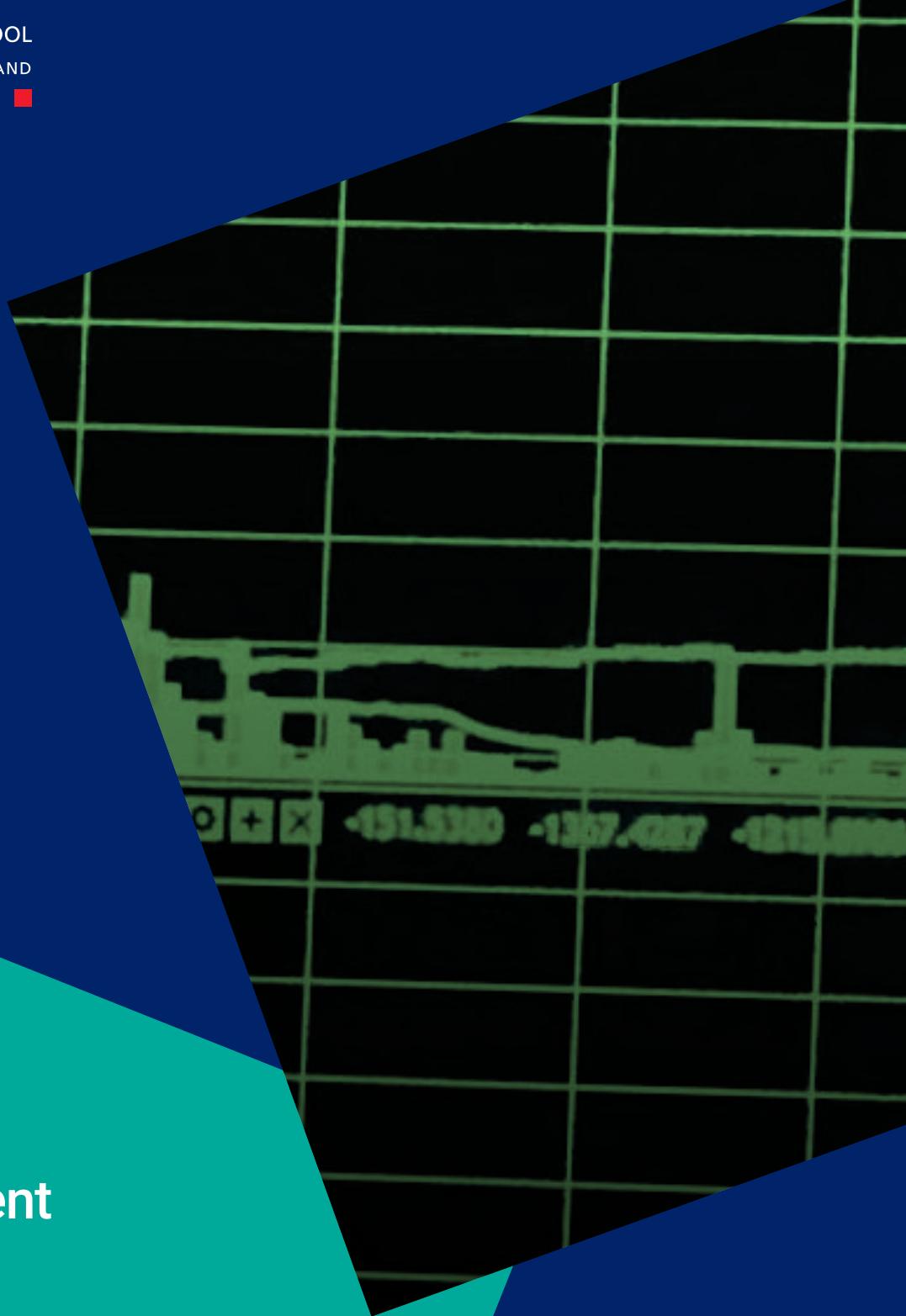




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE



Welcome to
the Department
of Statistics

Undergraduate
Handbook

2023/24

lse.ac.uk/statistics
Social media icons for X (Twitter), LinkedIn, and Instagram, arranged horizontally.



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Department of Statistics welcome

We are delighted to welcome you to the Department of Statistics.

The Department of Statistics at LSE has an international reputation and has been the academic home for a host of distinguished statisticians.

LSE is one of the finest institutions of its kind in the world and has a key position, geographically in terms of its location in central London and geo-politically in term of its national and international standing. Our success very much depends on your success and we look forward to getting to know you and supporting you in your endeavours. I would like to wish you all the best for your studies here and I hope that you will make the most of your time with us.

As you will learn, ours is a relatively small department, and we try to maintain an informal, friendly, and supportive atmosphere for our students. If you do happen to encounter problems of any kind, be they academic, financial, or wellbeing related, we very much hope that you'll let us know at once. You can do this by speaking to your academic mentor (who you will meet regularly), contacting your Programme Director, or by approaching any member of departmental staff, including the Undergraduate Programmes Manager.

I expect that you will find your studies challenging, but I hope that you also find them stimulating and rewarding. This handbook should help you find your way around the School and the department. Enjoy your time at LSE and do take some time to enjoy London and the rest of the UK too. Welcome!



Pauline Barrieu
Professor and Head of Department



About your department

The Department of Statistics runs three Undergraduate Programmes.
These are as follows:



BSc Actuarial Science

Dr Pik Liew
Programme Director



BSc Mathematics, Statistics and Business

Dr Sara Geneletti
Programme Director



BSc Data Science

Dr Christine Yuen
Programme Director

Find out how to get in touch with your [**Programme Director**](#).



Programme Director welcome messages

BSc Data Science

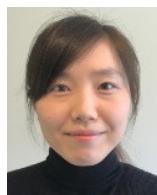
Congratulations and a warm welcome to you to the BSc Data Science programme in the Department of Statistics.

The Department of Statistics at LSE has an excellent reputation and is home to distinguished experts in statistics and data science. Our BSc Data Science programme aims to provide a programme of study that combines data science, machine learning, statistics and mathematics, and involves applying data science to the social sciences.

Data Scientists are in high demand in many industries, including online services, healthcare, banks and other financial companies. As a student of the BSc Data Science, you will gain practical skills, theoretical knowledge and contextual information that will provide you with an excellent preparation for a quantitative career in a range of industries.

I look forward to meeting you and supporting you during your study here. If you encounter any problems, feel free to contact me or any member of departmental staff.

We would like to wish you all the best in your studies at LSE and we hope that you will have an enjoyable year with us.



Dr Christine Yuen
Programme Director for BSc Data Science
l.t.yuen@lse.ac.uk



BSc Actuarial Science

Dear Students,

A warm welcome to the BSc Actuarial Science programme and the Department of Statistics!

LSE and the department have a lot to offer to you. I very much hope that you will take full advantage of the learning and social opportunities you will encounter here. I also hope that you will find these opportunities intellectually challenging and rewarding. We are committed to helping you to make the most of your educational experience at LSE.

Our programme offers an excellent education in Actuarial Science. It is accredited by the Institute and Faculty of Actuaries (IFoA) where some courses taken at LSE could lead to exemption from some professional examinations. As the Programme Director, I will be happy to discuss all possible paths and choices that best fit your interests and circumstances to have a successful degree.

Your intellectual development is supported through our teaching and learning activities. More general advice on academic and pastoral issues is provided through the system of Academic Mentors. It is therefore of vital importance that you participate in all the teaching and learning sessions and that you see your Academic Mentor at least once at the beginning of each term during their academic support/Office Hours. If a particular academic or personal problem arises, I could not stress more the importance of talking to your Academic Mentor, me and teachers as soon as possible.

There are many ways in which we can help, including through the range of services the LSE offers to its students. The earlier we are aware of an issue, the more likely something can be done. To assist you in making the best use of the department's resources and to guide your programme of study, this handbook documents what you will need to know. This handbook will not only be useful to guide you through your first few weeks, but also as a reference throughout your undergraduate degree. While this Handbook is as comprehensive as we could make it, if you have any questions that you do not find answers to, please contact your Academic Mentor or the Undergraduate Programmes Manager or me.

My door is always open. Please do not hesitate to contact me.

Best wishes for your time at LSE, and see you around.



Dr Pik Liew

Programme Director for BSc Actuarial Science

p.liew@lse.ac.uk



BSc Mathematics, Statistics and Business

It is a great pleasure welcoming you to the BSc Mathematics, Statistics and Business.

Congratulations on securing your place, which is no mean feat as we only take in some 10 per cent of applicants. The MSB programme is a quantitative degree offering a wide range of options. The first year consists mainly of foundational courses. Then, in the second and third year, you will be able to choose a pathway tailored to your interests to go deeper in areas of statistics and applied mathematics. To assist with this, there will be course choice meetings each year to help you find your path. You will also have the flexibility of selecting outside options from many other LSE departments, which will give you a unique chance to explore wide-ranging and intellectually stimulating courses.

I have been at LSE for well over a decade, but I still remember well the excitement and various challenges of moving to London. Transitioning to university is a big step in life, and we are keen to support you in this process. Recent years have been particularly challenging for many, so please make sure to go at your own pace to make the most of all these new experiences.

You will hear regularly from your designated Academic Mentor and I strongly encourage you to keep them in the loop of anything that may be affecting your studies. Also, keep a close eye on the departmental newsletter which will list the various student activities and events. Importantly, do not hesitate to reach out to your fellow students as the friendships you make at university can be very rewarding. Together with my colleagues I look forward to meeting and supporting you throughout your learning experience at LSE.



Dr Sara Geneletti

Programme Director for BSc Mathematics, Statistics and Business

s.geneletti@lse.ac.uk



BSc undergraduate common room

The 6th floor of Columbia House includes a common room for the use of BSc students from the Department of Statistics. The room number is COL 6.01. The room will remain unlocked during working hours but you will require your LSE ID card to access it during evenings and weekends.

The common room has comfy chairs, tables, power supplies for the use of personal laptops and other electronic devices and a complimentary drinks machine. Please take care to look after anything valuable as neither the department nor the School can take responsibility for stolen or damaged items. Recycling bins are provided, so please ensure that the space is kept clean and tidy for the benefit of all students who will be using it. As the room is near to academic offices, please also ensure that noise is kept to a minimum.





Professional services staff

All non-academic queries should be directed to the departmental administrative offices. Please feel free to email us or drop in during our opening hours.

We are open for student enquiries from 10am to 1pm and 2pm to 4pm.



Imelda Noble Andolfo
Department Manager
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Penelope Smith
Communications Officer
Office: COL 6.14
Email: p.a.smith@lse.ac.uk

TBC

External Engagement Officer
Office: COL 6.14



Help and support available to you

Your Academic Mentor

Your Academic Mentor is a key point of contact in the department. Their role is to keep an overview of your academic progress and overall wellbeing during your time at the School.

They can provide guidance and coaching on the wide range of academic and pastoral topics that might come up during your time at LSE. They can share their experience, answer questions and help you play a part in LSE's academic community.

You should attend meetings with them, be willing to enter into discussions about your courses and the wider world, in a one-to-one setting, or perhaps in a group with other mentees.

Bear in mind that they won't always have the answer to all your questions but they will listen to you. When they don't know themselves, they will be able to direct you to the most appropriate team in the School.

Your mentor's responsibilities

- Provide students with academic guidance and feedback on their progress and performance and discuss any academic challenges they may experience.
- Provide pastoral guidance on non-academic issues and refer students, as necessary, to the appropriate support services within the School.
- Implement the provisions outlined in Teaching and Learning Adjustments (TLAs) for students with long-term medical conditions, specific learning differences and/or disabilities in liaison with the School's Disability and Wellbeing Service.
- Maintain regular contact with students 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.
- Comment on and provide general assessment of students' progression on their termly class reports via LSE for You.
- Inform the Programme Director and School of any students whose attendance and progress is not satisfactory.



Getting the most out of your Academic Mentor

- Build a good relationship with them.
- Communicate clearly and openly and raise issues that could impact on your studies sooner rather than later.
- Schedule and attend meetings and keep in touch by email even if things are well with you.
- Think about areas you would most like to speak about before meetings.
- Attend the activities and events organised by your academic mentor such as trips and residential weekends as well as the “keep calm and study in stats department” events organised throughout the year.
- More information on the role of the Academic Mentor can be found on the [**Academic mentoring portal**](#).
- For first year BSc Actuarial Science and BSc Mathematics, Statistics and Business students, details of your Mentor in the first year will be confirmed to you during your first week at LSE.

For first year BSc Data Science students, your mentor will be Dr Christine Yuen.

Your Programme Manager (Steve Ellis) will have already contacted you with a date and time to meet your Academic Mentor.

Your mentor will change in the second and third years.

Programme Director

The Programme Director plays a central role in coordinating your programme and its teaching. You can meet with them on a one-to-one basis to discuss any concerns you may have throughout your studies.

(Please see the [**About your department page**](#) for confirmation of your Programme Director.)

Professional services staff

The professional services team work alongside Programme Directors and Academic Mentors and are able to act as a central point for any student query.

They can advise on both School and departmental policy and are able to signpost you where something is beyond their area of expertise.

SAM

The **Student Academic Mentor programme (SAM)** allows first year UG students to sign up to receive peer to peer mentoring from undergraduate students from the same programme. The SAM programme matches second and third year mentors with incoming first year students; the aim is for student mentors to advise new students on their approach to study and help with adjustment to LSE. You will receive an email advising you how to sign up for this, alternatively please contact Steve Ellis s.j.ellis@lse.ac.uk





Feedback

Office Hours

Office Hours are designated times during which academic staff will be available to discuss academic matters relating to the courses that they teach. Office Hours are bookable via the [Student Hub](#).

What if I cannot make the allocated time?

Students who cannot make the allocated hour are encouraged to contact the relevant academic to make alternative arrangements.

How do I make an office hour appointment?

This varies across academics. Some appointments are booked via LSE For You (LFY) or the Student Hub, while others do not operate a booking system so you can just attend during the designated time. If you are not sure, please contact the member of academic staff directly.

Other School support

Please note that the School offers a variety of different support services. Please see the [Key Information](#) section.



Getting feedback on your work

The department's policy is to provide feedback for all students wherever possible. This goes beyond the LSE Academic Code. In particular, feedback will be provided to all students on all exams and on formative/summative coursework.

- **Formative assessment:** For most courses, there are regular homework assignments, which are marked by the class teacher before being returned and discussed in the next class. You will therefore receive both written and oral feedback on all submitted work and can discuss your work further with class teachers and lecturers during their Office Hours.
- **Summative assessment – exams:** Collective written feedback will be provided on all exams (including resits) via Moodle (or GitHub) within the relevant timeframe by the course convenor. This will summarise the performance of the cohort as a whole on each question, highlighting common errors, and will usually be accompanied by the solutions.
- **Summative assessment – coursework and dissertations:** Individual written feedback will be provided via Moodle (or GitHub) within the relevant timeframe by the course convenor, except for group projects where feedback can be at the group level. For large courses, brief individual feedback may be supplemented by collective feedback for the whole cohort.

Feedback will usually be given at the same time as provisional marks. Marks should first be approved by the second examiner, but the marks remain provisional until confirmed by the sub-exam board.

- **Office Hours:** You can discuss questions about any aspect of a course with the lecturer or class teacher during their Office Hours.
- **Academic Mentor meetings:** An important purpose of Academic Mentor meetings is to discuss progress across all your courses. Your Mentor will have access to records of your class attendance, homework submission and grades, and marks for summative assessments.



Timescales for feedback

All assessment submission deadlines and feedback timeframes will be clearly communicated at the start of the course.

- **Formative work:** Feedback should be provided within three term weeks of the submission deadline, where work is submitted on time.
- **Exams (January):** Feedback should be provided within six term weeks of the end of the exam period.
- **Exams (Spring Term and Autumn Resits):** Feedback should be provided within three weeks of the publication of final marks.
- **Summative coursework:** Feedback should be provided within five term weeks of the submission deadline.

Giving feedback to the department

There are many ways that you can pass on comments about any aspect of your courses and programme. We also welcome your suggestions for any activities or events that you would like the department to offer.

- Comments about a course: If you have a concern about a particular course, it is best to discuss this with the lecturer if at all possible. Otherwise, you can discuss the matter with your Academic Mentor or ask your student rep to raise it at the next Student-Staff Liaison Committee meeting. Some lecturers run mid-term surveys so that they can respond to any issues raised before the end of the course. The online School surveys carried out at the end of Autumn and Winter Terms give you the opportunity to share your opinion of the courses you have taken.
- Comments about your degree programme can be discussed with your Academic Mentor.
- Comments about non-academic matters, including suggestions for activities and events can be discussed with your Programme Manager.

Comments and suggestions can also be made anonymously [online](#).



Part of LSE

Feel part of the department and LSE by engaging with the following opportunities and societies.

Seminars

All students are encouraged to attend the seminar series on offer at LSE and other colleges. Throughout the year the Department of Statistics hosts its own Seminar Series, as well as contributing to the Joint Econometrics and Statistics Workshops with the Department of Economics. The department also hosts Data Science seminars. In addition, the Joint Risk and Stochastics and Financial Mathematics seminar series and London Mathematical Finance Seminar series run regularly throughout the year, with speakers from academia and industry. The School's new Data Science Institute will also hold seminars throughout the year.

Details of our Seminar Series are advertised on the department's [website](#), along with other occasional seminars.

LSESU Student Societies

Societies are groups of students who share a common interest and provide opportunities for you to meet new people, pick up skills for later life and have fun while doing it.

There are a wide range of societies listed on the [Student Union website](#), but the following subject-related societies are a good starting point:

- [The Actuarial Society](#)
- [Data Science Society](#)
- [Mathematics Society](#)



Assessment

Assessment type

Formative assessment

All courses include a formative assessment component, which does not count towards your final degree results but which is compulsory.

Formative assessment components are designed to help you with your studies and provide opportunities for individual feedback from teachers in order to give you an idea of how you are progressing.

Course teachers will provide you with feedback, usually in the form of written comments and a mark. This feedback is invaluable in your preparation for the summative assessments as it should help you to improve and develop.

Summative assessment

Each LSE course will be summatively assessed or examined. Some of the most common forms of assessment are exams, coursework, projects, group work and presentations.

Please note that summative examinations can take place either in January or during the Spring exam period.

In planning for your summative assessments, please be aware that faculty are not available during the vacations. Queries and advice on coursework assignments should therefore be obtained during term-time Office Hours.

You will also be expected to participate in seminar presentations and discussions and, in some cases, these will form part of the final assessment.

Please see the online course outlines for specific information about what is required regarding formative and summative assessments. You will also be notified of this by the Course Leader.

Coursework submission

Your coursework must be labelled with your candidate number (available from LSE for You) only. As LSE uses blind marking your name or LSE ID number **must not appear anywhere on your work.**

In most cases you will be expected to submit only an electronic copy uploaded to Moodle, certain courses may ask you to submit hard copies and details of how to do so will be explained to you. The electronic copy should be named with your candidate number and course code, ie, 123654 ST303.

Deadlines are strictly enforced. Your work must be submitted on time.

Requests for extensions are only granted in exceptional circumstances and must be approved by the Lecturer of the course. Such requests should be made in writing (email) and sent to both your **Exam Board Chair** and the **Statistics inbox**.

Late submission

An assignment submitted after the deadline will have five marks out of 100 deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. For further details, please refer to the **School's Regulations**.

Classifications and marking criteria for BSc courses

Mark	Grade
0 – 39%	Fail
40 – 49%	Third Class
50 – 59%	Lower Second Class
60 – 69%	Upper Second Class
70% and over	First Class

General assessment criteria for undergraduate courses – examinations

The department has the following general guidelines on assessment criteria, which apply to each individual undergraduate course and provide broad descriptions of the meaning of marks awarded on our examinations. The characteristics of the different classifications (First, 2:1 etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated.

- Knowledge and understanding of basic concepts and principles
- Ability to apply knowledge to formulate a problem mathematically or statistically
- Ability to apply core concepts to solve a problem, selecting and applying appropriate methods and techniques
- Accurate use of mathematical notation
- Ability to make logical arguments
- Ability to interpret results and set them in context.



Mark (%)	Grade Descriptor	Characteristics
70-100	First	<ul style="list-style-type: none"> • Thorough wide-ranging knowledge and understanding of subject • Deft application of knowledge to formulate and solve problems using appropriate methods and techniques • Consistently high level of accuracy • Arguments consistently expressed in a clear and logical way • Appropriate and in-depth interpretation of results • Significant capacity to solve more demanding questions requiring non-standard application of knowledge.
60-69	2:1	<ul style="list-style-type: none"> • Clear knowledge and understanding of subject • Competent application of knowledge to formulate and solve problems using appropriate methods and techniques • High level of accuracy • Arguments are largely clear and logical • Appropriate interpretation of results • Some capacity to solve more demanding questions requiring non-standard application of knowledge.
50-59	2:2	<ul style="list-style-type: none"> • Sound knowledge and understanding of subject • Application of knowledge to formulate and solve standard problems using appropriate methods and techniques • Largely accurate work • Arguments are in general clear and logical • Largely appropriate but sometimes cursory interpretation of results • Limited capacity to solve more demanding questions requiring non-standard application of knowledge.
40-49	Third	<ul style="list-style-type: none"> • Acceptable knowledge of subject, but gaps in understanding • Basic competency in application of knowledge to formulate and solve standard problems using appropriate methods and techniques • A number of slips in accuracy • Arguments are sometimes poorly expressed • Cursory interpretation of results • Little capacity to solve more demanding questions.
0-39	Fail	<ul style="list-style-type: none"> • Little evidence of knowledge or understanding of subject • Little evidence of ability to apply knowledge to formulate and solve problems using appropriate methods and techniques • A large number of errors • Arguments poorly expressed • Little attempt to interpret results or inappropriate interpretation.



Undergraduate courses and degrees in the department conform to the description in the **[QAA Subject Benchmark Statement for Mathematics, Statistics and Operational Research](#)**. This sets out the expectations for any undergraduate degree course in the UK in these subjects. In particular, paragraph 5.4 sets out the knowledge, understanding and skills that should be demonstrated to achieve a “threshold standard” (ie, pass an honours degree).

Please note that most Statistics examinations involve short questions, to which the answers can be relatively unambiguously coded as (fully or partially) correct or incorrect. In the marking, these questions may be further broken down into smaller steps and marked step by step. The final mark is then a function of the proportion of parts of the questions which have been answered correctly. In such marking, the principle of partial credit is observed as far as feasible. This means that an answer to a part of a question will be treated as correct when it is correct conditional on answers to other parts of the question, even if those other parts have been answered incorrectly.

Please note that assessment for coursework is course-specific and will be provided by the course leader.



Guidance for students – use of GitHub and Moodle for assessment submissions

Some of our courses utilise GitHub, a Git repository hosting service outside of the usual LSE Moodle pages, students must follow the guidance below to ensure that course conveners and the departmental administrative team can easily and effectively recognise your submitted work for this course and award your marks accordingly.

GitHub username

- It is desirable that your GitHub username does not provide any identifying information, such as your first/last name or LSE ID number, to comply with the School's anonymous marking policy.
- In case you already have a GitHub account for personal use, please consider creating a new one for use at LSE.
- It is up to each individual student to ensure that they remain anonymous and avoid including any identifying information in their GitHub usernames.
- By including your LSE ID number or first/last names via your GitHub username you will be relinquishing your full anonymity to the markers. Students do so at their own discretion.
- All work will continue to be marked as if received anonymously (following the School's policy) and you can be reassured that no marker will be biased in their marking if you include any identifying information via your GitHub account or username.

GitHub Classroom links

- Whenever you receive an invitation link from GitHub Classroom for any formative or summative assessment, use this link to clone the repository with the assignment files and submit your solution through this repository. Do not rename this repository nor use any alternative repositories.



Submitting your work

- Your Moodle submission will consist of a simple text document (.txt, .doc, .pdf, or other) which provides the link to your GitHub submission.
 - It is **every student's individual responsibility** to ensure that the link submitted to Moodle points to the specific repository containing the work to be marked and not to a general or root repository.
 - Please be aware that you will have to submit **both** on Moodle and on GitHub before the deadline.
 - Failure to submit via both GitHub and Moodle before the deadline **may result in penalty marks**.
- Whenever you are submitting formative or summative work via GitHub, **you must include your five-digit candidate number** either in your files, or as part of the submission name.
- Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your LSE ID/student number and will change every year. Your candidate number will be available to you via LFY from early Autumn Term – around 2-3 weeks after the term starts. **The candidate number is different each year.**
 - If you are a continuing student, you must use your new candidate number and not the candidate number you were issued in any previous years of study at LSE.
 - As your individual candidate numbers will not be generated until the second or third week of the Autumn Term, in the unlikely event that you will have to submit any formative or summative assessments before this time, please use your LSE ID so that your work can be easily identified. Once you have access to your candidate number, please only use this identifier and do not continue to use your LSE ID number.
 - If you do not include your candidate number administrative staff within the department are permitted to count this as a non-submission and disregard your upload **resulting in a zero mark**.

If you have any queries, please email the professional services staff at
statistics@lse.ac.uk



Student Prizes

Undergraduate prizes

Bowley Prize

Awarded to the best 3rd year undergraduate project in Applied Statistics (ST312).

Prize: £350

Cyril Offord Prize

Awarded for outstanding performance in BSc Mathematics and Economics or BSc Business Mathematics and Statistics. The prize is awarded by the Departments of Mathematics and Statistics and the winners decided jointly between the two departments.

Prize: £250

Farr Prize

Awarded for the best performance in final examinations for a BSc student in the Departments of Mathematics or Statistics. The winner is decided jointly between the two departments.

Prize: There is a prize fund of £500, the prize will be split between two winners

IMA Prizes

Two prizes are awarded for outstanding performance in the final year of an institute of mathematics and its applications (IMA) approved course. All degrees within the Departments of Mathematics and Statistics are IMA approved so this is a joint decision.

Prize: A year's free membership of the IMA

Winton Prizes for Academic Excellence in Statistics with Financial Applications

This prize will be awarded to two undergraduate Statistics students who have taken the Stochastics and Actuarial Methods in Finance course (ST330) and achieved the highest weighted average marks

Prize: two prizes of £500

Worshipful Company of Actuaries

This prize is for a BSc Actuarial Science student entering either their 2nd or 3rd year of study. This is not a school prize and the cheques are raised by the WCA themselves and a presentation is arranged (by the UG Manager) where the students are awarded the cheques and members of the WCA attend too.

Prize: Usually a £300 given to one student or £150 to two students





Communication in the Department of Statistics

Email

Please bear in mind that email is used in the department and throughout the School as the standard form of communication.

It is therefore essential, once you have set up your LSE email address, that you check it regularly (at least once a day during term time).

You can also access e-mail off-campus using webmail and remote desktop or on the move, using email clients for laptops and mobile phones. For instructions on how to access your email off campus see the [website](#).

Please note that the department will not send emails to LSE students at non-LSE email addresses.

Student newsletters

During term time the Programmes Administrator will send regular email newsletters.

These contain crucial information about your studies, including important submission deadlines, assessment guidance and LSE support reminders.

As well as this they will contain updates on Department of Statistics events, LSE events, learning and development opportunities, competitions, highlights from the week/term and much more.

We look forward to engaging with you and should you be interested in contributing to your newsletters, please let us know!



Social media

The Department of Statistics uses many social media platforms and we would love you to follow us to keep up to date on all our news and events! We pride ourselves on having a community feeling with our students and we are excited for you to be #partofLSE.

Here are the handles for our social media plus links to our departmental website and the Student Hub too. Follow us, engage with us, and feel part of our community! #weheartstats

Instagram: [@lsestatistics](#)

Twitter: [@LSEStatistics](#)

LinkedIn: [Department of Statistics](#)

Student Hub: info.lse.ac.uk/current-students/student-hub

Department of Statistics website: lse.ac.uk/Statistics



General recommendations for communicating with your teachers, professional services, and your co-students

You should always communicate your ideas, questions, concerns, and feedback in a polite and kind manner. The Department of Statistics has no tolerance to inappropriate behaviour towards students, teachers, and professional staff.

Appropriate conduct means recognising the diversity of the department's community and not discriminating against others based on their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.

1. Email etiquette

An email is not just a piece of correspondence. It's an exercise in communicating well, and you are judged by it. You may follow the tips below to give the right impression.

- Keep it formal: start with "Dear Professor (ie, title and name/full name), ..."
- Identify yourself and say what course you are studying with them
- Make your request clear
- Keep it polite with your ending – just a simple "Thank you" is usually a safe bet when signing off. If it's more formal, you may use "Regards" or "Sincerely"
- Don't use slang or abbreviations
- Avoid using all capitals for the body of your email as this can appear discourteous
- Teaching staff will reply to emails at their earliest convenience.

2. Forums, anonymous forums and anonymous surveys

- When starting a new post in a forum, follow the general guidelines of the email etiquette
- Take the time to thank and acknowledge a reply
- Provide any feedback to your teachers and co-students in a polite and constructive manner



- Your feedback is very important to us, so please provide it generously, in a constructive and polite manner by participating in surveys run by the department and the School. It is considered inappropriate to comment on the looks and physical appearances of your teachers or any other characteristic as stated above.

3. Etiquette for group work

You might be asked to conduct group work for one of your courses. Group work requires organisation skills and helps you to develop good communication and collaboration skills. For making it work successfully:

- Act responsibly, be considerate, respectful and courteous towards other team members. Behave in a respectful manner towards other team members so that they do not feel that they are being harassed or bullied and abiding by the law
- Everyone should share the responsibility of the tasks
- Organise as many meetings as needed to complete the tasks of your project
- Attend and arrive on time to all group meetings
- Communicate any group issues to your teacher as soon as possible.

4. General behaviour in class

- Respect your teacher. Ask your questions and debate your opinions in a polite and constructive manner
- Respect the questions and the opinions of your co-students
- Attend all your classes and notify your teacher when you are not able to do so
- Turn your mobile phones off during your classes
- Please use your LSE email to communicate with your teachers
- Teachers and students should not communicate through social network platforms that are not related to LSE.



Department teaching staff and what they teach

Details of the departments teaching staff, where to find them and how to contact them.

You can review all **course guides** in the department and school, these Undergraduate course guides include information on who the lecturer will be as well as the content of each course.

IFOA Exemptions

Information pertaining to which courses and how you can obtain IFOA exemptions is available on our [website](#).

Where will a statistics degree take you?

Find out what our Statistics graduates have gone on to do!

Embarking on your Department of Statistics courses here at LSE will have a lasting impact on your career.

Please help us to help you

Throughout your time in the Department of Statistics all comments are always welcome and positively encouraged.

We rely on your feedback, whether it's feedback, criticism, or praise, to let us know how we are doing.

We are always striving to improve our students experience and we can only do this by receiving your opinions whether big or small, so don't be afraid to let us know!

You can do this in person, via email, or anonymously [online](#), of course if it is anonymous its hard for us to reply to you.

We look forward to hearing from you soon.



If you are unhappy with an aspect of your studies

Challenging Results of Taught Courses

We are confident that our assessment process is robust. Results are processed according to your unique candidate number, not your name. The results that are posted on LSE for You are definitely your results. For more information on challenging taught course results please see the [website](#).

Appealing progression decisions or an examination outcome

Appealing progression decisions or an examination outcome You can appeal against upgrade, progression and de-registration decisions made by your department and decisions made by examiners following an examination.

For more information on this process, please view the Appeals Regulations document.

Complaint Procedure

If you have a complaint about a service, department or individual you should first speak to the person concerned. If no remedy is found, you should write to their manager. For more information about the School's informal and formal complaint processes please see the [website](#).



Key Information

Term Dates and LSE Closures – Academic Year 2023/24

Student Services Centre

Student Voice

Student Partnership

Quality Assurance

Study and Career Support Services

Equity, Diversity and Inclusion (EDI)

Your Wellbeing and Health

Exams and Assessments

Assessment Misconduct

Results and Classification

Fees and Finance

Codes and Charters

Systems and Online Resources

LSE100

LSE Campus

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

Term Dates and LSE Closures

Academic Year 2023/24

Autumn Term

Monday 25 September – Friday 8 December 2023

Reading Week: Monday 30 October – Friday 3 November 2023

Winter break

Monday 11 December 2023 – Friday 12 January 2024

January Exams: Monday 8 – Friday 12 January 2024

Winter Term

Monday 15 January – Thursday 28 March 2024

Reading Week: Monday 19 February – Friday 23 February 2024

Spring break

Friday 29 March – Friday 26 April 2024

Spring Term

Monday 29 April – Friday 14 June 2024

Summer Exams: Monday 6 May - Friday 14 June 2024

LSE will be closed during the following periods*:

Winter Closure

Thursday 21 December 2023 – Tuesday 2 January 2024

Spring Closure

Friday 29 March – Thursday 4 April 2024

May Bank Holiday: Monday 6 May 2024

Spring Bank Holiday: Monday 27 May 2024

Summer Bank Holiday: Monday 26 August 2024

*Some buildings will remain open or operate reduced hours during public holiday and School closure days. Full details will be communicated in advance.



Student Services Centre

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

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

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

Online pre-enrolment and campus enrolment

The majority of new students will be required to undertake a two-stage process: online pre-enrolment and campus enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person and is where we will check your official documents and you will be issued with your LSE Card. It is very important that you attend campus enrolment 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

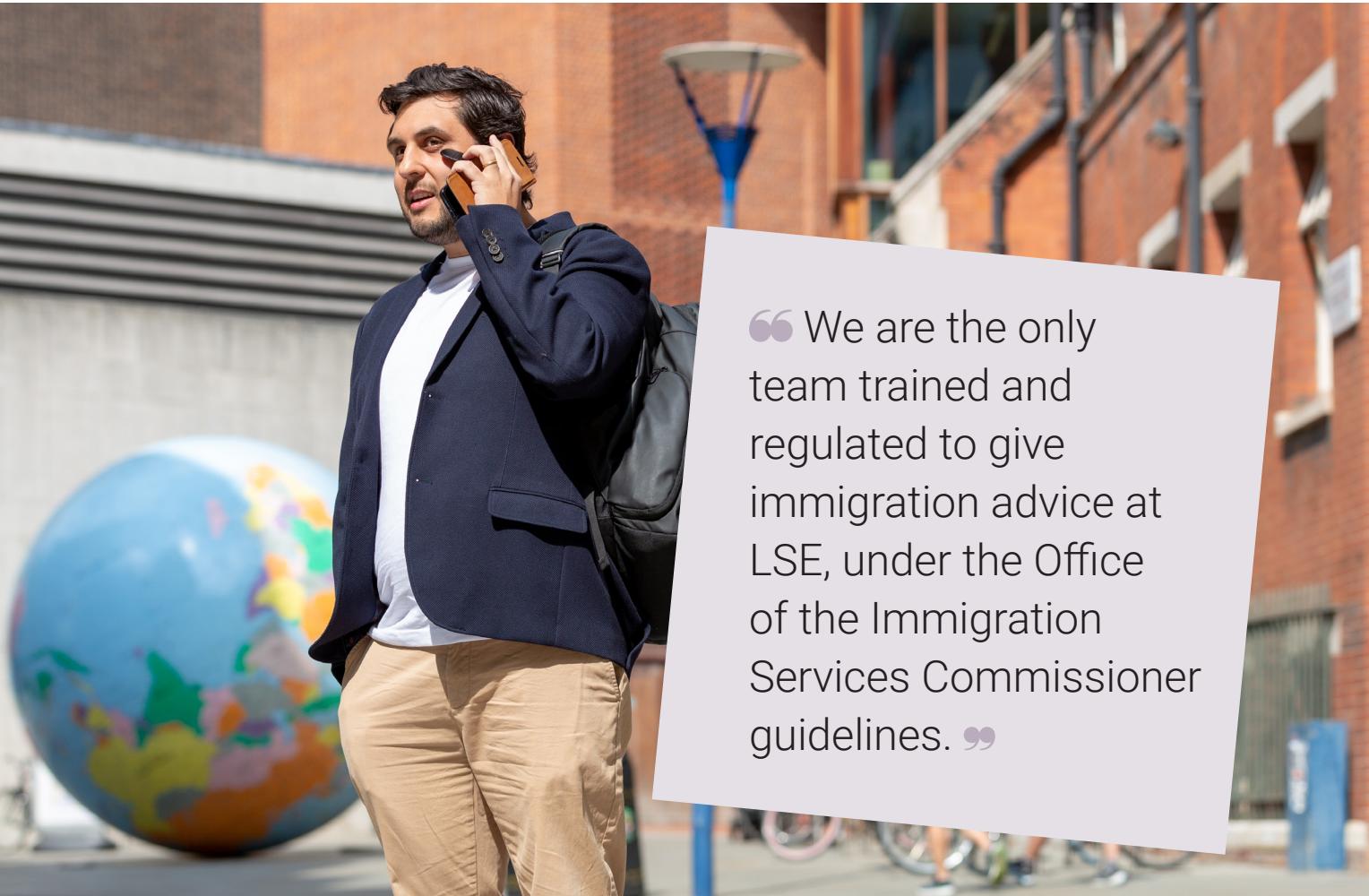
The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the visa advice 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



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



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

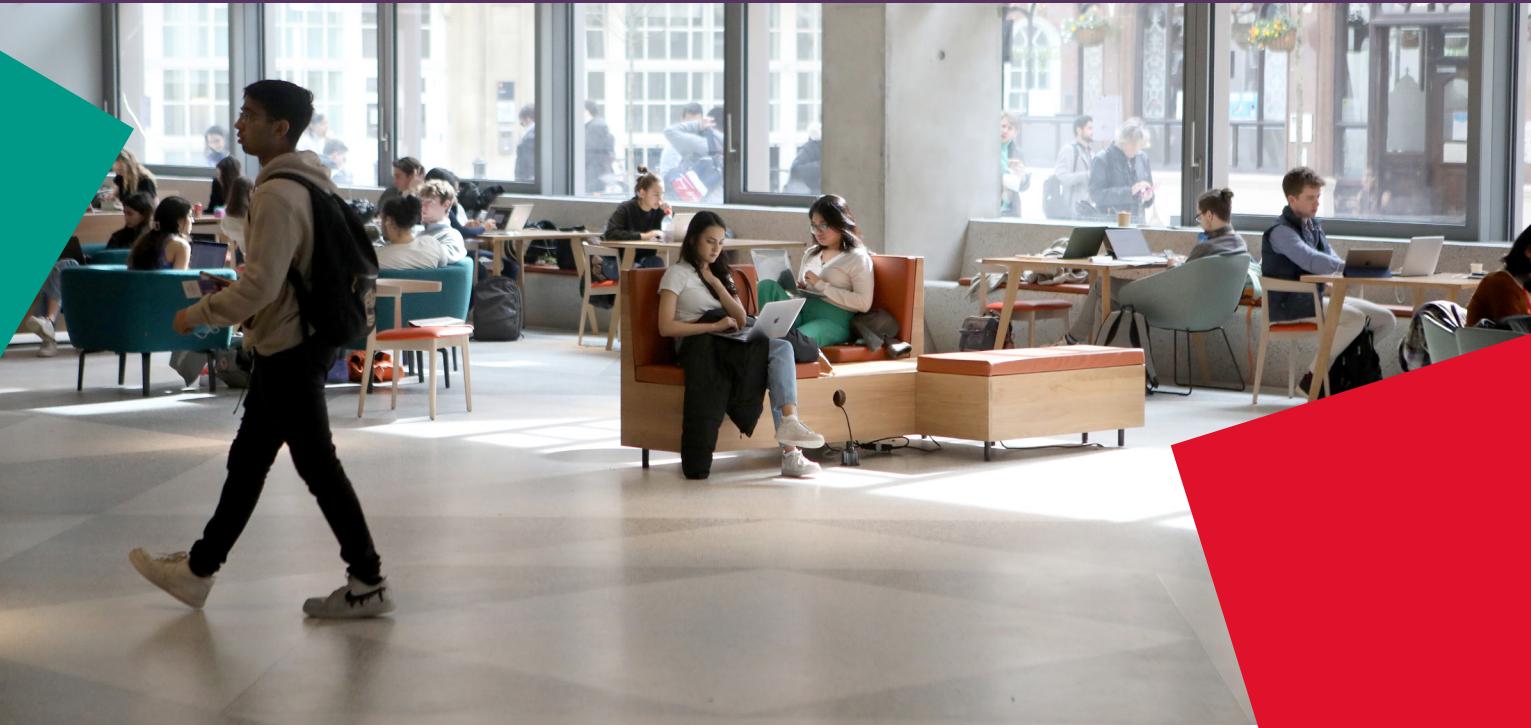
If you are studying a master's programme, and you need to change from full-time to part-time study due to your circumstances, you will need to seek approval from your academic department.

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 that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programme, assessment requirements, how your final degree is calculated and what to do if you experience problems during your studies.

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

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Assessment offences including plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees.

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



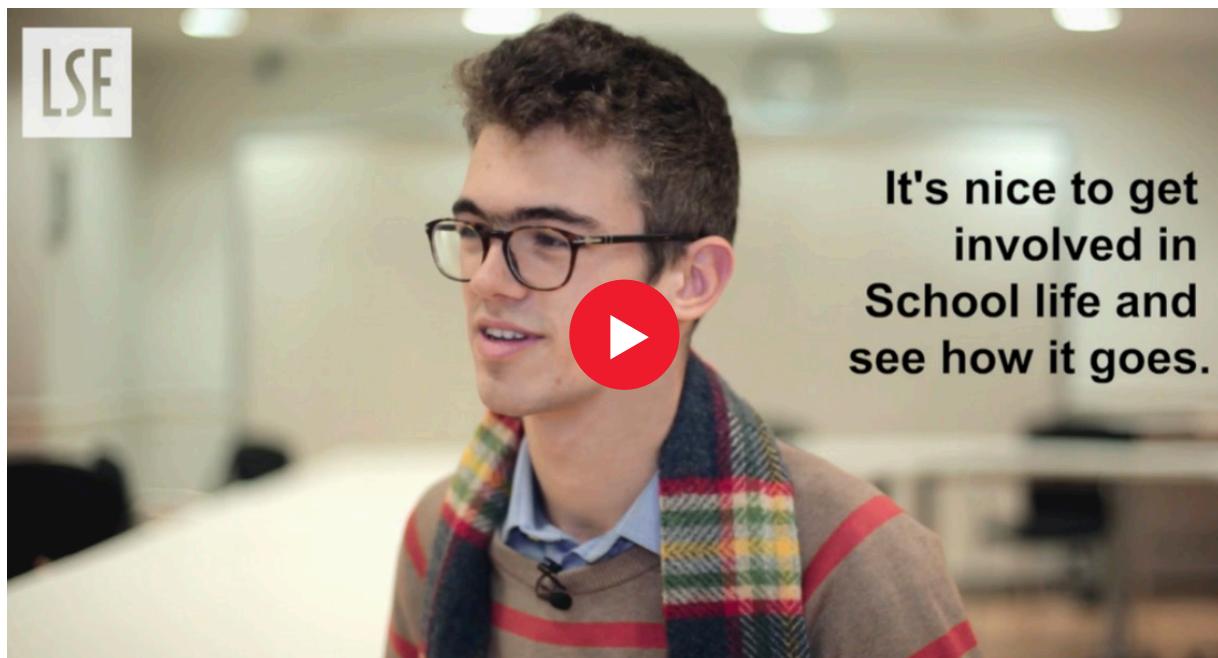
Student Voice

Student-Staff Liaison Committees

Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. 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. Volunteer to represent your peers and take a leading role in the student body.

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



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

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



Student Q&As with LSE Leadership

The LSE President and Vice Chancellor hosts student Q&As with members of the School Management Committee, where you can discuss your experience as a student with LSE leadership.

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



Student Partnership

Change Makers

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

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

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

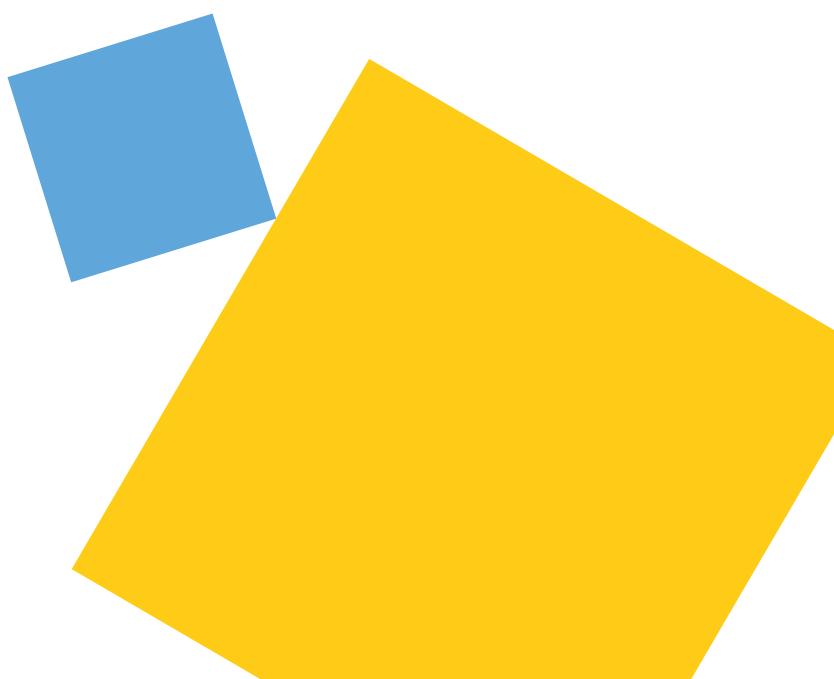
Applications to become a Change Maker will open in Autumn Term 2023 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

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

50 Student Education Panellists meet twice per term to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they work in partnership with LSE and LSESU 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 2023 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



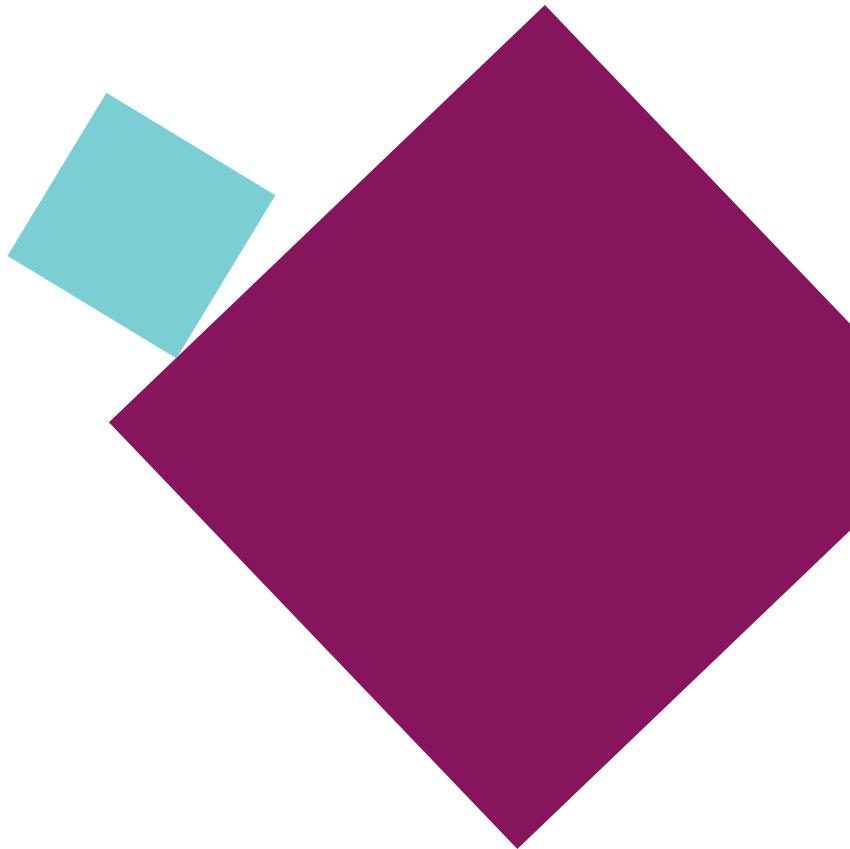
Study and Career Support Services

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/lselfife, 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 breaks 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 500 PCs, laptop points, a laptop loan service, wireless Internet access via eduroam, and photocopying and printing facilities.





Language Centre

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

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

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

For more information visit lse.ac.uk/languages

LSE Careers

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

How do I get started?

Whether you're just beginning to explore your career options or have a clear idea of where you want to go, 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.

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

- details about our services and how to access them.
- resources about career options.
- insight into employment sectors and recruitment processes.
- CV, cover letter and application form advice.
- details of what LSE graduates have gone on to do.

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

- register for careers events.
- browse jobs and opportunities.
- book a one-to-one appointment with a careers consultant.
- update your preferences to receive careers information relevant to your career interests.

Follow @LSECareers on [Instagram](#) and [TikTok](#) to stay up-to-date with upcoming events, expert advice and new resources.



LSE Volunteer Centre

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

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

We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. Additionally, we can support you with starting your own volunteering project with fellow students.

You can find out more, as well as the advice and support we can offer, at lse.ac.uk/VolunteerCentre or by following [@LSEVolunteering](#)

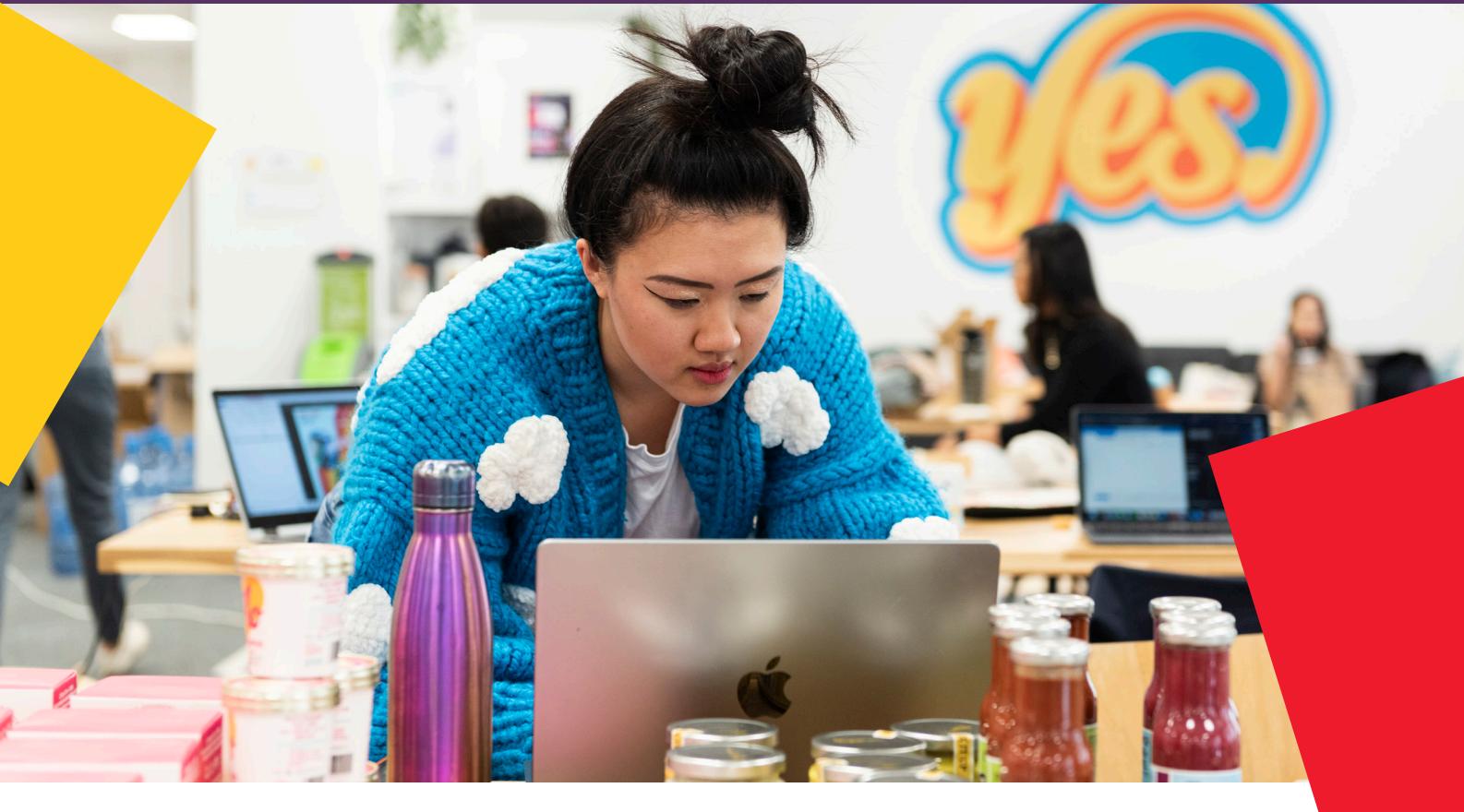


Read our blog



“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.”

Dan Lawes, International Relations and History, 2022



LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

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

As a student, you'll have access to all of our startup resources as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our events vary from funding competitions, talks, workshops on a range of topics, skill development 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 (Instagram, Facebook, Twitter) [@LSEGenerate](#), or you can join our [Slack community](#) where ALL the action happens!



Equity, Diversity and Inclusion (EDI)

What is EDI?

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

Support and resources available:

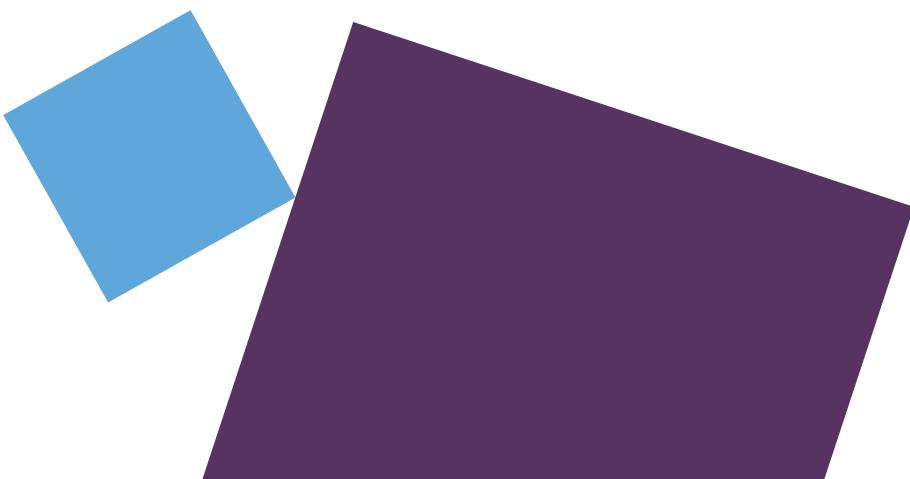
Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential "signposting" service for staff and students who have previously or are currently subjected to some form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence.

Safe Contacts are often the first point of contact if you are unsure of what to do. They provide support to you and help you navigate what comes next. Find out more at lse.ac.uk/safecontacts

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

Find out more at info.lse.ac.uk/making-a-choice/report-an-incident

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





Consent.ed: Consent.ed is an educational programme that explores issues around consent and provides an opportunity for us to discuss how we can look out for one another and create a respectful and inclusive campus. It is expected of students at LSE to take part in the Consent.ed sessions. It takes place over 2 platforms. The first step is completing a short online module at your own pace before taking part in the second step which is an in person 90-minute session. The session is led by 2 student facilitators.

As we recognise the sensitive nature of Consent.Ed, students who feel unable to participate for personal reasons can opt out.

More information can be found here: <https://www.lsesu.com/support/consented/>

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

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

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

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

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





Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two specialist student facing services; the Disability and Mental Health Service (DMHS) and the Student Counselling Service (SCS), supported by the Wellbeing Team. SWS also facilitates the Peer Supporter Scheme. Student Wellbeing Services works with you to remove barriers and manage challenges to get the most out of your LSE experience. Visit lse.ac.uk/studentwellbeing to access support.

Student Counselling Service (SCS)

SCS provides a professional, free and confidential service to help you with any personal problems that you may be experiencing. You can speak to a qualified and experienced counsellor about academic stresses, as well as personal and emotional difficulties.

Visit lse.ac.uk/counselling to book a Wellbeing appointment to discuss whether counselling is the best option for you, and to explore further options available to you.

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

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. Visit lse.ac.uk/disability to find out more.

Peer Supporters

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

My Adjustments

If you have a disability, long-term medical or mental health condition, you are advised to apply for My Adjustments (MA) as soon possible. The earlier that you let the Disability and Mental Health Service (DMHS) know about your condition, the earlier they can work with you to put appropriate support in place. 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. For more detailed information about My Adjustments, and to apply for My Adjustments, visit lse.ac.uk/myadjustments



Health care in the UK

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

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

- **You are a UK resident**
- **You have a Student visa and have paid the Immigration Health Surcharge (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 www.stphilipsmedicalcentre.co.uk or call **020 7611 5131**.

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

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

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



LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, transformational interfaith leadership programmes, and 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: [Twitter](#) | [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.

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. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers.

Exam procedures 

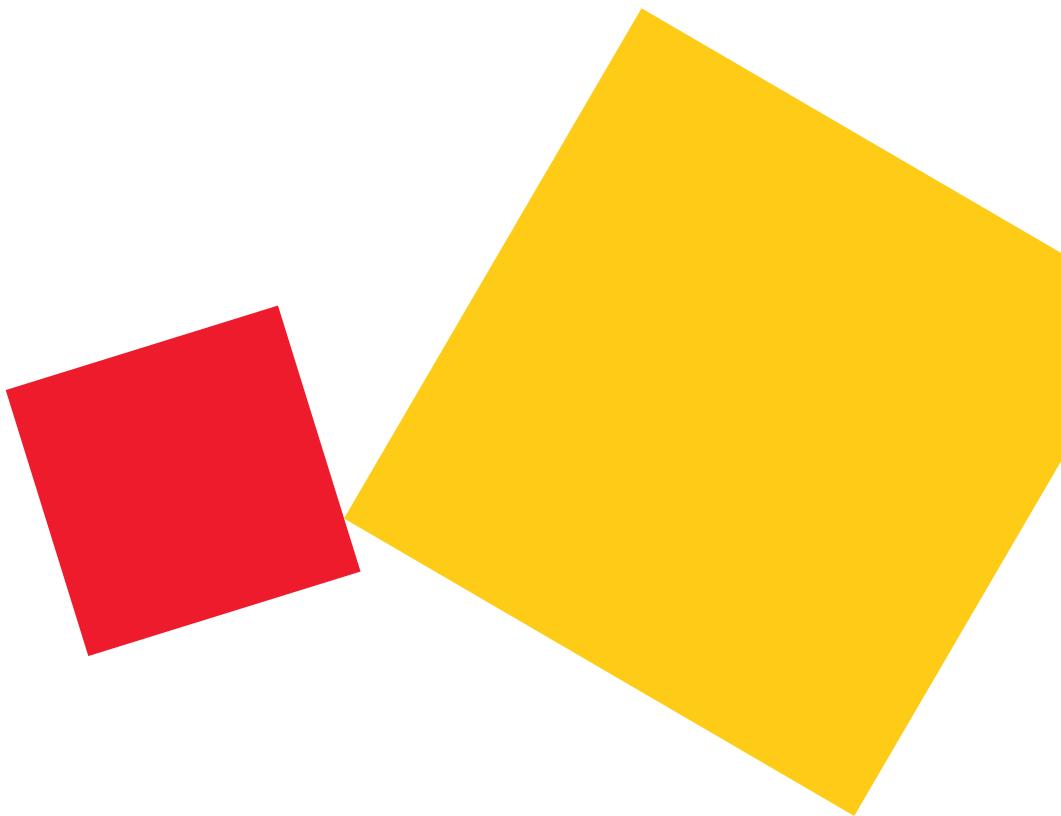
Central exam adjustments 

Fit to sit policy 

Deferral policy 

Extension policy 

Exceptional circumstances 





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 and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments

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

Fit to sit policy

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

Deferral policy

If you feel you require more time to submit the work than an extension would normally allow, or the assessment in question has a static deadline e.g., an exam or take home assessment released on a specific date, you should consider requesting a deferral. You must submit the deferral form and evidence in advance of the submission deadline or starting time of an exam. For more information visit lse.ac.uk/deferral



Extension policy

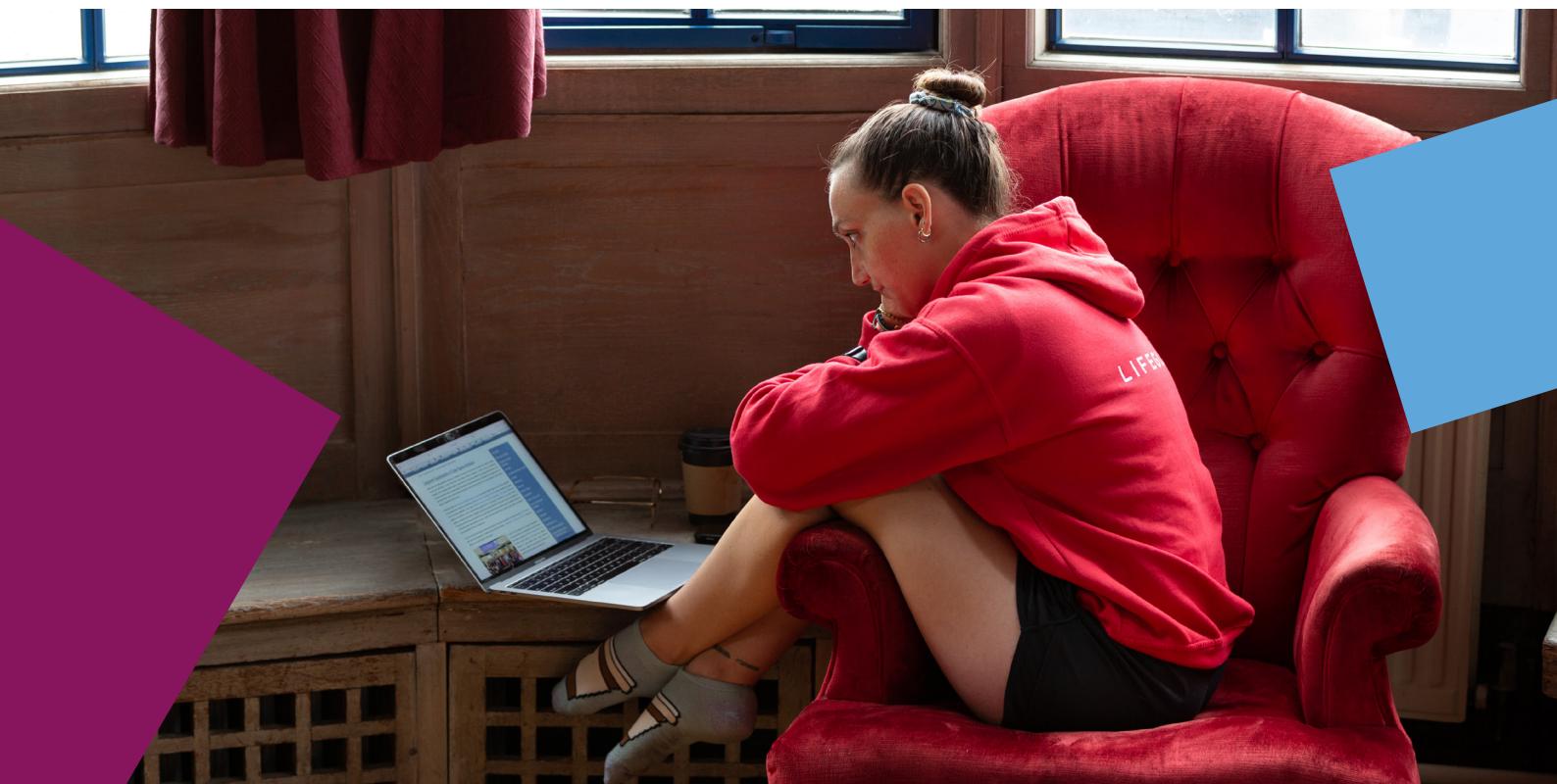
If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of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

Exceptional Circumstances

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

- **missing an assessment which you did not defer, or submitting an assessment late and incurring penalties**
- **experiencing difficulties which could have affected your academic performance in an exam or coursework**
- **adjustments such as CEAAs, My Adjustments or deadline extensions that you feel were insufficient to compensate for the impact of your circumstances**
- **a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.**

Submitting an EC Form is the only way for you to alert the Exam Boards to the circumstances which may have affected your performance. For more information visit lse.ac.uk/exceptionalcircumstances





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 acknowledged these regulations before you submit your work to the School. If you are found to have committed an assessment offence, such as 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 LSELIFE (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 Classification

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 schemes

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

Transcripts

Continuing students can request **intermediate transcripts** through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Digitairy which allows them to be easily shared.

For more information about final transcripts please visit lse.ac.uk/transcripts

Degree certificate

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/degrecertificates



Fees and Finance

Fees

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

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to 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 2023

28 January 2024

28 April 2024

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

For tuition fee levels please visit [**lse.ac.uk/tableoffees**](https://lse.ac.uk/tableoffees)

To pay online or to find out about the different payment methods available, visit [**lse.ac.uk/feepayments**](https://lse.ac.uk/feepayments)

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

[**lse.ac.uk/ficc**](https://lse.ac.uk/ficc)

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/ficc**](https://lse.ac.uk/ficc)

For full details regarding tuition fees, charging policy, payment and instalment options, visit [**lse.ac.uk/feespolicy**](https://lse.ac.uk/feespolicy)



Financial Support Office

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

If you 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/financialdropin

Contact details:

Financial Support Office

+44 (0)20 7955 6609

financial-support@lse.ac.uk | lse.ac.uk/financialsupport





Codes and Charters

LSE Academic Code

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

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

[**Read the Academic Code in full.**](#)

The 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**

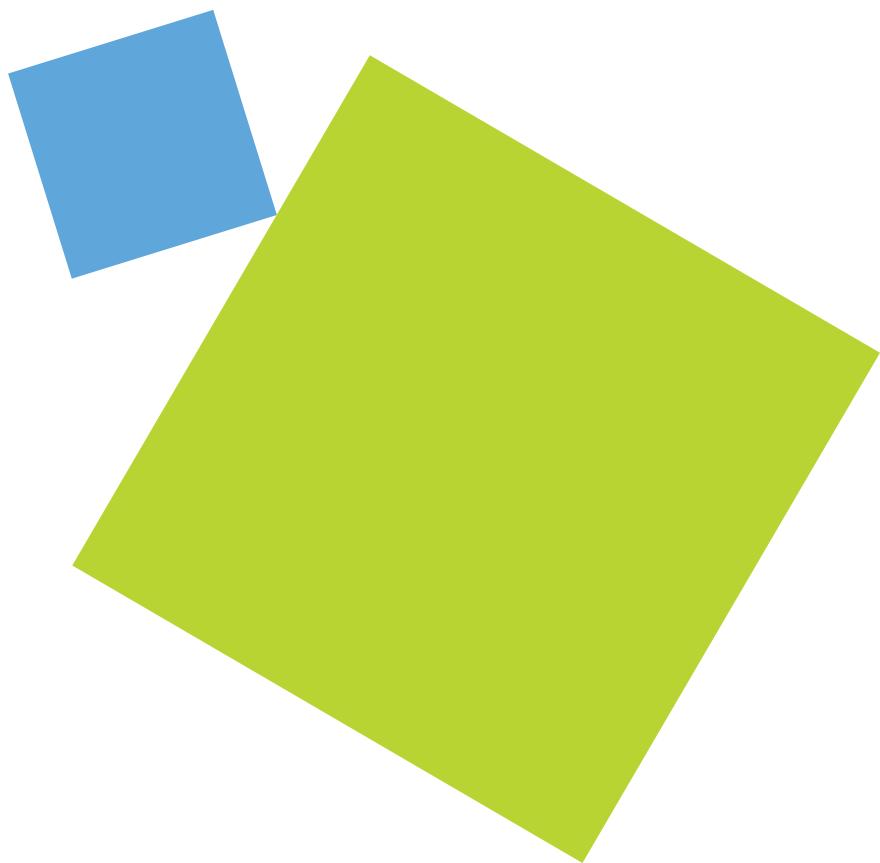
The Tech Centre is open seven days a week during term time and offers a range of services including laptop surgery. For further information visit info.lse.ac.uk/current-students/dts

Student Hub 

Moodle 

Reset your IT password 

Email 



Student Hub

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

- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers, the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services.**

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

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 @ LSE

Training and Development System

Information security awareness training



Microsoft Office 365 @ LSE

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

[Microsoft Office 365](#)

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



LSE100

Welcome to LSE100

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

Your LSE100 theme

Before registering at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing challenge facing social scientists. In 2023/24, the themes will focus on:

- **AI**
- **Climate**
- **Fair society**

For more information about each theme, visit [info.lse.ac.uk/current-students/
Lse100>Welcome](http://info.lse.ac.uk/current-students/Lse100>Welcome)

LSE100 is a single course, and the themes are highly interrelated. Whichever theme you choose to study, you will have the opportunity to investigate issues from different themes throughout the course, including in both your individual and group assessments.

Alongside learning about your chosen theme from a range of disciplinary perspectives, you will also study frameworks of systems thinking and systems change during LSE100. These are fields of interdisciplinary research that are being adopted by academics, policymakers, corporations, and NGOs. During LSE100, you will think holistically about how complex systems work and how the social sciences can enable change at a systemic level.

How will I study in LSE100?

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

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



How will I be assessed?

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

Chat with the LSE100 team

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

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



LSE Campus



Key

CBG	Centre Building	KGS	King's Chambers	49L	49 Lincoln's Inn Fields (Coopers)	OCS	Old Curiosity Shop
CKK	Cheng Kin Ku Building	KSW	20 Kingsway	50L	50 Lincoln's Inn Fields	PAN	Pankhurst House
CLM	Clement House	LAK	Lakatos Building	LRB	Lionel Robbins Building, Library	PAR	Parish Hall
COL	Columbia House	LCH	Lincoln Chambers	MAR	The Marshall Building	PEA	Peacock Theatre
CON	Connaught House	5LF	5 Lincoln's Inn Fields	35L	35 Lincoln's Inn Fields	PEL	Pethick-Lawrence House
COW	Cowdray House					POR	1 Portsmouth Street
FAW	Fawcett House					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](#).

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

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg no 70527).

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

Design: LSE Design Unit (info.lse.ac.uk/staff/divisions/communications-division/design-unit)

Photography: Cover image from Unsplash, Pexels or iStock.

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

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