THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Welcome to the Department of International Development

MSc Handbook

2022/23

Contents

Department of International Development

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

Welcome to International Development

Dear Students,

I want to extend a warm welcome to the Department of International Development and to the LSE. We very much hope that you find the department a friendly and intellectually stimulating home for the next year – and perhaps longer!

You have done amazingly well to be selected for your respective programmes. Few applicants make it here, and you should be proud of yourselves. You are the 32nd group to join our community. There are by now well over two thousand ID graduates across the world, engaged in exciting work in countless different professions. Graduates of the very first class, that of 1991/92, include the Policy Director for UN Women, senior economists in the European Bank for Reconstruction and Development and the World Bank, and university professors in Japan and Australia! Other development students have gone on to important positions in the United Nations, in development and emergency-based NGOs, and in bilateral development agencies like the UK's Department for International Development (now the Foreign, Commonwealth & Development Office) and USAID. Still others are in international banking and finance, as well as private sector consultancy and project management companies. We have also had a Member of Parliament, an Ambassador and the heads of international NGOs amongst our alumni. You have an enormous and diverse community of alums willing you to do well and to join them and you will meet some of them this year in alumni panels and activities.

As you know, your MSc begins in a time that has already seen major transformations, from a global pandemic to war to unusual weather patterns. By the time you read these lines, there may well have been more. For scholars of international development – and you are now that – we can be pleased that our field of study offers important tools for understanding both structural limits and possible policy responses to major social developments. At the same time, we need to develop deeper understanding and a stronger foundation for effective and just action. We are counting on you to be part of that process.

We are hugely proud of the fact that our students are happy while they are in the department and, upon leaving, believe strongly that their time has been well spent. The ideas that you are exposed to and the experiences you have this year will be with you for the rest of your lives. Please make the most of this special time, even as we know we need to remain ready to experiment with the unpredictable requirements of this unusual time.

Everything we do in the department is underpinned by the LSE's Student Charter. I strongly advise you to look at what is, for us, a foundation of our ethos. We are committed to the educational aims embedded in this, and we hope you will be too.

This guide should help you to find your way around the department and the School, and to plan your own programme. We will also publish this information on the Current Student pages of our website, alongside information about how you can engage with the LSE ID Community throughout the year. Please bookmark the handbook and this page, as it will be important over the coming year. Your Academic Mentor in ID will help you, too, and we are all extremely fortunate in having a first class administrative team in the department, in Matthew Redfearn (Department Manager), Drucilla Daley-Nelson (Deputy Department Manager), Vivienne Codjoe (MSc Programme Manager), Maria do Prado (MSc Course Administrator), Charlotte McKay (MSc Course Administrator), Dipa Patel (Communications and Events Manager), Anna Dalton (Communications and Events Officer), and Nina Craven (Research Programme Manager) – all of whom work well beyond the call of duty.

So, welcome. I hope very much that you will all find your time here rewarding – and, importantly, fun.

Professor Kathy Hochstetler
Head of Department

Where to go for advice and information

Is your concern about an academic or administrative issue?

Academic

Do you have a question about a specific course you are taking?

No

Yes

Book an office hour with your **academic mentor** or a **study adviser** from **LSE LIFE** on **Student Hub**

Is the course DV410 (Dissertation)?

Yes

No

Is your concern specifically about your dissertation?

Book an office hour with the **responsible course teacher** on **Student Hub**

Book an office hour with your **academic mentor or MY410 fellows** (or any other academic with expertise on your topic) on **Student Hub**

Administrative

Does your administrative question concern fees, funding, accommodation, visas, special exam arrangements, confirmation of study or registration, results?

Yes

No

Contact the **Student Services Centre** or go by in person (Ground Floor, Old Building)

Which programme are you studying?

MSc Development Studies

MSc IDHE MSc HID

MSc Development Management

Contact Charlotte McKay (**c.d.mckay@ lse.ac.uk**)

Contact Maria Do-Prado (**m.a.do- prado@ lse.ac.uk**)

Contact Vivienne Codjoe (**v.c.codjoe@ lse.ac.uk**)

Where and who we are

Where we are

The Department of International Development is located on the 5th, 6th, 7th and 8th floors of Connaught House, Aldwych.

The main administrative office is where you can find Charlotte, Vivienne and Maria CON.8.16, Anna and Dipa are in CON.8.17 Drucilla in CON.8.18 and Nina in CON.8.13 on the 8th floor of Connaught House. The official office hours for the Admin Team is: 10:00-13:00 and 14:00-17:00, Monday – Friday.

Please email or call the team as the primary form of contact:
lse.ac.uk/international-development/people

Who's who

Head of Department	Professor Kathryn Hochstetler CON.7.12
Deputy Head of Department (Teaching) **Programme Director, MSc International Development and Humanitarian Emergencies**	Dr Stuart Gordon CON.8.02
Deputy Head of Department (Research)	Professor Catherine Boone CON.6.04
Co-Programme Director, MSc Development Studies	Professor David Lewis (CON.6.11)
Co-Programme Director, MSc Development Studies **Director of Research Programme**	Dr Kate Meagher (CON.7.11)
Co-Programme Director for MSc Development Management	Professor Jean-Paul Faguet (CON.8.06)
Co-Programme Director, MSc Development Management	Dr Mahvish Shami CON.8.12
Co-Programme Director, MSc Health and International Development	Professor Ernestina Coast CON.8.15
Co-Programme Director, MSc Health and International Development	Dr Tiziana Leone CON.8.11
Director of Research Programme	Dr Kate Meagher CON.7.11
Department Manager	Matthew Redfearn CON.8.08

Staff contact information

A list of the Department's professional service and academic staff can be found on the **ID Website**, alongside their contact information and research interests where applicable.

Administrative information for International Development students

Academic staff office hours

All staff will hold office hours throughout term time. During the first two weeks of term, extended hours will be available to discuss your course choices.

Most staff use the electronic "Office Hours" system which allows students to book and cancel appointments with individual academic staff on Student Hub. If you are unable to find the availability of a particular academic listed on Student Hub, please make contact with them via email.

To book an office hour on Student Hub, tap "Make a Booking" in the app's menu and search for the name of an academic or team you want to make an appointment with. You can then view the upcoming available appointments with that academic or team and book a slot. Note that if you are not in London when you access the Student Hub, it will show you times in the time zone of your current location, not London time.

It is the responsibility of the student to keep in contact with their Academic Mentor. However, you are free to contact ANY member of staff if your Academic Mentor is not available, or if you wish to discuss an issue related to their area of research interest.

Course surveys

In the last week of each of the teaching terms, the department distributes its own course survey which students are asked to complete, rating all aspects of the courses they are taking. This is in addition to the LSE School Surveys and will inform future debate and decisions at staff meetings.

Forms for students

All International Development forms, eg, Essay Cover Sheet, Self-Assessment Form, will be available on Moodle on either the "International Development" or individual course pages. Some courses have specific essay/report/project cover sheets so make sure you check the individual Moodle page of each course.

Joint degree students

If you are on an ID joint degree programme, your administration (eg, programme regulations, dissertation submission, letter writing, supervision, etc.) is handled by your "host" department. You are, however, always welcome to see ID staff and will be included in job postings and events.

It is important for ID joint degree students to note that our academic staff operate an "open door" policy. Although you may not have an allocated Mentor in the International Development Department, any member of academic staff will be happy to discuss aspects of your study or dissertation with you. Please book to see them using office hours via Student Hub.

Part-time students

If you are studying part-time, please do participate as much as your time allows in departmental and student activities - we want to make sure that you're included in everything that goes on.

If you need assistance, please reach out to administrative staff via email. We will endeavour to help part-time students get their first-choice seminar but cannot always guarantee this. The earlier you let us know which seminars you want to attend, the more chance we have of helping.

We can also put you in touch with other part-time students in the department – many students have said that talking to people in the same situation has been extremely helpful.

You should normally take your core modules in your first year and your dissertation in your second year. We recommend splitting your remaining units equally over your two years to make your time more manageable if you are working as well. This is of course up to you, but please do talk to your Programme Director or Academic Mentor about it if you are uncertain or want further advice.

Your student card should be valid for two years, but sometimes this may not be the case. If you have any issues with this, please see the Student Services Centre.

Problems?

We hope that you enjoy your studies in the department and that you are pleased with the teaching and support you receive. However, if you have any problems, concerns or suggestions please do not hesitate to let us know.

Your Academic Mentor should be the first person you see about any problems you may have. He/she will be able to direct you to appropriate services within the School so that you receive the support you need to continue studying successfully.

If, for any reason, you have a problem with your Academic Mentor, your first port of call is your Programme Director. In addition, Professor Kathryn Hochstetler, the Head of the Department, will post regular office hours open to all students should you wish to discuss an issue with any aspect of our programmes.

If you feel that you cannot or do not want to approach a particular member of the academic staff you may speak to the ID professional service staff who will raise the issue anonymously for you. See also the **LSE website** (type in "problems" as the search term) and **Student Union** for further services.

If you would like to raise an issue or make a general suggestion you can also speak to your elected student representative.

Reference requests

Please note that all reference requests made to staff should give at least one week's notice, preferably more. The student should also supply an up-to-date CV, their student number, plus a list of courses taken at LSE.

Requests made out of term time may be subject to more delay.

Student contact details

Please make sure that you register any change of contact details with the School. You can do this via **LSE for You**.

Important correspondence is sent to the address on record – including those all-important transcripts and certificates – so make sure you keep it up to date.

Academic mentors

Allocation of mentors

Students will be allocated a Mentor in Week 0, as you arrive. This person will advise you on course choices and help you to deal with settling in and navigating the LSE. However, International Development staff operate an "open door policy", meaning that you may sign-up to see any member of staff in the department during office hours, not just your Mentor. What this means in practice is that you can see anyone in the department for advice.

Students in the MSc Development Studies, MSc Development Management /MSc in Development Management (LSE and Sciences Po), MSc International Development and Humanitarian Emergencies and MSc Health and International Development programmes will be assigned an Academic Mentor from the ID Department. Joint degree students will be assigned a Mentor in their respective department.

Mentor availability

Academic Mentors/Dissertation supervisors are available to you throughout term times, but you should not expect to be able to see them outside of term. This particularly applies after the end of Summer Term, when most staff leave the country to undertake primary research in their areas of interest and so are not available to discuss dissertations. It is also unfair to your fellow students if some people are able to see their Academic Mentors at times when others are unable to.

You may make appointments to see ANY member of staff during their Office Hours, but your assigned Academic Mentor is the person who should sign any forms you may require.

NB: it is up to **you** to make appointments to see your Academic Mentor. It is not the job of the Academic Mentor to continually contact you. If you cannot sign up for one of the advertised slots, please email or call the Academic Mentor to make alternative arrangements.

Problems

If any problem arises in supervision arrangements that cannot be resolved through discussion with the Academic Mentor, students should approach their Programme Director in the first instance. If the Academic Mentor is also the Programme Director, then the Head of Department (Kathryn Hochstetler) should be approached.

Course selection and timetables

When to select your courses

Course selection will open for browsing at 10.00am on Monday 19 September and will open for course selection on Thursday 22 September at 10.00am. You should make your request to take ID (DV) courses by 12.00 noon (BST) on Friday 23rd September. ID will make the first round of offers by 12.00 noon (BST) on Monday 26th September. ID will continue to make offers where spaces are available until 17.00pm (BST) Friday 7 October. You will be able to make changes to Lent Term half unit courses from 10.00am (BST) Monday 16 January 2023 until 17.00pm (BST) Friday 27 January 2023. For further information please check the **course selection webpages**.

Please note the course selection process may differ in other departments.

How to select your courses

Visit **Finding Courses** to access the tools and information to help you decide which courses you want to take this academic year. The LSE Course Finder tool can 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. You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes. Some departments have controlled access courses which means that places are limited. Make sure that you identify a few back-up courses in case your first choices are not available.

Reading Week will be clearly stated in the respective course guide; please check carefully before you make your course selections. The **LSE calendar** is the place to check for programme regulations, detailing which courses you are permitted to take.

You will need to select your courses on **LSE For You** once the system opens. Guidance on how to do this can be found **here**. Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages

a few hours after selecting your courses on **LSE For You, however do be aware there can sometimes be delays in processing enrolments on Moodle pages**.

You should ensure you meet with your academic mentor during Welcome Week to discuss your course choices.

Controlled access courses

The controlled access procedure requires that you request permission to enrol in the course through the Graduate Course Choice application on **LSE for You**.

Seminar sign up and timetables

Where a course is taught in more than one seminar group or in larger lecture groups, students are also required to enrol in seminar groups for the course. This is done through the **Seminar Sign Up** facility on **LSE for You**. Note: The Seminar Sign Up system operates in parallel with the Graduate Course Choice system. Where a course requires that you apply for entry through the Graduate Course Choice system and takes the form of weekly parallel seminars or lectures and follow-up seminars, you need to apply first for entrance to the course through the Graduate Course Choice system. If you are accepted on to the course the Seminar Sign Up system will be open to you and you can register for a particular parallel seminar or a follow-up seminar group, as appropriate. Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year where timetabling considerations make this necessary. You need to attend the seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

Considerable efforts have been made to avoid overlap of courses but occasionally a clash may be unavoidable due to the complex and interdisciplinary nature of this programme. We regret that no changes to the LSE timetable are possible at this stage and it is each student's responsibility to avoid any clashes. When selecting your courses please keep an eye on the timetable for Lent Term to ensure you do not have any clashes.

Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically updated. Once course selections have been approved, they cannot be changed online.

Please be aware that this may differ in other departments if you are considering taking outside course options. Do contact the relevant department should you have any queries about non-International Development courses.

Auditing courses

Some LSE courses allow students to 'audit'. This is an informal arrangement where you join the lectures but do not attend seminars or take the assessments for a course. These courses do not appear in your course selections or timetable and will not appear on your transcript. Some students choose to audit courses to expand their knowledge in other areas. If you do choose to audit a course, you should first check that your timetable will allow you to join the lectures. If so, contact the relevant Course Leader and ask permission to audit their course.

Programme structure and what you need to do

Full details of degree structures are available online here.

A degree in International Development consists of FOUR units, of which the dissertation counts as one. Different degrees have different numbers of compulsory units*, and therefore a different number of optional units, but all students must complete four units. You may not take more than four units.

Optional courses vary in unit value – most optional courses that only run for one term are worth half a unit. Others that run over two terms may be worth one whole unit.

MSc Development Studies

1. **DV400** (compulsory core course)	1 unit
2. **DV410**/**MY410** (Development Management Consultancy project)	1 unit
3. Optional courses	2 units
Total	**4 units**

MSc Development Management

1. **DV431** (compulsory core course)   1 unit
2. **DV410**/**MY410** (compulsory research design and dissertation)   1 unit
3. Optional courses   2 units
   (It is highly recommended that you take course **DV443** consultancy project 0.5 unit)

Total 4 units

MSc Development Management and Sciences Po

1. **DV431** (compulsory core course)   1 unit
2. **DV410**/**MY410** (compulsory research design and dissertation)   1 unit
3. Optional courses   2 units
   (It is highly recommended that you take course **DV443** consultancy project 0.5 unit)

Total 4 units

MSc International Development and Humanitarian Emergencies

1. **DV442** (compulsory core course)   0.5 unit
2. **DV428** (compulsory core course)   0.5 unit
3. **DV453** (compulsory consultancy project)   0.5 unit
4. **DV410**/**MY410** (compulsory research design and dissertation)   1 unit
5. Optional courses   1.5 unit

Total   **4 units**

MSc Health and International Development

1. **DV458** and **DV442** (compulsory core courses)   1 unit
2. A choice of **DV421**, **DV444**, **DV456**, **DV457**, **DV453**, **DV465**   1 unit
3. Optional courses   1 unit
4. **DV410**/**MY410** (compulsory research design and dissertation)   1 unit

Total   **4 units**

*The **DV445** Cutting Edges Issues in Development Thinking and Practice is a non-assessed course, compulsory to all ID students

Specialisms

The department offers the option to students to concentrate their electives and dissertation in one of the following three "**specialisms**":

African Development: students must take African Development (**DV418**) and African Political Economy (**DV435**). Further to this, their dissertation topic must be approved as being appropriate for this specialism.

Population Studies: students must take the following two courses: Population Analysis: Methods and Models (**DV476**); and Population, Health and Development: Evidence and Projections (**DV456**). Further to this, their dissertation topic must be approved as being appropriate for this specialism.

Applied Development Economics: enrolment capacity is limited and may be based on performance on a pre-quiz which will enable students to take Economic Development Policy I (**DV490**) and Economic Development Policy II (**DV491**) or Economic Development Policy III (**DV492**). Further to this, their dissertation topic must be approved as being appropriate for this specialism.

Doing a specialism is entirely optional, but for students who elect to do one, this will be indicated on their degree certificate and transcript - for example, for a Development Studies student doing a specialism in Population Studies, their degree will be "MSc in Development Studies (Population Studies)"

International Development options

You can find a list of available ID courses on 2022/23 **Incoming Students Information Page**.

Balance of courses

We strongly advise that you take an equal balance of courses in both Michaelmas and Lent terms.
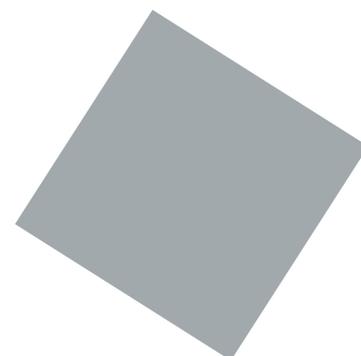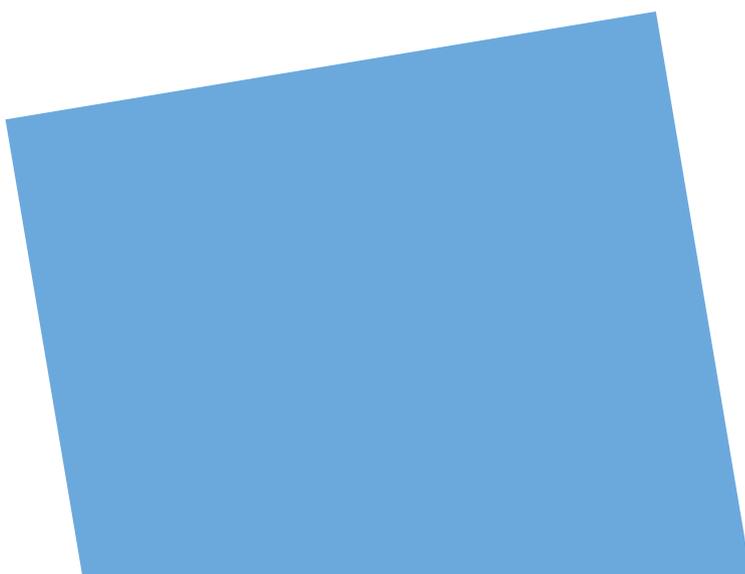
Lent term course selection

Course selection will re-open at the start of Lent Term. You are able to change a Lent Term half unit course during the first two weeks of Lent Term provided the newly chosen half unit course is not oversubscribed. Late course changes are not permitted in Lent Term once course selection has closed. We strongly advise that you do not change more than one half unit course during this period.

Getting help

Please make every effort to attend the course selection Q&A session that we will be running during Welcome Week. The International Development Programme team is your first point of contact for course selection queries; we can be contacted on **Intdev.enquiries@lse.ac.uk** and you can also find detailed information on course selection on the **course selection webpages**.

For queries about the course selection process, you can contact 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.

Auditing courses

Students are welcome to audit the **lectures** of any course they are interested in **if there is space**. As a matter of courtesy, we would ask that you make yourself known to the Course Leader and ask his/her permission. A full list of courses running in each department for 2022/23 can be found via the **LSE graduate course guides**. Most lectures are also recorded and can be listened to through Moodle.

On no account are students to attend the seminars, or complete the coursework, of courses that they are auditing.

Doing a specialism is entirely optional, but for students who elect to do one, this will be indicated on their degree certificate and transcript - for example, for a Development Studies student doing a specialism in Population Studies, their degree will be "MSc in Development Studies (Population Studies)"

Formative coursework

Formative coursework does not count towards your final degree classification. Its purpose is to provide you with feedback on your academic and intellectual progress and development.

Formative Essays

Formative essays are extremely important in terms of helping you to learn and understand the relevant material, as well as develop your analytical and writing skills. A formative essay allows you the opportunity to explore and experiment in developing your ideas and arguments, and importantly to make and learn from mistakes without the adverse consequences of the work counting towards your final grade. Marked by your class/seminar teacher, it provides the basis for detailed feedback on how far you have come in terms of the learning objectives of an individual course.

Presentations

Once you begin classes, you may be asked to make presentations. Students are asked either to produce an essay or a short outline of their presentation (depending on the course) for circulation to classmates. Presentation notes should be circulated by posting to Moodle seminar forums, unless otherwise instructed by the Course Academic.

LSE LIFE offers many workshops and events throughout the year on study skills. A full schedule of events is available on the **LSE LIFE information page** as well as the **LSE LIFE Moodle page**.

Consultancy projects (DV443 and DV453)

Please see the **DV453 course guide** for more information about the International Development Consultancy Project. For DV443 there is an evening session that provides more information about the Consultancy Project. You will also be briefed by your course leaders on how to go about starting your projects.

If you require assistance with teleconferencing, Skype or video conferencing for your project presentations please contact the **Audio Visual Services**. Financial support may be available for project groups who have incurred costs throughout the duration of their project.

Dissertation

The dissertation is a full quarter of your MSc (ie, one unit) and the whole "dissertation experience" in ID is designed to be a full-year cumulative process of intellectually rewarding learning and writing. Dissertations in ID may be based on primary research, secondary (desk-based) research, or a combination of both. ID MSc dissertations constitute an original exploration of existing knowledge by the student and may (but do not have to) include original theoretical and/or empirical insights.

The dissertation experience begins in MT when students meet their academic mentors and choose their optional courses. ID students will also be automatically enrolled in our dissertation courses DV410 and MY410, which together provide students a coordinated introduction to research design and a selection of research methods used in development research.

The DV410 Moodle page is where you can find information about the dissertation and where you will, eventually, submit your final 10,000-word dissertation, which will be assessed and is worth 80 per cent of your final full unit dissertation mark. There are three compulsory DV410 lectures in MT.

DV410 information can be accessed **here**.

MY410 is our research design course; the MT lectures and seminars provide guidance on how to balance the inevitable trade-offs involved across alternative research methods, both when doing primary research or consuming secondary research for desk-based dissertation designs. The course will also focus on how to generate a research question, and involves developing a research proposal at the end of MT

(worth 10 per cent of the full unit dissertation mark) and an annotated bibliography in LT (worth 10 per cent of the full unit dissertation mark).

MY410 information can be accessed **here**.

Students should keep in mind that MY410 is a research design course, not a methods course. Those students who wish to engage in primary research for their dissertation using specialist research methods should consider taking the appropriate optional courses.

In addition to regular meetings with their Academic Mentor, ID maintains an open-door policy and encourages students to book office hours with other faculty with specialist knowledge. Students are also strongly encouraged to make use of the variety of seminars, workshops, and tutorial services offered by both ID and the LSE more generally.

During the Summer Term, ID runs Dissertation Workshops in which students will present a draft 3,000-word dissertation proposal to a small group of fellow students and a faculty member. They will receive oral formative feedback that they can use to form the basis of their dissertation.

Past Dissertations

International Development students can view past Distinction dissertations which are accessible via the DV410 Moodle page. An archive of past prize-winning dissertations is also available on the main **International Development website**.

Please note that hard copies are not available and online copies are only posted if the author has given his/her permission. Please be aware there may be dissertations listed in the "Titles" document which are not available to view because permission has not been granted.

Offered by the department

MSc Common Room

The Department of International Development MSc Common Room is in CON.6.18. The room is accessible to International Development students only and is available for individual and small group study space.

Students can access the room with their student ID cards. Please inform the ID Office if your card does not allow you entry.

Please note that the Common Room cannot be booked for meetings or personal matters, such as interviews.

Group study spaces

There are many different study rooms across the School that students can book in advance or use on a walk-in basis. A list of the available rooms and how to book them **can be found here**.

Cumberland Lodge

International Development students have the opportunity to attend a workshop at Cumberland Lodge, social distancing and public health advice dependent.

Exact dates to be confirmed.

The **St Catherine's Foundation, Cumberland Lodge**, in Windsor Great Park, was set up in order to provide a relaxed and quiet atmosphere where students and teachers could meet in order to discuss matters of interest to them. It is hoped that students who attend will gain ideas and inspiration from listening to seminars given by invited speakers and from the debate that follows.

Cumberland Lodge is a spacious 17th-century house set in superb grounds. Student accommodation is in twin rooms. There are facilities for outdoor and indoor sports and rooms for parties. There will be seminars given by guest speakers during the workshop, but there is also time to relax and enjoy the house and grounds. Places are limited so early booking is advisable. You will receive an email notification when

booking opens. The full cost is a heavily subsidised £111 (the actual cost per student is almost double this) which includes food, but not bar bills. Please note that full payment must be made at the time of booking through the LSE e-shop – further details will be circulated nearer the time.

We regret that due to limitations on group size and a lack of availability, we cannot offer workshops to Joint Degree students unless there are places left.

Refunds

Students are not entitled to a refund. Refunds will only be offered if the original ticket holder finds an eligible student to take their place. The department can offer assistance in finding a replacement if necessary. The transfer of funds is the responsibility of the students concerned.

Students with Disabilities

Students with disabilities who wish to attend the workshop should contact their respective Programme Administrator as soon as possible so that arrangements may be made with the staff at Cumberland Lodge to accommodate any special requirements.

NB: Cumberland Lodge is an historic and very beautiful house, and the cost of upkeep is extremely onerous. Consequently, there is a strict policy of no smoking or food/drink consumption in any of the bedrooms. Fines will apply to any academics or students if a bedroom has been soiled in any way.

Geneva Trip* (IDHE students only)

The Geneva Trip is typically a 2-3 day visit to this global health and humanitarian capital. Students on the MSc IDHE programme have visited organisations as diverse as the United Nations High Commissioner for Refugees, the International Committee of the Red Cross, the International Federation of Red Cross and Red Crescent Societies, and Médecins Sans Frontières. The trip is optional and self-funded.

For information about this trip, contact Doctor Stuart Gordon.

*Dependent on public health advice for faculty and students, travel restrictions and the organisations being open to visits

DESTIN student society

This is a student-run society for students interested in development issues. In previous years, the Society has arranged talks (by students, alumni and outside guests), social events, film nights, and fundraisers. Please see our **DESTIN Society webpage**.

Key Information

Term Dates and LSE Closures – Academic Year 2022/23 ↘

Student Services Centre ↘

Student Voice ↘

Student Partnership ↘

Quality Assurance ↘

Study and Career Support Services ↘

Equity, Diversity and Inclusion (EDI) ↘

Your Wellbeing and Health ↘

Exams and Assessments ↘

Assessment Misconduct and Plagiarism ↘

Results and Classification ↘

Fees and Finance ↘

Codes and Charters ↘

Systems and Online Resources ↘

LSE100 ↘

Can't see you timetable? ↘

LSE Campus ↘

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

Term Dates and LSE Closures

Academic Year 2022/23

Michaelmas Term (MT) Monday 26 September – Friday 9 December 2022
Reading Week: Monday 31 October – Friday 4 November 2022

Lent Term (LT) Monday 16 January – Friday 31 March 2023
January Exams: Monday 9 – Friday 13 January 2023
Reading Week: Monday 20 February – Friday 24 February 2023

Summer Term (ST) Tuesday 2 May – Friday 16 June 2023
Summer Exams: Monday 8 May - Friday 16 June 2023

LSE will be closed during the following periods:

Christmas Closure Thursday 22 December 2022 – Monday 2 January 2023
Easter Closure Thursday 6 – Wednesday 12 April 2023
May Bank Holiday: Monday 1 May 2023
Spring Bank Holiday: Monday 29 May 2023
Summer Bank Holiday: Monday 28 August 2023

Student Services Centre

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

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

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

Online Pre-Enrolment and Campus Enrolment

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

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

Student status documentation

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

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

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

Your LSE Card

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

Student Advice

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

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

> 66 Your LSE card is an important piece of identification so please make sure you keep it safe, and never share it with anybody else. 99

Immigration Advice

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

What if…

The SSC have developed a series of answers to common "What if…" questions. These cover a broad range of topics including what to do if you're unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme. You can find these questions and answers at **info.lse.ac.uk/current-students/what-if**
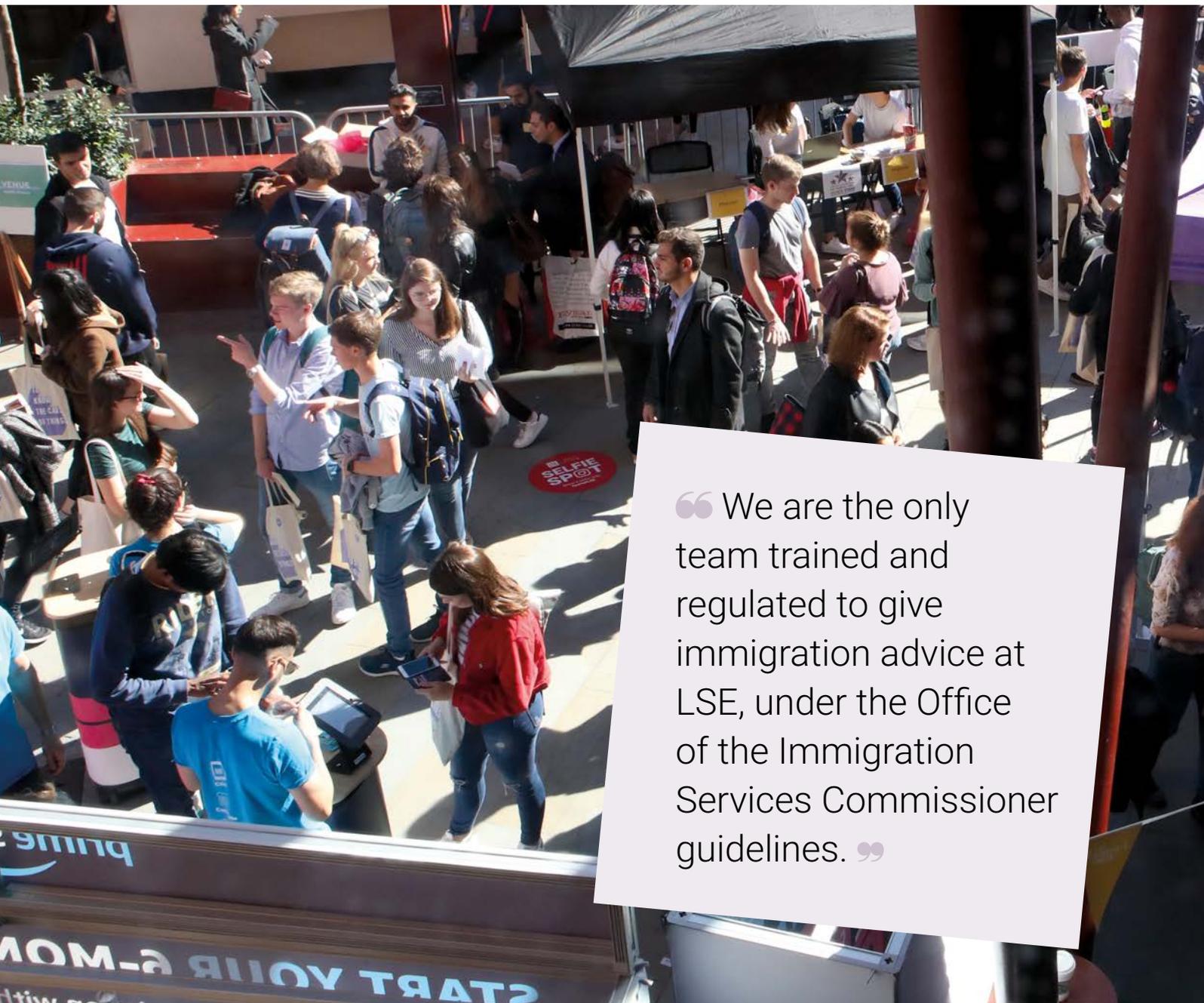
> 66 We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. 99

Interruption

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

Programme transfer

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

Change of mode of study

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

Withdrawal

Withdrawing means that you are leaving your programme permanently.

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

Regulations

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

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

• Appeals Regulations

• General Academic Regulations

• LSE Calendar

• Assessment offences including plagiarism

• Regulations for first degrees

• Regulations for taught master's degrees.

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

Student Voice

Student-Staff Liaison Committees

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

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

At the start of the year you will be asked by your department if you would like to represent your programme on the SSLC as a Student Academic Representative.
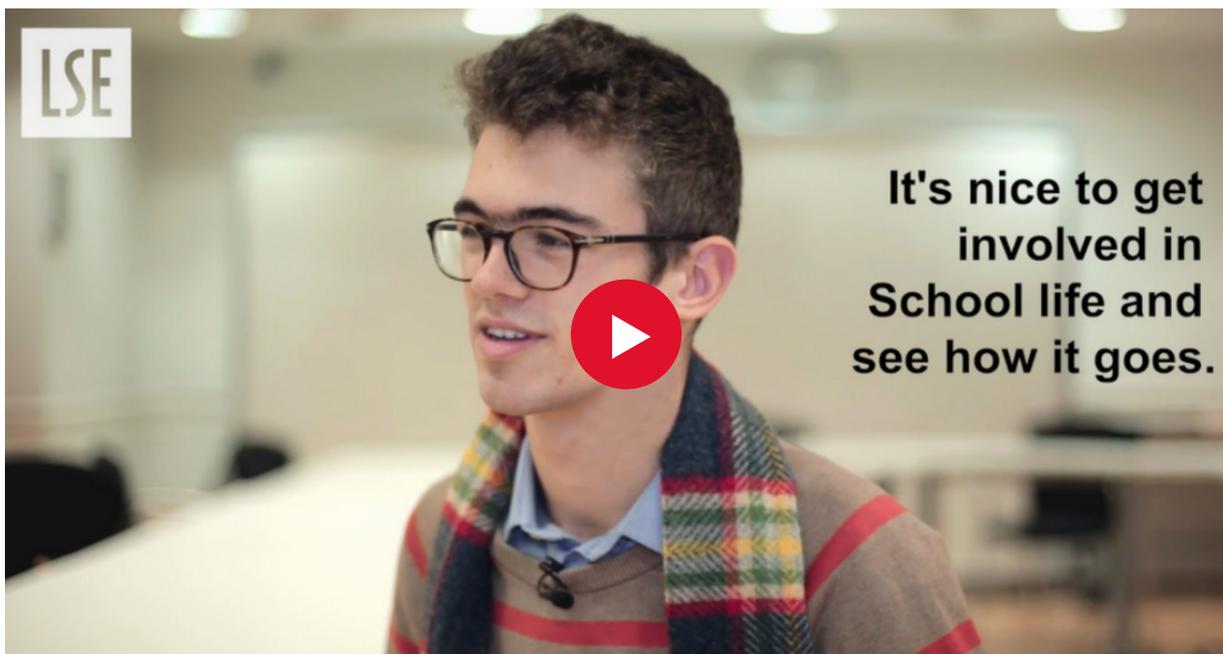
Hear from current students about their experience of getting involved in SSLCs and the Peer Support scheme.

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

Student Q&As with LSE Leadership

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

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

Student Partnership

Change Makers

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

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

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

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

Student Education Panel

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

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

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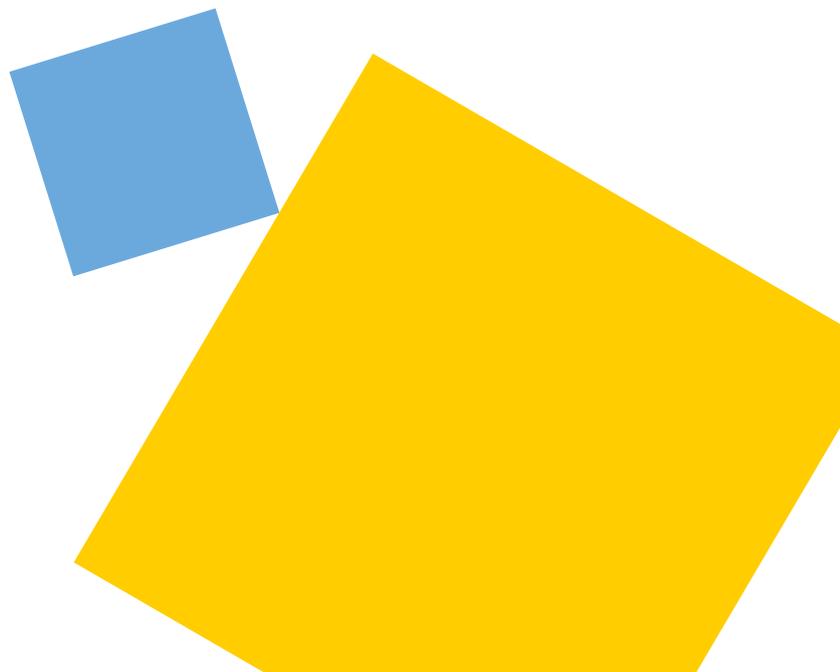
Quality Assurance

Quality assurance strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees. The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at **lse.ac.uk/tqaro**. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to **ard.capis@lse.ac.uk**

Student teaching surveys

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

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

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments. Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to **tqarosurveys@lse.ac.uk**

Study and Career Support Services

LSE LIFE

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

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.

- Constructive conversations and workshops to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.

- **One-to-one appointments with LSE LIFE study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE. Or simply book an appointment - on campus or online - to talk through your ideas for an essay, a project, or your research.
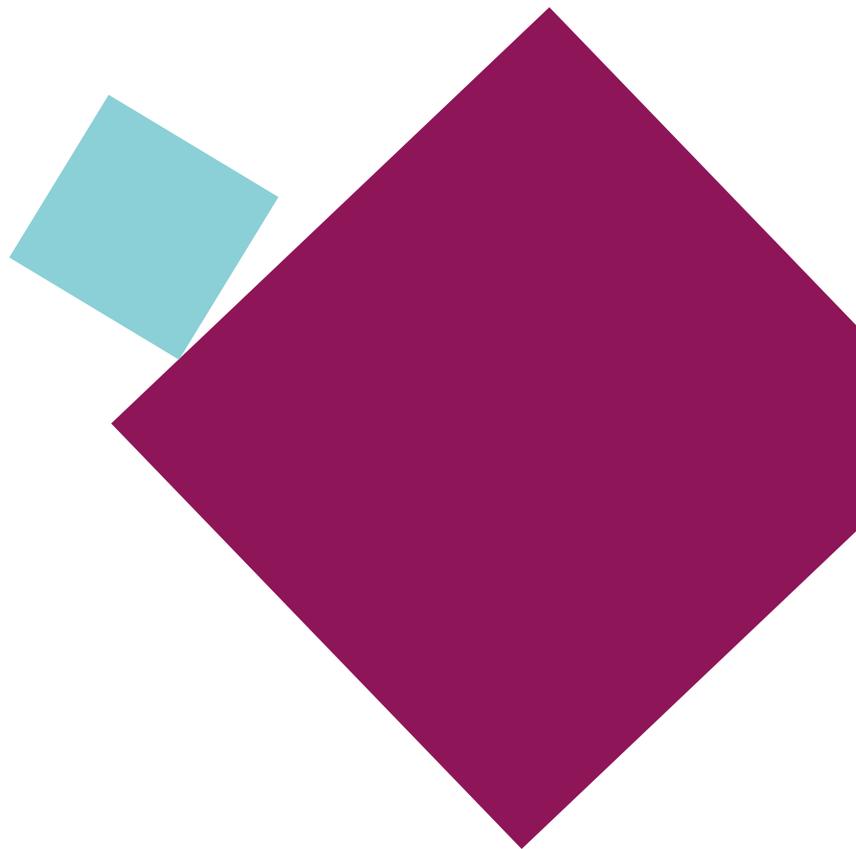
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

- **A space to meet and work together** with students from other courses and departments.

- **Group visits and walks** to take advantage of what LSE and London have to offer.

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

🎙 **Listen to our podcasts**

LSE Library ↘

Language Centre ↘

LSE Careers ↘

LSE Volunteer Centre ↘

LSE Generate ↘

LSE Library

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

The two main print book collections are:

- **The course collection**, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.

- **The main collection** is located across three floors, holding wider items for social sciences research.

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

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

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

Language Centre

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

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

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

For more information visit **lse.ac.uk/languages**

LSE Careers

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

How do I get started?

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

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

- information about our services and how to access them

- support with career options and insight into employment sectors and recruitment processes

- cv, cover letter and application form advice and examples

- details of what graduates have gone on to do.

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

- book one-to-one appointments with a consultant

- register for careers events

- watch back event recordings

- browse job opportunities.

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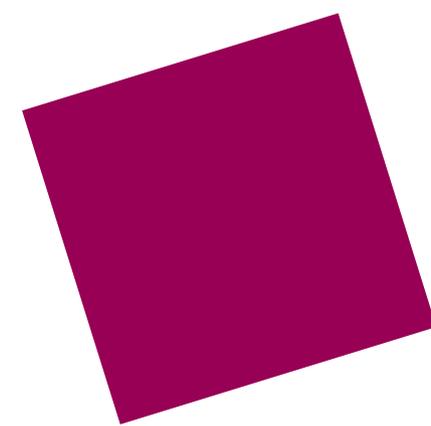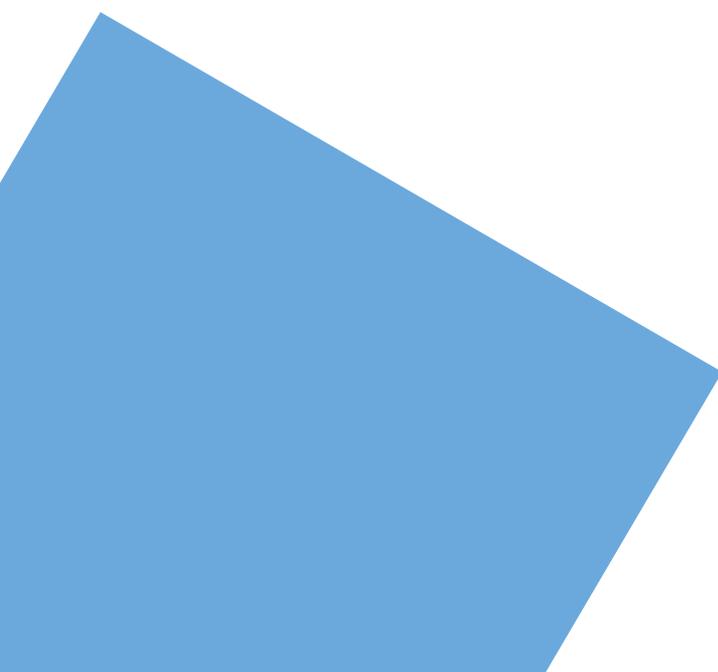
LSE Volunteer Centre

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

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

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

🎙 **Read our blog**

> 66 The feeling of fighting for a cause that you are passionate about it second to none, but the skills you gain from it are unparalleled. 99
>
> **Dan Lawes**, International Relations and History, 2022
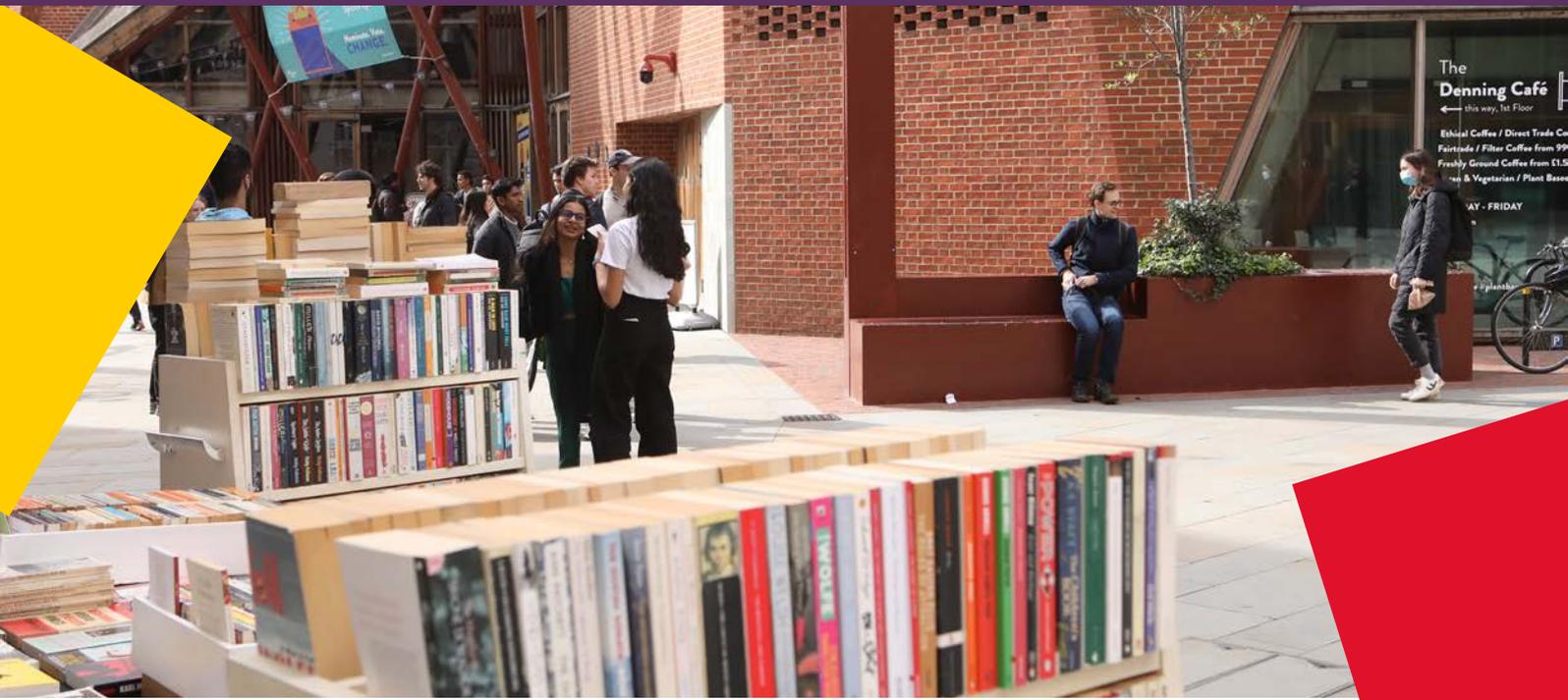
LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

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

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

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

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

66 There are so many ways to get involved at LSE, try to make the most of these chances. 99

# Equity, Diversity and Inclusion (EDI)

What is EDI?

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

Support and resources available:

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

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

Ethics Module: This online module has been designed for the whole School community with the aim of increasing understanding of the Ethics Code, the range of ethics policies that support the ethics principles, how they can be applied, and the importance of creating a culture in which individuals can and do raise any concerns that they may have.
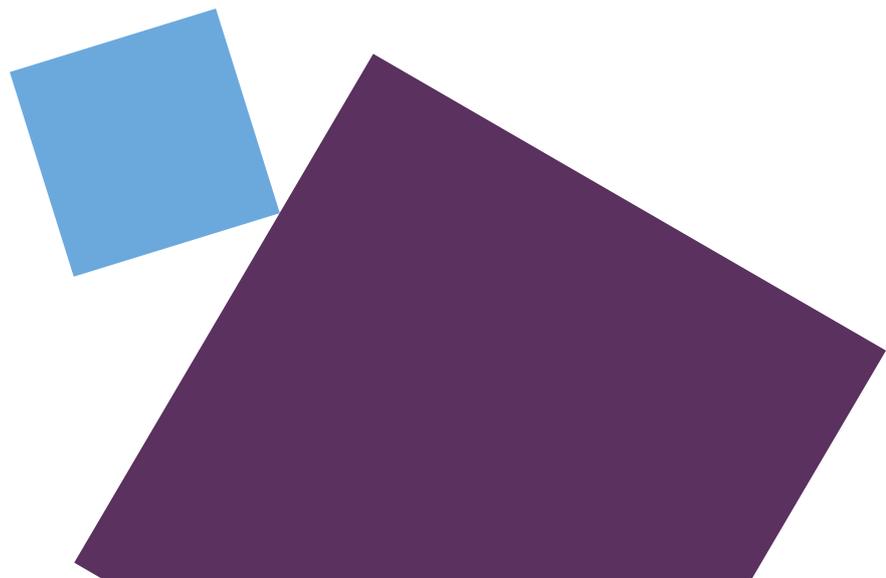
Consent Collective: This online platform provides resources to help people understand consent, learn about sexual harassment and find out how to support people who have been subjected to sexual violence. This resource will only be available until August 2022. After this consent training can be accessed via Consent.ed There is both an online and in person module.

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

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

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

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

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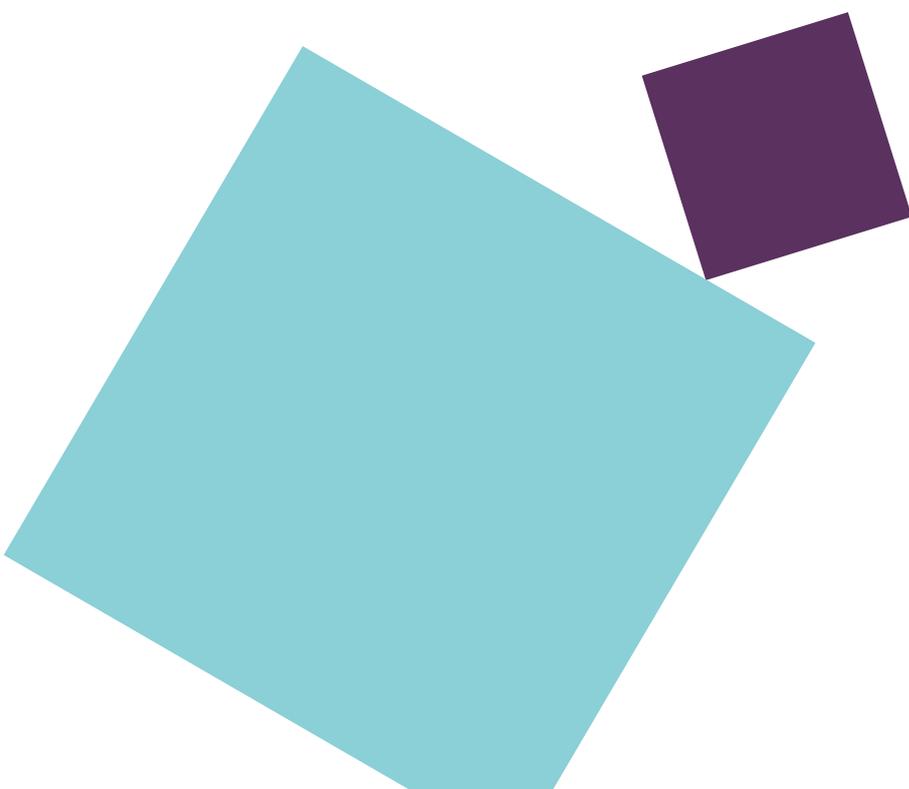
Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

Student Counselling Service (SCS)

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

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

Disability and Wellbeing Service (DWS)

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

Peer Supporters

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

My Adjustments

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

Health care in the UK

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

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

• **You are a UK resident**

• **You have a Student visa and have paid the immigration health surcharge**

• **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

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

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

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

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

LSE Faith Centre

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

Finding your feet

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

Wellbeing

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

Facilities

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

Support

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

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

Interfaith Leadership Programmes

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

LSE Religion and Global Society Blog

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

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

Religion Scholars Network

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

Exams and Assessments

Candidate numbers

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

Systems and Online Resources section ↘

Exam timetables

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

Exam procedures ↘

Central exam adjustments ↘

Deferral ↘

Extension policy ↘

Exceptional circumstances ↘

Fit to sit policy ↘
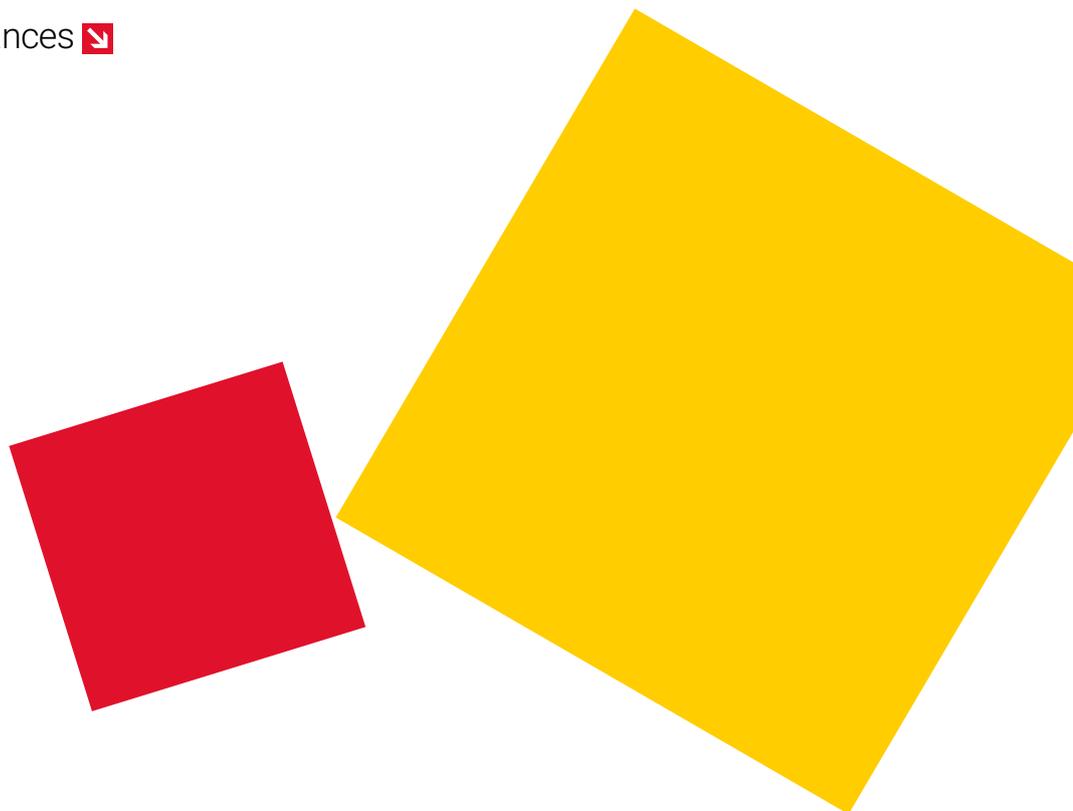
Exam procedures

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

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

Central exam adjustments

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

Deferral

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

Extension policy

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

Exceptional Circumstances

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

- **missing an assessment which you did not defer, or submitting an assessment late and incurring penalties**

- **experiencing difficulties which could have affected your academic performance in an exam or coursework**

- **adjustments such as CEAs, My Adjustments or deadline extensions being insufficient to compensate for the impact of your circumstances**

- **a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.**

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

Fit to sit policy

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

Assessment Misconduct and Plagiarism

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

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

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

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

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

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

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

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

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

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

Results and Classification

Results

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

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

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

Classification schemes ↘

Transcripts ↘

Degree certificate ↘

Classification schemes

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

Transcripts

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

Degree certificate

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

Fees and Finance

Fees

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

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

28 October 2022   **28 January 2023**   **28 April 2023**

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

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

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

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

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

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

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

Financial Support Office (FSO)

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

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

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

Contact us:
Financial Support Office
+44 (0)20 7955 6609
financial-support@lse.ac.uk | **lse.ac.uk/financialsupport**

Codes and Charters

LSE Academic Code

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

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

Read the Academic Code in full.

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

The Student Charter

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

The charter covers:

- **Your education** – what an LSE education is and how you can make the most of it

- **Our community** – what it means to be part of the LSE community and how to contribute

- **Your future, our future** – how to inspire future generations of LSE students.

Find out more about the charter and **read the full version** online.

Codes of Good Practice

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

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

The Ethics Code

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

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

- **Responsibility and Accountability**

- **Integrity**

- **Intellectual Freedom**

- **Equality of Respect and Opportunity**

- **Collegiality**

- **Sustainability.**

Learn more about the **Ethics Code**.

Research Ethics

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

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

Systems and Online Resources

Need IT help?

• Visit the Technology Centre on the first floor of the Library

• **Email: tech.support@lse.ac.uk**

• **Call: 020 7107 5000**

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

LSE for You

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

LSE for You allows you to:

• **View and update your term time (contact) and home (permanent) address**

• **Access your candidate number**

• **View your final results and award**

• **Select your courses.**

Student Hub ⬂

Moodle ⬂

Reset your IT password ⬂

Email ⬂
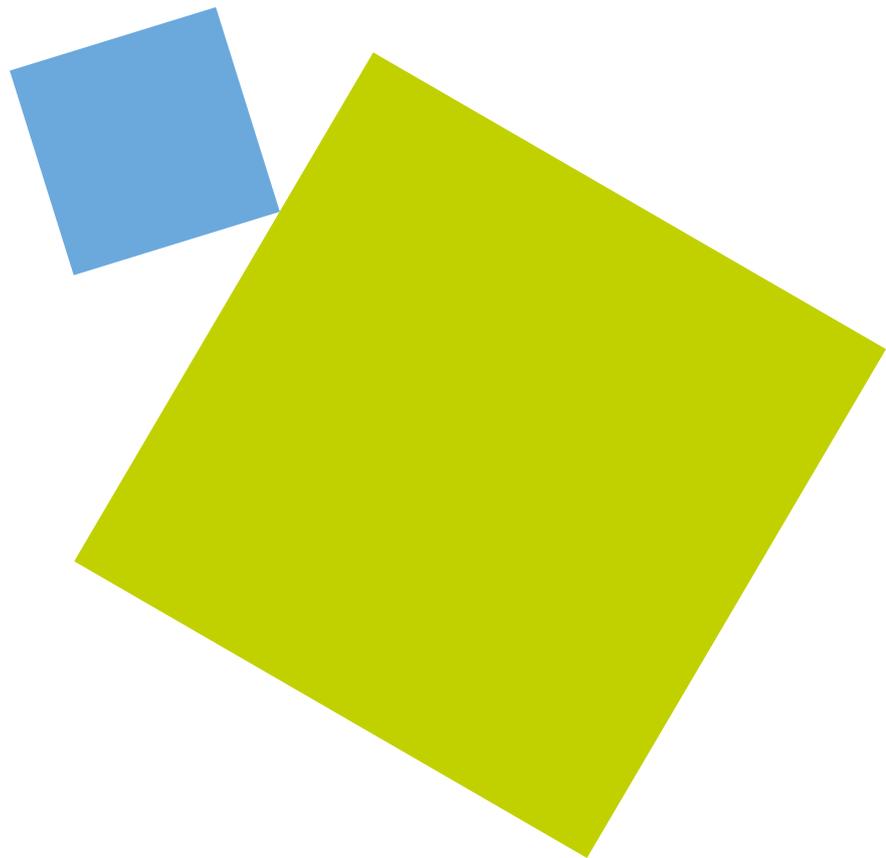
Student Hub

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

- **View your timetable and upcoming deadlines**

- **Find your way around with the campus map**

- **Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE**

- **Book appointments with academic staff (office hours) or support services**

- **Create or join groups with friends and course mates to carry on the conversation outside of class.**

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

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

Moodle

Moodle is LSE's virtual learning environment.

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

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

Reset your IT password

You can reset your IT password at **LSE Remote Access**.

Email

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

Microsoft Outlook is available on all public PCs. You can also access your email

off-campus using webmail (**mail.lse.ac.uk**) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training and Development System ⬊

Information security awareness training ⬊

Multi-Factor Authentication (MFA) ⬊

Training and Development System

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

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

Information security awareness training

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

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

Multi-Factor Authentication (MFA)

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

LSE100

Welcome to LSE100

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

Choosing your LSE100 theme

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

- **How can we control AI?**

- **How can we avert climate catastrophe?**

- **How can we create a fair society?**

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

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

How will I study in LSE100?

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

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

How will I be assessed?

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

Chat with the LSE100 team

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

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

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. You can access these guides at **lse.ac.uk/lse-information/ campus-map**

Getting help

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

LSE Campus

Key

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

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

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/international-development

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