



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# Course Selection and Timetables 2021/22 **Guide for Postgraduates**



Last updated September 2021

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## 1. Introduction

As a postgraduate student, you are typically required to take the equivalent of four full unit courses each year as prescribed by your programme regulations. You should, however, check your regulations carefully to ensure you aren't required to take more. All of these courses (whether compulsory or optional) will need to be selected using [LSE for You](#).

This guide will take you through the process of course selection. It includes advice on how to find out more about courses, understand your timetable, and deal with any special circumstances that may arise.

Course selection is managed in different ways by different departments, so you are advised to consult this guide in conjunction with the Course Selection and Timetables pages in your Department or Programme Handbook and any other information provided by your home department and the department(s) teaching the courses you are taking.

Further information can also be found on Student Services Centre's [Course Selection Webpages](#).

Throughout the guide you will see two symbols which are designed to alert you to common problems or tips on good practice.



*The orange caution icon indicates something that is recognised as a common problem or misconception with the course selection and timetabling process.*



*The green star icon indicates good practice in course selection. These are suggestions of things that might help you in the course selection process.*

### **Help us to improve these guides...**

We're very keen to make these guides as helpful and useful as possible. If you spot an error, identify an omission or would like to suggest an improvement please [provide us with your feedback](#).



## 2. Key Dates

Postgraduate students will be able to browse (but not select) courses from 10am on Monday 13 September 2021.

Course selection for postgraduates will be open from 10am on Monday 20 September until 5pm on Monday 4 October 2021.

Course selection will reopen from 10am on Monday 17 January until 5pm on Friday 22 January 2022 to allow changes to be made to Lent Term half-unit courses.

## 3. Glossary of Key Terms

**LSE for You (LFY):** One of LSE's administrative portals. You will select your courses on LSE for You during the course selection windows outlined in the *Key Dates* section, above.

**Moodle:** LSE's virtual learning environment, where course materials and lecture recordings are shared, you can submit work and engage with lecturers and seminar teachers. This is separate and distinct from LSE for You.

**Calendar:** An online platform that gathers together all regulations relating to students and their study. It contains the programme regulations and courses guides you will use when choosing your courses.

**Terms:** Periods of teaching into which the academic year is split. **Michaelmas Term** runs from September to December, **Lent Term** runs from January to April, and **Summer Term** runs from May to June.

**Courses:** Individual modules of study that form part of a degree programme, for example EC402 or HY411, are called 'courses'. Normally the teaching for a course will consist of a lecture and a seminar group, but this will vary. The two letters in a course code indicate which department teaches the course, and the first number indicates the level of study. For example, EC402 is a postgraduate course in the Department of Economics.

**Unit:** A measure of course value. Assessed courses carry a unit value of either one full unit or one half unit.

**Programme:** A full MA or MSc degree comprising of all units studied, for example MSc in Economics or MSc in Sociology, are both programmes.

**Compulsory / Core:** Terms used to describe a course that must be taken.

**Elective / Optional:** Terms used to describe a course chosen from a list of options.

**Prerequisite:** A requirement you must fulfil in order to be able to take a course.



## 4. Finding Courses

### Before you start

Before you start selecting courses on LSE for You, you should complete [online pre-enrolment](#).

You can activate your LSE IT account during pre-enrolment. You will then be able to log into LSE for You to select your courses.

You do not need to have completed campus enrolment to select your courses.



You are strongly advised to attend any induction and/or advice sessions hosted by your department (or departments, if you are on a joint programme) before selecting your courses. These information sessions will provide you with guidance about the course selection processes specific to your programme. You will receive information about these sessions from your department.

### Using the LSE Calendar

The [LSE Calendar](#) is an online resource that, among other things, contains programme regulations and course descriptions for all courses taught at LSE. You can use the Calendar to:

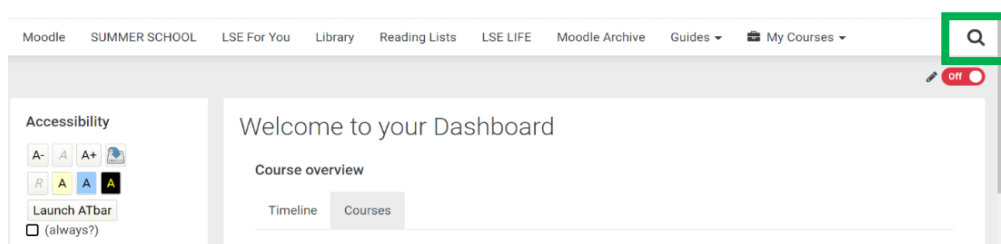
- 1) Check your programme regulations as they will tell you which courses are compulsory for your programme, and which optional courses you might be able to choose.
- 2) Read the course guides to find out more about every course including teaching arrangements, academic content, assessment, readings, and survey results from past students. You can also view introductory course videos by following the links in the course guides.

### Finding out more about courses

In some cases, you may also be able to view course content from previous years by enrolling on courses on [Moodle](#).

To find and self-enrol on a course on Moodle:

- 1) Login to Moodle with your LSE username and password.
- 2) Click on the search button at the top right of the page and type the relevant course code or course title into the search bar that will appear.

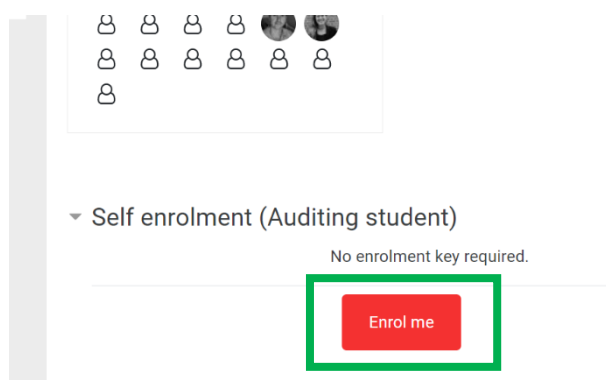


- 3) The course you have searched for should then appear in the search results. Click on 'View' at the bottom of the appropriate search result.

Search results: 1



- 4) Scroll to the bottom of the course page and click 'Enrol me' to self-enrol as an auditing student.



*Some courses may not allow self-enrolment, or may require an enrolment key. For assistance in self-enrolling on such courses you should contact the department responsible for teaching the course.*



*Enrolling on a course on Moodle is not the same as selecting a course on LSE for You. You can be enrolled on a course on Moodle, but not formally registered on the course.*

### Viewing the LSE timetable

The School-level timetables can be viewed on the [Timetables webpage](#).

There are two School-level timetables, published at different times:

- 1) The Lecture & Seminar Timetable is published in mid-August. This shows the times of all lectures and seminars only. Access does not require an LSE login.
- 2) The Timetable viewed by course code is published in mid-September. This shows all lecture, class, seminar, and workshop timetables. Access requires an LSE username and password.

Together, these timetables show the dates, times, and locations of all teaching for every course and for each week of the Michaelmas, Lent, and Summer Terms.

You should make use of the School-level timetables when choosing your courses. They can help give you an idea of what your personal timetable might look like when it is generated, and also help you identify any courses it may not be possible for you to take due to timetabling clashes.

### Understanding controlled access courses

Many graduate courses are designated as 'controlled access' due to limited places and/or prerequisites that are required in order to study the course. To gain a place on a controlled access course you must apply and be accepted by the department running the course.

You can find information about controlled access courses, how applicants are selected, and deadlines for applying on the [controlled access courses page](#).



*Remember that, depending on your programme, it is advisable to have a few "back-up" optional courses in mind in the event of you not gaining a place on one or more of your preferred courses.*



*If you do not secure a place on one of your preferred courses, it may be possible for you to audit the course. Auditing is an arrangement whereby you enrol on the course via Moodle and attend the lectures for the course, but do not undertake any assessment for it. It is allowed with permission from the course leader. If you are interested in auditing a course you are advised to discuss this with your Academic Mentor in the first instance.*

## 5. Selecting Courses

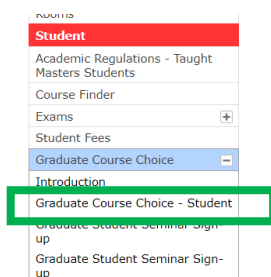
### On LSE for You

When choosing courses you will only be able to request the number of units required to fulfil your programme requirements. This means if you require four units for your degree you will only be able to request and/or receive offers for courses up to the value of four units. If you want to select alternative courses after making your initial selections, you will need to withdraw requests or drop courses you have been accepted onto in order for you to be able to select more courses.

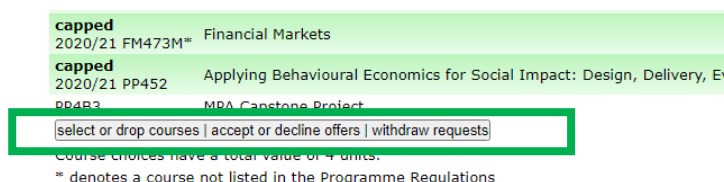
You can re-enter the system and change your selection of courses as many times as you like during the course selection windows. You do not need to make all your selections in one go.

To select a course:

- 1) Log into [LSE for You](#) using your LSE username and password. While LSE for You will work on a mobile device it is much easier to use a computer or laptop.
- 2) Expand the 'Graduate Course Choice' option in the left-hand menu and select 'Graduate Course Choice – Student'.

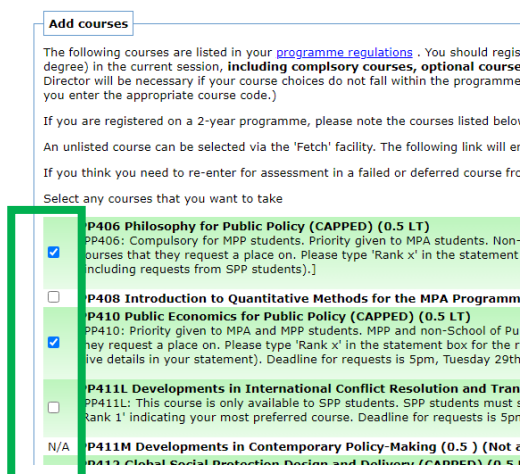


- 3) Read the course selection guidance and then click the 'continue' button at the bottom of the screen.
- 4) Click on the 'select or drop courses | accept or decline offers | withdraw requests' button.



- 5) Select courses from the list of available options by checking the boxes to the left of the courses. Most of the compulsory courses for your programme should already be selected. Do not deselect these courses, unless you are a part-time student and plan to take one or more of the compulsory courses for your programme in your second year.

Most courses on the list of available options presented to you will be marked as 'CAPPED'. Capped courses are courses with controlled access.





- 6) If you would like to take a course that is not listed in your programme regulations, type the course code into the box at the bottom of the list and click 'Fetch'. The option to select that course will then be made available to you.

**Fetch a course**

Enter a course code (e.g. 'EC400')

Fetch

Save changes

- 7) When you have selected your courses click the 'save changes' button at the bottom of the screen.

**Fetch a course**

Enter a course code (e.g. 'EC400')

Fetch

Save changes

- 8) You will then be presented with a page containing boxes in which you can write statements in support of your applications to courses. There will be a larger box at the top for a programme-level statement, and smaller boxes below this for individual course-level statements.

For courses that are compulsory for your programme it is not necessary for you to write course-level statements, but if you select a non-compulsory controlled access course, a course-level statement may be required. It will often be specified in the course listing on LSE for You if a course-level statement is required, but you can find full guidance on what you need to do to apply for each controlled access course on the [controlled access courses page](#).

The purpose of the programme-level statement is to explain why you have chosen the courses you have selected. The programme-level statement will only be seen by your Academic Mentor, and you are strongly advised to provide a programme-level statement if you have chosen courses outside of your programme regulations.

## Graduate Course Choice - Student

### Supporting Statement

You may, optionally, make a statement in support of your course choices in the field below. You are strongly advised to do so.

You should also make a statement if you are requesting any capped courses in the box next to the relevant course (there is no need to do so).

Add general statement about course selections here for your Academic Mentor to review

(last changed: 28/07/21)

Statement(s) in support of non-compulsory capped courses:

PP406 Philosophy for Public Policy (0.5)	Add statement if required for relevant department's allocation method
PP410 Public Economics for Public Policy (0.5)	Add statement if required for relevant department's allocation method
PP412 Global Social Protection Design and Delivery (0.5)	Add statement if required for relevant department's allocation method

Save

[START AGAIN](#)

- 9) After you have written your supporting statement(s), where necessary, click the 'Save' button at the bottom of the page to complete the process and return to your course selection summary page.

PP412 Global Social Protection Design and Delivery (0.5)

Add statement if required for relevant department's allocation method

Save

[START AGAIN](#)



- 10) When you have applied for courses, they will appear on your Graduate Course Choice home page in LSE for You. The status of all of your applications to controlled access courses will be listed in Section 1, and all the courses you have successfully registered for (or been accepted onto) will be listed in Section 2.

## Section 1: Capped Course Requests

You have applied to take the following capped courses

Course	Request Status	Offer Expiry Date
GY455 Economic Appraisal and Valuation	REJECT	
PH431 Physics and the City: From Quantum Jumps to Stock Market Crashes	ACCEPTED	
PP450 Public Organisations: Theory and Practice	WITHDRAWN	
PP410 Public Economics for Public Policy	DECLINED_OFFER	
PP406 Philosophy for Public Policy	DECLINED_OFFER	
FM473M Financial Markets	ACCEPTED	
FM474M Managerial Finance (Michaelmas Term)	ACCEPTED	
AC491 Financial Accounting, Reporting and Disclosure	ACCEPTED	
PP432 New Institutions of Public Policy: Strategic Philanthropy, Impact Investment and	ACCEPTED	
GY462 Real Estate Finance	REJECT	
FM476 Entrepreneurial Finance	WAIT	
PP4G3 Designing and Managing Change in the Public Sector	WITHDRAWN	
PP452 Applying Behavioural Economics for Social Impact: Design, Delivery, Evaluation a	ACCEPTED	

Capped course requests have a total value of 0.5 units.

Please ensure that you have entered a statement in support of any applications to take capped courses, unless the department teaching clicking the "select or drop courses | accept or decline offers | withdraw requests" button below. This statement will be seen by the depa

## Section 2: Registered Courses

You are currently registered for these courses

<b>capped</b> 2020/21 AC491*	Financial Accounting, Reporting and Disclosure	0.5
<b>capped</b> 2020/21 FM472*	International Finance	0.5
<b>capped</b> 2020/21 FM474M*	Managerial Finance	0.5
<b>capped</b> 2020/21 FM476*	Entrepreneurial Finance	0.5
<b>capped</b> 2020/21 FM473M*	Financial Markets	0.5
<b>capped</b> 2020/21 PP452	Applying Behavioural Economics for Social Impact: Design, Delivery, Evaluation and Policy	0.5
PP4B3	MPA Capstone Project	1.0

[select or drop courses](#) | [accept or decline offers](#) | [withdraw requests](#)

Course choices have a total value of 4 units.

\* denotes a course not listed in the Programme Regulations

- 11) You will be notified by email when a request to take a controlled access course has been considered by the relevant teaching department and a decision has been reached.

The department can accept or reject your offer, or place you on a waiting list. If the department offers you a place on a controlled access course, you must accept the offer on LSE for You within 48 hours in order to be enrolled on the course. If you don't accept the offer within 48 hours, your offer will time out.

<b>capped</b> 2020/21 FM473M*	Financial Markets
<b>capped</b> 2020/21 PP452	Applying Behavioural Economics for Social Impact: Design, Delivery, E
PP4B3	MPA Capstone Project

[select or drop courses](#) | [accept or decline offers](#) | [withdraw requests](#)

Course choices have a total value of 4 units.

\* denotes a course not listed in the Programme Regulations

### Manage Capped Course Requests

You have applied to take the following capped courses

Course	Message	Request Status	Offer Expiry Date
PP412 Global Social Protection Design and Delivery	<div>Message box</div>	WAIT	<a href="#">withdraw</a>
GY455 Economic Appraisal and Valuation	<div>Message box</div>	REJECT	
PH431 Physics and the City: From Quantum Jumps to Stock Market Crashes	<div>Message box</div>	ACCEPTED	
PP450 Public Organisations: Theory and Practice	<div>Message box</div>	WITHDRAWN	
PP410 Public Economics for Public Policy	<div>Message box</div>	OFFER	2021-07-30 18:44:26.19 <a href="#">accept</a>   <a href="#">decline</a>

You will be automatically enrolled on a controlled access course in Moodle within 15 minutes of accepting an offer.

Towards the end of the course selection period your Academic Mentor will check your overall course selections to make sure you have selected the right number of courses and that they align with your programme regulations.

The approval from your Academic Mentor is distinct from the approval given when you request to take a controlled access course. This final check has no impact on whether you get a place on controlled access courses, when your timetable is published or when you are enrolled into courses on Moodle. You should not rely on your Academic Mentor picking up any issues with your course selections – it is your responsibility to make sure you select the correct number of courses and that they align with your programme regulations.



*When offered a place on a controlled access course you must act quickly, as offers expire after 48 hours.*



*Given that you can only select the number of units you are required to take for your degree programme, you should think carefully about which courses you wish to select and should drop any you no longer want to take.*

### Withdrawing requests, declining offers and dropping courses

You can withdraw a request to take a controlled access course on LSE for You before ('withdraw request') or after ('decline offer') you have received a decision from the teaching department, or 'drop' the course after you have registered on it. You can do this using the same button you clicked on to select your courses:

The screenshot shows a list of capped courses: '2020/21 FM473M\* Financial Markets', '2020/21 PP452 Applying Behavioural Economics for Social Impact: Design, Delivery, E', and 'PP4B3 MPA Canstone Project'. Below the list is a button labeled 'select or drop courses | accept or decline offers | withdraw requests'. A note below the button states 'Course choices have a total value of 4 units.' and a footnote explains '\* denotes a course not listed in the Programme Regulations'.

To withdraw a request, you should click on the 'withdraw' button under the 'Manage Capped Course Requests' section of the next screen:

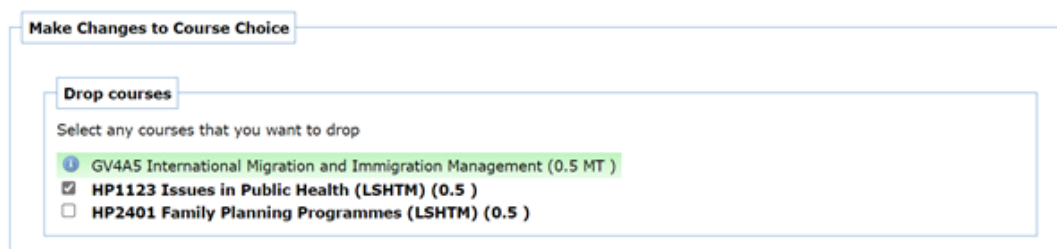
#### Graduate Course Choice - Student

The screenshot shows the 'Manage Capped Course Requests' section. It states 'You have applied to take the following capped courses'. Below is a table with columns: Course, Message, Request Status, and Offer Expiry Date. The first row shows 'HP423 Advanced Health Economics' with a 'NEW' status. A 'withdraw' button is highlighted in the Offer Expiry Date column. A note below the table says 'update message! (Messages about requests to take capped courses may be updated whilst still NEW)'.

To decline an offer, you should click on the 'decline' button under the 'Manage Capped Course Requests' section of the next screen:

The screenshot shows the 'Manage Capped Course Requests' section. It states 'You have applied to take the following capped courses'. Below is a table with columns: Course, Message, Request Status, and Offer Expiry Date. The first row shows 'PP412 Global Social Protection Design and Delivery' with a 'WAIT' status. The second row shows 'GY455 Economic Appraisal and Valuation' with a 'REJECT' status. The third row shows 'PH431 Physics and the City: From Quantum Jumps to Stock Market Crashes' with an 'ACCEPTED' status. The fourth row shows 'PP450 Public Organisations: Theory and Practice' with a 'WITHDRAWN' status. The fifth row shows 'PP410 Public Economics for Public Policy' with an 'OFFER' status and an expiry date of '2021-07-30 18:44:26.194'. 'accept' and 'decline' buttons are highlighted in the Offer Expiry Date column.

To drop a course you are registered on, you should tick the box next to the course you wish to drop under the 'Make Changes to Course Choice' section on the next screen, before clicking 'save' at the bottom of the page:



**Make Changes to Course Choice**

**Drop courses**

Select any courses that you want to drop

- ☐ GV4AS International Migration and Immigration Management (0.5 MT)
- ☒ HP1123 Issues in Public Health (LSHTM) (0.5)
- ☐ HP2401 Family Planning Programmes (LSHTM) (0.5)

When you drop a course, you will be presented with your programme-level statement and be provided with the opportunity to edit it before returning to the main screen.

## Waiting Lists

If you apply for a place on a controlled access course, the teaching department may place you on a waiting list if they do not accept or reject your application in the first instance. If a place subsequently becomes available on the course, they may then send you an offer of a place.

There is no guarantee that you will receive an offer for a controlled access course if you are placed on a waiting list. You can refer to the [controlled access courses page](#) to find out more information about each department's course allocation methods.



*If you are placed on a waiting list for a course, the course will still count towards your overall course selection count. This means that you will need to drop a course if you have already requested the total number of units required for your programme and would like to select an alternative course.*

## 6. Seminar Sign-Up

Some departments allocate students to seminars, and other departments allow students to sign up to seminars themselves. You can see which method is used for each of your registered courses in the Seminar Sign-Up system.

Seminar Sign-Up can be accessed through the course selection pages on LSE for You. You can use Seminar Sign-Up once you have selected a course and the department responsible has made the course available for Seminar Sign-Up.

To sign up for seminars on Seminar Sign-Up:

- 1) Login to LSE for You using your LSE username and password.
- 2) Expand the 'Graduate Course Choice' option in the left-hand menu and select 'Graduate Student Seminar Sign-Up'.
- 3) The following page will show which of your courses are open for students to sign up to seminars. Click on a course for which you would like to sign up to a seminar, and click 'Fetch'.
- 4) You will then see a list of seminars for the selected course. You can select any seminar that is not yet full, but should avoid selecting seminars with red week numbers as these indicate clashes with your other teaching commitments. Hovering over the red week numbers with your cursor will show the teaching event with which the seminar clashes.
- 5) Once you have selected a seminar, click 'Save' at the bottom of the page.
- 6) Click 'Back to course selection screen' and repeat the process for any other courses offering student Seminar Sign-Up.
- 7) You can withdraw from and change any seminars individually by re-selecting a course and clicking 'Fetch'. This will again take you to the page displaying available seminars for the selected course.



*If you fail to sign up for seminars during the allocated time, the teaching department may allocate you to a seminar group on your behalf.*

## 7. Your Timetable

### On LSE for You

Individual student timetables will be published at 10am on 21 September 2021 for Michaelmas Term, and in mid-January 2022 for Lent Term. You can access your timetable by logging into LSE for You and clicking the 'Student Timetable' option on the left-hand menu.

For your personal timetable to be generated you will need to have:

- 1) Selected your courses, including compulsory courses, in LSE for You.
- 2) Selected your seminars, where necessary, using Seminar Sign-Up.
- 3) Enrolled online or re-registered for the current academic year.



*In the first three weeks of Michaelmas Term there can be changes to the timetable, so you should check your timetable daily for any updates.*

### Student Hub

Student Hub allows you to view your timetable on your mobile, tablet and computer. If you sign up for Student Hub, when your personal timetable is published on LSE for You it will automatically sync to your in-app calendar.

Your timetable will appear on Student Hub on 25 September 2021.

Student Hub is available on iOS, Android and [laptop/desktop](#).



## 8. Special Circumstances

### Requesting to take courses outside LSE (selecting Intercollegiate Courses)

In exceptional circumstances you may be allowed to take courses offered at other University of London institutions, this is known as intercollegiate study. To register for a course outside of LSE, you need to:

- 1) Complete the form available on the [Taking a Course Outside of LSE](#) web page. Your department will need to approve the request.
- 2) Request and complete the relevant registration form for the other University of London institution, obtaining the necessary approval as indicated on the form.
- 3) Submit both the LSE and the other institution's registration form to the Student Services Centre. A member of the Student Services team will sign and return the form to you and you will then need to submit this directly to the other institution.

Within 5-10 working days, the outside course will appear on your course selection list on LSE for You.



*It is your responsibility to ensure that you abide by the other institution's course registration deadlines, as they may refuse your application if submitted late.*

### Timetable clashes

A timetable clash occurs when two or more of the courses you have selected have teaching (be that lectures, seminars or workshops/help sessions) scheduled at the same time. Whilst LSE makes every effort to avoid clashes, due to the number of optional courses available on some programmes, it is not always possible. You should avoid selecting courses and/or seminars that create timetable clashes, seeking guidance from your Academic Mentor if you need advice on selecting alternative courses.



*It is your responsibility to check for (and avoid) timetable clashes. You cannot use a timetable clash as evidence of Exceptional Circumstances.*



## Late course change

You should complete your course selections in advance of the system closing on Monday 4 October 2021.

However, in exceptional circumstances, it may be possible for you to make changes after the deadline. If you think you may need to make changes after the deadline, you should contact your home department to discuss this further.



*No course changes to full units or Michaelmas Term half units are possible after 5pm on 15 October 2021. Requests to change course selections after this date will not be approved.*

## Lent Term Course Change

You will be able to make changes to Lent Term half units in January 2022, when the LSE for You Course Selection system re-opens to postgraduate students. It is not possible to change full unit or half unit courses that were taught in Michaelmas Term during the Lent Term course change period.

To make changes to your Lent Term half units, log in to LSE for You using your LSE username and password and follow the instructions in the *Selecting Courses* section of this guide. The process for changing courses is the same in Lent Term as it is in Michaelmas Term.



*No course changes to Lent Term half units are possible after 22 January 2022 and it is not possible to change full-unit courses or half-unit courses that were taught in Michaelmas Term during the Lent Term course change period.*

## 9. Key Contacts

Any questions you may have about the course selection and timetabling processes should, in the first instance, be directed to staff in your home department. Consult your department's website or handbook to find the appropriate people to contact.

If staff in your department are unable to resolve your query, you can also make use of the following contacts:

**For questions about the course selection process on LSE for You:** contact the SSC Exams and Course Selection team at one of their daily Course Selection drop-in sessions. Drop-In Sessions will begin on Wednesday 8 September - Monday 4 October 2021. Sessions will take place via Zoom three days a week, Mondays, Wednesdays and Fridays from 14:30 - 15:30. You can also contact the team via [the enquiry form](#), choosing the options that most accurately describe your question from the dropdown lists.

**For questions about timetabling:** contact the Timetabling Team at [timetables@lse.ac.uk](mailto:timetables@lse.ac.uk).

**For questions about course content:** contact staff in the relevant [teaching department](#)(s), or the teacher responsible for the course, as stated on the relevant course guide.

