LSE THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

MSc Handbook

Welcome to the Department of Media and Communications

MSc Handbook

2025/26

lse.ac.uk/media-and-communications

Contents

Department of Media and Communications

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

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

Head of Department Welcome

Welcome to the Department of Media and Communications at LSE!

We are excited for the academic year to start and keen to offer you a stimulating and rewarding learning environment as well as a supportive community over the year ahead, opening the doors to a wide universe of inquiry and discovery across our programmes.

There is no better time to study and critically reflect on the impact of media and communication on society. Recent years have shown how pivotal and crucial media and a wide variety of digital platforms have become to our everyday lives, as well as other spheres. We learned first-hand about the opportunities media and

communication offer in that regard, but we also became acutely aware of the many limitations and a whole range of contemporary challenges with regard to media and communication, be they political, ethical, social, cultural and economic.

These challenges point towards the great importance of ethical values as well as social and political rights, but also to how these values and rights are increasingly being undermined in fundamental ways.

We look forward to discussing and critically assessing with you the rapid, deep and widespread changes taking place in the media, communications and digital environment, in conjunction with increasing calls for action in view of more social justice across the world.

Together my colleagues and I wish you a rewarding and thought-provoking intellectual journey.

Professor Myria Georgiou
Head of Department

Key Department Information

Department Location

We are based on the 6th and 7th floors of Fawcett House and the 7th floor of Pethick, Lawrence House.

Contact details:

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

The Department's Student Common Room is for use by students registered on Media and Communications programmes. The Departmental kitchens are available to all MSc students in the Department.

Contacting Staff in the Department

The following email addresses are monitored by more than one staff member.

• **Media.MSc@lse.ac.uk** – for MSc admissions, current students and alumni queries (except for assessment)

• **Media.Assessment@lse.ac.uk** – for MSc assessment queries

• **Media.Research@lse.ac.uk** – for Research and PhD queries

• **Media.Visitors@lse.ac.uk** – for Visiting Fellow/Professor queries

Contacting Academic Staff

Academic staff can be contacted during Feedback and Advice Sessions (drop-in sessions and bookable meetings). Use the 'Bookings' facility on the Student Hub to book Feedback and Advice Sessions.

You may drop in without booking an appointment during drop-in sessions. Academic staff do not hold Feedback and Advice sessions during reading weeks or outside term time.

Academic Mentors/Supervisors

At the start of Autumn Term (AT) each of you is assigned an Academic Mentor, whose role is to:

1. Provide you with academic guidance and feedback on students' progress.

2. Provide pastoral guidance on non-academic issues and refer you, as necessary, to the appropriate support services within the School.

3. Implement the provisions outlined in Inclusion Plans, in liaison with the School's Disability and Wellbeing Service.

4. Comment on and provide general assessment of your progression.

5. Update the Department if your attendance and progress is not satisfactory.

You should maintain regular contact with your Academic Mentor through direct one-to-one meetings (at least twice a term during Autumn and Winter term and once in Spring term) and through regular email contact as needed.

Towards the end of AT, you will be assigned a Dissertation Supervisor who takes over the role of the Academic Mentor and in particular advises you on your dissertation, although you can consult any member of staff on questions related to dissertation research. It is your responsibility to attend group supervision sessions, where attendance is mandatory, and to make appointments to see your Supervisor during Feedback and Advice Sessions.

Contacting Professional Service Staff

The Department's administration team is based in FAW.6.01J, and is open to queries from you all year round via email, virtual or in-person meetings. Please check the departmental Moodle page for opening hours.

Our email addresses are:

Media.MSc@lse.ac.uk

Media.Assessment@lse.ac.uk

It helps us if you mention your programme or course, and your LSE ID number in email messages.

Feeding Back to the Department

Student/Staff Liaison Committee (SSLC)

The Department of Media and Communications has an MSc Student/Staff Liaison Committee (SSLC), which comprises student representatives (reps) from each of the MSc programmes, along with programme directors and other key staff from the Department. This committee meets termly to provide a forum for students to

discuss issues with staff that affect the student body as a whole. Dates for the termly meetings can be found on Moodle and reminders sent to elected reps via email.

Programme representatives (two per programme in any given term) are chosen by you as early in the Autumn Term as possible. It is up to students in each programme to decide how to select these representatives. Student representatives are expected to represent the whole cohort in their programme, to feedback accurately, and be responsible for representing the views of their peers. Names and contact details of

student representatives, and agendas and minutes of SSLC meetings will be published on Moodle.

Student suggestions and concerns

If you have any suggestions or concerns, we aim to respond to these constructively and as promptly as possible. Specifically, if you have a concern about a course, your programme or any aspect of the Department's activities, you are invited to raise this as early as possible with any of the following:

- The relevant course teacher or Course Convenor
- Your Programme Director
- The relevant Student/Staff Liaison Committee (SSLC) student representatives for your programme
- The Head of Teaching Delivery
- The Deputy Head of Department (Education)
- The Head of Department
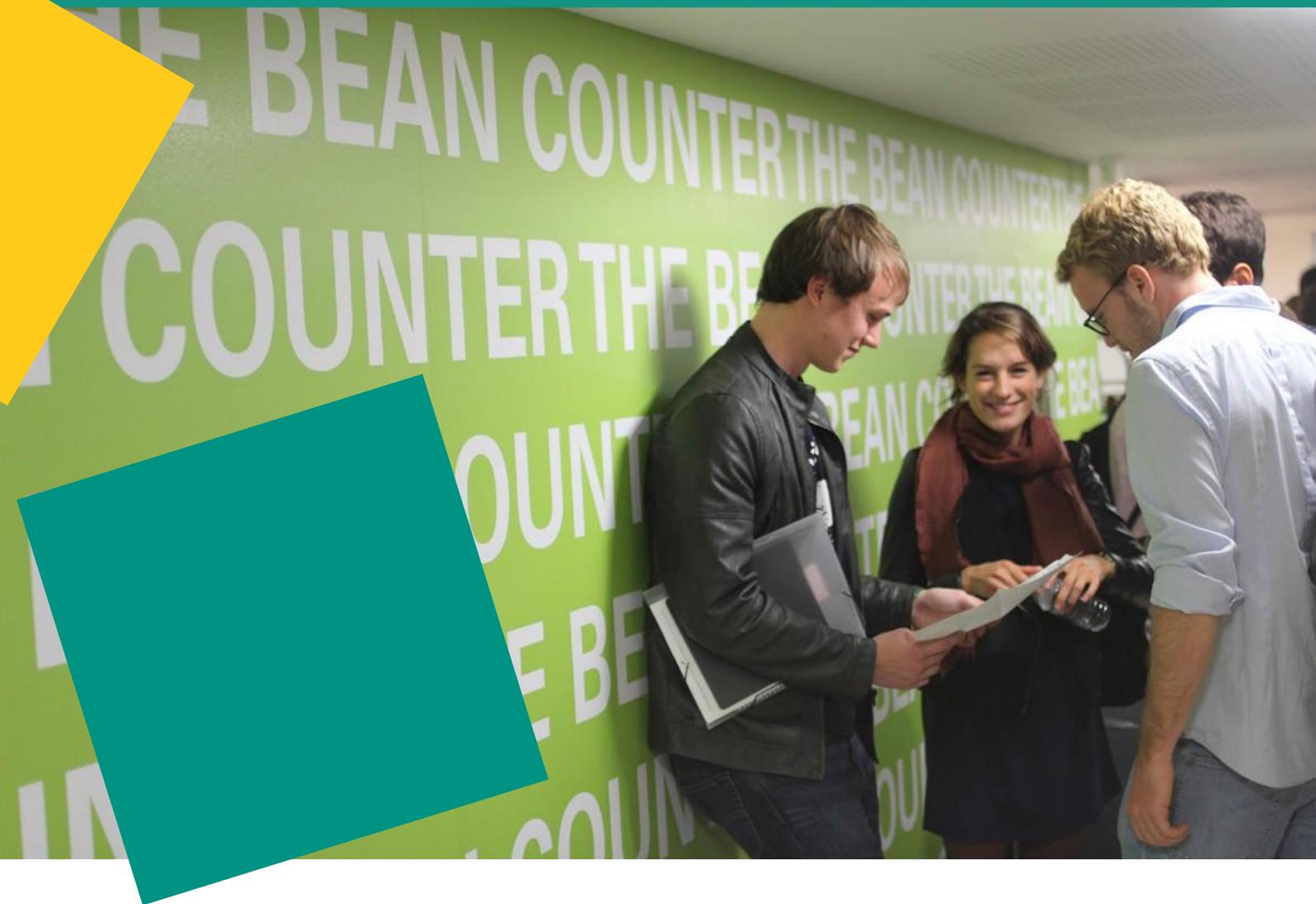
If you wish to raise any issues with individual members of staff, you should first try and speak directly to this person. If it is to do with the course in general or you feel talking to the individual teacher has not solved anything, speak to the Course Convenor. If an issue is related to your programme, speak to your Programme Director.

If the issue is more sensitive and you need guidance in how to approach it, please speak to a member of staff whom you trust and/or your Academic Mentor/Supervisor or your Programme Director. If things cannot be resolved in these places, then you can speak to the Deputy Head of Department (Education) or the Head of Department.

Please note, the School has a procedure for student concerns and complaints. Should you decide to express a concern or to pursue a complaint outside the Department, we ask that you also inform the Head of Department so that they are aware of any problems.

Teaching Delivery

Our MSc programmes and courses:

- MSc Global Media and Communications (Fudan)
- MSc Global Media and Communications (UCT)
- MSc Global Media and Communications (USC)
- MSc Media and Communications
- MSc Media and Communications (Data and Society)
- MSc Media and Communications (Media and Communication Governance)
- MSc Media and Communications (Research)
- MSc Media, Communication and Development
- MSc Politics and Communication
- MSc Strategic Communications and Society

Programme structure

All the MSc programmes offered by the Department, with the exception of the two-year MSc Global Media and Communications, run for a year through to submission of the dissertation in August. All programmes except for the MSc Global Media and Communications can be taken part-time over two calendar years. The online School Calendar contains programme regulations and details compulsory and suggested optional courses.

Courses

The online School Calendar contains official course information. The information given in the Calendar takes precedence over all other sources and should be regarded as the central point of reference. Graduate Course Guides for all courses taught in the School give an outline of the syllabus, an introductory reading list, and information on assessment.

Teaching

Teaching hours

Most half unit courses in the Department of Media and Communications are taught as a weekly lecture (1 hour or 1.5 hours) and a weekly seminar (1 hour or 1.5 hours). Some half unit courses have an additional film screening or practical component.

Check the Calendar entry for each course for further details, and for information on courses outside this department. Faculty use one weekday as their research day (most use Friday in our Department). The Department's professional services staff are available Monday – Friday in the main PSS office (FAW.6.01J). You can also contact the team on **media.msc@lse.ac.uk** or **media.assessment@ls.ac.uk**.

Lectures, seminars (or classes) and workshops

Lectures may be delivered to large groups of students, depending on the numbers of students who select that course. Lectures will be delivered prior to attendance in the seminars.

Seminars are normally taught in smaller groups of 15-17 students by faculty, LSE Fellows and Guest Teachers, with support from Graduate Teaching Assistants.

MC499.2 Study Skills Workshops are taught by Graduate Teaching Assistants. You are required to attend regularly and to participate in seminars, attendance is recorded. Lectures start in the first week of term (AT1 and WT1). Seminars start in

the first or second week of term (AT1 or AT2, and WT1) – please check the timetable and speak to the course convenor.

Units and courses

Students are required to take four units to complete an MSc programme. These are made up of taught courses to the value of three units and the Dissertation to the value of one unit. Some courses are equal to one unit; most are equal to a half unit. Each programme has compulsory courses and optional courses. Part-time students normally take courses to the value of two units in each year of study.

Compulsory courses

The compulsory courses are the central focus of each MSc programme, providing an advanced understanding of theories, concepts and methods in media and communications research. There are departmental compulsory courses that every

student must take, and, in addition, your programme has a compulsory course that is tailored to that programme and not open to students on other programmes. For the dissertation, students conduct original research which develops their particular interests.

Optional courses

Students will choose optional courses to the value specified in their programme regulations, selected from the lists of all available options. Programmes have lists of suggested options that suggest a pathway tailored to your programme. You may wish to consider these optional courses, however, these are only recommendations.

Courses are usually taught only once in each academic year (i.e., courses taught in the Autumn Term are not offered again in the Winter Term). Consider how your option choices will affect the balance of your workload over the year – especially with regard to assessment that you may have to undertake during the breaks – and be realistic about what you can do in Autumn Term.

Research ethics policy

You should familiarise yourself with the LSE Research Ethics Policy. The School attaches considerable importance to the maintenance of high ethical standards in research undertaken by its staff and students. You will be asked to submit an online ethics form to your Supervisor in connection with the Methods summative essay and in connection to the dissertation in the Winter Term. Instructions are provided in the department's Dissertation Guide and more information can be found on the MC499 and MC4M1/2 Moodle pages. You need ethical approval from your Supervisor for any empirical work conducted as part of your MSc. This includes the MC4M1/2 summative assignment, the dissertation and any other research work conducted for courses that are part of your MSc.

Course availability

Students in the Department can take most MC-prefixed courses on offer as long as they are not core courses on other MSc programmes. Access to optional courses, both within this Department and in other departments, is often limited. Controlled access courses are either 'capped' (i.e., their availability is limited by numbers) or 'restricted access' (i.e., their availability is limited by other criteria). Students may request approval to take controlled access courses through LSE For You (LFY), with some courses requiring a statement in support of your request. Full unit courses are taught across Autumn and Winter Terms. Most half unit courses are taught in either the Autumn or the Winter Term.

Course registration

All your course choices are subject to the final approval of your MSc Programme Director and will be reviewed during AT2. If your choices are approved this will be indicated on LFY; if your Programme Director needs more information or wants to speak to you before approving your choices, this too will be indicated on LFY. You may also receive an email asking you to contact the Department about your course choices.

You must select four units of courses including your choices for the Winter Term before the course choice system closes in AT2, except for Part-time students who may only select up to 2.5 units. For all courses, please refer to the online Calendar.

Dropping courses

You are able to withdraw from a course you have selected, if you do so prior to the Course Choice session closing for that specific term. You may not select or change a Autumn Term course after LFY Graduate Course Choice closes in AT2. You must make all your course choices, for both Autumn and Winter Terms, by the time the Graduate Course Choice system closes in AT2, thereafter, students may not drop a Autumn Term course and replace it with a Winter Term course. All changes to course selection will be subject to the approval of your Programme Director.

Attendance/absence

Students are required to attend the School for the full duration of each term. Students who wish to be away for good reasons in term-time must first obtain the consent of their Supervisor. Students away due to illness or other reasons must inform their Programme Director, Supervisor and seminar teachers and, where the absence is for more than two weeks, the Student Services Centre. Students are required to attend seminars and attendance will be recorded in LFY on a weekly basis. Supervisors have an overview of the seminar attendance registers in LFY and will follow up if you are not attending regularly. You should also be aware of any attendance requirements placed on you by your funding body and/or your visa status.

Full-time students

All full-time students must select courses to the value of FOUR units only. This includes compulsory courses, for which students are automatically registered, and option courses, for which students must register, to be taken in both AT and WT. You must not de-select the compulsory courses for your programme. You must not de-select MC408 and MC499. You must not de-select MC4M1 (or MC4M2 for Research Track students).

Controlled Access' Courses

As noted above, some courses are 'capped' or have 'restricted access' so an application note will have to be written to the person teaching the course before it can be selected (see above for more information). If a personal statement is required, this will be indicated on the LFY course choice system.

Registering for Seminar Groups

Students should sign-up for seminar groups via LFY after registering for a course. In some instances, the teacher will assign a student to a seminar group.

For MC4M1 please review the MC4M1 handbook for further details regarding registration of seminars and workshops. All relevant information will provided during the first lecture in Autumn Term.

LSE courses are generally taught between 09:00 on Monday to 18:00 on Friday. Full time students should be available for classes at any time during that period.

For courses where the teacher does not pre-allocate groups, LFY allows you to select the seminar group of your choice, provided that places are available. If you have signed up for a course in another department, you will need to ensure that the outside option lecture and seminar do not clash with any of your allocated courses in the department.

Part-time students

Part-time students normally select courses to the value of TWO units in each year of study. The MC499 Dissertation should be selected in Year 2. Part-time students must meet the same requirements as full-time students over two years. It is the responsibility of part-time students to ensure that other commitments allow them to attend their lectures and seminars, complete written assignments and attend examinations. The Department will try to accommodate requests from part-time students who wish to sign up for specific seminars to avoid clashes with paid work.
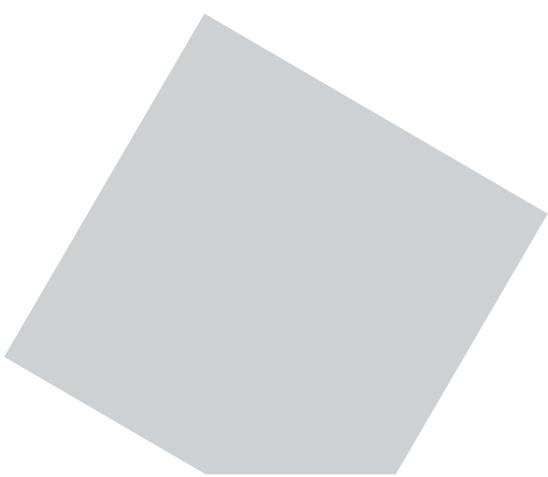
Courses in other departments

Some courses are limited to a certain number of students. You should consult the department in which the course is offered, and follow the instructions given there.

If you are choosing a course offered by another department, discuss this choice with your Academic Mentor and Programme Director if it is not listed as an option for your MSc programme and with the course teacher (in accordance with any course restrictions as listed in the School Calendar). Students should note that at LSE the summative assessment differs by department so students should consult course convenor of the course they wish to take early in the term to verify methods of assessment and coursework submission deadlines.

Auditing courses

You may be permitted to audit lectures (attend without credit) subject to the approval of the course teacher, whom you must contact directly for permission. As an approved auditor you would be allowed to watch the recorded lectures during the academic year. As an auditor, you may not attend the seminars.
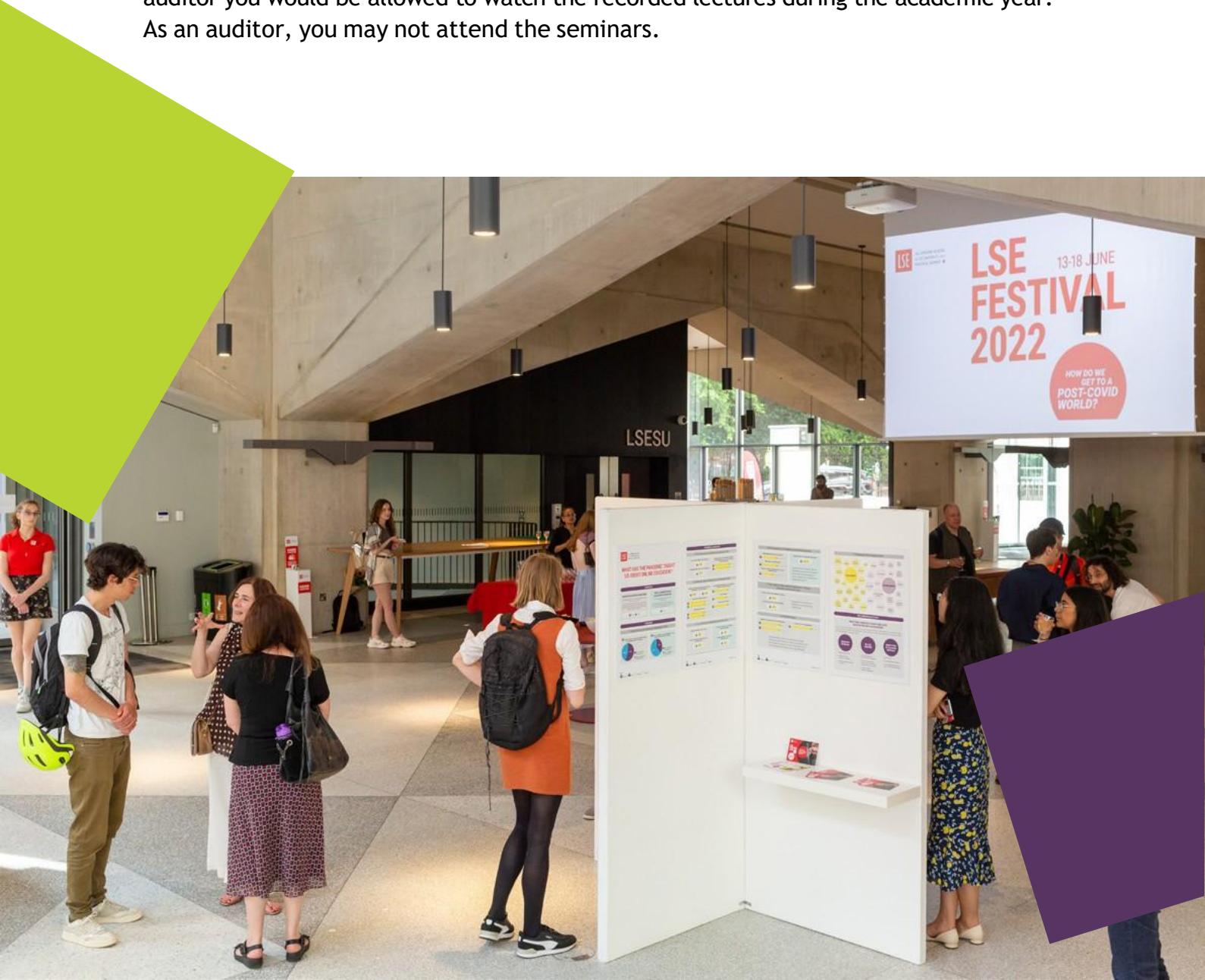
Student Support and Community

Academic support

Make the most of the academic support on offer in your department. A major part of the Department's learning environment is the Academic Mentoring system.

Your Academic Mentor has oversight of your studies but can also support with pastoral issues, helping you to make the most of your time in the department. So do make sure to meet with them often, at least twice a term.

Professional development

In the Media and Communications Department you'll have the opportunity to develop a range of professional skills, from networking with alumni and industry speakers

to honing your interview skills. We have a dedicated careers specialist based in LSE Careers, Shayna Main. Shayna runs programme-specific careers sessions, advising about subjects such as securing an internship, how to develop your CV, and many other topics. We work closely with Shayna using feedback from past and current cohorts to deliver careers sessions that are relevant and applicable.

Outside the classroom

We host numerous extra-curricular events and activities just for our students.

These range from conversational and casual events, allowing you to explore new ideas and current affairs topics, to seminars featuring faculty, alumni and other speakers who discuss their work and career. The Department hosts several events as part of the LSE Public Events Series so make sure to attend these. Our event series covers a range of topics with recent speakers having included politicians, journalists, researchers and activists, speaking on a wide variety of issues.

The LSE Students' Union (lsesu.com) has over 200 societies with something for everyone! There are societies for sports, arts, cultural groups, career, politics, academic subjects, faith groups, and much more. So, make sure to check this out either during their Welcome Freshers Fayre or at any point during the year to take advantage of the range of experiences on offer.

Polis

Polis is the journalism think tank based in the Department of Media and Communications, with the mission to:

- Provide a forum for public debate on key issues in journalism.

- Provide a space where practitioners and academic researchers can deliberate the impact of mediation and journalism in our societies.

Polis hosts regular guest speakers, publishes research reports, runs a blog and social media to foster lively debate around the most topical issues in media and journalism. The director, Professor Charlie Beckett, is a regular commentator on journalism.

Follow Polis at **@PolisLSE**

Community

The Department is a sociable community of staff and students, and we host a number of social events – starting with Welcome – where you'll get to know each other and to help you feel at home with us. And moving on throughout the year, there will be more social events, attended by students and staff alike, to help you stay connected and to ensure 'down time' alongside your studies!

Studying in London also gives you plenty of opportunities to plan your own social activities, whether that's visiting one of the many museums within walking distance, exploring London's great outdoors, or going to one of the coffee shops, cafes or bars or pubs on campus.

There's always plenty going on in the department – new opportunities, events, and community activities. We'll keep you up to date with this via different mediums – our newsletter which we create specifically for our students and, also via our social media channels – Instagram, X and Facebook. So, do follow all of these to help you get absorbed fully into the Department community.

Support systems

There are lots of support systems here at LSE to help you to stay well and happy. Full details of these services can be found in this handbook and also on the Department's Current Student webpages, but you can also approach anyone in the Department for more guidance about getting help and support when you need it: we're all here to help so please never hesitate to get in contact.
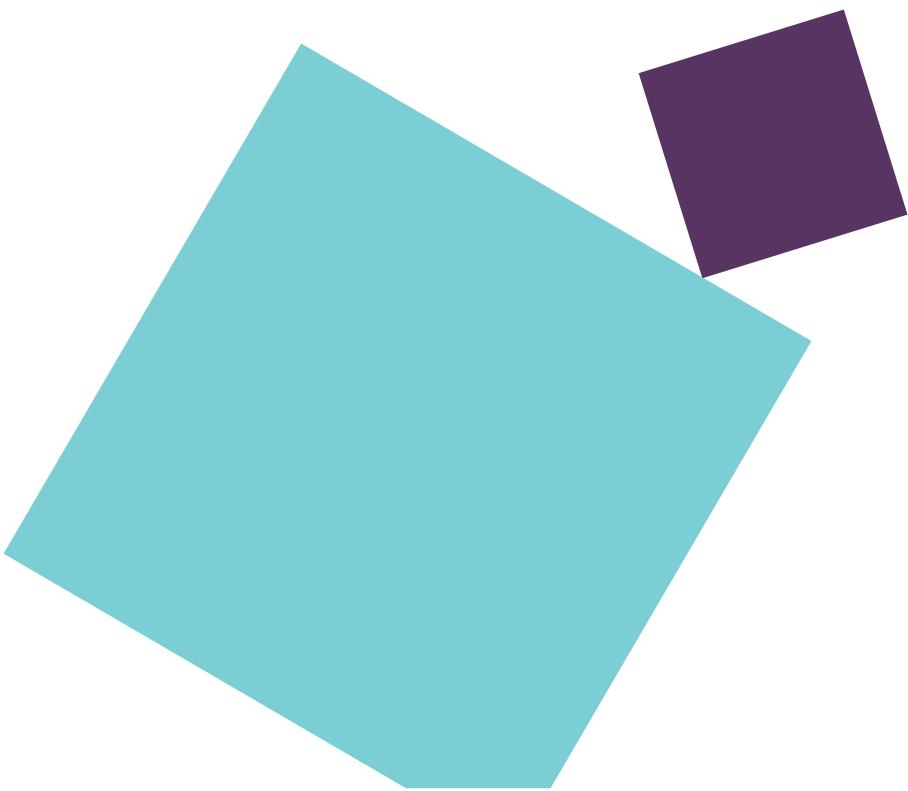
General Guidelines for Formative and Summative Assessment

The following includes general tips and guidelines to help you prepare for submission of your written work and for your unseen examinations.

Students can find the most up-to-date information, advice and guidance on all assessment and feedback in the Department of Media and Communications on the following webpage: **lse.ac.uk/media-and-communications/study/secure/assessment-feedback**

This includes information on:

- Assessment and feedback deadlines
- What are formative and summative assessments
- Coursework submission instructions
- Word count
- Assessment criteria
- Feedback
- Late submissions and penalties
- Extensions, Deferrals and Exceptional Circumstances
- Formal assessment procedures and regulations
- Marking process

Time planning

When choosing option courses try to avoid bunching work just before summative coursework deadlines. For MC prefixed courses taken in AT (except where the course is assessed via Spring examination) all summative coursework is due early in WT; coursework for courses taken in WT is due early in ST. It is your responsibility to be aware of, and plan for, coinciding deadlines. **Having several pieces of coursework due on the same date is not sufficient justification fo equesting an extension.** See submission deadlines in 'Key Dates' of this Handbook.

Preparation for examinations

You may decide to form small student-led study groups in preparation for examinations. You can revise based on previous years' questions or examination papers (for new courses or courses whose content has changed substantially since the previous year, specimen exam papers will be provided). Students are encouraged not to try to memorise model answers. Answers to exam questions are marked using the same general assessment criteria as those used for coursework essays and the dissertation.

Revision Feedback

Students will receive group advice from seminar teachers on their exam preparation techniques and suggestions about how to answer exam questions.

Students are expected to remain in London during the Summer Term period and make use of Feedback and Advice Hours.

Previous years' exam papers can be viewed on the LSE Library website.

Guidelines for essay writing

For each course, choose one of the essay topics/titles provided for the course in Moodle for your formative and summative assessment submissions. **Do not amend the essay title** unless you have the course teacher's explicit and agreed permission.

Every essay is different and several approaches to the same essay question are acceptable. Base your answers to essay questions on sources selected from the reading list, while also making use of other resources in the libraries to research your essay independently.

Note: Wikipedia is not a reliable and acceptable scholarly resource. It is advisable not to refer to course lectures or PowerPoint notes provided with lectures in your essay.

When most of the reading for an essay is completed, **draft an outline of the answer** which indicates the main arguments, the conclusions, and the content of the major sections of your essay.

The emphasis in the essay should be on **analysis and critical understanding**; avoid excessive description and long narrative.

Do not make the essay a summary of your notes. Focus on the theoretical argument, drawing on notes to fill out the substance of the essay.

Avoid a colloquial or casual style and adopt an **academic style of writing.** An academic style will aim for accuracy, logic and analysis. An exciting presentation of what you believe to be the case rather than what the literature supports will not compensate for the absence of accuracy, logic and analysis.

Include an **introductory paragraph** indicating how you will interpret the essay question, why this is an important or significant issue, and how the essay will provide an answer. **Define ey concepts** as you use them and refer back to the question so that the essay is focused.

It is generally helpful to provide some **detailed examples of the issues discussed**. Case studies are sometimes appropriate, but these should be carefully justified and not dominate the essay. **Consider alternative arguments or contradictory evidence** that may raise problems for your argument and indicate how you might resolve these issues.

A **methodological focus** may be included: eg, what empirical difficulties are involved in addressing the question or operationalising concepts? Or a **historical focus: how** has the problem changed over time or how have people previously attempted to address the question? Decide what your focus is and do not attempt to include all possible approaches.

Include a **concluding section** in which you reflect upon the arguments and issues discussed in the body of the essay and link these back to the essay question. This conclusion may also refer forward to future developments in research and in society.

Include a **complete bibliography** at the end of the essay. The bibliography should follow a **standard system** of referencing consistently so that the reader can retrieve the texts cited. This means that author, title, date and place of publication, publisher and (in the case of journal articles and book chapters) page and volume numbers must be cited correctly.

Essays are retained by the Department as part of the examination procedure and are not returned to students. Ensure you keep your own copies.

Avoiding plagiarism/academic dishonesty

LSE statement on editorial help for students' written work

- Any written work you produce (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely your own work. Specifically, you must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on their behalf.

- This guidance should be consulted when you are considering whether to employ a third party such as a professional copy editing or proof-reading company when producing work in draft or final version.

- It also applies when you seek editorial help from other, non-professional third parties, such as fellow-students or friends.

- It is not concerned with the regular and iterative interaction between you and your tutor/Supervisor(s) on draft versions of your work throughout the registration period. Your tutor/Supervisor is not regarded as a "third party" for this purpose.

- If you contravene the LSE statement on Editorial Help, this will be considered an assessment offence and investigated in accordance with the Regulations on assessment offences: plagiarism.

1. If you choose to employ a third party, it is your responsibility to give them a copy of this statement. When submitting work, you must acknowledge what form of contribution they have made, by stating for example, 'this thesis/ essay dissertation was copy edited for conventions of language, spelling and grammar by ABC Editing Ltd'

2. A third party cannot be used:

    2.1   to change the text of the work so as to clarify and/or develop the ideas and arguments;

    2.2   to reduce the length of the work so that it falls within the specified word limit;

    2.3   to provide help with referencing;

    2.4   to correct information within the work;

    2.5   to change the ideas and arguments put forward within the work; and/or

    2.6   to translate the work into English.

3. A third party can be used to offer advice on:

    3.1   spelling and punctuation;

    3.2   formatting and sorting footnotes and endnotes for consistency and order;

    3.3   ensuring the work follows the conventions of grammar and syntax in written English;

    3.4   shortening long sentences and editing long paragraphs;

    3.5   changing passives and impersonal usages into actives;

    3.6   improving the position of tables and illustrations and the clarity, grammar, spelling and punctuation of any text in or under tables and illustrations; and

    3.7   ensuring consistency of page numbers, headers and footers.

4. The third party shall give advice by means of tracked changes on an electronic copy or handwritten annotations on a paper copy or other similar devices. You must take responsibility for choosing what advice to accept, and must yourself make the changes to the master copy of your work.

Self-plagiarism

You must avoid significant overlap in the material submitted to different courses in both their formative and summative essays.

According to the **School's regulation on self-plagiarism**, a piece of work may only be submitted for assessment once. Submitting the same piece of work twice will be regarded as an offence of "self-plagiarism", however a student who fails an essay or dissertation can submit a re-worked version of the previous assignment.

Self-plagiarism relates to any piece of formative or summative work that you have submitted for assessment at the LSE or elsewhere. The rule against self-plagiarism does not prevent you from building on your previous work (for example, building on your formative work in your summative work or building on work for your methodology summative work, eg, your pilot design or sample, in their dissertation), however you should not repeat text from earlier assignments verbatim: instead, you should phrase that earlier text differently and, where appropriate, expand on your earlier work.

You should reference your own work if it has been published previously in a different context. Where your work has been published previously, the same rules apply as for plagiarism offences in relation to another person's work.

If you are in doubt, contact your course convenor, seminar teacher or your Mentor/ Supervisor.

Departmental guidelines

All work submitted as part of your formal coursework requirements must be expressed in your own words and must incorporate your own ideas and judgments. Each piece of work is an individual assignment that is intended to allow you to demonstrate your understanding of the current state-of-the-art. Students are required to submit a coversheet as the first page of each piece of coursework which includes a plagiarism declaration. **Plagiarism – that is the presentation of another person's thoughts or words as if they were your own – will be treated very seriously** by the Exam Sub-Board and by the School.

assignment and drafting your essays or dissertation. You may not share, with any other student, any wording, graphics, text or data files that form part of your assignment.

Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks and a full reference to their source must be provided in a proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as does a single unacknowledged long quotation from a single source. If you summarise another person's ideas or judgments, you must refer to that person in your text and include the work referred to in your bibliography.

Failure to observe these rules may result in an allegation of plagiarism. You must therefore consult your Supervisor if you are in any doubt about what is permissible. Plagiarism is treated seriously by examiners at UK universities and it could result in you failing your degree overall.

Plagiarism detection

In order to combat increasing occurrences of plagiarism, **the Department uses a plagiarism detection system called *TurnitinUK* for all summative coursework.** Summative coursework files submitted electronically to Moodle will be run through *TurnitinUK* and resulting originality reports will be made available to markers. For this reason, you must not use the *TurnitinUK* account of another student to assess your own work as this may result in a false positive result for plagiarism.

Artificial Intelligence, learning and assessment: Policy

Every Department in the School has their own policy on using generative AI in assessment. In this Department, our policy covers the use of AI-powered and generative AI tools in learning and assessment.

- **AI-powered tools** use artificial intelligence, often based on machine learning, to support (academic) learning, writing and research (e.g. grammar/spell checkers, search engines, referencing database).

- **Generative AI tools** are a sub-set of AI-powered tools that use deep learning and Large Language Models (LLMs) to produce outputs that more closely mimic human activities, thought processes and outputs.

We both encourage and expect students to be careful and reflective in their use of AI-powered and generative AI tools. They may be used to support, **but not replace**, your own intellectual effort both in class and in assessments.

The policy is a Department-wide policy and applies to all courses in our Department. The full policy can be seen on the Department Moodle page and on every MC course Moodle page. In brief:

You <u>may use</u> both AI-powered tools and generative AI tools during learning and teaching throughout the year, but you <u>may not use</u> generative AI tools to auto-translate the spoken content of lectures, or to auto-translate spoken content during seminars, because this contravenes the intellectual property rights of the teachers developing and delivering the content, and of students who may be presenting or contributing.

You <u>may use</u> AI-powered tools in the process of producing an assessment, but you may not use any generative AI tools in the process of producing an assessment.

You can find guidance and training from the School on **using Microsoft Co-Pilot** (licensed by the School), including **mitigating the risks of using it,** and on **developing your AI literacy** more generally.

Plagiarism detection

In order to combat increasing occurrences of plagiarism, **the Department uses a plagiarism detection system called *TurnitinUK* for all summative coursework.** Summative coursework files submitted electronically to Moodle will be run through *TurnitinUK* and resulting originality reports will be made available to markers. For this reason, you must not use the *TurnitinUK* account of another student to assess your own work as this may result in a false positive result for plagiarism.

Good practice for citations and referencing

if you are unsure about 'when to cite', ask your Supervisor or one of your course teachers and/or seek advice offered by the Library services.

Within the Department of Media and Communications, t**he main recognised citation styles (eg, APA 6th, Harvard), if consistently applied, will be accepted in formative and summative coursework and dissertations**. For students who wish to use it, the Library supports Endnote software.

When should you cite the literature?

knowing how to cite and reference properly is an important part of academic good practice. It allows you to acknowledge the work of other authors in your field of study and avoid being accused of plagiarism.

'When to cite' often depends on the context. There are, however, some contexts in which a citation to prior work is essential:

- All use of direct quotations whether a few words or several lines from other works (published or unpublished, academic or other) should be cited together with a date and page number (for some Web-based materials which are not paginated, 'no page no.' should be indicated).

- All use of existing work (published or unpublished, academic or other), even if paraphrased, should be cited with a date.

All use of data drawn from figures, tables, etc, should be cited.

There are other contexts in which judgement is needed about when to provide a citation to previous work. Normally, if a student is developing an argument derived in some way from the work of someone else or using concepts defined in the literature, there should be a citation to that earlier work. This should appear close to the location of that discussion in the text. This does not mean that every paragraph must be accompanied by a citation but, in most cases, paragraphs without any citations are rare. The key is to inform the reader about where he/ she can go to read the earlier work. It is also important to differentiate between the ideas of others and text which is an expression of your own argument.

If you are specifically discussing the work of a particular author, the text normally should say so and a citation to one or more relevant works of that author should be cited.

For example (using APA 6th style):

The concept of 'domestication' has been used extensively to examine how users of technology integrate new media services into their everyday lives (e.g. Silverstone, 1996: 76).

Or:

Globalisation is a term that has been used to refer to a wide variety of social, political and economic developments (see for instance, xxx, year; yyy, year). These authors develop their arguments in different ways. xxx (year, p.xx), for example, suggests that

… (in the following text, it would not normally be necessary to provide further citations to the same author, but when the text moves on to discuss a different idea or author, a citation normally should be included).

The same need for a citation applies when references are made to ideas/arguments presented in reports, newspaper articles, etc.

Look at published journal articles and course reading lists for examples of how to cite references and format bibliographies. The use of referencing software such as Endnote (available on all LSE computers), might help you organise your readings and aid in correct referencing in any format.

MC4M1 summative assessment: Self-plagiarism information

MC4M1 is a core module for students on all Media and Communications MSc programmes **(with the exception of Research Track students, who take MC4M2 - these students should follow the MC4M2 guidelines posted on Moodle when it comes to plagiarism and self-plagiarism.**).

The summative assessment for MC4M1 requires you to produce a methodologically focused research proposal. While this proposal does not have to be related to your planned dissertation project, many students choose to write a proposal outlining the research they hope to undertake for their dissertation. As such, the MC4M1 summative very often provides the intellectual basis of your MC499 summative (dissertation).

Developing a research proposal that clearly sets out the methodological basis of your project is essential to ensure the research you undertake is methodologically sound. Through this preparatory work, you will set out a core research question and develop a realistic plan for research that enables you to address this, for which you will also provide a well-grounded rationale. Doing this will allow you to refine your methodological approach before you undertake the research itself.

Recognising that writing a research proposal and actually undertaking research are fundamentally linked activities, we encourage you to build upon your MC4M1 summative for your MC499 summative. To this end, you may re-use wording from your MC4M1 summative in your MC499 summative (dissertation). This should not, however, involve copying and pasting long passages of text. Instead, we expect your dissertation to significantly revise and update the framing you set out for your MC4M1 summative, even as elements remain the same across the two pieces of work.

This is because the research you eventually undertake after writing an initial proposal should evolve. This can include but is not limited to: modifying the research question; adjusting sampling procedures; amending or adapting the method; thinking differently about the contribution to knowledge. Moreover, by the time you have actually undertaken research, you will generally have a great deal more to say about matters of ethics and reflexivity (which can only be anticipated at the proposal stage).

Thus while your dissertation may build upon MC4M1 summative work, adapting this to inform your dissertation should not wholesale copying and pasting.

Please ensure that any content from your MC4M1 summative that you do include in your dissertation is properly signalled, using footnotes or endnotes to indicate relevant sections. Where this is not done, it will be considered self-plagiarism in accordance with LSE policy.

Finally, please note that the above applies to MC4M1 and MC499 specifically, and you are not permitted to re-use content from assessments across any other courses.

If you have questions about referencing or self-plagiarism, please contact your Supervisor or MSc Programme Director. The MC4M1 summative assignment will also be discussed in lectures and workshops, and questions can be addressed there.

LSE Library resources for academic citation

if you have questions about how to prepare citations in the text of essays or dissertations, or bibliographies, LSE Library and LSE Life workshops will be helpful.

Additional information about citation and referencing

the resources below provide information about different styles of citation and they give illustrations of good practice. Some contain short papers by academics and others on 'good practice'.

American Political Science Association.
Style manual for political science.
Revised 2001. APSA Committee on Publications, 2001.
Reference Collection Z253 A51

American Psychological Association. 2010. *Publication manual of the American Psychological Association*. 6th. ed. APA Books, Reference Collection BF76.7 P97

Harvard Law Review Association. 1991. *The bluebook: a uniform system of citation* [on legal citation] 15th ed., Reference Collection: KF245 B65 **legalbluebook.com**

British Standards Institution. 1990. *Presentation of theses and dissertations*, BS 4821. 2nd ed. BSI, Reference Collection: Z5053 B86

Dunleavy, P. 1986. *Studying for a degree in the humanities and social sciences*. Basingstoke: Macmillan, Course Collection: LB2395 D92

Thomson Reuters. *EndNote: bibliographies made easy*. [version 5] Berkeley, CA: ISI ResearchSoft, 2001. Course Collection: Computer Manuals

Garner, D.L., and D.H. Smith. 1993. *The complete guide to citing government information resources: a manual for writers and librarians*. Bethesda: Congressional Information Service, Reference Collection: Z1200 G23

Gibaldi, J. 1999. *MLA handbook for writers of research papers*. 5th. ed. New York: Modern Languages Association of America, Reference Collection: LB2369 G43

Li, X., and N.B. Crane. 1996. Electronic styles: a handbook for citing electronic information. 2nd ed. Information Today, Reference Collection: PN171.D37 L69

Modern Humanities Research Association. 1996. *MHRA stylebook: notes for authors, editors and writers of theses*. 5th. ed. Modern Humanities Research Association, Reference Collection: PN147 M68

Preece, R. 1994. *Starting research: an introduction to academic research and dissertation writing*. London: Pinter, Course Collection: LB2369 P92

Turabian, K.L., and B.B. Honigsblum. 1996. *A manual for writers of term papers, theses, and dissertations*. 6th. ed. Chicago: University of Chicago Press, Course Collection: LB2369 T92

University of Chicago Press. 2003. *The Chicago manual of style*. 15th. ed. Chicago: University of Chicago Press, Reference Collection: Z253 C53

Walker, J. R. and T. Taylor. 1998. *The Columbia guide to online style*. Chicago: Columbia University Press, Reference Collection: PN171.F56 W18

Watson, G. 1987. *Writing a thesis: a guide to long essays and dissertations*. London: Longman, Course Collection: LB2369 W33

Useful websites

owl.english.purdue.edu/owl/resource/560/01/
Purdue University's Online Writing Lab – Up to date APA style guide

ifla.o g/l/training/citation/citing.htm
IFLA 's Style guides and resources page

lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html
From University of California, Berkeley,
Style sheets for citing resources
(MLA, APA and Chicago examples)

library.mmu.ac.uk/eresource/bibcit.php
Manchester Metropolitan University guide to citation

Key Information

Student Services Centre ↘

Student Voice ↘

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Study and Career Support Services ↘

Equity, Diversity and Inclusion (EDI) ↘

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Exams and Assessments ↘

Assessment Misconduct ↘

Results and Classification ↘

Fees and Finance ↘

Codes and Charters ↘

Systems and Online Resources ↘

LSE Campus ↘

66 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? 99

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 certificate**
- **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 enrolment 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 and with the **correct original documents**. 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 that you are enrolled as a current student at LSE to organisations such as council tax offices, embassies and banks. 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 as a PDF. If the standard letter is not sufficient, you can request a bespoke 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 bespoke letters may take longer 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 and Engagement

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

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**

Immigration Advice

The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the 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, or log-in to their dedicated visa advice live chat.

What do I do 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; or want to change degree programme. You can find these questions and answers at **lse.ac.uk/what-if**

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 Autumn term or Winter term the following year as appropriate. Spring term interruptions are not possible. For more information visit **lse.ac.uk/interruptions**

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

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 need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit **lse.ac.uk/programmetransfers**

Change of mode of study

If you are studying a master's programme, and you need to change from full-time to part-time study due to your circumstances, you will need to seek approval from your academic department.

Changing from full-time to part-time study is generally acceptable up until the end of Winter term Course Selection, as long as your selected courses can be amended according to programme regulations and in line with the teaching that you have already taken. Your fees will also be amended.

Changing from part-time to full-time may not always be possible, especially if you need 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 to ensure you are aware of all necessary assessment requirements, how your final degree is calculated and what options are available if you experience problems during your studies.

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

- General Academic Regulations
- Classification Schemes
- Assessment Offence Regulations
- Appeals Regulations.

You can also 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. They are 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 positive change for the benefit of yourself, your peers, and even future cohorts.

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. By volunteering, you'll represent your peers and take a leading role in the student body.

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found on the **student voice webpages**.

Meet LSE leadership events

In the Autumn and Winter Terms, LSE hosts student-only events that give you the opportunity to discuss your experience as a student with LSE leadership, including the President and Vice Chancellor.

These events are an opportunity for you to meet leaders from across LSE in person to ask questions, raise suggestions and voice any concerns. You'll be invited to attend these events - look out for further details in Autumn and Winter Term.

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 (as a pair or as a group) about an aspect of education or the wider student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff.

Up to 20 proposals will be selected to receive 100 hours of funding, full academic supervision, the support of a staff partner from the area of LSE you are researching, and the opportunity to present your findings and recommendations directly to LSE leaders.

Applications to become a Change Maker will open in Autumn term 2025 and you can find out more at l**se.ac.uk/changemakers**

Student Education Panel

The Student Education Panel is an opportunity for you to enhance education at LSE alongside students from other departments and levels of study, and gain insight into how the university works.

Around 50 Student Education Panellists meet several times throughout the year to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they generate insights to present at key education-related forums, and work in partnership with LSE and LSESU leaders 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 voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2025 and you can find out more at **lse.ac.uk/studenteducationpanel**
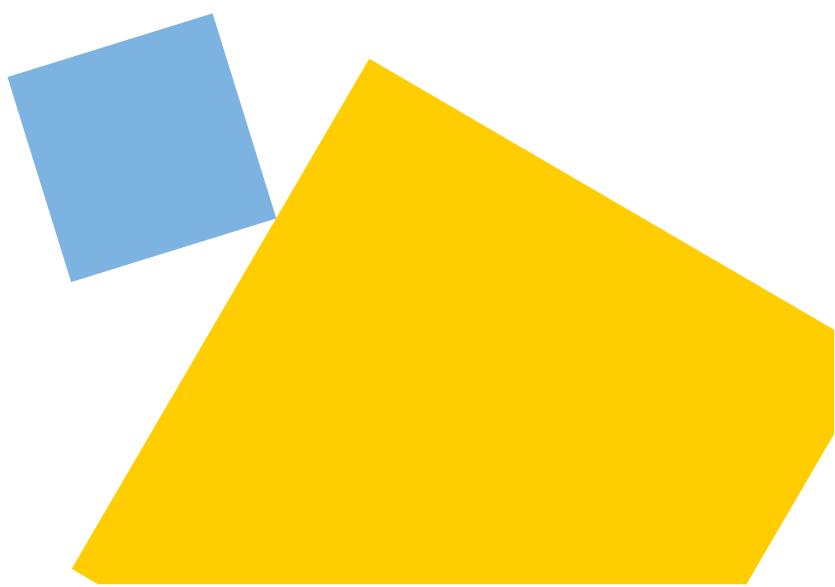
Quality Assurance

Quality assurance

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**. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's **Calendar**. 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 surveys

In both Autumn term and Winter term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information 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.
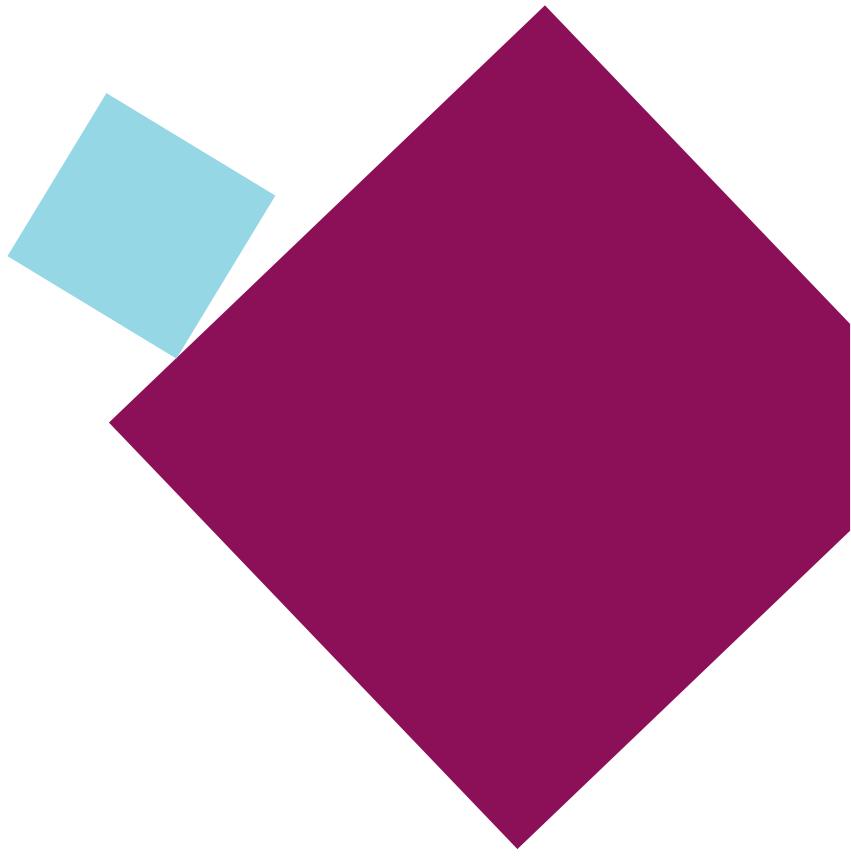
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

- **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, 10am – 6pm.

🎙 **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 Winter 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 300 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, are interested in taking one of our courses as a degree option, want to learn a new language or improve your current language skills, the Language Centre is here to help.

If English is not your first language, our support programme can offer help and advice throughout your degree. Best of all, it is free! English for Academic Writing courses are available for any taught student who does not have English as a first language. These weekly classes are taught throughout the Autumn and Winter Term and can help with academic writing for coursework. This support is delivered with LSE LIFE (**lse.ac.uk/ lselife**). You can find out more information on what is on offer and how to sign up **here**.

You may be eligible to take a language, literature or linguistics course as part of your degree programme. You can find out about our courses and your undergraduate degree **here**.

Any LSE student can sign up for a **non-degree extracurricular language course**. 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

Whether you already know where you want to go or you'd like to explore your options, LSE Careers is here to help you connect with your future – from working with you to understand your motivations, to providing opportunities for you to meet employers across a range of sectors.

How do I get started?

As an LSE student, you can use LSE Careers to access a range of careers support, from events and job opportunities to resources and careers appointments. We also provide bespoke services for Disabled students and PhD students.

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

• register for careers events to develop your skills or explore different employment sectors

• browse jobs and internship opportunities on our jobs board

• book a one-to-one appointment with a careers consultant

• update your preferences to receive careers information relevant to your career interests.

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

• explore resources about choosing your next steps

• get insights into employment sectors and recruitment processes

• browse top tips for writing your CV and cover letters

• access online tools for practicing interviews and reviewing your CV

• be inspired by what LSE graduates have gone on to do.

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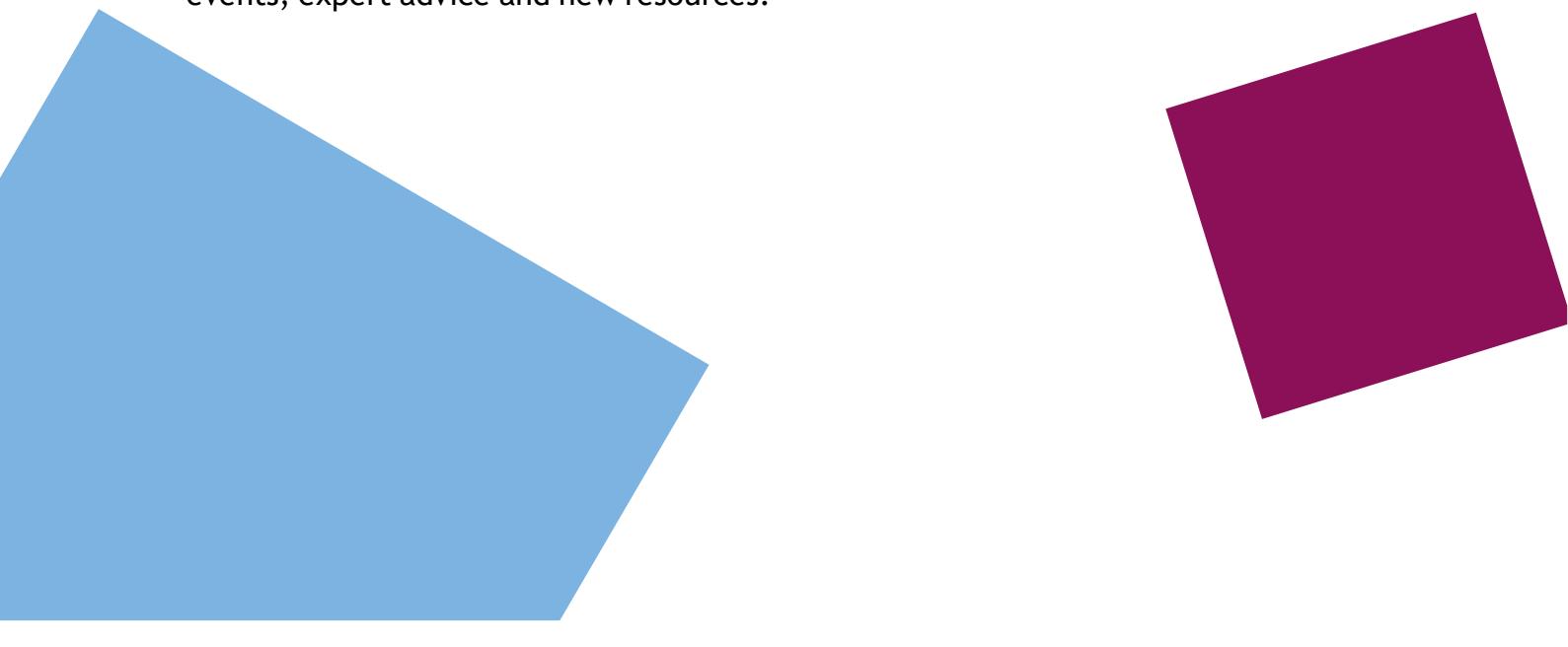
LSE Volunteer Centre

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. Volunteering is a great way to help develop personal and professional skills, meet new people and make a difference in your community. We are committed to making volunteering exciting and accessible, and we collaborate with students to enhance their volunteering experiences.

Information and Advice

We offer a range of ways to get involved from the start of your LSE journey, including connecting students with long-term and short-term volunteering with our hundreds of charity partners and one-off opportunities throughout term on campus. We begin each term with a Volunteering Fair, where we invite over 50 charity partners onto campus to speak directly with students. We also host a charity on campus weekly for Charity Tuesday, to spread awareness of their mission and volunteering opportunities. At any point of the year, students have access to our ongoing volunteering vacancy board, updated daily with opportunities from charity partners. You can book a meeting with our Volunteer Centre Manager for one-to-one support.

Volunteering Programmes

The Volunteer Centre also runs multiple exciting voluntary programmes, including the consultancy with the Community Engagement Programme, the Research Volunteering Scheme, an initiative for volunteer researchers, and Student-Led Projects, an opportunity to develop your own volunteering project. These programmes offer students the chance to work with other students, collaborate directly with charities, and use their degree knowledge with the mentorship and support of the Volunteer Centre. These programmes are application-based, and information is available on how to apply during Autumn Term.

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 is 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 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 business support. We focus on supporting and scaling socially driven student startups on campus and across the globe (from Lisbon to Lagos!)

As a student, you'll have access to all of our resources and access to our co-working space at the heart of the LSE campus, 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 programmes vary from startup competitions, our flagship accelerator programme, industry panels, skill development workshops on a range of topics, entrepreneurship bootcamps, and even international treks!

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

Discover more on our website **lse.ac.uk/generate**, **register with Generate** to receive our monthly newsletter, follow us on all our social media channels at (Instagram, Facebook, X) **@LSEGenerate**, and you can join our **Slack community** of over 1000 members, where ALL the action happens!

Equity, Diversity and Inclusion (EDI)

Promote equity, champion diversity, and help develop an inclusive LSE

One of our guiding principles in LSE's 2030 Strategy 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.

Through events celebrating Black History Month, LGBT+ History Month, Disability History Month and International Women's Day, we have consistently demonstrated our commitment to an inclusive LSE.

LSE has a number of important initiatives that are designed to lead to equity, diversity and inclusion for us all:

- **Ethics Code:** The LSE community is expected to act to the highest standards of ethical integrity, in accordance with the ethical principles set out in our Ethics Code. Visit **lse.ac.uk/ethics** to read about the School's commitment to equality of respect and opportunity.

- **Report it, Stop it:** If you have experienced, or witnessed, any form of bullying, harassment (including that based on protected characteristics under the Equality Act 2010), hate crime or sexual violence, we encourage you to report this to LSE.

  - **Online Form:** Incidents can be reported via the online Report it Stop it form. This report can be completely anonymous, if you prefer. If you do leave your contact details, LSE can take action with your permission to find a resolution to your case. Find out more at **info.lse.ac.uk/report-it/Report-an-incident**

  - **Safe Contacts**: Reports can also be made to LSE Safe Contacts, who are trained members of LSE staff offering confidential support and guidance to individuals who have experienced, or are experiencing, any form of bullying, harassment, hate crime or sexual violence. Visit **info.lse.ac.uk/report-it/Safe-Contacts** for more information.

  - **Consent.ed**: LSE's educational programme focused on consent, fostering respectful and inclusive behaviour on campus. All students are expected to participate, though opting out is respected for personal reasons. Learn more on **info.lse.ac.uk/report-it/Consent.Ed**

  - **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/report-it/Sexual-violence-support-worker**

- **Survivors UK**: LSE has recently partnered with Survivors UK to 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 confidential appointment. Learn more here: **info.lse.ac.uk/report-it/Sexual-violence-support-worker-Survivors-UK**

- **AccessAble:** Accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone. Visit **accessable.co.uk/london-school-of-economics/**

- **LGBTQ+ Role Models and Allies Directory:** provides a list of staff who are LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies. Visit **lse.ac.uk/LGBTplus**

- **Our Race Equity Framework** has been developed for improving the representation and attainment of Black, Asian and minority ethnic students[1] at the undergraduate, postgraduate taught and post-graduate research levels, and improving the representation and progression of Black, Asian and minority ethnic staff in academic and PSS (professional services staff) roles. **Visit our website to learn more**.

- **Our Athena SWAN action plan** has been developed for the advancement of gender equality at LSE. The plan includes actions to embed EDI in departmental culture, to support women in applying for research grants, to support trans staff and students and increase the proportion of female students undertaking postgraduate research programmes. **Visit our website to learn more**.

- **LSE Students' Union:** You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on their website **lsesu.com/voice/student-reps/**

For further information about these initiatives and the support available - plus our partnerships, training and workshops, and inclusive EDI policies - please contact the EDI Team on **edi@lse.ac.uk** or visit our website - **info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Home**

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1 Black, Asian and Minority Ethnic (BAME) and Black and Minority Ethnic (BME) are umbrella terms that are sometimes used in the UK to refer to all non-white people. However, we recognise that these terms are imperfect, in that they mask differences in lived experience and outcomes for many different ethnic groups. Improving our community's understanding of these differences will be part of our work on race equity at LSE.

Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS aims to provide you with a single integrated source of help and assistance to ensure that you get the most out of your LSE experience.

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DMHS can help you to create My Adjustments which is a way of putting in place agreed "reasonable adjustments" to support your studies. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. The earlier that you let DMHS know about your condition the earlier they can work with you to put appropriate support in place. For more detailed information about My Adjustments, and to apply for My Adjustments, visit **lse.ac.uk/myadjustments**

Support for your wellbeing

Any student looking for support for their wellbeing can book a 30-minute Wellbeing Appointment. This provides an opportunity to discuss any issues you are experiencing, and an opportunity to explore what would be most useful to you, including: one-to-one support (eg, counselling), groups, workshops, online resources, self-care strategies and referrals to other LSE and external services.

Visit **lse.ac.uk/wellbeing** to book a Wellbeing Appointment.

Groups and Workshops

SWS also organizes groups and workshops to support students experiencing stress, anxiety or other issues. Details of these groups can be found **online**.

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**

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 (IHS)**

- **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 **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 provides spaces 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 LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our **resources**.

Wellbeing

We host a range of wellbeing activities. Details of our regular classes can be found on the **Wellbeing page** and we always have **spaces** available for prayer, meditation, 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 LSESU Faith Societies or faith/wellbeing-based staff groups. **Find out more here** or 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**

Beecken Faith and Leadership Programme

Learn more about our flagship faith and leadership programme at **lse.ac.uk/faithcentre**. These programmes are free, extra-curricular modules for all students at LSE, providing opportunities to explore, question and challenge religious differences, and build relationships and transform attitudes across faiths.

LSE Religion and Global Society

The Faith Centre is also home to the Religion and Global Society research unit; an interdisciplinary unit conducting, coordinating and promoting religion-related social science research at LSE.

LSE Religion and Global Society Blog

The **LSE Religion and Global Society blog** is an interdisciplinary platform that explores the place and role of religion in our globalised world. The blog is 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. We welcome contributions from all researchers working on religion and global society.

If you are interested in contributing to the blog, have a look at our **guidelines** or get in touch with the editor Flora Rustamova at **f.d.rustamova@lse.ac.uk**

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers 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 Flora Rustamova at **f.d.rustamova@lse.ac.uk**

Keep up-to-date with the Faith Centre: **X** | **Facebook** | **Instagram** | **LinkedIn** | **TikTok**

Visit us: 2nd Floor, SAW Building, 1 Sheffield Street, WC2A 2AP

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 Autumn term in Student LFY.

Exam timetables

Course by course exam timetables will be available **online**. For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter term and for students taking in-year resit and deferral exams, it is usually available in late July/early August. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers. Please visit the **webpage** for full details of release dates for this academic year.

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 fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams 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. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments ↘

e-Exams ↘

Fit to sit policy ↘

Extension policy ↘

Deferral policy ↘

Exceptional circumstances ↘

Missing assessment deadlines ↘
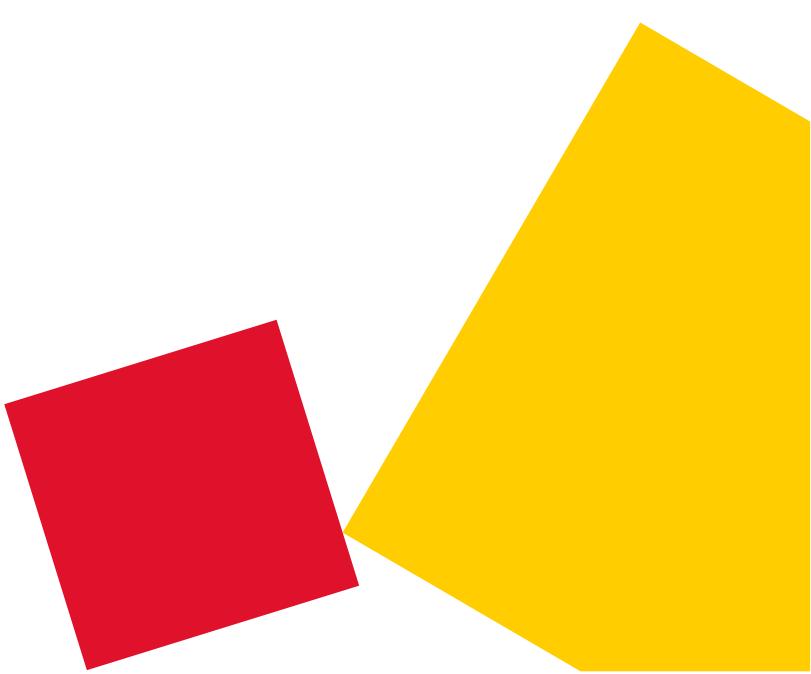
Central exam adjustments

Central Exam Adjustments (CEAs) can be put in place 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, including deadline dates for applications, visit **lse.ac.uk/CEA**

e-Exams

e-Exams are exams that take place in-person and under invigilated exam conditions, the same way that they are for handwritten exams. Instead of completing your answers on a paper script, you use your own personal device to type your answers and submit electronically.

The platform currently used by LSE is Digiexam. This works by locking down your personal device to create a secure exam environment where you can write your answers.

Not all exams are e-Exam enabled. Please see list of e-Exam enabled courses on the e-Exams webpage. For further information visit **e-Exams (lse.ac.uk)**.

Fit to sit policy

By attempting any type of assessment, including but not limited to sitting exams, submitting essays, coursework, class participation, group work, presentations, or dissertations, you are declaring yourself fit to do so. If you 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 **deferral**. Requests for an extension or deferral must be made in advance of the assessment deadline.

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 Department responsible for the assessment. For more information visit the Departmental Extension Request page

Deferral policy

If, having been granted an extension you feel you require more time to submit the assessment, your extension request was not approved, or the assessment in question has a static deadline such as an exam or online assessment released at a specific time/date, you should consider requesting a deferral. You must complete the online deferral form and submit evidence no later than 24 hours before the submission deadline or starting time of an exam. For more information visit **lse.ac.uk/deferral**

Exceptional Circumstances

If, having submitted an assessment you feel your performance was impacted by circumstances beyond your control, you should submit an Exceptional Circumstances (EC) Form and corroborating evidence to the Student Services Centre. Such circumstances could include (but are not limited to):

- **Failing to submit an assessment or sit an exam which you did not defer**

- **experiencing difficulties which could ve affected your academic performance in an assessment**

- **adjustments such as CEAs, My Adjustments or deadline extensions that you feel were insufficient o 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 Exam Boards to the circumstances which may have affected your performance. For more information visit **lse.ac.uk/exceptionalcircumstances**

Missing assessment deadlines

If you miss an assessment deadline (including an extended deadline) you should submit your work as soon as possible. Normally, the following **late penalties** would be applied unless you can demonstrate a good reason (normally supported by evidence) for not being able to submit on time. If you submit late, you should inform the Department responsible for that assessment of your reasons for not being able to submit on time as soon as possible. This will allow them to consider if they are able to lift any late penalties that are applied.

Assessment Misconduct

All summative assessments that you submit to the School are subject to the School's Regulations on Assessment Offences. You are expected to have read and understood these regulations before you submit your work to the School. If you are found to have committed an assessment offence, such as plagiarism (either deliberate or accidental including self-plagiarism), exam misconduct, collusion, contract cheating or using Artificial Intelligence software, you could be expelled from the School. For more information and support regarding the School's expected standards of academic integrity visit **lse.ac.uk/assessmentdiscipline**

When you submit your summative (assessments that count towards your mark in a course) assessments to the School you are expected to have read and understood the following academic integrity statement:

By submitting work to the School you confirm you will abide by and uphold the School's Code of Good Practice, Ethics Code and academic integrity as outlined in the School's Regulations on Assessment Offences and Department guidance and you also confirm that:

- the work in this assessment is solely your own; and

- you have not conferred or colluded with anyone in producing this specific assessment*; and

- you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and

- where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and

- your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and

- you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment.

You can seek advice about the School's rules regarding academic integrity from the Library (visit **lse.ac.uk/library**) and LSE LIFE (visit **lse.ac.uk/lse-life**)

You should also ensure that you adhere to the School's Research Ethics Policy and Procedures where appropriate when conducting research. Failure to obtain the necessary Ethics Approval for your research could result in your conduct being considered under the School's Research Misconduct Procedure. For more information visit **lse.ac.uk/ethics**

Results and Classificatio

Results

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 who owe debts 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 **lse.ac.uk/re-entry**

Classification schemes ↘

Transcripts ↘

Degree certificate ↘

Classification scheme

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 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 certificat

Depending on when you are awarded your degree, you may have the opportunity to collect your certificate at graduation. Any certificates that are not collected are posted to the permanent home address we have on record. For more information, please visit **lse.ac.uk/degreecertificate**

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 2025   28 January 2026   28 April 2026

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 **info. lse.ac.uk/payments**

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 Student Finance Hub. Please visit our webpage to get full details **lse.ac.uk/fic**

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

The Fees, Income and Credit Control Office also run support services for students who wish to discuss fees, loans and payment related enquiries. For further information, please visit **lse.ac.uk/fic**

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

Financial Support Office

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 or have any funding related queries.

If you anticipate or experience financial difficulties, contact us as soon as possible to talk about your options.

Phone, email or join a one-to-one Zoom Drop-in Session: **lse.ac.uk/financiald opin**

Contact details:
Financial Support Office
+44 (0)20 7955 6609
financial-suppo_t@lse.ac.uk | **lse.ac.uk/financialsuppo_t**

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 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.

Find **resources, training and support on LSE research ethics**. 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 Tech Centre on the first floor of the library – Lionel Robbins building (LRB)

- Email: **tech.support@lse.ac.uk**

- **Call: 020 7107 5000**

For further information and opening times please visit **info.lse.ac.uk/current-students/dts**

Student Hub ↘

Moodle ↘

LSE for You ↘

Reset your IT password ↘

Multi-Factor Authentication (MFA) ↘

Email ↘

Microsoft Office 365 @ LSE ↘

Training and Development System ↘

Information security awareness training ↘
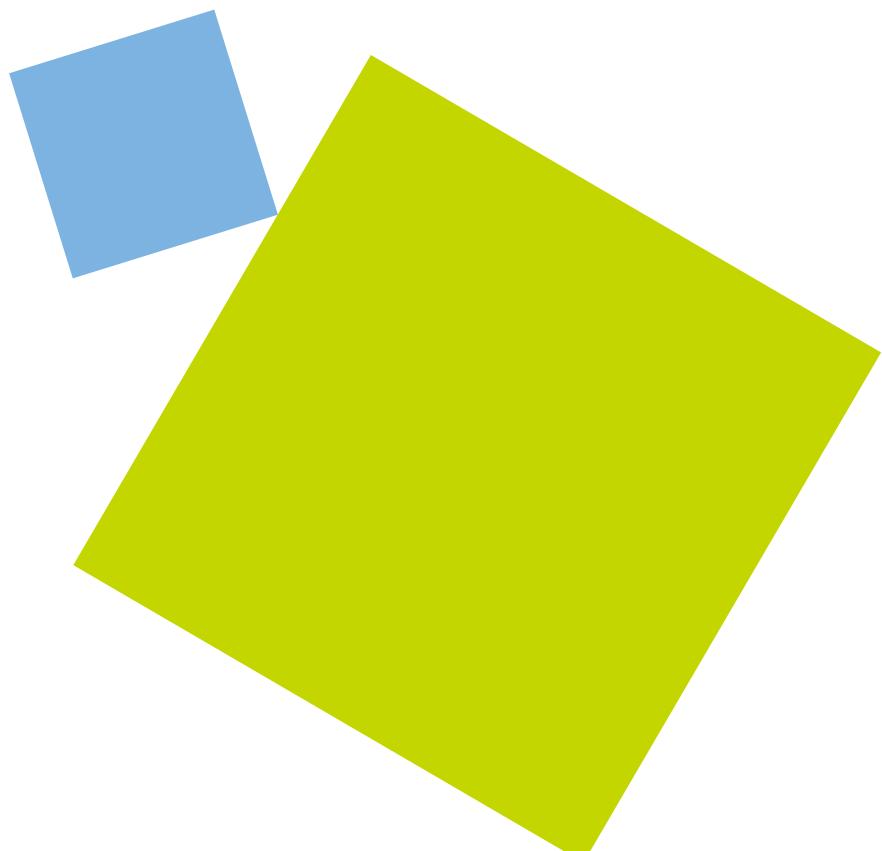
Student Hub

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**

- **Keep up to date with news and events from around LSE in your newsfeed**

- **Book appointments with academic staff (office hours) and supp t services.**

Available on iOS and Android app stores or as a web app at **studenthub.lse.ac.uk**

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**

LSE for You

LSE for You is a web portal which gives you access to a range of services. As part of ongoing development work, some of these services have been moved onto a new platform.

In **Student LSE for You** you can:

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

• Access your candidate number

• View your teaching timetable.

To select your courses, please use course selection in **LSE for You**.

Reset your IT password

You can reset your own IT password at the **LSE Password website**.

Multi-Factor Authentication (MFA)

MFA provides an extra layer of security on top of your username and password when you access our resources online – providing increased protection against cyber-attacks.

Once set up, it is easy to use and manage via the link below: **lse.ac.uk/mfa**
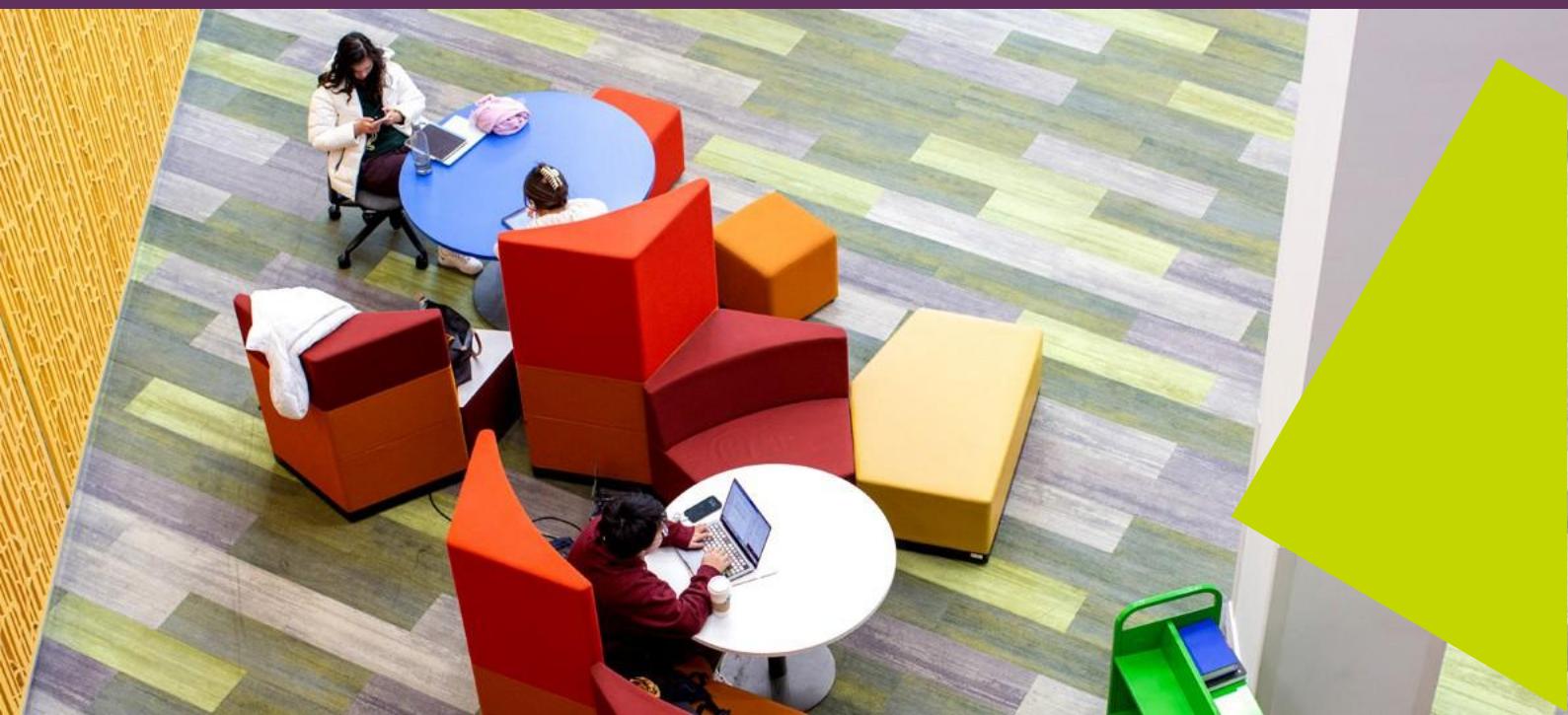
Email

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 via the outlook app. For help setting up email on your device search "LSE mobile email setup".

Microsoft Office 365 @ LS

All our students are eligible for a free copy of Microsoft Office 365 on their personal computers and devices.
Microsoft Office 3

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**

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**

LSE Campus

Key

CBG Centre Building

CKK Cheng Kin Ku Building

CLM Clement House

COL Columbia House

CON Connaught House

COW Cowdray House

FAW Fawcett House

KGS King's Chambers

KSW 20 Kingsway

LAK Lakatos Building

LCH Lincoln Chambers

5LF 5 Lincoln's Inn Fields
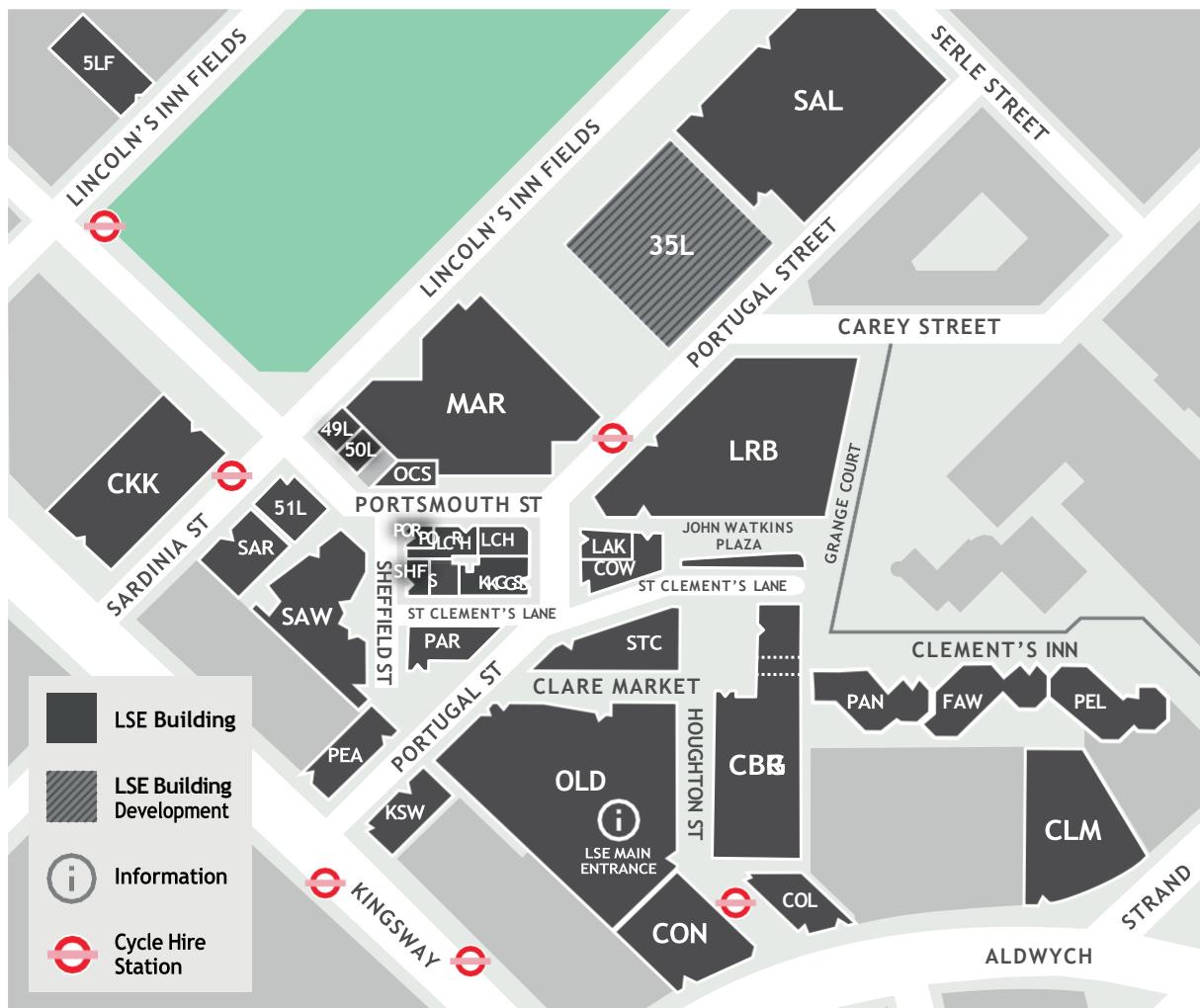
35L 35 Lincoln's Inn Fields

49L 49 Lincoln's Inn Fields (Coopers)

50L 50 Lincoln's Inn Fields

51L 51 Lincoln's Inn Fields

LRB Lionel Robbins Building, Library

MAR Marshall Building

OLD Old Building

OCS Old Curiosity Shop

PAN Pankhurst House

PAR Parish Hall

PEA Peacock Theatre

PEL Pethick-Lawrence House

POR 1 Portsmouth Street

SAR Sardinia House

SAW Saw Swee Hock Student Centre

SHF Sheffield Street

SAL Sir Arthur Lewis Building

STC St Clement's Clare Market

♿ All buildings have wheelchair access and lifts, except, KGS, KSW*, 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/media-and-communications