



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Welcome to the
European Institute

MSc Handbook

2021/22

lse.ac.uk/european-institute



Look after yourself. Look after others.



Wear a mask



Wash or sanitise
hands regularly



Keep a safe distance and
follow advice on campus



Cover coughs
and sneezes



Use learning
spaces safely



Let LSE know if
you feel unwell

Do you have symptoms?



High temperature, fever
shaking or chills



Loss of sense of smell, taste,
or breathing difficulties



Dry cough

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



SCAN ME

Thanks. Together we help make LSE COVID-secure.
Campus safety, testing information and more: lse.ac.uk/coronavirus



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



Welcome to the European Institute

On behalf of my colleagues, I am delighted to welcome you to your studies in the European Institute at the London School of Economics and Political Science.

The class of 2021/22 will still be facing the considerable challenges that Covid-19 has brought to our world. But the faculty and staff in the European Institute will be doing everything they can to make sure your year with us is a great year for you.

In some respects, everything has changed – but in the most fundamental respects nothing has changed. The European Institute at LSE is a world leader in the study of Europe. Our faculty are world-leading researchers – and they will be your teachers, whether online or face-to-face. We are also multidisciplinary, which provides an especially interesting intellectual environment. Whatever your degree, you will have the opportunity to select courses from the full range of disciplines represented by our faculty. Students in the European Institute also benefit from a fantastic programme of professional skills training and practitioner teaching.

You will have come to us for a variety of reasons – the attractiveness of the degree programme, the reputation of the LSE, the quality of our faculty. These are all excellent reasons to be here. You will also benefit from our award-winning Student Centre, the biggest social science library in the world, and London itself, a truly global city. Covid-19 may be hanging on – but we have every intention of being open for business and providing you with an unforgettable experience.

I would also like to highlight our unrivalled events programme, which each year hosts an impressive line-up of speakers. Nothing will stop us offering you a great opportunity to discuss ideas with the world's best thinkers and speakers. We also have an exceptional student engagement programme, which offers you an opportunity to connect with fellow students and European Institute staff in a social setting. Our commitment to the student experience remains as important to us as ever, and we will ensure that you will have many opportunities to contribute to the running of your department, and we hope that you'll engage with us outside of the classroom as well as within it.

You are now a part of the LSE community. We are confident that you will find your time with us rewarding – and that it will be a year you will never forget.

My colleagues and I look forward to working with you over the coming year.

Professor Simon Glendinning
Head of the European Institute



About your department

The European Institute was founded in 1991 as a dedicated centre at LSE for the study of the social sciences in Europe.

The European Institute is a multidisciplinary department, with academics, researchers and distinguished visiting scholars from the fields of politics, economics, geography, history, political economy, anthropology, philosophy, sociology, and international relations. We also have strong links with the departments of Government, International Relations, Sociology, and the School of Public Policy.

Teaching programmes

The European Institute has seven Masters programmes, including three double degree partnerships with Sciences Po in Paris, Bocconi University in Milan and Fudan University in Shanghai. The European Institute also has an extensive MPhil/PhD programme. You are now part of one of the largest cohorts of European Studies students anywhere in the world!

More information about our programmes can be found at lse.ac.uk/ei/study

Research

Research in the European Institute is focused around four interdisciplinary themes: Political Economy, Politics and Policy, Culture and Society, and Migration. We are 'world-leading', having been ranked first in Area Studies in the 2014 Research Excellence Framework (REF).

The European Institute also hosts three research units: the Hellenic Observatory for Research on contemporary Greece and Cyprus, LSE Research on South Eastern Europe (LSEE), and the Contemporary Turkish Studies programme. They conduct research and hold public events.

See lse.ac.uk/ei/research for more information about research activities in the department.



Public events and lectures

The European Institute has one of the most active events programmes in the School, making LSE one of the leading platforms globally for informed public discussion on the history and identity of Europe, and the policy challenges confronting the EU and the UK. The European Institute hosts over 40 public events a year, with an outstanding cast list of high-level speakers from politics, public administration, academia and the media, including presidents, prime ministers, EU commissioners, and heads of European agencies and EU institutions.

In the academic year 2021/22, the European Institute will be celebrating its 30th birthday. We will continue our 'Beyond Eurocentrism' programme, a series of events designed to explore how the shape, and shaping, of Europe needs to be rethought to challenge Eurocentric assumptions and prejudices.

The European Institute runs events both in-person and online, to engage our global audience and to ensure accessibility for those who cannot always make it onto campus. Most of our events are also offered as podcasts shortly after they occur. For the most up-to-date schedule of events or to download our podcasts, see lse.ac.uk/ei/events. LSE students also benefit from the public events programmes of other departments at the School. See lse.ac.uk/events for a list of all events.





European Institute staff

The European Institute is a relatively small department, but that is to your advantage - you're more likely to get to know most of us over the coming year.

Find a full list of European Institute staff, including their photo and contact details here: lse.ac.uk/ei/people.

Professional services staff

The European Institute Professional Services Team is here to help you during your time at LSE. We administer your programmes and courses, process your marks, oversee the dissertation process, organise your student engagement programme and public events, and generally make sure that the administration of the European Institute runs smoothly and efficiently.

The EI's Programmes and Events Office teams can be reached via email at europeaninstitute@lse.ac.uk. Please check the [website](#) for office opening times and staff contact details.

Academic staff

There is a wide range of academic staff available to assist you during your studies, including:

Your Programme Director

Each degree programme has its own Director (an academic member of staff) who is responsible for the programme's academic content. Administrative matters are shared jointly between the EI's Programmes Team and the Programme Director.

You can find your Programme Director's contact details on the [European Institute MSc Programmes Information Moodle page](#).

Your Academic Mentor

All students are assigned an Academic Mentor, who will guide and assist you in your learning development and is also available to help with any personal difficulties. Students are required to meet with their Academic Mentor at least twice per term, though you may see your Mentor more often if you wish or need to. You will receive an email with the name of your mentor during Welcome.



All students will undertake a Mid-Year Self-Assessment with their Academic Mentor just before Christmas and continuing into the Lent Term. You will be asked to complete a form to self-evaluate your progress and development on your programme. Further information about the Mid-Year Self-Assessment, and on ways to make the most of your relationship with your Academic Mentor, can be found on the [European Institute MSc Programmes Information Moodle page](#) and the [Academic Mentoring Portal](#).

Dissertation/Policy Incubator/Applied Policy Project Supervisor

European Institute programmes typically require you to write a Dissertation, a policy incubator or an applied policy project (see Paper 4 of your programme regulations for details). The department will assign you to a supervisor, who will assist you with the initial stages of this process. The timeline for being assigned to a supervisor varies by programme. Details will be discussed further at your programme induction during Welcome.

Course convenors

A course convenor is a member of academic staff in the Institute who has overall responsibility for the academic direction and assessment of a particular course. You can speak to a convenor in their Advice and Feedback Hours if you have questions, comments or concerns about your lectures or seminars. These can typically be booked via the LSE Student Hub.

Advice and Feedback Hours

Advice and Feedback Hours are your opportunity to talk to your course teachers on a one-to-one basis. You can see any teacher during their advice and feedback hour, even if you are not enrolled on one of their courses. These sessions are your chance to, for example, ask for clarification on a particular topic, discuss any difficulties with a course, or to ask questions if you are interested in an academic's particular field of study and want to know more.

All teachers hold an advice and feedback hour at least once a week during term time. Some teachers operate a drop-in session, whilst others ask you to book an appointment via the Student Hub. You can check a teacher's advice and feedback hour on the [Who's Who pages of the departmental website](#), for some courses, as well as on Moodle and/or the [LSE Student Hub](#). If you are unable to attend a particular advice and feedback hour, for example because of a timetable clash, you are encouraged to contact the individual teacher to arrange an appointment at an alternative time.



Student representation

Each degree programme elects one or two students to represent them and their concerns on the EI's **Staff Student Liaison Committee** (SSLC). SSLC meetings give students the opportunity to discuss student affairs with administrative and academic staff, including all aspects of teaching. [More information can be found here.](#)

Students will be contacted before Welcome week for nominations to become a Representative. If more students than required for a programme are nominated, an election will be held. The contact details for your student representative will be posted in the [European Institute MSc Programmes Information Moodle page.](#)

Programme structure

All European Institute programmes require students to take a number of full and half unit courses to meet the 'paper' requirements. Details of your options and requirements can be found in the Programme Regulations listed in the [LSE Calendar.](#)

Compulsory research methods and design courses

In addition to the core and optional courses that you register for, all European Institute students are required to attend one of the research methods and design courses related to your programme.

- MSc Political Economy of Europe must register for and attend EU410 Interdisciplinary Research Methods and Design.
- MSc Culture and Conflict in a Global Europe students must register for and attend EU410 Interdisciplinary Research Methods and Design.
- MSc European and International Public Policy students must register for and attend EU490 Evidence and Analysis in Policy-Making. Students on this programme are also strongly encouraged to attend EU410 Interdisciplinary Research Methods and Design sessions of interest.
- MSc International Migration and Public Policy students should register for and attend SO476. Students on this programme are also strongly encouraged to attend EU410 Interdisciplinary Research Methods and Design sessions of interest.
- Students on the LSE-Fudan Double Degree in the Global Political Economy of China and Europe must register for and attend EU410 Interdisciplinary Research Methods and Design to prepare for the dissertation in Year 2 at Fudan University. Students on this programme will also receive policy incubator methods as part of EU4C9.



EU450 Engaging with Europe: Professional Skills

EU Students are also required to register for EU450 Engaging with Europe: Professional Skills. The first induction session for this course is compulsory for all students. EU450 runs differently to all other courses at the European Institute. Students can register to attend workshops relevant to their professional interests. Students who complete EU450 workshops during the year will receive a certificate of completion in the summer, which can be used in applications for jobs and internships. For more information about the workshops running this year and how to register, please visit the [EU450 Moodle page here](#).

How to choose courses

In addition to the information provided in this handbook, you are **strongly encouraged** to review the detailed information about Course Selection provided on the [EI Offer Holder's webpage](#).

Assessment

The European Institute provides a combination of different assessment methods within each programme. This approach ensures that you will develop relevant knowledge and skills and allows us to test your learning effectively.

You are strongly encouraged to visit the [European Institute MSc Programmes Information Moodle page](#) to review comprehensive information about assessment during your studies.

The information provided includes:

- A description of the differences between formative and summative assessments.
- Assessment criteria (assessment expectations) for each type of assessment for EU-coded courses.
- Important instructions for how to submit assessments.
- Examples of past exam papers.
- The timeline for when you can expect feedback to be returned to you on submitted assessments.
- Details about what to do if you experience exceptional circumstances.
- Classification schemes for taught graduate students.

You can also learn more about the individual assessment expectations of a course by checking course guides, Moodle pages, and information provided by your course convenor/seminar leaders in lectures and seminars, and via email.



Word count

The word restriction of assessments may vary and can be found on the Moodle page for the relevant course. You will be required to report your word count when submitting your work. Word limits are a strict rule, and you will be penalised for exceeding the word limit. Although there is an expectation that you will need the full word limit in order to answer an assessment question, there is no penalty for writing less than the stated word limit. Any non-relevant material included within the appendix may not be read. Note that the European Institute does not adhere to a +/- 10% allowance on word counts, as may be followed by other departments. The word count includes everything except the bibliography and the appendix. Please note that the word count calculations for graphs/tables may vary depending on the assignment. Please visit the [European Institute MSc Programmes Information Moodle page](#) for further details.

Referencing your work

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 from 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. If you are unsure about the academic referencing conventions used by the School you should seek guidance from your course convener, seminar leader, Academic Mentor, LSE LIFE or the Library as soon as possible. Further details about referencing requirements can be found on the [European Institute MSc Programmes Information Moodle page](#).

Plagiarism/academic dishonesty

The work you submit for assessment must be your own. If you attempt to pass off the work of others as your own, whether deliberately or not, you are committing plagiarism. This includes employing a “ghost writer” to write parts or all of your work, whether in draft or as a final version. It also includes ‘self-plagiarism’ or submitting the same piece of work twice. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

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 or sections of work twice (regardless of which institution you submit it to) will be regarded as an offence of “self-plagiarism” and will also be treated in the same way as plagiarism.



When you submit your coursework, you will be required to confirm that you agree to LSE's Academic Integrity Statement on your coursework coversheet. By ticking the relevant box, you will be acknowledging that you have read and understood the definition of plagiarism at LSE. Any breach of the Statement will be treated in the same way as plagiarism. If you fail to tick that you agree to the Academic Integrity Statement, the department can refuse to accept your submission.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing plagiarism may be referred to the Academic Regulations team which may result in the application of severe penalties. The Regulations on Plagiarism can be found in the Calendar. [See the section 'Regulations relating to assessment offences'](#).

Further guidance on avoiding plagiarism can also be found on the [European Institute MSc Programmes Information Moodle page](#).

Late submission of work

Please note that late penalties may vary from department to department, and also depending on the type of assessment. If you are taking a course from outside the European Institute, you should ensure that you are aware of the penalty rules for late submissions for that course.

Within the European Institute, late work (even if only by a few minutes) will incur a penalty of five marks out of 100 for each day you are late. Five marks out of 100 will be deducted for coursework submitted within 24-hours of the deadline. A further five marks will be deducted for each subsequent 24-hour period until the coursework is submitted.

Requesting an extension

If you have good cause not to meet a summative assessment deadline because of illness/injury, bereavement, or other serious personal circumstances, or if you have an Adjustments which supports deadline extensions, and you need to request an extension to a submission deadline, you should do so as early as possible. Extensions can only be considered if requests are made in advance of the deadline. You are always also encouraged to speak with your Academic Mentor as early as possible if you are experiencing any difficulties which are affecting your work.

The procedure to request an extension varies depending on if the assessment is a **formative** or **summative** piece of work.



Summative extensions procedure:

IMPORTANT: Do NOT approach your course teacher directly to request a deadline extension on summative work. You should instead follow the procedure below:

1. Review the [School's Extension Policy carefully and download the required form from the website.](#)
2. For European Institute courses the form, and supporting documents, should be sent to europeaninstitute@lse.ac.uk. If you are taking a course from outside the department, send the form, and supporting documents, directly to [the relevant department](#) for consideration. Requests for an extension will only be reviewed when accompanied by supporting evidence. All evidence must be in English or accompanied by a certified translation.
3. Your Administrator will forward your request to the Chair of the Sub-Board of Examiners for their consideration. Your Administrator will then email you with the outcome of your request. Please note that submission of your assessment must still be made via Moodle (unless you have been advised otherwise), regardless of the outcome of your request.

Formative extensions procedure:

1. Email your convenor/seminar leader directly to request a deadline extension on formative work. Where possible, you should provide evidence of your circumstances.

In cases where a deadline extension is not granted, you may instead consider applying for an [interruption of study](#) or a [deferral of summative assessments](#).



Course Selection and Timetables

Visit the European Institute's [Offer Holders Web Portal](#) for everything you need to know about the Course Selection process, including:

- How to select your courses
- The timeline for selecting your courses
- The courses that you are permitted to take
- Details about course content and format
- The procedure to follow if you wish to take a controlled access course
- The difference between a half-unit and full-unit course
- Your timetable details
- Seminar sign-up
- How to access course materials on Moodle
- How to audit a course

Getting help

Rest assured that the European Institute will be running a number of Course Selection sessions before and after you arrive for Welcome to answer questions about the process.

During Welcome you will also be assigned to an Academic Mentor who will discuss your Course Selection options with you. Your Academic Mentor is responsible for approving your Course Selections to ensure you meet all the requirements to graduate.

For queries about the course selection process, you can contact your Academic Mentor, the European Institute Programmes Team at europeaninstitute@lse.ac.uk, or the Student Services Centre (SSC) via [their enquiry form](#). The SSC can help if you are experiencing issues with the [LSE for You](#) system.

If you are not able to access [LSE for You](#), you can contact [Tech Support](#).

If you have a question about Moodle, please contact eden.digital@lse.ac.uk.

For advice about which courses to take and how your programme fits together please contact the European Institute Programmes Team at europeaninstitute@lse.ac.uk.



Student Engagement Programme

At the heart of the European Institute community

The European Institute's Student Engagement Programme endeavours to create a fun environment for students to socialise and learn. Students at the European Institute are keen to organise and get involved in a variety of extra-curricular activities and we are doing our best to offer an exciting and stimulating programme.

Initiatives organised by the department include networking events with European Institute Alumni, professional development opportunities, a student conference at Cumberland Lodge in the heart of Windsor Great Park, fun social activities and more! Keep an eye on the EI's Facebook page and your LSE email account for details – opportunities sometimes pop up at short notice!

If you would like to be involved shaping the department's vibrant social life, you can join the EI's Student Partnership Committee (SPC). Here, Representatives from each MSc programme come together to create student-led activities for the benefit of all members of the department. Recent SPC initiatives include organising and running charity drives, dance classes, games nights, study retreats, student conferences, and more.

Your student voice

At the European Institute, we take student views seriously. Your student voice and feedback are extremely important to us, and students are strongly encouraged to voice their views about their time at LSE and their experience in their programme, to make suggestions for improvement, and to work with us to enhance experiences for the whole student body. We need student input to understand what we do well at LSE and what we need to do better. 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 relevant course teacher/course leader.
- Members of Professional Services ([Stephanie Finney](#) & [Adam Judge](#)).
- Your Programme Director, course convenor or Academic Mentor.
- The elected student representatives for your programme (see the 'Using your voice' section of the [European Institute MSc Programmes Information Moodle page](#)).

Use your voice as a member of the LSE community and help make positive change across the School.



Key information

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[Your LSE Card](#) ↘

[Student Services Centre](#) ↘

[Student representation](#) ↘

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

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

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[Results and classification](#) ↘

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[Codes and charters](#) ↘

[Systems and online resources](#) ↘

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



Term Dates and LSE Closures

Academic Year 2021/22

Michaelmas Term (MT)

Monday 27 September – Friday 10 December 2021

Reading Week: Monday 1 – Friday 5 November 2021

Lent Term (LT)

Monday 17 January – Friday 1 April 2022

January Exams: Monday 10 – Friday 14 January 2022

Reading Week: Monday 21 – Friday 25 February 2022

Summer Term (ST)

Tuesday 3 May – Friday 17 June 2022

Summer Exams: Monday 9 May – Friday 17 June 2022

LSE will be closed during the following periods:

Christmas Closure

Thursday 23 December 2021 – Monday 3 January 2022

Easter Closure

Thursday 14 – Wednesday 20 April 2022

May Bank Holiday: Monday 2 May 2022

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

Summer Bank Holiday: Monday 29 August 2022



Online Pre-Enrolment and Campus Enrolment

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

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

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.

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



My Adjustments

If you have a disability, long-term medical or mental health condition you are advised to apply for My Adjustments (MA) as soon as possible. The earlier that you let the Disability and Wellbeing Service (DWS) know about your condition the earlier they can work with you to put appropriate support in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. For more detailed information about My Adjustments, and to apply for My Adjustments, visit lse.ac.uk/myadjustments

Student status documentation

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

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

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



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 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 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 Services Centre


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


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

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit lse.ac.uk/ssc for the latest information about our services, opening times and drop-in sessions. Follow us on the StudentHub and [@LSE_SSC](https://twitter.com/LSE_SSC) on Twitter.

What if...

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

[Advice team](#) 

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



Advice team

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

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

International Student Visa Advice Team (ISVAT)

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

ISVAT also manage funding and student/staff exchanges through the Erasmus+ scheme. For more information visit lse.ac.uk/erasmus

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



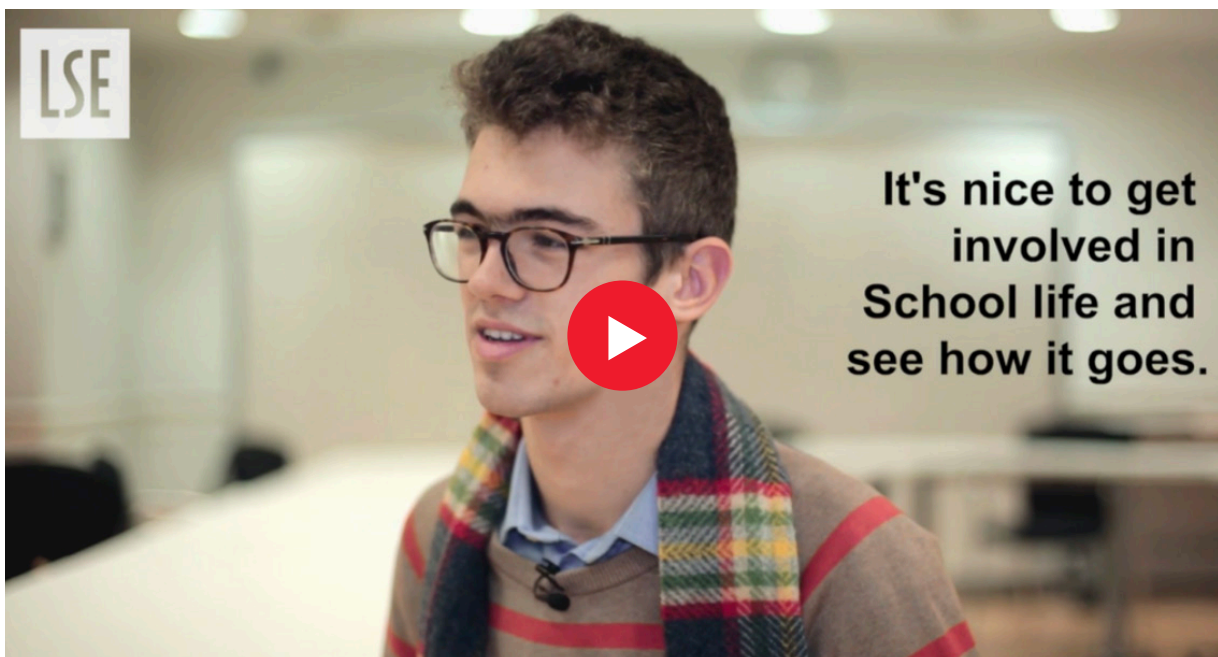
Student representation

Student-Staff Liaison Committees and Student Consultative Fora

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

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

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



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

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



Student Education Panel

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

Student Q&As with LSE director

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

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



Quality assurance

Quality assurance strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality which can be found online in the "quality assurance (internal)" section of the website at lse.ac.uk/tqaro. 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



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

LSE LIFE

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

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





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

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



[Listen to our podcasts](#)

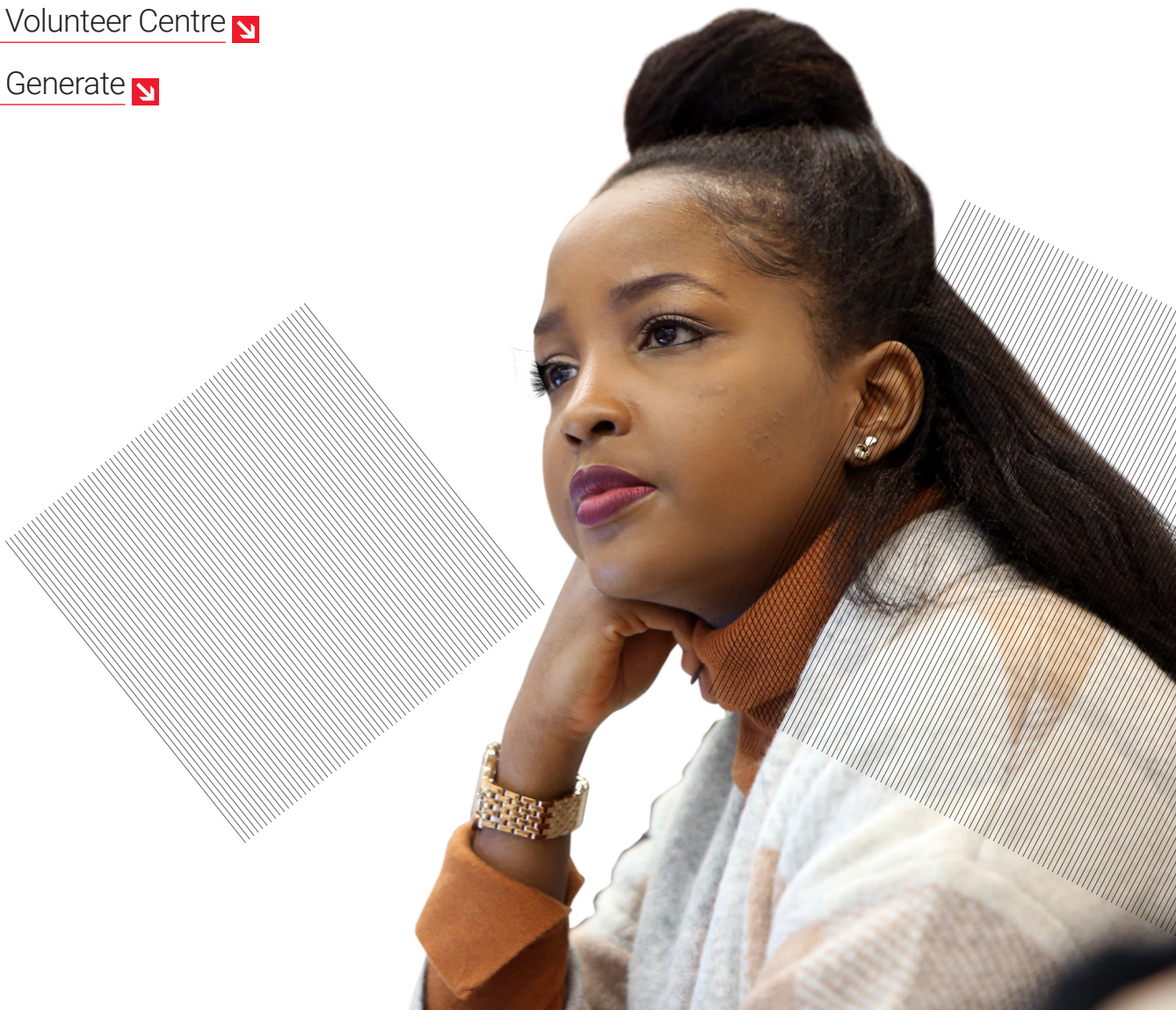
[LSE Library](#) ↘

[Language Centre](#) ↘

[LSE Careers](#) ↘

[LSE Volunteer Centre](#) ↘

[LSE Generate](#) ↘





LSE Library

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

The two main print book collections are:

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

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. 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

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

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

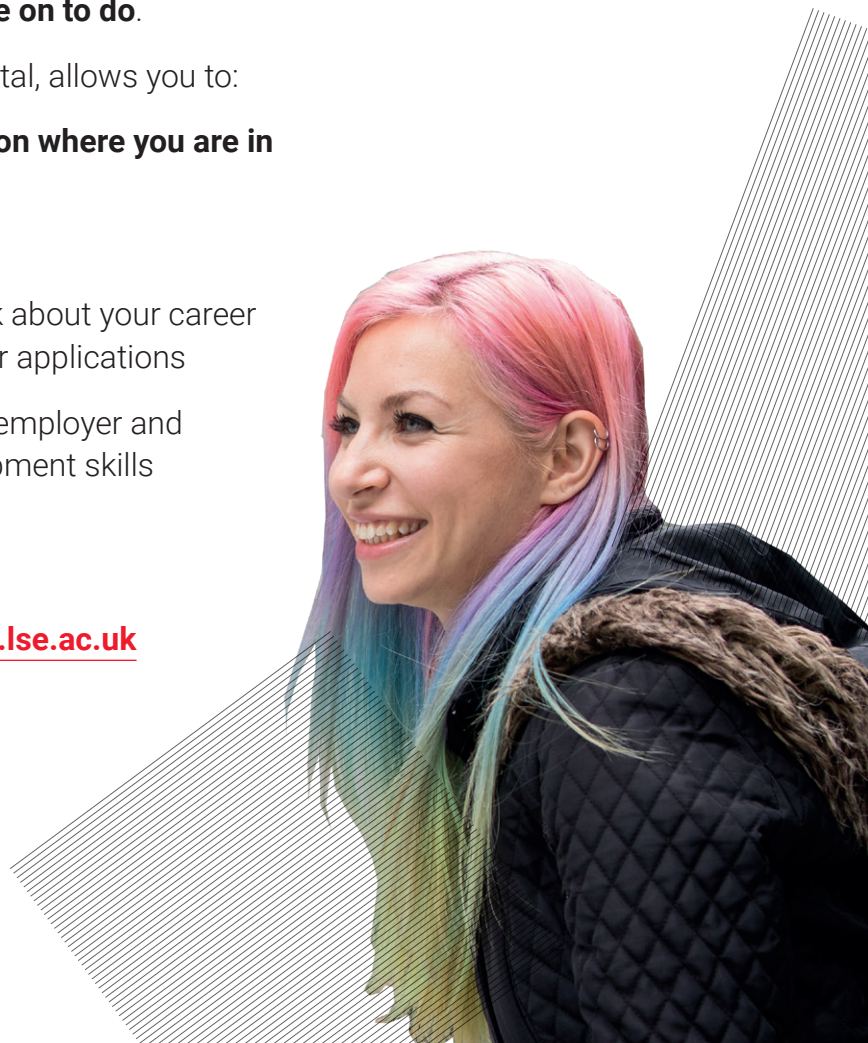
- **Information about the services offered by LSE Careers and how to access them**
- **Support with your career planning, no matter where you are in your career thinking**
- **Information and insight on a range of careers topics, from applications to employment sectors to further study**
- **Details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

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

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

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

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





LSE Volunteer Centre

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

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



[Read our blog](#)





LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

Three overlapping circles are positioned in the lower half of the page. The central circle is solid red and contains a quote. The two circles on either side are filled with a fine, light grey diagonal line pattern.

“

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



Equity, Diversity and Inclusion (EDI)

What is EDI?

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

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

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential “signposting” service for staff and students who have previously or are currently experiencing some form of bullying or harassment. There are 39 Safe Contacts across 25 departments. Safe Contacts are often the first point of contact if you are unsure of what to do. They provide personalised support to you and help you navigate what comes next. Find out more at lse.ac.uk/safecontacts

Report it Stop it: If you have experienced, or witnessed, any form of violence or harassment and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave a contact, the School Senior Advocate for Students will be able to get in touch to help with the next step. Find out more at info. lse.ac.uk/making-a-choice/report-an-incident

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



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

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

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

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

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

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



Your wellbeing and health

Student Wellbeing Service (SWS)

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

SCS provides a professional, free and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit lse.ac.uk/counselling 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 Adjustment 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 student visa and have paid the immigration health surcharge**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

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

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty pharmacists. In an emergency you should dial **999** to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

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



LSE Faith Centre

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

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options! We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our Religion and Belief Guide. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out lse.ac.uk/faithcentre

Wellbeing

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





Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on j.walters2@lse.ac.uk 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 Interdisciplinary Blog

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

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

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

Religion Scholars Network

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



Exams and assessments

Candidate numbers


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

[Systems and Online Resources section](#) 


Exam timetables


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


[Exam procedures](#) 

[Central exam adjustments](#) 

[Deferral](#) 

[Extension policy](#) 

[Exceptional circumstances](#) 

[Fit to sit policy](#) 



Exam procedures

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

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please visit lse.ac.uk/exams. 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

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](#) 

[Degree certificate](#) 





Transcripts

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

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

28 October 2021

28 January 2022

28 April 2022

For payment plan options relating to Executive programmes please see Instalment options [Executive Programmes](#).

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

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

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

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)

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

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

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

FSO are contactable by phone on **020 7955 6609** or by email at financial-support@lse.ac.uk





Codes and charters

LSE Academic Code

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


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


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

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




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

[The Student Charter](#) 

[Codes of Good Practice](#) 

[The Ethics Code](#) 

[Research Ethics](#) 



The Student Charter

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

The charter covers:

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

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

Codes of Good Practice

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

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



The Ethics Code

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

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

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

You can find the code, as well as guidance and support at lse.ac.uk/ethics

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

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 results**
- **Select your courses.**

[Student Hub](#) 

[Moodle](#) 

[Reset your IT password](#) 

[Email](#) 



Student Hub

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

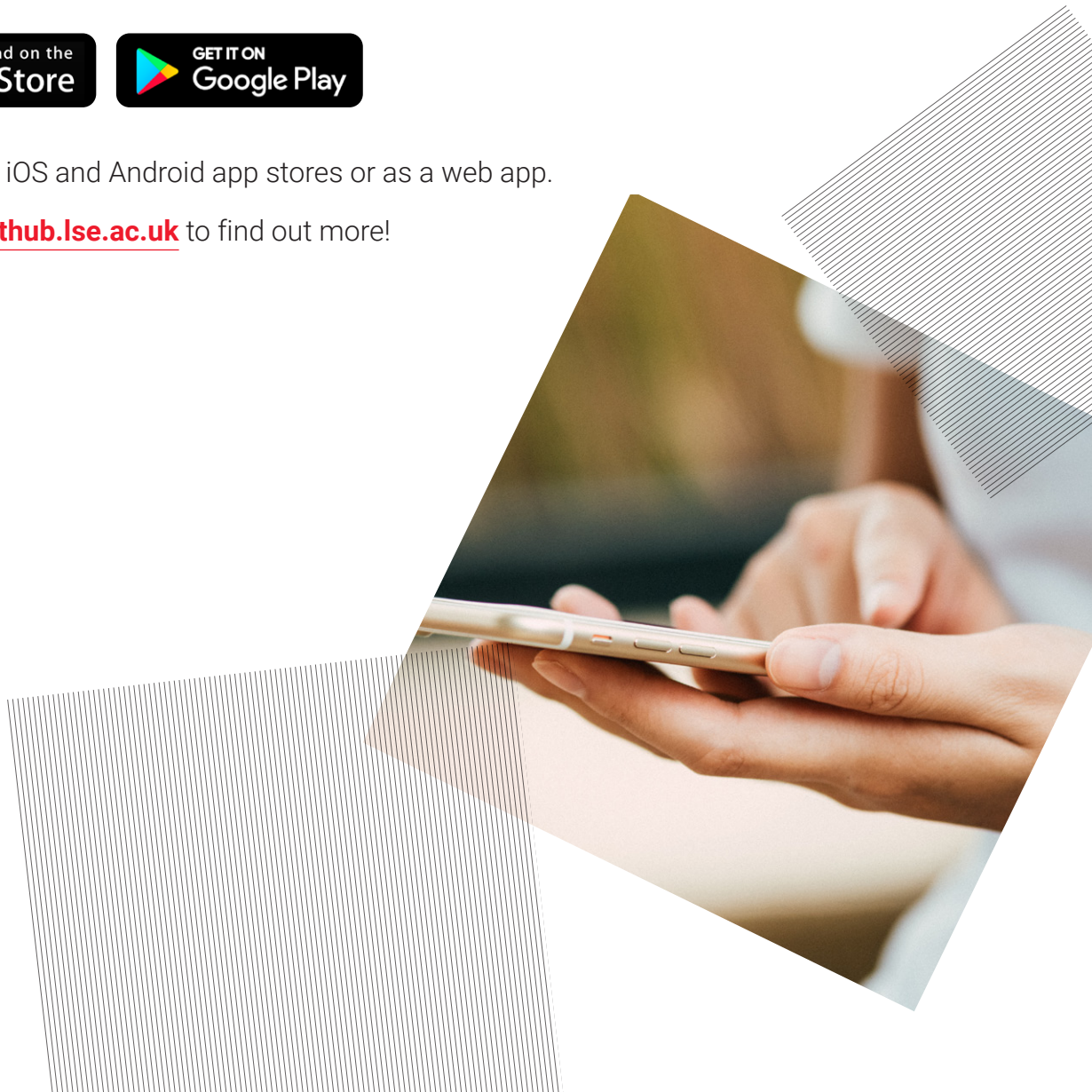
- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services**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

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



Available on iOS and Android app stores or as a web app.

Visit studenthub.lse.ac.uk 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

To reset your IT password you can do so at [LSE Remote Access](#).

Email

LSE will use your LSE email address to communicate with you so check it regularly. Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) 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.

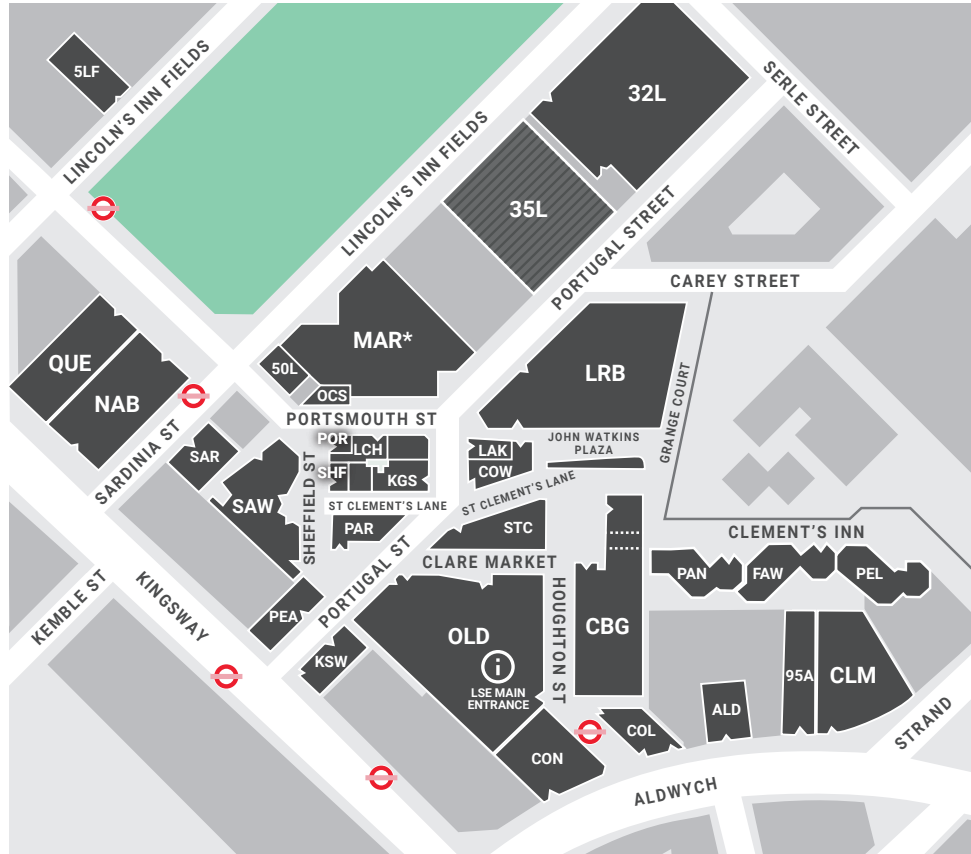
More tips are available at lse.ac.uk/cyber

Multi-Factor Authentication (MFA)

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



LSE Campus



* Due to be completed September 2021.

Key

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

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

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

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/european-institute



European Institute
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE
E: europeaninstitute@lse.ac.uk
T: +44 (0)20 7405 7686

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

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

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

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