



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

WELCOME TO THE

Department of Economics

Undergraduate Handbook 2019 ■



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Connect with the LSE community
studenthub.lse.ac.uk/welcome

Instagram



lse.economics

London School of Economics >



♥ 10,000 likes

lse.economics #LSEconomics #32LIF #partofLSE



Welcome to the Department of Economics, 2019-20

Congratulations and a warm welcome to all new students joining the Department of Economics, as well as a warm welcome back to all returning students. I hope the academic year ahead stimulates and challenges you to develop in new ways and is rewarding both intellectually and socially.

It is an exciting time to be an undergraduate student at the Department of Economics. There is a growing team of staff dedicated to enriching your student experience and supporting you through your degree. Alongside investments in teaching excellence, we are working with students to strengthen our undergraduate community and to provide opportunities for you to explore economics outside the classroom. A vibrant year of events lies ahead.

It is also a fascinating time to be a student of economics. The LSE motto, *rerum cognoscere causas* – to understand the causes of things – underpins our approach to the study of Economics. We live in an era of major socioeconomic challenges, as well as opportunities, for which the study of economics is highly relevant. I hope your studies here inspire you to think deeply and critically about these issues, while equipping you with rigorous tools and techniques with which to do so.

My role is to work with staff and students to ensure the smooth running of our undergraduate programmes. I will also teach many of you. Ideas and issues raised early are easier to act upon, so do get to know your student representatives, or reach out to us directly. We want to hear from you.

Academic and pastoral support will be provided by our outstanding Undergraduate Tutors, each of which looks after a year group, as well as by our highly experienced Departmental Tutor, Dr Judith Shapiro, who also runs Sen Club. You will also be assigned an Academic Mentor with whom you can regularly discuss your progress and seek advice.

Sarah Burton is our fantastic Undergraduate Programme Manager; she is supported by Fiona Smith, the Programmes Assistant. You will receive e-mails from Sarah about all important matters, so please read her emails carefully.

This Handbook is intended as a reference guide for all economics undergraduate students. It provides useful information, including Departmental details, procedures and policies. It should be helpful in guiding you through the initial weeks, but also for reference throughout your degree. Do read it carefully, and if you have any questions it does not answer, please ask Sarah Burton.

Some final words of advice. First, your time at LSE Economics is precious - make the most of it by getting involved personally. Second, expect to be stretched academically and relish the intellectual challenge this poses – it is what makes an LSE economics degree rewarding and highly valuable.

I wish you the very best in your endeavours at LSE and look forward to meeting you all as the academic year unfolds.

Dimitra Petropoulou

Undergraduate Programme Director

Welcome 2019 and Essential Information for New Students

About the Department

The LSE Department of Economics is one of the largest Departments in the School and is also associated with a number of important research centres. The Department is one of the best in the world and has a long-standing commitment to remaining at the cutting edge of developments in the field, while ensuring all mainstream areas of economics are strongly represented in teaching and research.

You will be taught by a broad range of academics in the Department over the course of your degree. All teaching staff hold weekly term-time office hours, which you are encouraged to attend. These are a means of additional guidance and support to individual students taking their course(s). Other members of the faculty can be contacted by e-mail or through their assistants.

Details of all staff room numbers, email addresses and office hours can be found via the following link: econ.lse.ac.uk/people/

Get connected with the Department's Social Media at:

 [@LSEEcon](https://twitter.com/LSEEcon)

 [LSEEconomics](https://www.facebook.com/LSEEconomics)

 [LSE Department of Economics](https://www.linkedin.com/company/lse-department-of-economics)

 [LSE.Economics](https://www.instagram.com/LSE.Economics)

Departmental Office (Econ Hub)

The Econ Hub (room 32LIF 1.01) is where class teacher pigeon holes are located. You may be asked to submit or collect class assignments here. The office is open Monday – Friday 10am-5pm; please ensure that you submit any work before 5pm, as the office closes promptly. Staff in 1.01 can also be contacted via email at Econ.hub@lse.ac.uk. The study room for undergraduate Economics students is located in room 1.29. This is where course packs (where available) are usually kept.



The Undergraduate Team in the Department of Economics

There is a dedicated team of staff specifically for undergraduate students in the Department. These will be your main contacts. Their details are below:



Dimitra Petropoulou
Undergraduate Programme Director

32L.2.29
Email: d.petropoulou@lse.ac.uk
Econ.bsc@lse.ac.uk



Sarah Burton
Undergraduate Programme Manager

32L 1.02
Email: s.l.burton@lse.ac.uk
Econ.BSc@lse.ac.uk



Fiona Smith
Programmes Assistant

32L.1.02
Email: f.smith2@lse.ac.uk
Econ.bsc@lse.ac.uk



Nicolo Rosetti
Tutor to 1st year students

32L.1.26
TBC
Email: N.Rosetti@lse.ac.uk
Econ.bsc@lse.ac.uk



Junius Olivier
Tutor to 2nd year students

32L.1.26
Email: J.M.Olivier@lse.ac.uk
Econ.bsc@lse.ac.uk



Kasia Krajniewska
Tutor to 3rd year students

32L.1.26
Email: K.A.Krajniewska@lse.ac.uk
Econ.bsc@lse.ac.uk



Judith Shapiro
Departmental Tutor and Senior Lecturer in Practice

32L.1.32
Email: j.c.shapiro@lse.ac.uk
Econ.BSc@lse.ac.uk

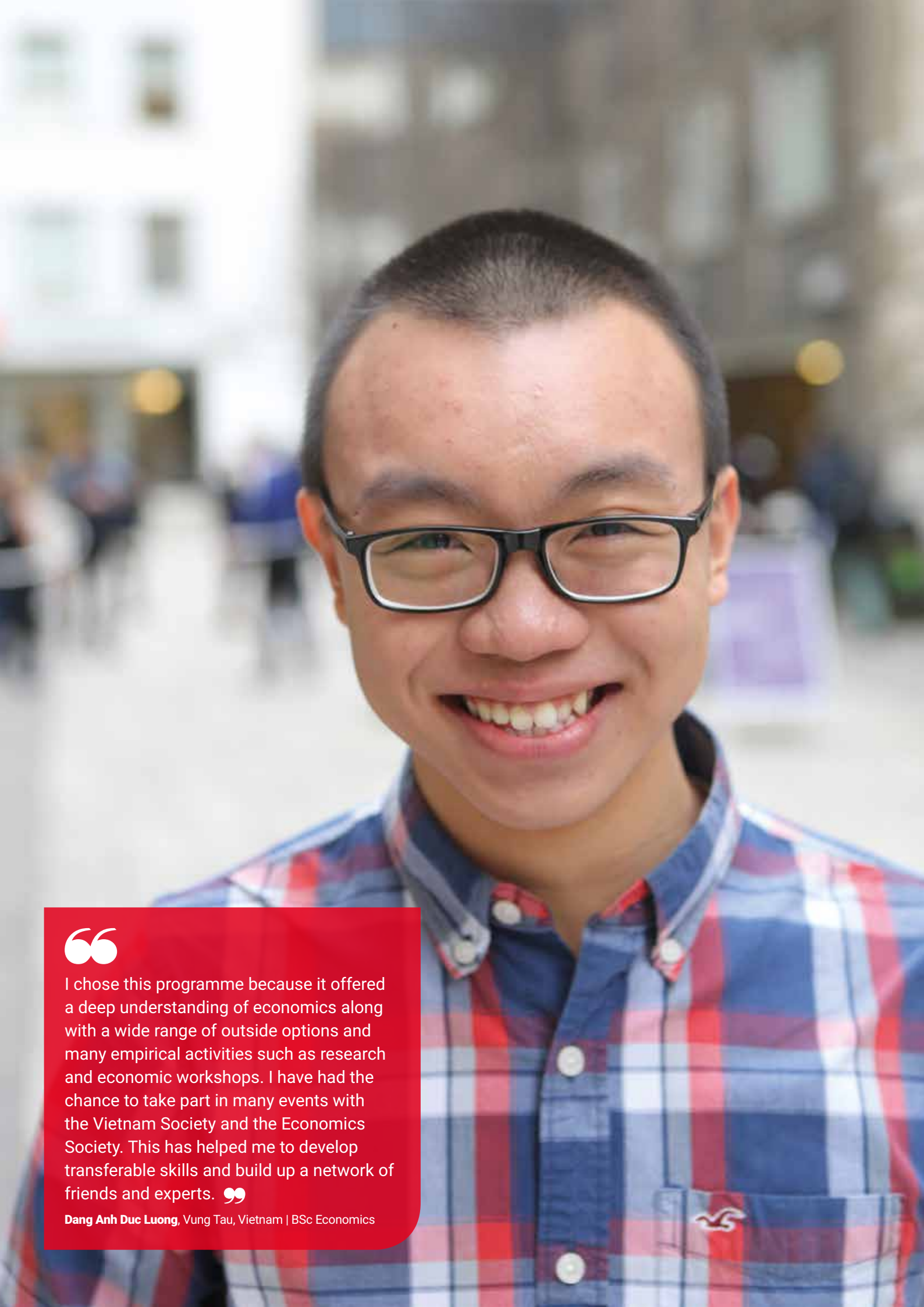
Welcome and Registration

Please refer to the Welcome Guide 2019 for information. This is available online (info.lse.ac.uk/current-students/your-first-weeks/lse-welcome). Hard copies are also available to collect from the Student Services Centre (lse.ac.uk/SSC) or at any of the Help Points which will be set up around campus during Welcome.

A full schedule of 'Welcome' events for all students in the Department can be found on the following page. Please read this information carefully. If you have any questions please contact Sarah Burton.

Registration

It is essential that you are fully registered with LSE during your time here. When you register for the first time you will need to attend in person, show us the required documents, and collect your LSE Card. Usually you can re-register for subsequent years of study online but sometimes we may need to see you in person again. For more information visit lse.ac.uk/registration



“

I chose this programme because it offered a deep understanding of economics along with a wide range of outside options and many empirical activities such as research and economic workshops. I have had the chance to take part in many events with the Vietnam Society and the Economics Society. This has helped me to develop transferable skills and build up a network of friends and experts. ”

Dang Anh Duc Luong, Vung Tau, Vietnam | BSc Economics

Welcome Events Specific to Undergraduates in the Department of Economics

Date and time	Event	Description	Venue
Monday 23 September, TBC	Welcome refreshments	Drop-in to meet the Undergraduate Tutors, Departmental Tutor and Programme Manager, as well as fellow students. A chance to ask any questions about Welcome or anything else!	TBC
Monday 23 September 10-11.30am	School welcome presentation for undergraduate students in the Department of Economics	Presentation to introduce BSc students to the School.	Peacock Theatre
Monday 23 September 5pm (end TBC)	River cruise	Details to be confirmed	TBC
Tuesday 24 September 10am (BSc Econ A-M) 10.45am (BSc Econ N-Z)	School registration for all new BSc students in the Department of Economics	Registration on your programme of study	Hong Kong Theatre (Clement House)
Thursday 26 September 12.00pm – 1.00pm	Departmental meeting for 1st year BSc students	Welcome to the Department, led by Dr Petropoulou	NAB.LG.08 (New Academic Building)
Thursday 26 September 1.00pm – 2.30pm	Departmental buffet lunch for 1st year BSc students	Informal lunch for new BSc students in the Department	Lower Ground floor of the NAB
Thursday 26 September 2.30pm – 4.00pm	Course choice advice meeting for 1st year BSc students in Economics	An advice session on choosing an outside option	NAB.LG.08 (New Academic Building)
Thursday 26 September 4.10pm	Photo of all new BSc students in the Department	A group photo outside the NAB	TBC but hoped to be – The steps outside of the NAB

Important Note:

If you are unable to attend the Departmental meeting for new undergraduate students on the 26 September please see Sarah Burton, Undergraduate Programme Manager. You must see your Academic Mentor at the appointed time (you will be provided with this information). You are required to attend this meeting, but if you can't you must make sure you contact your Mentor immediately and arrange to meet as soon as possible.

Course Selection and Timetables



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

When to Select Courses

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

How to Select Your Courses

1. Find the courses you'd like to take

Go to lse.ac.uk/findcourses to access the tools and information to help you decide which courses you want to take this academic year. Make sure that you identify a few back-up courses in case your first choice is not available.

You should make sure that you attend any departmental course selection meetings and seek advice from your Academic Mentor or Departmental Tutor before finalising your course selections.

The LSE calendar is the place to check for programme regulations detailing which courses you are permitted to take. It also provides course guides for every course at LSE, including student feedback. You can find the calendar online at lse.ac.uk/calendar

LSE Course Finder is a tool to help you choose which courses to take within your programme regulations. Course Finder allows you to browse available courses by unit value, keyword, department and assessment type. You can build a shortlist of courses and compare the lecture timetables for that shortlist. Course Finder is available from late August.

You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes.

Some departments have capped or controlled access courses which means that places are limited. For undergraduates these are allocated on a first come first served basis, for postgraduates there are a number of different selection methods. You can find more information about this at lse.ac.uk/courseSelection

2. Select your courses in LSE for You

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

3. Check your timetable and Moodle enrolments

Undergraduate students are allocated to all teaching centrally and you will receive your personal timetable in **LSE for You** during Welcome.

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

Changing Class or Seminar

Undergraduate students are only able to change class in exceptional circumstances, to request a class change apply using the "class change request" tool within **LSE for You**. You should include details of why you need to change class and outline your availability for alternative classes. You may be required to provide evidence in support of your request. (This is certain for EC (Economics) and FM (Finance) courses).

Postgraduate students should either use Seminar Sign Up if it is enabled for your courses or contact the department responsible for teaching the course.

Can't See Your Timetable?

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

- You have not registered/re-registered for this academic year
- You have not selected the course in LSE for You
- You have selected a course which creates a clash on your timetable (undergraduate only)
- You have made changes within the last 48 hours (the timetable can take up to two days to regenerate)
- Your seminar has not yet been allocated by the relevant department (postgraduate only)

Access Guide to LSE Buildings

AccessAble have produced detailed access guides to the LSE campus and route maps between key locations.

Getting Help

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

The Academic Mentor System

All undergraduate students are assigned an Academic Mentor each year. The Programme Manager will email all 1st year students with details of their Mentor and first scheduled meeting. It is your responsibility, as well as that of your Academic Mentor, to make regular contact and to ensure both that she/he is aware of any particular problems and that your progress and attendance is monitored on a regular basis. Your Academic Mentor sees your class attendance and progress via LSE for You and is expected to provide a termly report on your progress. Your Academic Mentor also provides references (and input to references) - both during your stay at LSE and after you leave. These requirements and responsibilities are aimed at ensuring that everyone benefits from regular contact and a good student/Mentor relationship.

Timeframe for Meetings

The minimum number of meetings between Mentors and students is two per term. However, students are encouraged to see their Mentors whenever they have a specific problem they wish to discuss.

For first year students, the first meeting of the year should ideally take place on the Thursday/Friday before the beginning of term (i.e. Welcome Week), or during the first week of term (i.e. when teaching starts). This meeting is important in introducing yourself to your mentor, and to discuss course choices.

This first meeting is usually in groups but later meetings are usually one-to-one. All students may also attend their Mentor's office hours to raise specific issues as they emerge. Students may always make additional appointments to see their Mentor. Other questions may be dealt with appropriately by email.

LSE Defines the Role of the Academic Mentor as Follows:

- To provide students with academic guidance and feedback on the students' progress and performance and to discuss any academic problems they may experience.
- To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
- To maintain regular contact with the student on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails.
- To implement the provisions outlined in LSE Inclusion Plans (IPs) for students with disabilities in liaison with the School's Disability Office.

Details of their roles and responsibilities can be found in the LSE Code of Practice.



Requesting Written References

If you are asking an academic (Academic Mentor, Tutor, class teacher, or lecturer) to write a reference for you, you should be aware of the following guidelines:

- Please give referees at least three weeks' notice before the reference is due. Senior members of staff in particular may well be asked to write scores of references every term. It is in your own interest to give the referee enough time to do it justice.
- Never put down someone's name as a referee without asking them in advance.
- Provide all the information needed to write the reference. Make sure that you have filled out your part of any form you submit.
- It is helpful if you include all the information your referee will need in a single email, with a clear subject line. You might, for example, wish to remind them of scholarships awarded or internships undertaken.

- Sometimes an application requires a reference from the Programme Director. If so, the usual practice is for your Academic Mentor to produce a draft which the Programme Director will then sign.
- Once someone agrees to be a referee, he or she has the obligation to do the job on time. Inevitably, busy people writing scores of references sometimes forget so gentle reminders are worthwhile.
- By putting your CV on the CV builder on LSE for You, your referee will be able to see your work experience and extra-curricular activities, so enabling them to write a fuller reference for you.

If an organisation just wishes to verify your registration details, rather than ask for a full academic reference, they should email **Registry@lse.ac.uk** and include signed proof that you are happy for the Registry to confirm your details to them.



Essential Programme Information for all Students

BSc Programmes in the Department of Economics

The three degree programmes within the Department involve required (core) courses together with optional courses that you should select after discussion with your Academic Mentor.

All course changes should be made, via LSE For You, by the 14 October. Further details on selecting courses via LSE For You can be found here: info.lse.ac.uk/current-students/services/course-choice

Consult the following links for programme regulations (all available at: lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2018/BScEconometricsAndMathematicalEconomics.htm).

BSc Economics including a list of courses approved for Paper 12 (taken in year 3)

BSc Econometrics and Mathematical Economics including a list of approved courses from outside the Department for the third year

BSc in Economics with Economic History

Core courses:	Year 2:
Year 1:	EC201 or EC202
EC100 or EC102	EC210
MA100	EC220 or EC221
ST102	
Economics Reading Lists, Course Outline/Content, Lectures and Staff: lse.ac.uk/economics/study/courses	

Teaching Methods

Teaching of Economics courses is delivered through a combination of lectures and classes, complemented by learning support through Office Hours, Moodle and in some courses Drop-in Support Labs and further Workshops. Undergraduates are expected to engage in extensive independent study but are encouraged to work together. Exchanging ideas with other students and working through material together can be a very effective way to gain a deeper understanding of Economics. Of course, any submitted work should be your own.

Almost all of the courses undergraduate students take in the Economics Department require:

- attendance at one or two lectures per week;
- weekly problem sets and/or online quizzes to be attempted (and often submitted) before each weekly class;
- compulsory attendance at weekly classes;
- sometimes additional written work, including in-class mock exams; sometimes remedial and revision classes.

It is extremely important that students keep up to date with their

class problem sets and discuss with the class teacher any problems they may be facing. It is just as important that students submit any work required on time so that they can receive appropriate feedback. Marks attained from marked problem sets, mock exams or other formative assessments will be recorded on LSE For You.

Third-Year Options in the BSc Economics

Students may choose four papers from the Economics Selection List or three papers from the Economics Selection List and one from a defined list of closely-related subjects from other disciplines, which are set out under Paper 12.

The BSc Economics is a "single honours degree", and this means that the final year is intended to be advanced and specialised; the Regulations are designed so that you take a portfolio of subjects appropriate for training economists. For these reasons, the Regulations require at least three papers from the Economics Selection list. The same logic in the Regulations is the reason for the explicit rule that students are not permitted to take both FM300 and FM320 finance papers.

The degree is designed to be a progression. Therefore, students who choose in the second year to take as the outside option (Paper 8) one of the papers that is also listed on the third year selection lists cannot, in their third year, ask for the Paper 8 paper to be treated as if they had already taken a third year paper.

Assessment Criteria in the Department of Economics

See Annex A (page 29)

Paper 12 exceptions:

The final note in the Regulations does allow for the substitution of a different paper in exceptional circumstances. Its fundamental purpose is to allow a student to make a special case for permission to take an unlisted but relevant paper as Paper 12 that ensures a well-structured advanced economics degree specific to that student. Exceptional circumstances are rare, and to receive permission students are expected to explain exactly why their choice meets the standard laid out in the Regulations, namely, that the paper is both advanced and coherent with their overall choice of courses.

Exams and Assessments

Reliable and complete information is best obtained from the Student Services Centre website: lse.ac.uk/SSC

Student Community within the Department of Economics

Being an undergraduate student in the Department of Economics at LSE isn't all just about studying (although we recognise that this is a big part of why you're here!). We aim to foster a real sense of belonging to the Department, and for all students to feel supported and able to build and maintain long-lasting friendships.

Part of how we do this is by putting on various events throughout the academic year (including a long-standing Christmas reception). You can find details of the events we have run for the past two academic years, including group volunteering, a visit from Therapy dogs and pizza evenings, here: lse.ac.uk/economics/study/undergraduate/bsc-programmes-events

First Year Challenge

During Welcome all first year Economics students embark on an exciting and thought-provoking academic treasure hunt, working in groups over the first few weeks of Michaelmas Term to produce a video on an economics theme. Within days of arrival undergraduate students can expect to receive an email with a personal clue and special London location where they can meet their group members! Work together to unravel the clues and tackle the challenge, with advice from your Academic Mentor, while also exploring London. And, of course, many prizes are up for grabs!

Social Events Committee

Initiated in 2017/18, the Social Events Committee is a group of undergraduate students who develop and decide on a range of events to run, in collaboration with the Department. Past events have included bowling, drinks at a rooftop bar and a Fun Fair.

All undergraduate students in the Department are able to volunteer to be part of the Committee. Details of how to do so, plus guidance as to how the Committee works alongside the Department, will be emailed to all students at the start of the academic year.

The Staff Student Liaison Committee

All Departments within LSE hold termly Staff-Student Liaison Committees (SSLCs), which are made up of student representatives and academic staff. The Programme Manager will contact all students at the start of the year with details of how to become a student representative. 'Elections' are normally held via Moodle (this may differ from this year; details to follow!). SSLCs are important Committees as they provide a forum for feedback from students on their programme and for discussion of issues which affect the student community as a whole (across the School and within the Department). The role of an SSLC representative is therefore central to ensuring that courses and programmes in the School work efficiently. The Department takes on board all feedback seriously, and is always looking at ways to improve the student experience. SSLCs are one way of doing so. Those elected as a representative will be given training by the School.

The SSLC also elects one representative to attend the School's Undergraduate Students' Consultative Forum. More information can be found at: lse.ac.uk/studentrepresentation

Course Representatives

In addition to student representatives for specific academic years the Department has introduced Course Representatives for first and second year core courses. The role of Course representatives is to liaise with Course Managers and/or lecturers to discuss and address any course-specific issues as they arise. The Programme Manager will contact students on core courses at the start of the year with details of how to volunteer to become a course representative.

Economics Society

The LSE SU Economics Society is an important part of the Department's learning and social environment. They organise lively student-run events and an annual conference, both with well-known speakers, and produce a magazine (Rationale). For further information on other activities and on joining the Society please see: lsesu.com/activities/societies/society/6504/

Christmas Reception

The Department holds a reception every December (normally in week 10 or 11) for all undergraduate students. Last year this was held at The Law Society, and the Social Events Committee assisted with games (Charades, guess the number of sweets in a jar etc.). Details of this year's event will be emailed to all in due course.

Undergraduate Study Room (32 L.1.29)

Room 1.29 in 32 Lincoln's Inn Fields is a space for undergraduate students to study alongside peers. Course packs (where provided) are also kept here, and information such as details of SSLC reps is also posted here.

BSc Portal on Moodle

The Department's BSc Portal is on Moodle (moodle.lse.ac.uk/course/view.php?id=1336). This contains SSLC information, extra-Curricular circulars (such as volunteering opportunities, surveys etc.) and various other items of interest.





Key Information

Term Dates and LSE Closures – Academic Year 2019/20

Michaelmas Term (MT)

Monday 30 September – Friday 13 December 2019

Reading Week: Monday 4 – Friday 8 November 2019

Lent Term (LT)

Monday 20 January – Friday 3 April 2020

January Exams: Monday 13 – Friday 17 January 2020

Reading Week: Monday 24 – Friday 28 February 2020

Summer Term (ST)

Monday 4 May – Friday 19 June 2020

Summer Exams: Monday 11 May – Friday 19 June 2020

LSE will be closed during the following periods:

Christmas Closure

Monday 23 December 2019 – Wednesday 1 January 2020

Easter Closure

Thursday 9 April – Wednesday 15 April 2020

May Bank Holiday

Friday 8 May 2020

Spring Bank Holiday

Monday 25 May 2020

Summer Bank Holiday

Monday 31 August 2020

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.



Inclusion Plans

If you have a disability, long-term medical or mental health condition you are advised to apply for an Inclusion Plan (IP) as soon possible. The sooner that you let the Disability and Wellbeing Service (DWS) know about your condition the sooner 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. To find out how to apply for an Inclusion Plan visit lse.ac.uk/inclusionPlans

Student Status Documentation

A certificate of registration provides proof to organisations such as council tax offices, embassies and banks, that you are registered as a current student at LSE. For more information about what a certificate of registration shows visit lse.ac.uk/studentletters. You can obtain a certificate of registration from the Student Services Centre during our opening hours which are normally 11am to 4pm, Monday to Friday (these may change during the year and you are advised to check lse.ac.uk/SSC for correct times). Your department will not be able to produce a certificate of registration for you. If you are planning to use this document to open a bank account, you will normally need to specify which bank it needs to be addressed to.

The Student Services Centre also offers a range of other documents to prove your student status including certificates of course choice and intermediate transcripts. Some can be produced immediately, and others need to be ordered in advance. For more information about the options available please visit lse.ac.uk/studentStatusDocuments

Interruption

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 as appropriate. Summer Term interruptions are not possible. For more information visit

lse.ac.uk/interruptions

Please note that interruptions for study elsewhere (except for the rare exception of students accepted for LSE's partnerships with Sciences Po and Berkeley) or to undertake internships or work placements are highly exceptional and will be considered by the Undergraduate Programme Director on a case by case basis.

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 are considered by, and require approval from, both your current and new academic department and the School before being authorised. For more information visit

lse.ac.uk/programmeTransfers

The Department of Economics does not permit transfers into the first year from students in other departments. Transfers into the second year will be conditional upon results from the student's first year of their current degree programme. For full details please visit:

info.lse.ac.uk/current-students/services/assets/documents/programme-transfer-conditions-ug.pdf

Students already registered on a programme within the Department of Economics considering a transfer to another programme within the Department should contact Dr Shapiro, who will also explain applications to transfer into the third year of the BSc in EME.

All applications to transfer must be made after final results are released in the summer, and by no later than Monday the 27 July 2020 (for 2020/21).

Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption 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 programmes, assessment requirements, the basis on which your final degree is calculated and what to do if you face exceptional circumstances.

You can find links to the [General Academic Regulations](#), [Regulations for First Degrees](#), [Regulations for Taught Master's Degrees](#), [Plagiarism](#), [Appeals Regulations](#); and the LSE Calendar at lse.ac.uk/calendar

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



Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building and can provide advice and information about:

- Certificates of Registration (for bank accounts, travel, council tax etc.)
- Course selection and class changes
- Exams and assessment
- Results
- Graduation
- Support for new arrivals
- Registration (registration for new students normally takes place in Clement House)
- Transcripts and Degree Certificates
- LSE cards
- TfL 18+ Oyster Cards

The SSC is normally open between 11am and 4pm, Monday to Friday. For the most up to date opening hours visit lse.ac.uk/ssc

The SSC also hosts a series of specialist drop-in sessions covering:

- Financial support
- Fees, Income and Credit Control Office
- Graduate admissions
- International student visa advice

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session. For more information visit lse.ac.uk/ssc

To find out more about the Student Services Centre visit lse.ac.uk/ssc, follow our page on the Student Hub and follow [@lse_ssc](https://twitter.com/lse_ssc) on Twitter.



What If...

The SSC have developed a series of answers to common "What if..." questions. These cover a broad range of topics including what to do if you're unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme.

You can find these questions and answers at info.lse.ac.uk/current-students/what-if

Advice Team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the advice team at info.lse.ac.uk/current-students/student-services/advice-team or by phone on **020 7955 6167**.

International Student Visa Advice Team (ISVAT)

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

ISVAT also manage student exchanges to UC Berkley and through the Erasmus+ scheme. For more information about this visit lse.ac.uk/erasmus

Student Representation

Student-Staff Liaison Committees and Student Consultative Fora

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

The role of an SSLC representative is central to ensuring that courses and programmes at LSE work effectively. Training will be provided for all SSLC representatives. These forums are a great way for students to make their voice heard at LSE.

Each SSLC also elects one representative to attend the relevant Consultative Fora which are School-level forums. Here representatives from around LSE will discuss matters that impact on students.

More information, including access to minutes from SSLCs across the School can be found online: lse.ac.uk/current-students/creators-innovators-leaders/student-voice

Student-Only Forums

LSE's Director, Minouche Shafik, holds Student-Only forums in Michaelmas and Lent terms. The forums are an opportunity for students from across the School to hear from the Director in person and gives you the chance to ask questions and share ideas. Look out for details of where and when forums will be happening on the Student Hub.

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 which can be found online in the "internal quality assurance section" of the website at lse.ac.uk/tqaro. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. As of the 2018-19 academic year this includes devolved quality assurance arrangements, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

Student Teaching Surveys

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

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). In addition to producing reports for individual teachers TQARO produce 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

LSE Services to Support You with Your Studies and in Your Career



LSE LIFE

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

LSE LIFE offers:

- Hands-on practical workshops where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.
- Workshops to learn ways to adapt and thrive in new or challenging situations, including the development of skills for leadership, study/work/life balance, and life beyond university.
- One-to-one appointments with our study advisers for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.
- Drop-in sessions with specialists from around LSE covering areas like CV writing, English language advice, finding and referencing academic sources, and statistics support.
- A space to meet and work together with students from other courses and departments.
- Special events 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 – LSE LIFE is on the ground floor of the Library.

LSE Library

LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.

Most items are split into collections to help you find what you are looking for:

- The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.
- The main collection is housed 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 20 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.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at lse.ac.uk/academicSupportLibrarian. Subject Guides are useful online introductions to finding resources, read yours at lse.ac.uk/library/subjectGuides

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. This support is delivered with lse.ac.uk/lselife

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 foreign language at GCSE Grade C (or equivalent), you are eligible to take an MFL certificate course for free!

For more information visit lse.ac.uk/languages

LSE Careers

LSE Careers is here to help guide and support you throughout your time at LSE. We provide a range of careers services and events both online, face-to-face and through one-to-one appointments. We have a jobs board and offer bespoke services for disabled students and PhD students.

There is lots of information and support at lse.ac.uk/careers including:

- Information about the services offered by LSE Careers and how to access them
- Support with your 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

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

- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and receive feedback on your applications
- Explore upcoming events including skills seminars, careers fairs and employer presentations

You can access CareerHub at careers.lse.ac.uk

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

LSE Volunteer Centre



Volunteering is a great way to help develop new skills and meet new people while making a difference and 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 organisations to advertise volunteering opportunities across London, the UK and internationally. Whether you are passionate about the environment or human rights or ready to change the world through campaigning or mentoring, we'll have an opportunity for you. We also know that students are busy and we run a comprehensive one-off volunteering programme to make sure you can fit it in.

Looking to meet charities? The first volunteering fair will take place on Monday 7 October and is a great opportunity to speak to over 50 representatives from some truly inspirational organisations. You can find out more about this, as well as the advice and support we can offer, at lse.ac.uk/volunteercentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

Equity, Diversity and Inclusion (EDI)

As part of the School's commitment to equality of respect and opportunity, and as set out in our Ethics Code, we are all responsible for treating everyone at LSE with dignity and respect. This entails ensuring that no one is treated unfavourably because of their age, sex, disability, gender identity, race, religion or belief, sexual orientation, marital or civil partnership status, pregnancy and maternity status, social or economic background, or their role at the School.

In practice, this means that we are all expected to:

- Treat all members of the School community fairly and with respect
- Act courageously and openly, with respect for the knowledge and experience of others
- Play our part in creating an environment that enables all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity
- Actively oppose all forms of discrimination and harassment, including challenging and/or reporting unacceptable behaviour.

If you experience or witness bullying or harassment, please visit lse.ac.uk/ReportIt to access information on how to report an incident and reach support.

All members of the School are encouraged to complete the "**Consent Matters**" module to learn about how you might positively intervene as a bystander, and to signpost anyone who has experienced any form of bullying or harassment to the support available on the **Making a Choice** hub.

For further advice or information, please visit lse.ac.uk/EquityDiversityInclusion and follow the EDI Office on Twitter [@EDI_LSE](https://twitter.com/EDI_LSE)



Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

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

DWS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can help you to create an Inclusion Plan 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 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

Health Care in the UK

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

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

- You are a UK resident
- You have a Tier 4 visa and have paid the immigration health surcharge
- You are an EU/EEA student with a European Health Insurance Card (EHIC)

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 – 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 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, acclaimed interfaith programmes and a reflective space for all staff and students.

The Faith Centre provides a space for student faith societies to meet and worship. The Faith Centre produces a Religion and Belief Guide each year which provides information and contact details for faith groups, you can collect a copy from the Faith Centre reception on the second floor of the Saw Swee Hock Student Centre.

The Faith Centre hosts a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found online at lse.ac.uk/faithCentre. The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place for reflection. This space cannot be booked but is open throughout the week.

The Faith Centre runs three acclaimed interfaith leadership programmes which are your chance to explore, question and challenge religious differences and provide a unique opportunity to build relationships and challenge assumptions across faiths. Find out more by visiting the "Programmes" page at lse.ac.uk/faithCentre

The Faith Centre Director and Chaplain to the LSE, Reverend Dr James Walters, can be contacted on j.walters2@lse.ac.uk for confidential support regardless of religious affiliation. Contact details for our team of Associate Chaplains can be found at lse.ac.uk/faithCentre

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.

Exam Timetables

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

Exam Procedures

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 from the **Casio fx-83 or fx-85 range**. 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 SU Shop.

Individual Exam Adjustments

Individual Exam Adjustments (IEAs) 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 IEAs 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 IEAs as part of getting your **Inclusion Plan** in place. However there is a different process for applying for IEAs for short-term, unexpected, conditions. For more information visit lse.ac.uk/iea

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, in exceptional circumstances. You will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit lse.ac.uk/deferral

You are advised to contact your Year Tutor or Academic Mentor before making important decisions pertaining to registration or deferral. If you have any queries about this process during the exam period please contact the Programme Manager s.i.burton@lse.ac.uk.

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

If you miss an assessment that you did not defer, or experience difficulties that you feel may have had an impact on your performance on an assessment you did attempt, even where you were provided with an extension, you should submit an Exceptional Circumstances Form and **corroborating evidence** to the Student Services Centre. This will allow you to alert the Sub-Board of Examiners to the circumstances under which you completed the assessment or exams. For more information visit lse.ac.uk/exceptionalcircumstances

Fit to Sit Policy

By submitting your assessment regardless of whether it is coursework, participation in a class presentation or sitting an exam, LSE considers that you have declared yourself fit enough to do so. If you have experienced disruption to your studies (illness, injury or personal difficulties for example) 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.

A note on courses examined during both the Lent and Summer terms

As mentioned on the previous page, some courses (such as EC100 and EC102) are examined both in the Lent and the Summer terms. If a student fails one of the exams, but passes the other and receives an overall pass for the course, they will not re-sit the failed exam (School regulations do not allow for this). If a student fails one of the exams, and passes the other, but receives an overall fail, they will need to re-sit the failed exam. Their mark for the passed exam will be 'banked' and averaged with the re-sit mark. If a student fails two exam components from two separate courses, and receives overall fails for both courses, this counts as two units' worth of fails and a student cannot progress.

If you have any questions about this please email the Programme Manager (s.i.burton@lse.ac.uk).

Plagiarism

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, 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 of 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 results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available in LSE for You for students taking January exams and for students on 12 month Master's programmes. For more information on how and when results are released visit lse.ac.uk/results

Progression to the next year of study

An LSE summary of the Regulations on progression to the next year is:

- BA/BSc first year students can progress to their next year of study carrying one whole or two half-unit failed papers.
- BA/BSc second year students can progress to their final year once they have passed examinations in courses to the value of at least seven course units.

If a student were to fail two or more exams, and thus not be able to progress to their next year of study, they would be contacted by the Student Service Centre and told about their options: lse.ac.uk/intranet/students/academicSupportServices/RTP/Options.aspx

In preparing for examinations, students are reminded that the objectives of examinations are to test and challenge their knowledge and understanding, not simply to repeat class material. Examinations in other papers may draw on concepts and techniques taught in core courses and examiners attach importance to the evidence of original thought.

Equally, to help students prepare effectively for their examinations they should make themselves fully aware of the format and syllabus to be covered in the examinations. Specimen papers or guidelines to any changes are provided where appropriate and permitted materials specified early in the year. Past papers can be found at on the Library webpage: Past Exam Papers (access restricted to LSE network only).

Classification Schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. 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 at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically within a system called 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 available for collection at Graduation or can be posted to you. For more information please visit lse.ac.uk/degrecertificates

Departmental Prizes

The Department awards several monetary prizes for students who have performed exceptionally well in their examinations. The prizes are awarded to both continuing students and finalists.

Please consult the following link on the Departmental webpage for more details: lse.ac.uk/economics/internal/handbooks/ughandbook/EconomicPrizes.pdf

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 fees. You can either pay them in full prior to registration or by payment plan. If you have not paid your fees in full before you register you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

- 28 October 2019
- 28 January 2020
- 28 April 2020

If you do not know your fees please visit lse.ac.uk/tableoffees

To pay online or to find out about the different payment methods available, visit lse.ac.uk/feepayments

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

The Fees Office also run drop-in sessions at the Student Services Centre for students who wish to discuss fee related enquiries:

- Check your tuition fees due
- Discuss any concerns regarding payments due
- Check funding or payments made
- Present forms for confirmation and completion
- Request invoices and receipts

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

Financial Support Office (FSO)

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

FSO can also provide information about funds such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at lse.ac.uk/financialsupport

FSO hold drop-in sessions in the Student Services Centre, can be contacted by phone on 020 7955 6609 or by email at financial-support@lse.ac.uk

Cheque Collection

Some payments are made by cheque.

If you are asked to collect a cheque then you can collect it from the Student Services Centre during normal opening hours (usually 11am to 4pm, Monday to Friday). You do not need to wait for a drop-in session.

Codes and Charters

LSE Academic Code

LSE has an Academic Code that sets out what we are doing to deliver a consistent student experience across our School and clarifies what students can expect from their LSE education.

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

A copy of the Academic Code is included at the end of this handbook.

The Student Charter

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

The charter covers:

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

You can find out more about the Charter, and read the full version online, just search "LSE Student Charter".

Codes of Good Practice

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

The codes set out what you can expect from your department in relation to your teaching and learning experience, including the roles and responsibilities of Academic Mentors and Departmental Tutors; the structure of teaching at LSE and examinations and assessments. The codes also lay out your responsibilities and what LSE expects of you. You can find the codes of practice at lse.ac.uk/calendar

The Ethics Code

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

The School expects the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the ethics principles of Responsibility and Accountability; Integrity; Intellectual Freedom, Equality of Respect and Opportunity, Collegiality and Sustainability. You can find the Code, guidance and link to the online ethics module "Ethics at LSE" at lse.ac.uk/ethics

Research Ethics

If you conduct research you should refer to the Research Ethics Policy and procedures.

Search online for "LSE Research Ethics and Guidance" to find resources on policy, procedure, informed consent, safety, training and support. You will also find the Code of Research Conduct and its associated procedures.

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 Help Desk on the first floor of the Library
- Email: it.helpdesk@lse.ac.uk
- Call: 020 7107 5000.

The Help Desk is open seven days a week during term time and offers a range of services including a laptop surgery.

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
- Reset your IT password
- Access your candidate number
- View your results
- Select your courses

Alternatively you can also access services on the new Student Hub.

Student Hub

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

Use the LSE Student Hub app to view your timetable and upcoming deadlines, find your way around campus and keep up to date with news and events from your Department and the wider School. You can also book appointments with academics or support services and create groups with friends and course mates to carry on the conversation outside of class.

Download the Student Hub app on iOS or Android, or you can access the web app at studenthub.lse.ac.uk

Moodle

Moodle is LSE's virtual learning environment.

The majority of taught programmes have a course on Moodle, the online learning platform used at LSE. Moodle courses contain activities such as quizzes, communication tools, resources such as audio and video files, lecture slides, links to recordings of lectures and reading lists. Students may be asked to submit their work electronically to Moodle, and teachers may provide feedback and provisional marks via Moodle. Moodle is managed by your course leader so how it is used will vary from course to course.

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

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

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

LSE hosts an information security awareness course in Moodle. It will help teach you how to spot phishing emails, keep your devices safe and know how to treat your personal data.

You can access the course at moodle.lse.ac.uk/course, logging in using your LSE username and password.

Annex A

Department of Economics Assessment Criteria

BSc			Description	MSc/MRes	
A	Good First	>75	<p>Consistently demonstrates throughout the assessed work, and as appropriate for the nature and level of the course:</p> <ul style="list-style-type: none"> i) a highly detailed and accurate understanding of appropriate theoretical frameworks, empirical techniques, and empirical evidence, as relevant. ii) excellent ability to identify and apply an appropriate solution methodology for theoretical problems, or empirical technique for applied problems. iii) outstanding ability to reason clearly, logically, precisely and parsimoniously using analytical techniques, diagrammatic analysis, and verbal reasoning, as relevant. iv) the ability to clearly and thoroughly critically discuss the limitations of theoretical frameworks employed and/or related literature. <p>Overall, demonstrates outstanding knowledge and skills and evidence of extensive study.</p>	>70	Distinction
A-	First	70-75	<p>Demonstrates the same knowledge and skills as for a good first across much of the assessed work, but with very few minor errors, such as occasional</p> <ul style="list-style-type: none"> i) gaps in understanding or knowledge, or missing/incomplete steps in logical reasoning ii) lapses in detail, for example as pertaining to diagrams or application of models or techniques iii) errors in the application of correct methods, such as calculation mistakes or relatively minor errors in overall correct equations iv) insufficient depth or scope of discussion, while remaining broadly correct and demonstrating evidence of extensive study of the course material. <p>Overall, demonstrates outstanding knowledge and skills and evidence of extensive study, but with some errors or omissions.</p>	60-69	Merit
B+	2.1	60-69	<p>Demonstrates as appropriate for the nature and level of the course:</p> <ul style="list-style-type: none"> i) a good understanding of appropriate theoretical frameworks, empirical techniques, and empirical evidence, as relevant, but with some omissions or insufficient detail/depth/accuracy/clarity of explanation to be deemed excellent. ii) the ability to identify and apply an appropriate solution methodology for theoretical problems, or empirical technique for applied problems, but with certain gaps or errors. iii) a sound ability to reason clearly and logically, but in places lacks precision or accuracy when using analytical reasoning, includes errors or has omissions in the application or explanation of diagrammatic analysis, and/or encompasses occasional incorrect, unclear or irrelevant statements in verbal reasoning. iv) some appropriate critically discussion of limitations of theoretical framework and/or related literature, as appropriate, but with some omissions, errors, or insufficient depth to be deemed excellent. <p>Overall, demonstrates very good knowledge and skills and evidence of comprehensive study of the course material.</p>	60-69	Merit
B	2.2/2.1	57-59	<p>Falls slightly short of a 2.1/Merit, through a greater frequency of errors and omissions, and/or disorganisation or a weakness in the ability to convey knowledge.</p> <p>Overall, demonstrates largely good knowledge and skills, as well as study of the course material, but may fail to communicate this knowledge accurately or persuasively.</p>	57-59	Pass

BSc			Description	MSc/MRes	
B-	2.2	50-57	<p>Demonstrates as appropriate for the nature and level of the course:</p> <ul style="list-style-type: none"> i) a good understanding of appropriate theoretical frameworks, empirical techniques, and empirical evidence, as relevant, but with several omissions and errors and insufficient detail/depth/accuracy/clarity of explanation in many places. ii) the ability to identify and apply an appropriate solution methodology for theoretical problems, or empirical technique for applied problems, but with gaps and errors. May demonstrate weakness in the latter parts of progressively challenging questions or struggle to apply techniques to slight variants of taught course material. iii) a good ability to reason clearly and logically across several areas, but analytical reasoning may be incomplete or lacking precision or accuracy; diagrams may be incomplete, or have errors, while explanations may include incorrect, unclear or irrelevant statements. iv) limited critical discussion of limitations of theoretical framework and/or related literature. <p>Overall, demonstrates good knowledge and skills in several areas, but may show partial or superficial knowledge in others, a limited ability to apply methods to new settings, to reason critically or to communicate knowledge effectively.</p>	50-57	Pass
C	Third	40-49	<p>Demonstrates as appropriate for the nature and level of the course:</p> <ul style="list-style-type: none"> i) some understanding of appropriate theoretical frameworks, empirical techniques, and empirical evidence, as relevant, but with large gaps and errors; incomplete answers with poor or erroneous explanations. ii) limited ability to identify and apply an appropriate solution methodology for theoretical problems, or empirical technique for applied problems; many gaps and errors; struggles to apply suitable methods to questions drawn directly from the course material. iii) weak reasoning skills across several areas, often lacking clarity, missing key steps or including irrelevant arguments. Diagrams often incomplete, or with errors, and/or lacking appropriate explanation. iv) poor or no critical discussion or understanding of limitations of theoretical framework and/or related literature. <p>Overall, demonstrates weak knowledge and skills, with evidence of superficial or partial study of the course material.</p>	30-49	Fail
D	Fail	20-39	Demonstrates, as appropriate for the nature and level of the course:		Bad Fail
D-	Bad Fail	0-20	<ul style="list-style-type: none"> i) very little understanding of appropriate theoretical frameworks, empirical techniques, and empirical evidence, as relevant; large gaps and errors but makes some attempt at addressing at least some questions. ii) very limited ability to identify and apply an appropriate solution methodology for theoretical problems, or empirical technique for applied problems. iii) very poor or no clear reasoning skills across most areas. Diagrams often incomplete, or with errors, and/or lacking appropriate explanation. iv) typically no critical discussion or evidence of understanding of limitations of theoretical framework and/or related literature. <p>Overall, demonstrates very little knowledge or evidence of study.</p> <p>Bad fails might not be counted as an attempt.</p>	0-29	

Note that the above criteria largely relate to formatively assessed classwork or summative examinations, which form the majority of assessed work on Economics programmes. Alternative forms of assessment, such as class participation or group work, which are used in certain courses, may have different criteria of assessment, which will be clarified by the course leaders.

We would also draw the attention of undergraduate students to the 'threshold' and 'typical' standards described in the QAA subject benchmark statements for economics. qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-economics-15.pdf

Annex B

Alumni Association

The international LSE alumni community comprises more than 142,000 people in over 200 countries. The Alumni Relations team works to keep the LSE alumni community engaged with each other and with the School at every stage, from student to new graduate to post-retirement, providing a programme of communications, events, services, volunteering and opportunities to connect. As a current student, there are many opportunities for you to get involved with the alumni network:

- Register for LSE Alumni Online- The alumni website and networking community features news from campus, our world leading academics and alumni all over the world, and provides access to the alumni programme offered by the School. To use this service, please register for a student Alumni Online account with your Student ID number.
- Alumni Professional Mentoring Network - This career networking resource allows LSE alumni to share their valuable professional experience and expertise with current students.
- Alumni groups - LSE's network of regional and special interest alumni groups organise regular professional and social events that students can attend. There are more than 80 regional groups and 11 special interest groups.
- Involve alumni in your events - Looking for alumni speakers? Wish to invite alumni to a networking session or event? Want to learn from the experiences of LSE alumni in a wide range of industries? Connect with alumni through the Alumni Relations team for your events and other endeavours.
- What do LSE graduates do? Find statistics about the careers undertaken by graduates and also many alumni career profiles.
- Social Media- Follow us on Facebook and Twitter to keep up to date with alumni events and activities. Students are welcome to join the official LSE Alumni LinkedIn group. There are also a number of LSE alumni groups on LinkedIn, many of which accept students as current members.

For more information about the benefits and services available, please visit lse.ac.uk/alumni or contact the Alumni Relations team on alumni@lse.ac.uk



The LSE Academic Code

The LSE Academic Code, developed in partnership with LSE Students' Union, sets out what we do to deliver a consistent student experience across our School and clarifies what you (as a student) can expect from your LSE education.

The Academic Code helps us deliver on our commitments to enhance experiences at LSE in partnership with students. Your input is essential to measure success, and the Students' Union has worked with us to redesign student representation at our School, so that you have a stronger voice at LSE than ever before.

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

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

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

Campus Map



Key

95A	95 Aldwych	LAK	Lakatos Building	PAN	Pankhurst House
ALD	Aldwych House	LCH	Lincoln Chambers	PAR	Parish Hall
CBG	Centre Building Redevelopment	5LF	5 Lincoln's Inn Fields	PEA	Peacock Theatre
CLM	Clement House	32L	32 Lincoln's Inn Fields	PEL	Pethick-Lawrence House
COL	Columbia House	35L	35 Lincoln's Inn Fields	POR	1 Portsmouth Street
CON	Connaught House	MAR	The Marshall Building (44 Lincoln's Inn Fields)	QUE	Queens House
COW	Cowdray House	50L	50 Lincoln's Inn Fields	SAR	Sardinia House
FAW	Fawcett House	LRB	Lionel Robbins Building, Library and The Womens Library	SAW	Saw Swee Hock Student Centre
KGS	King's Chambers	NAB	New Academic Building	SHF	Sheffield Street
1KW	1 Kingsway	OLD	Old Building	STC	St Clement's
KSW	20 Kingsway				



LSE Building **LSE Building Development**



Information



Cycle Hire
Station



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).

lse.ac.uk/economics



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

E: Econ.BSc@lse.ac.uk

T: +44 (0)20 7955 7680

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

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

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