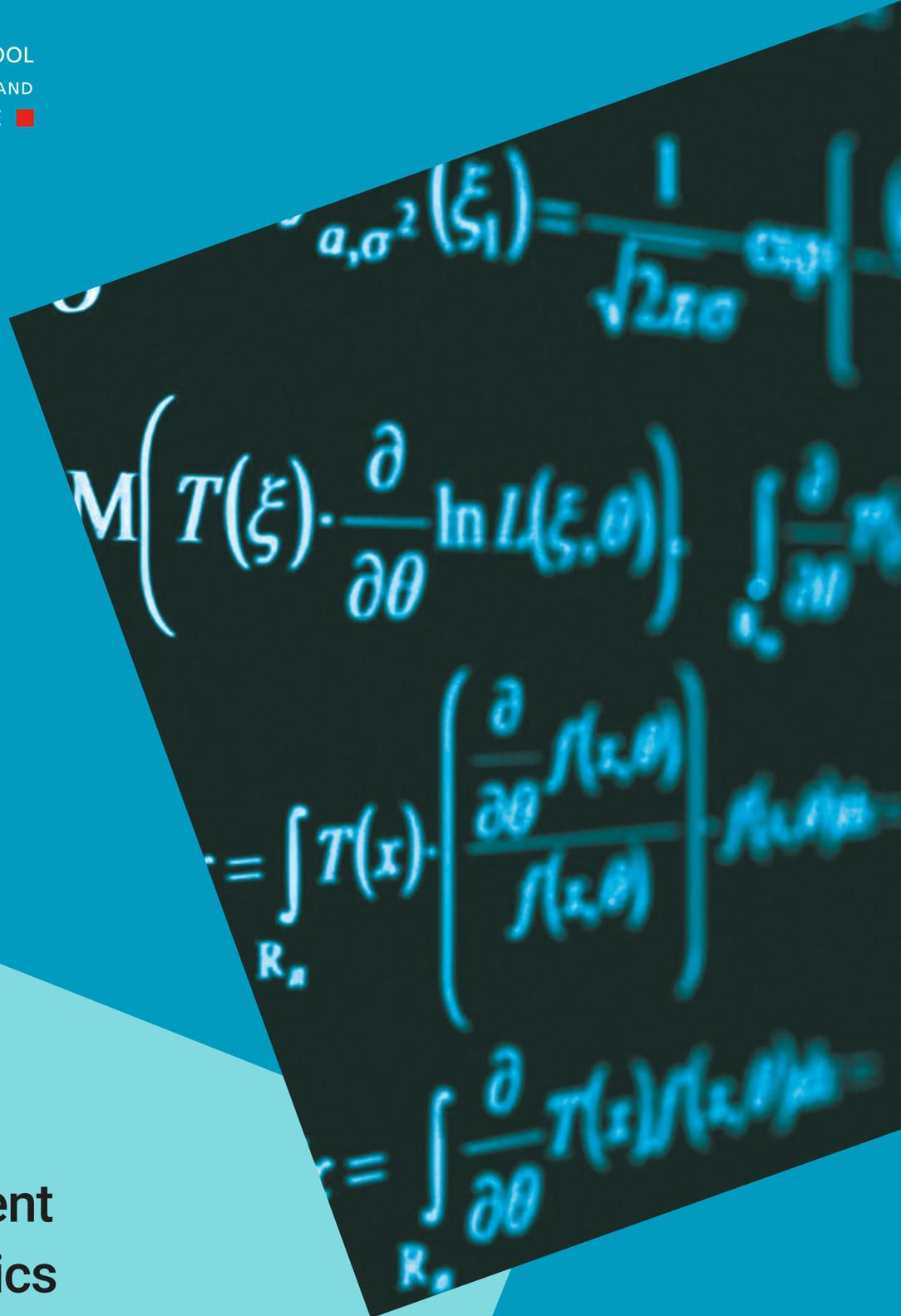




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE



Welcome to
the Department
of Mathematics

Undergraduate Handbook

2022/23

lse.ac.uk/mathematics



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Welcome from the Head of Department

Welcome to the Department of Mathematics at LSE.

By joining one of our degree programmes, you become a member of a vibrant intellectual community, comprising excellent students (BSc, MSc and PhD), world-leading faculty, experienced professional services staff, and high-achieving alumni. By taking advantage of the rich and diverse learning environment at LSE, you can further develop your talents and advance your knowledge.

The Department's teaching and research are shaped to a large extent by its position within LSE, a world-leading social sciences institution engaging with the whole world. Within this environment we view teaching and research as complementary activities, each enhancing the other, and we want to be excellent in both. On top of that, we want to offer a supportive and friendly environment in which everybody can fulfil their potential. Throughout the year we organise activities aimed at making sure you get to know your fellow students and other members of the LSE community. We really hope you will engage with those activities, and tell us if there are others you like to see organised.

The last 30 months we have been living and working in a world dominated by Covid-19. At the time of writing (June 2022) we are hopeful this coming year will be much more "normal" again. In particular, most of teaching and support activities will be back on campus again. But we've also realised that sometimes an online meeting can be just as useful as an in-person one, and often a lot more convenient. We've learned (and are still learning!) new ways of working.

In this handbook you will find a wealth of information about your degree programme, your studies, the support the Department and LSE offer, and much more. [Our website](#) provides further and up-to-date information, including news and events, and a section for current students in the Department.

Finally, if at any point during your time with us you feel that there is something I should be aware of regarding your experience in the Department of Mathematics or at LSE (good or bad), do not hesitate to contact me, by email, in person, or on Zoom. My door is always open, whether it's a virtual door, or the door of my office.



Professor Jan van den Heuvel

Head of Department

J.Van-Den-Heuvel@lse.ac.uk

Key Staff



Professor Peter Allen is the Departmental Tutor for first year undergraduate students. After your individual Academic Mentor, he is your main contact for academic queries.

p.d.allen@lse.ac.uk



Elvina Moonien is the Undergraduate Programmes Manager. She is your main contact for any administrative queries.



Professor Jan van den Heuvel is the Head of the Department. He is responsible for all academic activities, students, staff and programmes offered by the Department.

J.Van-Den-Heuvel@lse.ac.uk

Other Professional Services Staff you may need to know are:

Kate Barker

Department Manager

Jasna Begić

Teaching Support Officer

Sarah Massey

Communications and Student Experience Officer (leaves mid-October)

Joe Faulkner

Communications, EDI and Student Experience Officer (starts early September)

Please check the departmental website for a full list of academic staff, their research interests, office hours and contact details:

lse.ac.uk/Mathematics/people

lse.ac.uk/Mathematics/Current-Students/Office-hours



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* unavailable for MT 2022/23 ** unavailable for LT 2022/23 *** unavailable for all 2022/23



About the Department

The LSE Department of Mathematics is internationally recognised for its teaching and research. Located within a world-class social science institution, the Department aims to be a leading centre for mathematics in the social sciences. The Department's growth trajectory reflects the increasing impact that mathematical theory and mathematical techniques are having on subjects such as economics and finance, and on many other areas of the social sciences. The Department offers seven degree programmes across various levels: undergraduate; postgraduate; and MPhil/PhD.

Department Office

The Department's main office is on the 4th Floor of Columbia House in COL.4.01. The team is available to assist with general enquiries as well as student support, submission of coursework and other non-academic queries. You can also find members of Professional Services Staff in COL.3.03.

During a normal term time, the office would be open between:

10am-12 noon and 2-4pm

Postal address:

Department of Mathematics, COL.4.01
The London School of Economics and Political Science
Houghton Street
London WC2A 2AE

Email: maths.info@lse.ac.uk

Email

The School will use your LSE email address to communicate with you so you must check it regularly. You can access this off campus using [Webmail](#). If on campus, the email program Microsoft Outlook is available on all student PCs on the LSE network.

Social Media, Blog and Student Hub

You can follow the Department of Mathematics' Twitter account here: [@lsemaths](#).

You can also follow our [LinkedIn page](#) and connect with our alumni community, and watch videos on our [YouTube](#) channel.

The Department runs a research blog: blogs.lse.ac.uk/math/

We are also on the [Student Hub](#) app! Our main departmental page can be found here: studenthub.lse.ac.uk/channel/56



About your Programme

Our department runs three undergraduate programmes: BSc Mathematics and Economics; BSc Mathematics with Economics; and BSc Financial Mathematics and Statistics. All our undergraduate programmes share first year content, and from your second year, the courses become more targeted to your programme.

First year

In the first year of your mathematics programmes, you will take the following full-unit courses:

- 1 **EC1A3 and EC1B3** – Microeconomics I and Macroeconomics I
- 2 **MA100** – Mathematical Methods
- 3 **MA103** – Introduction to Abstract Mathematics
- 4 **ST102** – Elementary Statistical Theory

EC1AE, EC1B3, MA100 and ST102 are among the largest courses in the School, with over 700 first year students taking each of them. MA103 is a more specialist course, taken by about 250 students. For the Course Guide for each of these courses, see: lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm

You will also study the LSE100 course. 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. Find out more in the [Key Information/central section](#) of the handbook.

Second and Third year

For the updated full list of courses for each undergraduate programme, please see the following link: lse.ac.uk/resources/calendar/undergraduate.htm

And then...

At the end of your degree, you should be equipped to go on to a wide variety of careers, or you can continue your studies by applying to one of the many graduate degrees that are available. These include MSc Applicable Mathematics, MSc Financial Mathematics, and MSc Operations Research and Analytics run by the Department of Mathematics.

Undergraduate Study Room

The Department of Mathematics has a study room that is available to you to use for both individual and group study, where the [Maths Support Centre](#) normally takes place. This room is COL.2.01, on the second floor of Columbia House, and is available 9am-6pm. You will need your ID card for access to the building and to the room second floor.

Equity, Diversity and Inclusion

The School's commitment to equity, diversity and inclusion is one of its strategic priorities and one of the core principles set out in the School's Ethics Code.

Find out more about our Equality Officer in the Department of Mathematics here:

lse.ac.uk/Mathematics/EDI

Graduation Ceremonies

The Graduation Ceremony for final year undergraduate students takes place in July, with the ceremony held on campus in the Peacock Theatre. Whilst this might seem a long way away, it is an important part of the student experience. The ceremony itself usually lasts 60-80 minutes and is immediately followed by an on-campus drinks reception with the Department, so we can celebrate together.

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see: lse.ac.uk/ceremonies





Course Selection and Timetables

When to select your courses

Course selection will open for all new LSE students on Tuesday 6 September 2022. Course selection across LSE will close at 5pm on **Friday 7 October 2022**. As all course choices in your first year are compulsory, you cannot change your course choices in Lent Term. For more information, please check [the course selection webpages](#).

How to select your courses

The [LSE calendar](#) is the place to check for programme regulations, detailing which courses you are permitted to take. You will need to select your courses on [LSE For You](#) once the system opens. Guidance on how to do this can be found [here](#). Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after selecting your courses on LSE For You. **You must select compulsory courses for your programme.**

Should you have questions about a particular course in your second or third year, please ask the Course Convenor. If you have any queries about the programme itself or need advice on the course selection process you can contact the Undergraduate Programmes Manager.

Getting help

For queries about the course selection process, you can contact the Student Services Centre (SSC) via [their enquiry form](#). The SSC can help if you are experiencing issues with the LSE for You system. If you are not able to access [LSE for You](#), you can contact [Tech Support](#).

If you have a question about accessing Moodle, please contact eden.digital@lse.ac.uk.

For advice around which courses to take and how your programme fits together please contact your Academic Mentor or the Undergraduate Programmes Manager.



Studying and Academic Support

Your Academic Mentor

At the start of term all students will be assigned an [Academic Mentor](#). Your Academic Mentor will:

- Provide you with academic guidance and feedback on your progress and performance.
- Discuss any academic problems you may be experiencing.
- Provide pastoral support on non-academic issues and refer you, as necessary, to sources of support within the School.
- Meet with you regularly and maintain regular contact with you outside of meetings.
- Likely be one of the people that will write reference letters for you in future, so it is important that they get to know you well.

In Welcome Week, your Mentor will contact you to set up a meeting. After this initial meeting, you should arrange other meetings with your Mentor at least once or twice in each term. They will contact you to set up these meetings, unless you wish to discuss something more urgently.

Mentors will be able to discuss with and advise you on a range of academic and pastoral issues. These can include: academic progress; course choices; deferral; exams; and personal circumstances. Academic Mentors are also one of the first faculty points of contact if you are facing difficulties with your studies. Academic Mentors will treat all information you give them with the appropriate level of confidentiality, although sometimes it may be necessary for your Mentor to discuss information with other relevant members of staff.

Note that your Academic Mentor is not responsible for assisting you with administrative problems. If something is wrong with your registration, timetable, etc., you should contact the [Student Services Centre](#) or Undergraduate Programmes Manager.

The Departmental Tutor

For first year students in 2022/23, the Departmental Tutor is [Professor Peter Allen](#). The Departmental Tutors are overall in charge of the advisory system, monitoring of academic progress of students, and are responsible for course and programme transfers. They also decide whether approval can be given for selecting course options outside the normal regulations, and other special arrangements. **In most cases, talk to your Academic Mentor before you see the Departmental Tutor.**

If you are not satisfied with your Academic Mentor, you can contact the Departmental Tutor to explain your concerns, and if necessary you can request to be assigned to a different Academic Mentor. If your Academic Mentor happens to be the Departmental Tutor, you should raise your concerns with the Undergraduate Programmes Manager or the Head of Department.



Getting Your Priorities Right

After two chaotic pandemic years, you are undoubtedly looking forward to the classic student life - sports, societies and parties as well as lectures, classes and exams. That is quite reasonable, and all of it is an important part of your personal development. We will also be very happy to enjoy the returning normality. Of course, COVID is not yet a thing of the past: you may get ill, as winter draws in the situation might become more complicated again - but you should keep in mind that this will pass; you will have plenty of time for both fun and exams during your degree.

At the same time, you need to remember that your studies have to come first. You are expected to take a much more active part in your learning than was the case in school; learning to take responsibility for your own studies is itself an important part of your development. You are expected to attend lectures; you are also expected to ask questions - whether in the lectures or in office hours later - when you are not confident in your understanding. But no-one will check up on you if you do not. You are expected to make sure you set aside enough time to complete your weekly exercises, ideally before you go to the pub. But your class teacher will not tell you off if you do not.

You are likely to find that the pandemic school years have not been a great preparation for university study. It is hard to teach properly online, or with in-person classes disrupted by COVID outbreaks, and quite a bit of the proper teaching you should have received has been replaced by self-studying repetitive tasks. That kind of study was good enough to prepare you for school exams. It is not what you need to be a productive employee in three or four years time, however, and nor is it going to be very helpful for university study. You will be expected to come up with your own ideas in your homeworks, in your exams, and eventually in your future job too. Bear in mind that Google will not be available in the exams.

Poor grades at the end of the first year are almost always the result of a poor approach to university study. You are good enough to do well, otherwise you would not have been accepted. But university study is not like school work. You cannot expect to fall behind in your courses – even by a week or two – and catch up again without a great deal of effort and dedication. You certainly cannot expect to make up for a lost term's work, or year's work, with a couple of months of revision. If you try this, you will probably fail your exams at the end of the year. Failed exams will be retaken in the resit period in the summer, which you can find out more about later in the handbook.

Furthermore, you may well want to apply for internships during your second year, for which you will often need reference letters. These will not refer to your school exam results, nor to whatever you might potentially achieve, but to the only concrete results we have on your performance: your first-year exam results.



Points of Advice

- Divide your time between your courses and do not fall behind, as it can be difficult to catch up.
- Use the Christmas vacation to review the material covered in the first term.
- Find a place and a method to study that suits you. Make friends with others in your course and meet them and work through notes and problems together. One of the best ways to really understand something is to try to explain it to someone else.
- If you have a problem with a course, ask your class teacher (in the first instance) for help during their office hours, or attend office hours of the course lecturer, or visit the Maths Support Centre.

Lectures and Classes

Mathematics courses taught by the Department are taught by means of lectures and seminars/classes. For each course there are usually two lectures per week during the two main teaching terms (most half-unit courses run for one term/11 weeks of teaching). For each course, you will also be assigned to a class once a week, which normally start in week two of the term and attendance is compulsory. Teaching arrangements on courses run by other departments may be different, so check the [course guide](#) for more information.

If you are absent without good reason from too many classes for a course, you may be barred from sitting the exam for that course. If you miss more than one class, a warning email will be sent to you, your class teacher and your Academic Mentor. Class teachers have the option to record attendance as 'absence with reason' in case a student had a good reason to be absent (eg, important appointments, illness, etc.). Make sure to inform your class teachers before the class if you have good reasons for missing a class.



Assessment

This section is about the various forms of assessment that you might encounter during your studies.

Exams and Assessment

A high proportion of the courses you will take as part of your degree will be in mathematics. Other departments have their own arrangements for assessment. These are the two types of assessment you may encounter:

- **Formative assessment** takes place on all courses, but **does not count** towards your final results. In mathematics courses, this will usually take the form of homework or class exercises.
- **Summative assessment** can take several different formats, and **does count** towards your final results.

Summative assessment in mathematics usually takes the form of a written, unseen, closed book exam, though some courses have oral assessments or coursework elements. Mathematics exams at university are different to A-Level or other school exams. As you advance, the emphasis is increasingly on testing your understanding of the material you have learned, as well as your ability to solve specific types of problem.

Be aware that [exams for different courses](#) test different kinds of knowledge and skills. If you go to the lectures where the exams are discussed (often in the revision lectures at the end of each term or week 1 of Summer term), you will get an idea of what is expected in the exams. General guidance for mathematics exams can be found [here](#).

Please note there will be a January exam for MA100, ST102, and EC1A3 in the week/weeks before Lent Term (week 0). All of your first year courses will also have exams in the Summer Term exam period. Summer Term exams take place from early May to mid-June. The exam timetable for this period is usually available towards the end of Lent Term. There is also a resit (IRDAP) period in July/August for those students who failed or deferred earlier summative assessment. More information available below.





Homework

On Mathematics courses, lecturers assign homework which is usually in the form of weekly exercise sheets. In other departments there may be different arrangements. You should do the assigned work and hand it in for marking to your class teacher before the deadline given. Some class time is spent discussing the exercise sheets, but there will also be opportunities to ask questions about the course in general, or to work in groups.

The grades assigned for homework are a useful source of feedback. The grades also form part of your progress reports written by the class teacher. Your Academic Mentor will discuss the reports with you at the beginning of the following term. If there are any real problems arising in the first term, then we may arrange a meeting before Christmas.

In some courses, your weekly homework will form part of your course grade (usually 10 per cent). If you make a serious effort every week, even if you are struggling and your letter grades on the work are not good, you should get the entire 10 per cent. You should view this as recognition for keeping up with the course and studying in the way that is most likely to get you a good result in the exam.

If you regularly miss classes and/or do not provide required homework and coursework, you may not be allowed to sit the exam for the course.

Past Exam Papers

Past exam papers from all departments, without solutions, are available via the [LSE Library website](#). Past exam papers for some Mathematics courses are available, in some cases with solutions, on the Moodle page for each individual course.

You will find these papers useful but be careful: if you do one or two past papers, you will know what to expect in the exam. If you do another fifteen, you will not learn much more about the exam, because we make sure that every year the questions are new and different. It is more important to understand the material, rather than trying to guess what may come up in the exam.

Progression

You are required to pass at least three units (out of four) in your first and second years to progress to the next year. If you do not achieve this, you will have to re-sit the exams you failed. You will have to retake any failed course even if you progress to the next academic year. More information will be given once your exam results are known. Please be aware that you have three attempts at first year papers and only two attempts at second and third year papers. If you have passed a paper, you are not allowed to retake it.

In-Year Resits (IRDAP)

If you fail or defer one of your undergraduate exams, you will be entered to attempt your resit or deferred assessment during the In Year Resit and Deferred Assessment Period (IRDAP), which takes place from mid July to mid August.

If you have deferred your assessment and are sitting/submitted it for the first time, your mark will not be capped. If you have failed and are re-sitting/re-submitting an assessment, the overall mark for that course will be capped at a Pass mark of 40.

For more information on IRDAP, see here: lse.ac.uk/current-students/services/assessment-and-results/exams/re-entry





Feedback

Lecturers, class teachers and academic mentors hold regular office hours and are on hand to answer queries throughout the term and provide feedback. They also provide specific written feedback on LSE for You (LFY). Submitting all your homework for marking is also an excellent way of ensuring you get regular feedback.

What is feedback?

- It is part of learning, providing you with ideas and information about how to make improvements.
- It is a dialogue between you and all those other people you come across in your learning, who help you develop and understand ideas.
- It is a joint responsibility: you need to be an active player, not a passive recipient!

How can feedback help you?

- It helps you improve the particular assignment you are working on.
- It gives you useful pointers for subsequent work.
- It helps you understand the criteria that will be used to assess you in exams and coursework, where the grade counts towards your degree result.
- It motivates you to reach your potential.

How is feedback provided?

You may get feedback on all sorts of work:

- Problem sets
- Mock exams, 'exam type' assignments and tests
- Your contributions to class discussions
- Your participation in Moodle discussion forums
- Questions you raise in lectures or online
- Class presentations
- Course essays
- Group projects
- Your work overall throughout the term



Feedback comes in many different forms:

- Written comments on work you've handed in
- Direct oral feedback from your class teacher
- Group feedback from your lecturer
- Information feedback from discussion with fellow students and teachers
- Online feedback

Feedback comes from a variety of sources

- Your class teachers and lecturers
- Your Academic Mentor
- Fellow students on your courses/programme
- Fellow students in your hall/housing/neighbourhood





Further Support

Maths Support Centre

The [Maths Support Centre](#) helps students studying for first and second year mathematics courses. It does this by bringing these subjects and their teachers together outside of the classroom, to offer a space where they can get direct support and also offers a space to study.

Please refer to [our office hours page](#) for information on support offered by lecturers and class teachers during term time.

LSE LIFE Student Academic Mentorship (SAM)

Your first year at LSE is a unique and occasionally challenging time. From time management, course choices and working on those first assignments, to best places to eat, how to save money, and how to find your way around London, your fellow students in your Department may have the inside scoop on all aspects of life at LSE.

The LSE LIFE Student Academic Mentorship (SAM) programme will enable you to hear from the people who have been where you are, had some difficult and some positive moments in their studies, and made it through successfully: senior students in your department. You will be matched with a student mentor from the Department, and you will get regular opportunities to meet your student mentor and benefit from integrating into LSE's dynamic community. You can find out more here: lse.ac.uk/current-students/lse-life/projects/student-academic-mentor-programme





Assessment Criteria

The Department also has the following general guidelines on assessment criteria, which provides broad descriptions of the meaning of marks awarded on our exams.

Mark (%)	Grade Descriptor	Characteristics
1-9	Bad Fail	<ul style="list-style-type: none"> • Nothing presented or completely incorrect information or answers contain nothing at all of relevance • No evidence of understanding • No competence in core basic techniques of the subject
10-19	Bad Fail	<ul style="list-style-type: none"> • Very little information or information that is almost entirely incorrect or irrelevant • Very little evidence of understanding • Very little competence in core basic techniques of the subject
20-29	Fail	<ul style="list-style-type: none"> • Little understanding evident • Very limited competence in core basic techniques of the subject
30-39	Fail	<ul style="list-style-type: none"> • Some understanding evident, but no ability to grapple with anything other than a limited range of very routine questions • Limited competence in core basic techniques of the subject or competence only in a small part of the material
40-49	Third Class	<ul style="list-style-type: none"> • An acceptable demonstration of a basic understanding of and competence in the subject • Some knowledge of, and application of, relevant methods and techniques • A basic range of information and knowledge deployed, with some areas of inaccuracy
50-59	Lower Second Class	<ul style="list-style-type: none"> • A sound understanding of the subject • Knowledge of, and some application of, relevant methods and techniques • A standard, and largely accurate, range of information and knowledge deployed • May demonstrate ability to grapple with standard problems, but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject



60-69	Upper Second Class	<ul style="list-style-type: none"> • A clear understanding of the subject • Competent application of relevant methods and techniques • Wide and accurate range of information and knowledge deployed • Some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject
70-79	First Class	<ul style="list-style-type: none"> • A thorough understanding of the subject • Deft application of relevant methods and techniques • Extensive range and consistent accuracy of information and knowledge • A significant capacity to solve more unusual or demanding questions, involving application of thorough understanding of the subject and its methods
80-89	First Class	<ul style="list-style-type: none"> • A deep understanding of the subject • Mastery of relevant methods and techniques • Highly extensive range and consistent accuracy of information and knowledge • An impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods
90-100	First Class	<ul style="list-style-type: none"> • A comprehensive and deep understanding of the subject • Mastery of relevant methods and techniques and an ability to deploy them with flair • Very extensive range and consistent accuracy of information and knowledge • An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods

Undergraduate courses and degrees in the Department conform to the description in the [**Subject Benchmark Statement for Mathematics, Statistics and Operational Research**](#).

Useful Links

Programme Regulations:

lse.ac.uk/resources/calendar/undergraduate.htm

General Academic Regulations:

info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/GeneralAcademicRegulations-all-UG-students.pdf

Undergraduate Classification Scheme:

info.lse.ac.uk/staff/divisions/academic-registrars-division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/BA-BSc-Three-Yearscheme-for-students-from-2018.19.pdf

Department of Mathematics Website:

lse.ac.uk/Mathematics

Department of Mathematics UG Moodle Page:

moodle.lse.ac.uk/course/view.php?id=2863

Support and FAQ'S

lse.ac.uk/Mathematics/Current-Students/Support-and-FAQs





Personal and Professional Development

There are many ways in which LSE supports the personal development and wellbeing of students both on and off campus.

In terms of events, there are lectures and group-based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. You can find more information on the links below:

info.lse.ac.uk/current-students/student-wellbeing

info.lse.ac.uk/current-students/lse-life

info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal/Information-for-Students

During the year, the Department organises events for students. Topics range from information on study skills, time management, report writing, mathematical writing, to presentations by one of LSE's career advisers. We also invite alumni who studied in the Department of Mathematics to talk about their careers and experiences during and after their time at LSE. In the Lent Term, there will also be a session on course choices. All events will be announced by email and Moodle.

Personal and Professional Development Seminar Series

We have developed a seminar series which provides personal and professional development opportunities for first-year students. There are 8 timetabled sessions for all first year students designed to complement and highlight all the resources available around the School to support you. The series is designed to have a proactive role, anticipating and addressing the issues that first-year students commonly face in their transition from School to University. [Further information can be found here](#) and updates will be communicated [via Moodle](#).

Women in Mathematics Seminar Series

The Department of Mathematics recognises that women historically have been and still are an under-represented group in Mathematics. To learn and discuss why this is the case and what can be done about it, we regularly organise Women in Mathematics Seminars. For these seminars we invite speakers to talk about their background, experiences, and sometimes research, related to the position of women studying or working in mathematics. All members of the Department (students and staff), whatever their gender, are encouraged to attend these seminars. Announcements are made via email and on [our website](#).



Academic Awards and Prizes

The Department of Mathematics likes to celebrate the achievements of its students, both academic achievements and community focused. The following prizes are available to be won by undergraduate Mathematics students during their time at LSE.

Cyril Offord Prize

The prize is awarded annually for outstanding performance in Mathematics on one of the following degree programmes: BSc Financial Mathematics and Statistics, BSc Mathematics and Economics, BSc Mathematics with Economics, and BSc Mathematics, Statistics & Business. The prize is named in memory of Professor Cyril Offord who was the first Professor of Mathematics at LSE. The prize consists of a monetary award and a book chosen by the Department.

Information can be found here:

lse.ac.uk/Mathematics/Current-Students/Prizes/Cyril-Offord-Prize

Farr Prize

Named after William Farr, who is regarded as one of the founders of medical statistics, this prize is awarded to the student who achieves the best performance in final exams for a BSc student in the Departments of Mathematics and Statistics. The prize consists of a monetary award and a certificate.

Information on the prize and previous winners can be found here:

lse.ac.uk/Mathematics/Current-Students/Prizes/Farr-Prize

Wynne-Roberts Prize Fund

This prize fund, which is funded by the University of London Convocation Trust, is awarded by the Department Sub-Board of Examiners for the best performance in first and second year mathematics courses by a student in the Department of Mathematics. There are prizes for both first and second year students. The prize consists of a monetary award for both first and second year winners, or split equally if there are joint winners in either year group.

For more information on the prize and previous winners, please see this link:

lse.ac.uk/Mathematics/Current-Students/Prizes/Wynne-Roberts-Prize

John Ying Wah Gibson Prizes

The prize is in memory of John Ying Wah Gibson, a BSc Mathematics and Economics graduate from 2009, who passed away whilst running the Singapore Marathon in December 2016. John is remembered as a dedicated student who made excellent contributions to his cohort, in particular in offering support to his fellow students. The fund comprises two awards, the **John Ying Wah Gibson Citizenship Prize** and the **John Ying Wah Gibson Voluntary Work Award**, which students can apply for or nominate other students for. These prizes are open to all Mathematics student taking undergraduate and postgraduate programmes.

More information can be found here: lse.ac.uk/Mathematics/Current-Students/Prizes/John-Ying-Wah-Gibson-Prize





Jargon Buster

Michaelmas Term

Otherwise known as Autumn Term, first semester or Fall Term, this is the first part of the academic year starting in September and finishing in December. You may see it written like this, or as 'MT' on some of your course documents.

Lent Term

Lent Term is also known as Spring Term or second semester and falls after the Christmas Break and the New Year. This usually lasts until the Easter Break, and after it is Summer Term. You may see it written as 'LT' on some of your course documents.

The School

This may seem obvious, but if someone says "the School" this is referring to LSE as a whole institution. They may also call it the university or just say LSE. All other names will refer to departments or divisions, which all form part of the wider School.

Director

Some other higher education institutions have Chancellors, Vice Chancellors or Presidents. Our equivalent here at LSE is a Director. Our Director is Baroness Minouche Shafik (2017-present) who was previously an MSc student at LSE.

Programmes and Courses

At LSE, the term "programme" refers to your degree (eg, BSc Mathematics with Economics), whereas "courses" refer to the modules you take (eg, MA100 Mathematical Methods).

Capped and Controlled 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. [Find out more here.](#)

The Calendar

This is a resource used by everyone for regulations relating to a programme, course and other aspects of their study. You can find the 'Course Guide' for a course, or your regulations for your programme here: [lse.ac.uk/resources/calendar/](https://www.lse.ac.uk/resources/calendar/)



Useful Information

Location of Departments

Accounting	Marshall Building – 3 rd Floor	020 7852 3780	accounting@lse.ac.uk
Economics	32 Lincoln's Inn Fields – 1 st Floor	020 7955 7542/6426	Econ.Hub@lse.ac.uk
Finance	Old Building – 3 rd Floor	020 7955 7736	finance@lse.ac.uk
Language Centre	20 Kingsway – Ground Floor	020 7955 6713	languages@lse.ac.uk
Mathematics	Columbia House – 4 th Floor	020 7655 7732	Maths.Info@lse.ac.uk
Philosophy, Logic and Scientific Method	The Lakatos Building – Ground Floor	020 7955 6845	philosophy-dept@lse.ac.uk
Statistics	Columbia House – 6 th Floor	020 7107 5416	statistics@lse.ac.uk

Important Contacts

Accommodation Office	accommodation@lse.ac.uk
Careers Office	careers@lse.ac.uk
Crime Reporting/Campus Security	020 7955 6200
Fees Office	020 7955 7765
Financial Support Office	financial-support@lse.ac.uk
IT Information and Help Desk	020 7107 5000 / tech.support@lse.ac.uk
Library Enquiries	library.enquiries@lse.ac.uk
London Nightline (6pm-8am)	020 7631 0101
LSE LIFE	lselife@lse.ac.uk
LSESU Advice Centre	su.advice@lse.ac.uk
Student Wellbeing Service	020 7955 7567 / 020 7852 3627
Student Services Centre	lseportal.force.com/student-services/s/enquiry-form
St Philips Medical Centre	020 7611 5131

See also: lse.ac.uk/People/Search-People

Key Information

[Term Dates and LSE Closures – Academic Year 2022/23](#) ↘

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

[Equity, Diversity and Inclusion \(EDI\)](#) ↘

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct and Plagiarism](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE100](#) ↘

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



Term Dates and LSE Closures

Academic Year 2022/23

Michaelmas Term (MT)

Monday 26 September – Friday 9 December 2022

Lent Term (LT)

Monday 16 January – Friday 31 March 2023

January Exams: Monday 9 – Friday 13 January 2023

Summer Term (ST)

Tuesday 2 May – Friday 16 June 2023

Summer Exams: Monday 8 May - Friday 16 June 2023

LSE will be closed during the following periods:

Christmas Closure

Thursday 22 December 2022 – Monday 2 January 2023

Easter Closure

Thursday 6 – Wednesday 12 April 2023

May Bank Holiday: Monday 1 May 2023

Spring Bank Holiday: Monday 29 May 2023

Summer Bank Holiday: Monday 28 August 2023



Student Services Centre

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

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

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

Online Pre-Enrolment and Campus Enrolment

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

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



Student status documentation

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

lse.ac.uk/studentletters

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

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

Your LSE Card

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

Student Advice

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

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

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

Immigration Advice

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

What if...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including what to do if you’re unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme. You can find these questions and answers at info.lse.ac.uk/current-students/what-if



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

Interruption

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

Programme transfer

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





Withdrawal

Withdrawing means that you are leaving your programme permanently.

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

Regulations

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

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

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

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

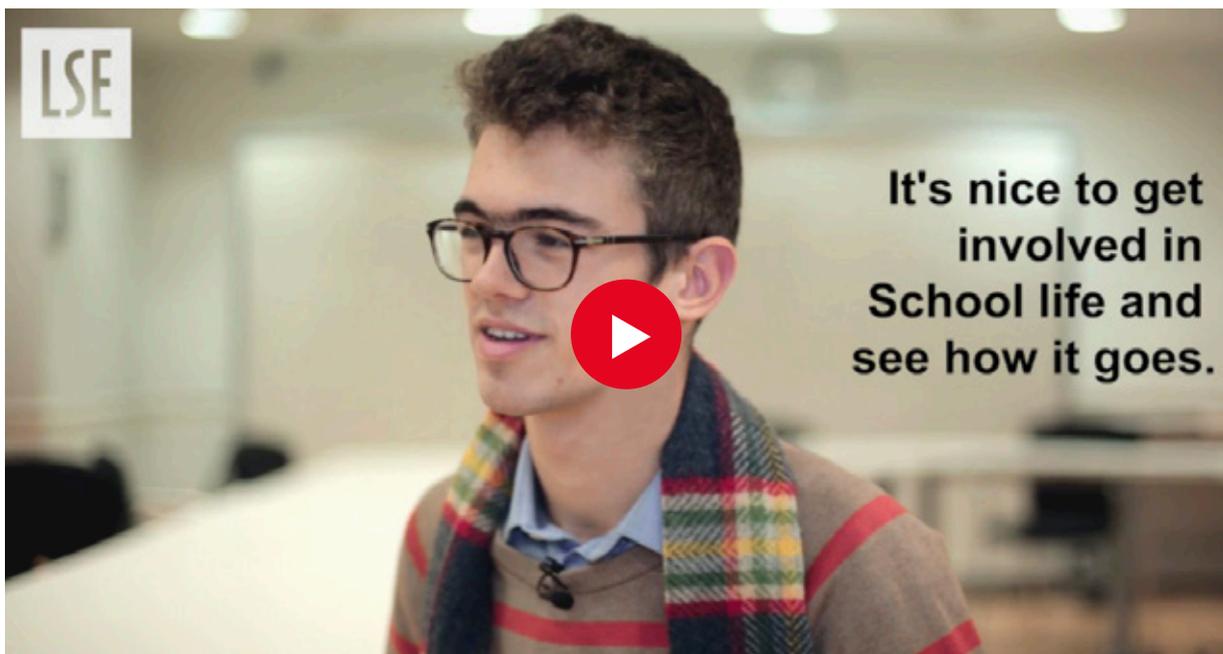
Student Voice

Student-Staff Liaison Committees

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

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

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



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

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



Student Q&As with LSE Leadership

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

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



Student Partnership

Change Makers

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

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

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

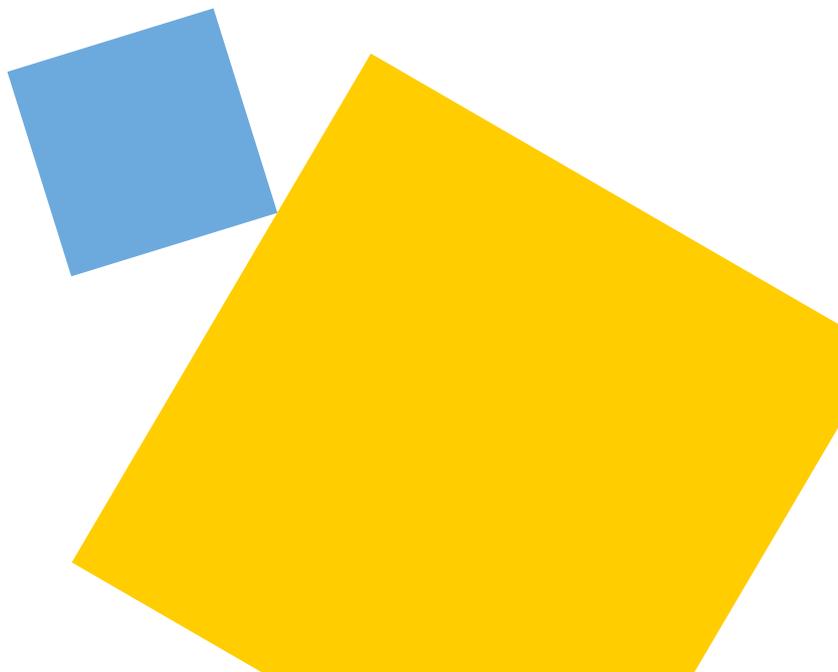
Applications to become a Change Maker will open in Michaelmas Term 2022 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

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

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

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



Quality Assurance

Quality assurance strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees. The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at lse.ac.uk/tqaro. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student teaching surveys

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

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

lse.ac.uk/tqaro

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments.

Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to tqarosurveys@lse.ac.uk



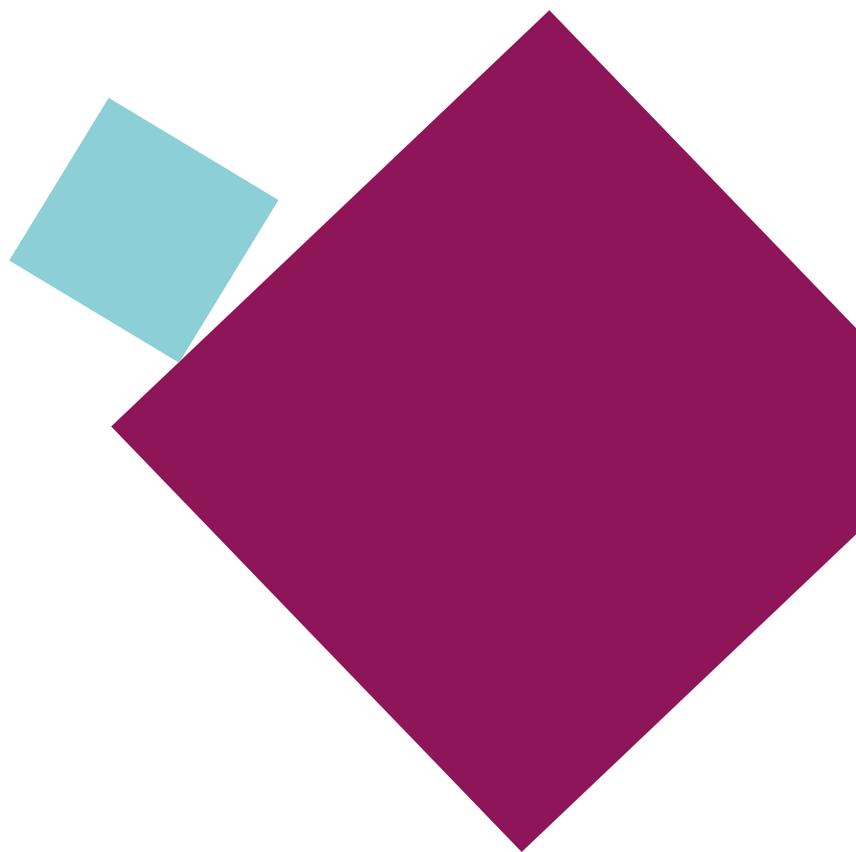
Study and Career Support Services

LSE LIFE

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

LSE LIFE offers:

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.
- Constructive conversations and workshops to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.
- **One-to-one appointments with LSE LIFE study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE. Or simply book an appointment - on campus or online - to talk through your ideas for an essay, a project, or your research.





- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

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



[Listen to our podcasts](#)

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

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

The two main print book collections are:

- **The course collection**, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.
- **The main collection** is located across three floors, holding wider items for social sciences research.

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

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

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





Language Centre

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

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

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

For more information visit lse.ac.uk/languages



LSE Careers

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

How do I get started?

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

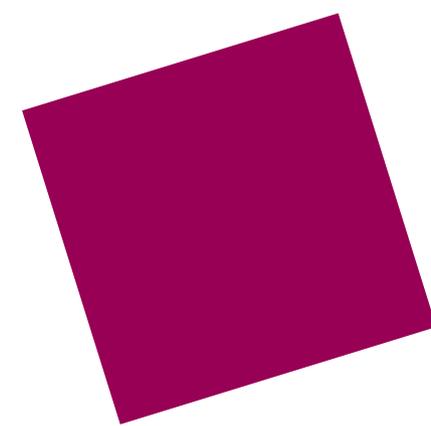
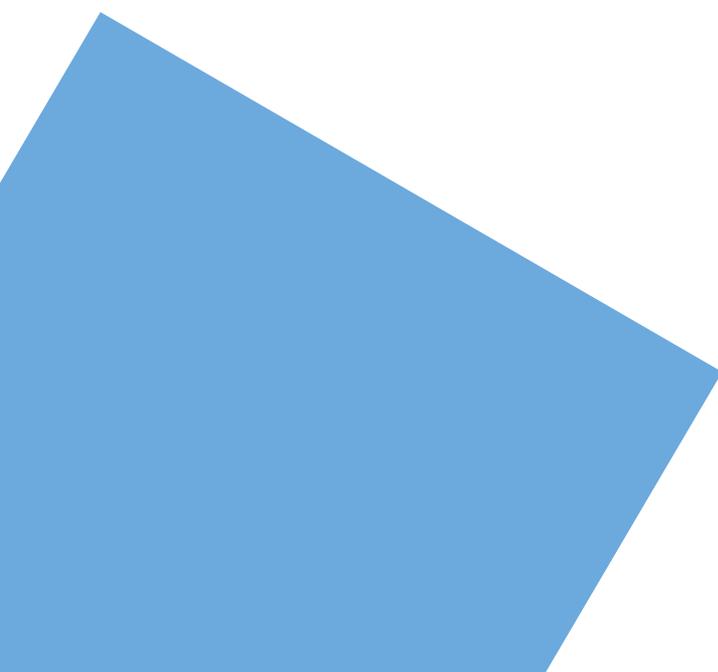
Explore our website (lse.ac.uk/careers) to find:

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

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

- book one-to-one appointments with a consultant
- register for careers events
- watch back event recordings
- browse job opportunities.

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



LSE Volunteer Centre

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

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

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

 [Read our blog](#)

“ The feeling of fighting for a cause that you are passionate about it second to none, but the skills you gain from it are unparalleled. ”

Dan Lawes, International Relations and History, 2022





LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

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

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

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

Discover more on our website lse.ac.uk/generate or keep up to date with Generate news through our social media [@LSEGenerate](https://twitter.com/LSEGenerate)

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



Equity, Diversity and Inclusion (EDI)

What is EDI?

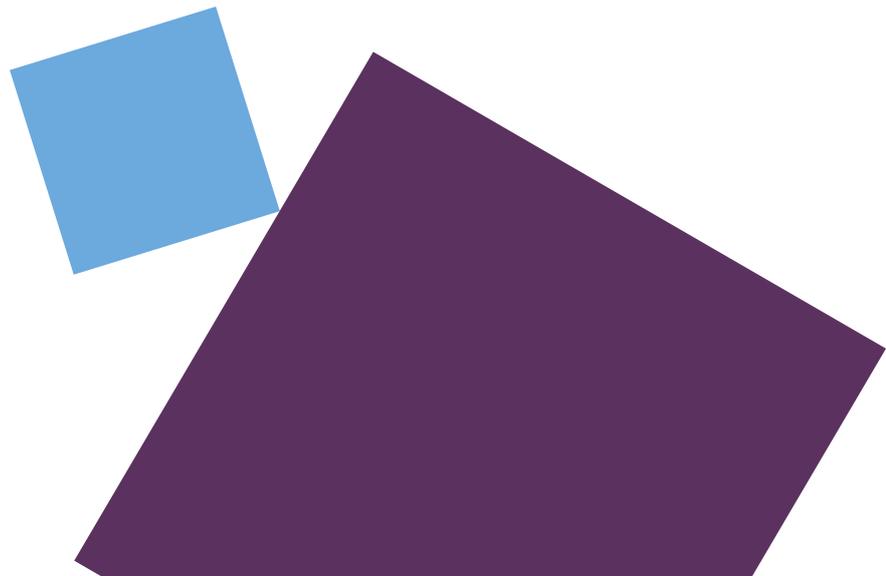
One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone’s contribution is valued.

Support and resources available:

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

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

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





Consent Collective: This online platform provides resources to help people understand consent, learn about sexual harassment and find out how to support people who have been subjected to sexual violence. This resource will only be available until August 2022. After this consent training can be accessed via Consent.ed There is both an online and in person module.

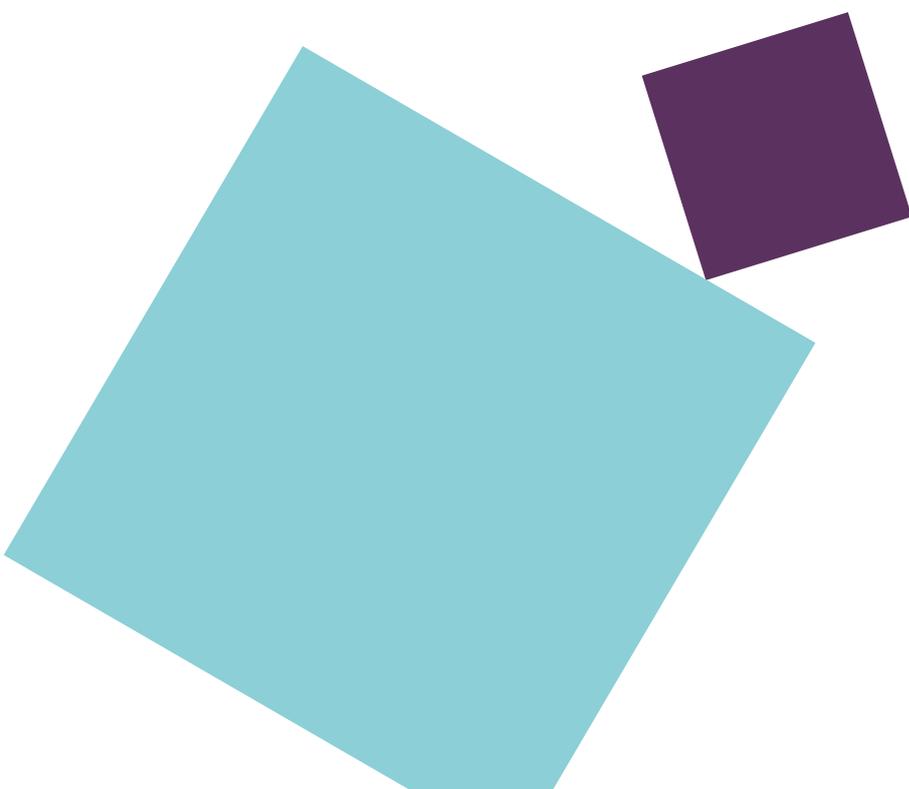
AccessAble: Our partnership with AccessAble will help us to be proactive in improving the accessibility of our buildings, at a time when the LSE estate is undergoing major physical change.

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

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

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

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





Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

Student Counselling Service (SCS)

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

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

Disability and Wellbeing Service (DWS)

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

Peer Supporters

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

My Adjustments

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



Health care in the UK

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

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

- **You are a UK resident**
- **You have a Student visa and have paid the immigration health surcharge**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

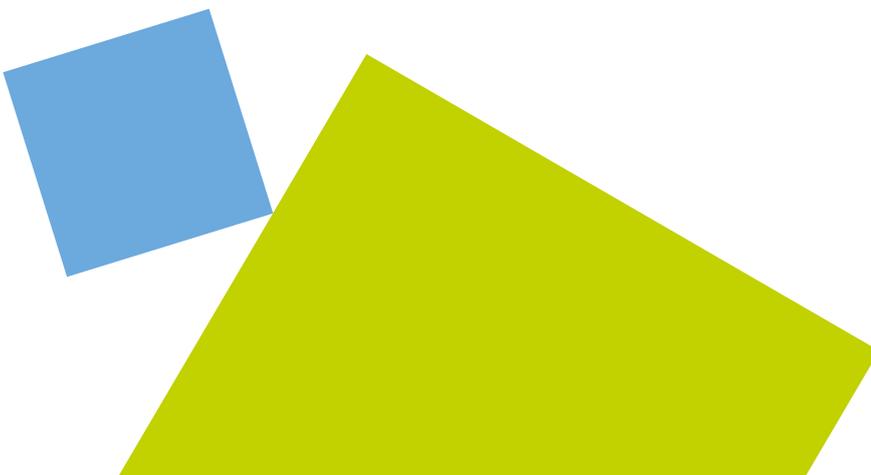
If you are unfamiliar with the NHS search for “NHS Services explained” to find out more. You are usually required to register with a local General Practitioner’s (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you are unwell. The nearest GP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

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

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

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

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





LSE Faith Centre

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

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options!

We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our Religion and Belief Guide. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out lse.ac.uk/faithcentre

Wellbeing

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





Facilities

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

Support

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

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

Interfaith Leadership Programmes

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

LSE Religion and Global Society Blog

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

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

Religion Scholars Network

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



Exams and Assessments

Candidate numbers

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

Systems and Online Resources section 

Exam timetables

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

Exam procedures 

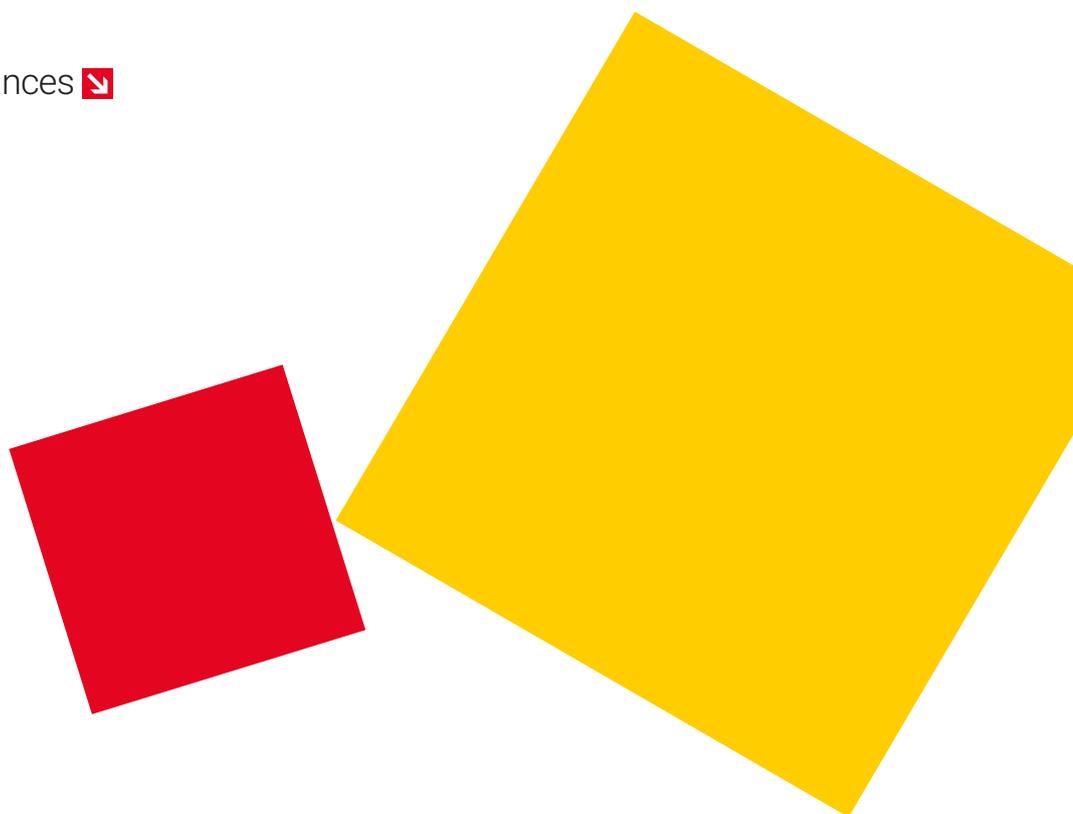
Central exam adjustments 

Deferral 

Extension policy 

Exceptional circumstances 

Fit to sit policy 





Exam procedures

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

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

Central exam adjustments

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

Deferral

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

Extension policy

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



Exceptional Circumstances

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

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

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

Fit to sit policy

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





Assessment Misconduct and Plagiarism

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

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

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

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

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

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

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

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

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

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

Results and Classification

Results

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

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

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

Classification schemes 

Transcripts 

Degree certificate 





Classification schemes

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

Transcripts

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

Degree certificate

Your degree certificate will be posted to you. For more information please visit lse.ac.uk/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 2022

28 January 2023

28 April 2023

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

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

To pay online or to find out about the different payment methods available, visit

lse.ac.uk/feepayments

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

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

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

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



Financial Support Office (FSO)

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

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

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

Contact us:

Financial Support Office

+44 (0)20 7955 6609

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





Codes and Charters

LSE Academic Code

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

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

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

The Academic Code should be read in conjunction with the **[LSE-LSESU Student Charter.](#)**

The Student Charter

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

The charter covers:

- **Your education** – what an LSE education is and how you can make the most of it
- **Our community** – what it means to be part of the LSE community and how to contribute
- **Your future, our future** – how to inspire future generations of LSE students.

Find out more about the charter and **[read the full version](#)** online.

Codes of Good Practice

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

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



The Ethics Code

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

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

- **Responsibility and Accountability**
- **Integrity**
- **Intellectual Freedom**
- **Equality of Respect and Opportunity**
- **Collegiality**
- **Sustainability.**

Learn more about the [Ethics Code](#).

Research Ethics

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

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



Systems and Online Resources

Need IT help?

- Visit the Technology Centre on the first floor of the Library
- **Email:** tech.support@lse.ac.uk
- **Call:** 020 7107 5000

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

LSE for You

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

LSE for You allows you to:

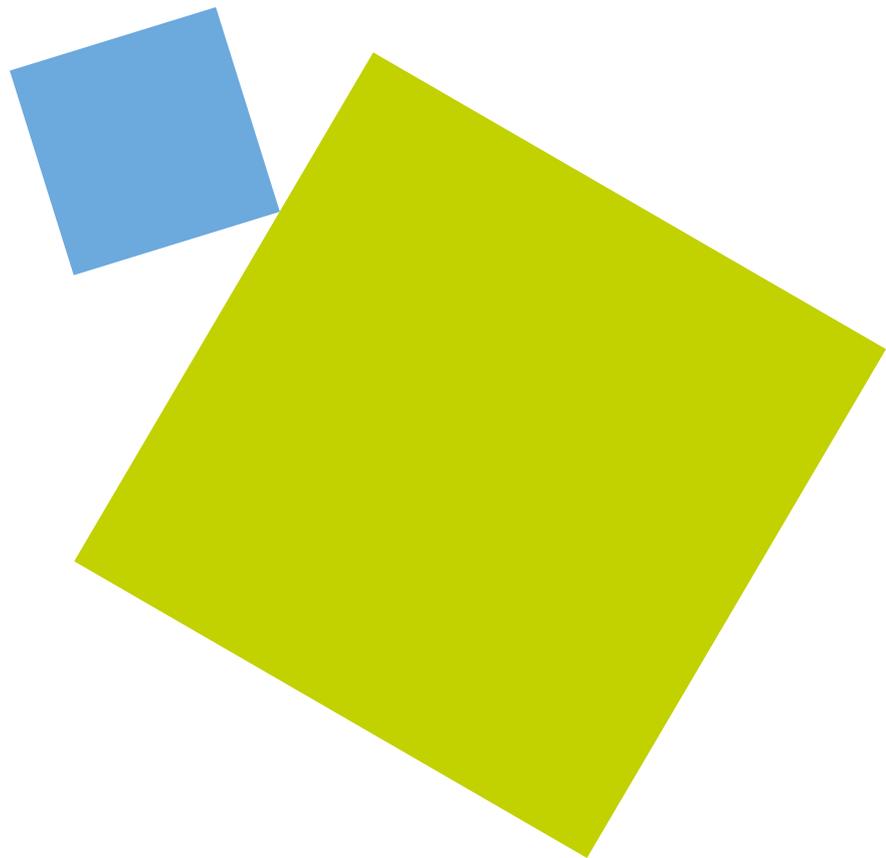
- **View and update your term time (contact) and home (permanent) address**
- **Access your candidate number**
- **View your final results and award**
- **Select your courses.**

Student Hub 

Moodle 

Reset your IT password 

Email 





Student Hub

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

- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services**
- **Create or join groups with friends and course mates to carry on the conversation outside of class.**

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



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





Moodle

Moodle is LSE's virtual learning environment.

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

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

Reset your IT password

You can reset your IT password at [LSE Remote Access](#).

Email

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

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training and Development System 

Information security awareness training 

Multi-Factor Authentication (MFA) 



Training and Development System

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

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

Information security awareness training

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

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

Multi-Factor Authentication (MFA)

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



LSE100

Welcome to LSE100

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

Choosing your LSE100 theme

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

- **How can we control AI?**
- **How can we avert climate catastrophe?**
- **How can we create a fair society?**

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

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

How will I study in LSE100?

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

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



How will I be assessed?

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

Chat with the LSE100 team

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

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



LSE Campus



Key

95A 95 Aldwych	KGS King's Chambers	35L 35 Lincoln's Inn Fields	NAB New Academic Building	POR 1 Portsmouth Street
ALD Aldwych House	KSW 20 Kingsway	50L 50 Lincoln's Inn Fields	OLD Old Building	SAR Sardinia House
CBG Centre Building	LAK Lakatos Building	LRB Lionel Robbins Building, Library	OCS Old Curiosity Shop	SAW Saw Swee Hock Student Centre
CLM Clement House	LCH Lincoln Chambers	MAR The Marshall Building	PAN Pankhurst House	SHF Sheffield Street
COL Columbia House	5LF 5 Lincoln's Inn Fields		PAR Parish Hall	STC St Clement's
CON Connaught House	32L 32 Lincoln's Inn Fields		PEA Peacock Theatre	
COW Cowdray House			PEL Pethick-Lawrence House	
FAW Fawcett House				



All buildings have wheelchair access and lifts, except , 95A, KGS, KSW*, 5LF, 50L, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/mathematics



Department of Mathematics

The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE

E: maths.info@lse.ac.uk

T: +44 (0)20 7955 7732

**This information can be made available
in alternative formats, on request.
Please contact maths.info@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 (lse.ac.uk/designunit)

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.