 hours to accept or decline a place on a course before the system will withdraw the offer. Log in regularly until you are finished including over the weekend.
- You may not have a fixed timetable by Monday of WK1 – that's normal. Just attend classes/seminars.

Where

- LSE for You 2.5.
- Refer to the [guidance](#) that will walk you through screens.

NOTE: *There is a queue system. You may have to wait ~15 minutes. Most departments do not have a first come, first served policy, but there are some exceptions such as the School of Law (LL-coded courses).*

Stage 2 – Selecting your courses

What if I get rejected?

- Have a back-up. Apply immediately.
- Course Availability is [HERE](#). The spreadsheet is updated daily.

When should I have my course selection fixed?

- **Wednesday 7 October** – lock down, compliance checking, emails
- Thursday 8 October – last-minute changes. Email us to unlock system
- **Friday 9 October 5pm** – course selection closes

Stage 3 – Timetable and Moodle Enrolment

Timetables

- You can view your Timetable via the Student Hub.
- It takes time for the system to update your timetable.

Moodle

- Once you've accepted a place on a course, you will be enrolled on the Moodle page within 24 hours.
- Once you're happy with your course selections, ensure you are only enrolled on your selected Moodle courses to avoid receiving messages unrelated to your studies.

Final Thoughts

- 1-Unit courses cannot be changed after course selection closes.
- You can make changes to 0.5-Unit courses that take place in Winter Term in January.
- You cannot make changes in January to teaching that you've already received in Autumn Term.
- You are not allowed timetable clashes. You are expected to attend all teaching.
- Any questions, reach out to Stephen at ei@lse.ac.uk