

Intercollegiate Course Choice Process 2019/20

If you are considering taking an intercollegiate course at LSE Law in 2019/20 it is important that you read and follow the steps outlined in this document.

**Deadline to pre-register your interest with
LSE Department of Law:
Wednesday 31 July 2019**

1. Obtain approval from LSE course convener

Please email the LSE convener of the course you wish to take to obtain nominal agreement from them. All conveners reserve the right to refuse intercollegiate requests. If approved, please save the email from the LSE course convener.

2. Obtain approval from your home institution

Please email your home academic adviser/departmental tutor/programme director to obtain nominal agreement from them. Please save the approval email from your home institution.

3. Register your interest

Email law.llb@lse.ac.uk by 31 July 2019 using your university email address to register your interest in taking an intercollegiate course. Please attach the two emails from Steps 1 and 2 and provide the following information:

- Name:
- Home Institution:
- Current programme:
- Undergraduate/Postgraduate:
- Course you would like to take:

Note: You **should not** complete a LSE Intercollegiate Student form at this stage.

4. Provisional place

In early August, you will be contacted and informed whether you have been successful in gaining a *provisional* place on your chosen course. This does not formally guarantee you a place on the course but lets us know that you intend to enroll at LSE, so that we can take this into account when planning our teaching.

Having you pre-register your interest means we can protect up to two spaces per course for inter-collegiate students, so that when you are able to apply in September, these spaces haven't been filled by LSE students.

5. Confirmation

In September, you will be contacted to complete the official paperwork to confirm your study.

The official forms for intercollegiate students are released in September 2019. You will need to follow the process outlined on the following web page to formalise your enrolment on the course:

<http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Programme/Intercollegiate/home.aspx>

Please make note of the deadline listed on this web page.

It can take up to two weeks for your registration to be confirmed, due to both institutions being in vacation time, so you should not leave it until the last minute to complete the form and have it appropriately authorised. If you are having trouble contacting the LSE Course Convener please contact law.llb@lse.ac.uk.

Please note:

- Up to two intercollegiate places will be made available on each course and these places will be allocated on a first-come, first-served basis.
- LSE Course Conveners can be found under each course in the Course Guides (available at <http://www.lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm#generated-subheading11>) - courses starting **LL201-LL342**
- You may apply to do a maximum of one course. If you apply for more than one course you will be asked to choose your preferred one.
- If a course is fully subscribed as a result of the LSE LLB Course Choice process we may not be able to offer any places to Intercollegiate students. Course convener agreement in principle does not guarantee a place on the course.
- If you do not pre-register as requested (providing all information and agreements) by 31 July 2019 you will not be able to apply for an intercollegiate place on an LSE law course in 2019/20. No exceptions will be made.
- You are strongly advised to select a fourth option at your home institution, to avoid disappointment in the event that LSE are unable to offer you an intercollegiate place at the formal stage of the application process in September.
- The LLB course choice deadline is different from the general LSE deadline.

CONTACT US: LAW.LLB@LSE.AC.UK