



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Welcome to
the Department
of Statistics

MSc Handbook














2024/25

lse.ac.uk/statistics



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Department of Statistics welcome

I am delighted to welcome you to the LSE and the Department of Statistics.

The Department of Statistics at LSE has an international reputation and has been the academic home for a host of distinguished statisticians. You have done amazingly well to be selected for your programme. Few applicants make it here, and you should be proud of yourself.

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

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

We are all excited for the academic year to start and keen to support you throughout your studies. I expect that you will find your studies equally challenging, stimulating and rewarding. This handbook will help you find your way around the School and the department. Enjoy your time at LSE and do take some time to enjoy London and the rest of the UK too. Welcome!



Pauline Barrieu

Professor and Head of Department

About your department

The Department of Statistics at the LSE is a growing, friendly department with an excellent reputation in many areas of statistics. It enjoys a unique position, comprising a body of professional statisticians in an economics and social science institution. The advantages of this position can be seen in the major contributions the department has made in theoretical statistics and its applications in actuarial science, social statistics and econometrics. The department offers academic programmes at all levels: BSc, MSc and MPhil/PhD. It also shares teaching and research with other sections of the School that have strong interests in statistics, including the Department of Mathematics, the Department of Finance, the Department of Methodology, and the Department of Economics. The department is also closely linked to The Royal Statistical Society and the Institute and Faculty of Actuaries.

Master's programmes

The Department of Statistics runs the following master's programmes.



MSc Data Science

Programme Director:
Professor Zoltan Szabo



MSc Quantitative Methods for Risk Management

Programme Director:
Dr Andreas Søjmark

MSc Statistics – incorporating the following streams:



MSc Statistics and MSc Statistics (Research)

Programme Director: Dr
Kostas Kalogeropoulos



MSc Statistics (Financial Statistics) and MSc Statistics (Financial Statistics) (Research)

Programme Director:
Professor Tengyao Wang



MSc Statistics (Social Statistics) and MSc Statistics (Social Statistics) (Research)

Programme Director:
Professor Jouni Kuha



MSc Health Data Science

Programme Director:
Dr Sara Geneletti

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

Programme Director welcome messages

MSc Quantitative Methods for Risk Management

Welcome to the MSc QMRM! You should be proud to have secured a place on this fantastic programme and I am happy you decided to join us!

More than anything, I am excited to meet all of you and make sure that you get off to a good start. I can assure you that an incredible, but also tough, year lies ahead.

Our MSc QMRM is unique in its focus on risk management through rigorous studies of probability and stochastic processes combined with fundamental statistical approaches and modern machine learning methods. Moreover, beyond the core of the programme, you will have an unrivalled range of options to expand on your financial intuition and your quantitative skills across mathematics, statistics, quantitative finance, and data science. I am here to help you navigate this journey and make sure that you build just the right profile for yourself and your future career path.

Finally, I want to encourage you to make the most of your time here at the LSE. You will be part of a world leading department, taught by researchers with an international reputation, and you will be surrounded by excellent, ambitious students. Work together, help and challenge each other, make new friends for life, and try to exploit all that the LSE has to offer.

I am confident that you will enjoy your time with us – and I look forward to getting to know you!



Dr Andreas Søjmark

Programme Director for MSc Quantitative Methods for Risk Management

a.sojmark@lse.ac.uk

MSc Statistics and MSc Statistics (Research)

I am thrilled to welcome you to join the MSc Programme in Statistics and would like to thank you for choosing us!

The MSc Programme in Statistics is run by the Department of Statistics at LSE, one of the UK's leading statistics and data science centres. Our programme has an international reputation for providing high-quality training in theoretical and applied statistics and equipping students with the skills of professional statisticians.

In this programme, you will be provided with comprehensive coverage of fundamental aspects of statistical methods and principles and a broad area of applications such as economics, research methodology and social sciences. Through the training, you will learn how to apply your knowledge in the real world by analysing and critically interpreting data, building statistical models of real situations, and using cutting edge programming tools and software packages.

I hope you will enjoy your life and study at LSE and have a fantastic year!



Dr Kostas Kalogeropoulos

Programme Director for MSc Statistics and MSc Statistics (Research)

k.kalogeropoulos@lse.ac.uk

MSc Statistics (Financial Statistics) and MSc Statistics (Financial Statistics) (Research)

It is my great pleasure to welcome you to the LSE Department of Statistics and congratulations on being accepted into our master's programme.

Our Financial Statistics Programme aims to both broaden the horizon of your statistical knowledge, and at the same time specialises and streamlines your exposure to practical financial applications. In doing so, it is inevitable to pack our courses full of useful materials for you to digest, some maybe old for consolidation, most of them will be new and shape your thinking for a better foundation of modern statistics in finance.

Over the past years, we are proud to have trained up highly skilled graduates who can practise sound statistics and code new methods to adapt to the rapid change in the use of statistics in finance. In a short year, you will be a part of this growing family of alumni too.

While time will fly in the coming year, we will make sure there are social activities for you to get to know fellow students in the Financial Statistics programme. You will also quickly learn the other aspects of life in LSE, and London in general, when our academic term starts.

As your Programme Director, I look forward to meeting all of you soon!



Professor Tengyao Wang

Programme Director for MSc Statistics (Financial Statistics)
and MSc Statistics (Financial Statistics) (Research)

t.wang59@lse.ac.uk

MSc Statistics (Social Statistics) and MSc Statistics (Social Statistics) (Research)

The MSc programme in Social Statistics provides you with the general training of a degree in Statistics but also gives special emphasis to those areas of statistical methods that are most commonly used in social research. LSE is an excellent place to study them, because it is one of the world's leading universities in the social sciences. The Department of Statistics has an active group of researchers who specialise in methods of social statistics. You will meet many of them as teachers on your courses.

You will also learn much from your fellow students. Many of you have chosen to study for this degree because you have a particular interest in social research and in expanding your statistical skills for it. You will come to LSE from different parts of the world and with different kinds of past experience, and I encourage you to get to know each other and share those experiences.

I look forward to meeting each of you to start planning your studies, and then regularly throughout the year.



Professor Jouni Kuha

Programme Director for the MSc Statistics (Social Statistics)
and MSc Statistics (Social Statistics) (Research)

j.kuha@lse.ac.uk

MSc Data Science

Congratulations on joining our MSc Data Science programme! I am / we are looking forward to getting to know you and working with you in the upcoming academic year.

Our programme will allow you to learn about the foundations of data science, including computational methods, machine learning and statistical principles. You will learn the underlying theoretical concepts and gain hands-on skills in applying data science techniques to solve real-world problems.

The programme is run by the Department of Statistics and provides a stimulating work environment focused on excellence in research and teaching. Our departmental faculty members push continuously the boundaries of data science, develop new methodologies, and apply them in a wide variety of real-world contexts.

For further information on the programme and courses, please see [the website](#).

In my role as your academic mentor, I will be happy to support you throughout the programme. Enjoy life in London and see you soon!



Professor Zoltan Szabo

Programme Director for MSc Data Science

z.szabo@lse.ac.uk

MSc Health Data Science

Welcome to our MSc programme in Health Data Science at LSE. Congratulations, and thank you for choosing us!

The MSc Health Data Science has been designed to equip you with the skills necessary to interpret, analyse, assess, and evaluate health interventions, services, programmes, and policies. It is a joint programme between the LSE's Department of Health Policy and the Department of Statistics, so you will have the opportunity to benefit from the resources of both departments to develop yourself professionally and personally. This includes courses taught by world-renowned faculty who are experts in health policy, health economics, and statistics, as well as social activities organised by the two departments. You will also learn from your fellow students who come from all over the world and have diverse professional backgrounds, ranging from those who already work in medicine or policymaking, to those who have just recently completed their undergraduate studies.

I am the Programme Co-Director for MSc Health Data Science from the Department of Statistics, and I look forward to meeting you all!



Dr Sara Geneletti

Programme Director for MSc Health Data Science

s.geneletti@lse.ac.uk



Other teaching staff in the department

You can find out the names of the lecturers on any course by viewing the Course Guides on [the website](#).

You can find the contact details for all academic staff in the department on the [Department of Statistics website](#).

Please contact members of staff by email in the first instance.

MSc study room

The 7th floor of Columbia House includes a study room for the use of MSc students from the Department of Statistics. The room number is COL 7.02a. The room will remain unlocked during working hours but you will require your LSE ID card to access it during evenings and weekends.

The study room has three fully networked PCs; as well as power and network points for the use of personal laptops and other electronic devices. Please take care to look after anything valuable; as neither the department nor the School can take responsibility for stolen or damaged items. Recycling bins are provided, so please ensure that the space is kept clean and tidy for the benefit of all MSc students who will be using it. Misuse of the space of any kind is not acceptable. As the room is adjacent to academic offices, please also ensure that noise is kept to a minimum.



Professional services staff

All non-academic queries should be directed to the departmental administrative office COL 6.11. Please feel free to email us or drop in during our opening hours.

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



Imelda Noble Andolfo

Department Manager
Office: COL 6.13

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Sarah McManus

MSc Programmes Manager
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Iulia Dumitras

Programmes Manager
Office: COL 6.11

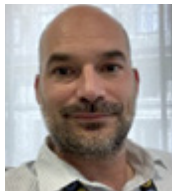
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PhD Programmes and
Teaching Manager
Office: COL 6.11

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Help and support available to you

For MSc students, your Programme Director will also act as your Academic Mentor. As the Programme Director, they play a central role in coordinating your programme and its teaching. As Academic Mentor, they keep an overview of your academic progress and overall wellbeing during your time at the School.

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

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

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

Your Programme Director/Academic Mentor

Your Mentor's responsibilities:

- Provide advice on and give final approval of your course choices at the beginning of Autumn Term and Winter Term.
- Discuss any academic challenges you may experience.
- Provide pastoral guidance on non-academic issues and refer you, as necessary, to the appropriate support services within the School.
- Implement the provisions outlined for students with long-term medical conditions, specific learning differences and/or disabilities in liaison with the School's Disability and Wellbeing Service.
- Maintain regular contact with you through direct one-to-one meetings at least twice a term during Autumn and Winter Term and once in Spring Term and through regular email contact as needed.
- Follow up if there are any concerns regarding your attendance and progress.



Getting the most out of your Academic Mentor

- Build a good relationship with them.
- Communicate clearly and openly and raise issues that could impact on your studies sooner rather than later.
- Schedule and attend meetings and keep in touch by email even if things are well with you.
- Think about areas you'd most like to speak about before the meeting.
- More information on the role of the Academic Mentor can be found on the [Academic Mentoring Portal](#).

Professional services staff

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

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

For MSc students, your main point of reference is the MSc Programmes Manager.

See [here](#) for the contact details of the professional services staff.

Departmental Senior Student Adviser (DSSA)

Alongside your academic mentor and other department colleagues, you can access additional support from the Departmental Senior Student Adviser (DSSA). They offer appointments in-person and online, and are able to help you navigate the advice and support services available to you, and to assist with how best to gain support for your wellbeing needs. You can request an appointment with our DSSA via this webpage: info.lse.ac.uk/current-students/student-services/departmental-student-advice-team

Other school support

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



Course selection and timetables

Programme structure and what you need to do

Each programme has a set of Programme Regulations which set out how each programme is structured. Each programme consists of compulsory and optional units.

Students must take a total of four units. The majority of courses in the Department of Statistics are 0.5 units, however a small number of courses (ST425 for MSc Statistics/Fudan students, as well as the Dissertation for MSc Statistics (Research) students and the Capstone Project) are whole unit courses.

You can view the Programme Regulations for your degree programme at the links below:

[MSc Data Science](#)

[MSc Quantitative Methods for Risk Management](#)

[MSc Statistics](#)

[MSc Statistics \(Research\)](#)

[MSc Statistics \(Financial Statistics\)](#)

[MSc Statistics \(Financial Statistics\) \(Research\)](#)

[MSc Statistics \(Social Statistics\)](#)

[MSc Statistics \(Social Statistics\) \(Research\)](#)

You will need to select all courses in the Graduate Course Choice application on the [LSE For You](#) system in September. You should select options for both Autumn and Winter terms at this time. You will be automatically enrolled onto your compulsory courses on the [LSE For You](#) system.

When to select your courses

Course selection will open for browsing on Monday 23 September at 10.00am and LSE For You will formally open for course selection on Thursday 26 September at 10.00am. You will be asked to make your initial choices by Friday 27 September at 10.00am. You will be invited to course choice meetings with your Academic Mentor (Programme Director) during week beginning 23 September before course selection opens.



Your final selections need to be made by Friday 11 October at 5.00pm at the latest, however we recommend you do this as soon as possible. You will be able to make amendments to your Winter Term choices early in the Winter Term; more information on this will be provided.

Please note that after the 11 October deadline has passed, changes can be made in exceptional circumstances only. After 18 October, no changes can be made, no matter the circumstances.

Outside options

You are also able to select any other available outside options provided by other departments, provided you meet any course requirements. If you wish to take a course not specifically included in your programme regulations, then you will need to obtain the permission of your Academic Mentor (Programme Director).

Part-time study

If you are a part-time student, you should discuss with your Academic Mentor (Programme Director) how best to split your studies over the two-year period. You should consider the availability of desired optional courses and your personal circumstances when making decisions about course load. For more information, please see our [FAQs for Part-time Students](#).

Lectures and classes may have unavoidable timetable changes at certain points in the year. If you are unable to attend a new time, you should communicate this with the lecturer or class teacher as far in advance as possible to arrange to follow-up on any information missed, or to arrange to view lecture recordings where applicable.

How to select your courses

You should follow the process below to ensure you make your option course selection on time:

- 1. Find out about your courses:** Visit [Finding Courses](#) to access the tools and information to help you decide which courses you want to take this academic year. The LSE Course Finder tool can help you choose which courses to take within your programme regulations. Course Finder allows you to browse available courses by unit value, keyword, department and assessment type. You can build a shortlist of courses and compare the lecture timetables for that shortlist. Course Finder is usually available from late August. You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes. Some departments (including Statistics) have controlled access courses which means that places are limited. Make sure that you identify a few back-up courses in case your first choices are not available.



- You will be able to seek advice from your Academic Mentor (Programme Director) before finalising your course selection. Please make every effort to attend your meeting with your Academic Mentor during the week beginning 13 September. The MSc Programmes Manager will contact you to let you know when this will take place. Should you have any questions about a particular course, please contact the course convenor directly. If you have any queries about the programme itself or need advice on the selection process on the [LSE For You](#) system please contact your Academic Mentor (Programme Director) or email stats-msc@lse.ac.uk.
- 2. Select your courses in LSE for You:** Once the [LSE For You](#) system is open for selection (on Thursday 26 September from 10.00am) you should log in to request your choices of optional courses. Full guidance on how to do this can be found [here](#). We would advise you check your LSE For You account regularly during this time as you will have only 48-hour period to accept or reject any offers onto controlled access courses.
 - 3. Check your Moodle access:** Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after accepting your offer onto a course on [LSE for You](#). Please note there are some Moodle course pages you can openly access, being able to access a course Moodle page does not necessarily indicate you are officially registered to take that course. Please double check all your courses have been accepted on [LSE For You](#) to confirm your official registration.

Controlled access courses

Many courses in the Department of Statistics are subject to the controlled access procedure to ensure class sizes allow for discussions between academics and students. Please see the link which summarises [all controlled access courses and requirements](#).

To maximise your chances of being accepted onto a controlled access course you are interested in, it is imperative that you select your courses as early as possible in the process. The controlled access procedure requires that you request permission to enrol in the course through the Graduate Course Choice application on [LSE For You](#).

Seminar sign up and timetables

In most cases, you will need to sign up to a seminar group for each of your courses, including compulsory courses. You will be able to select your preferred seminar slot on compulsory courses as soon as [LSE For You](#) is open on Thursday 26 September and on a rolling basis once you are confirmed on each of your option courses. In some cases, course leaders will allocate students to seminar groups.



Please select seminars for both Autumn and Winter Term courses in September. You can make your seminar selection through [Seminar Sign up](#) on LSE For You. We recommend selecting your seminar group as soon as possible once you are accepted on a course to avoid disappointment.

Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year where timetabling considerations make this necessary. **You need to attend the seminar group to which you are assigned.** Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

Considerable efforts have been made to avoid overlap of courses but occasionally a clash may be unavoidable due to timetabling constraints. We regret that no changes to the LSE timetable are possible at this stage and it is each student's responsibility to avoid any clashes. When selecting your courses please keep an eye on the timetables for Winter Term to ensure you do not have any clashes.

Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically updated for you. Once course selections have been approved by your Academic Mentor they cannot be changed online. If you want to make late changes, please email stats-msc@lse.ac.uk. Changes will be processed directly by the Student Services Centre.

Please be aware that this may differ in other departments if you are considering taking outside course options. Do contact the relevant department should you have any queries about non-Statistics courses.

Changing your timetable

It is not possible to change the lectures in your timetable; there is usually only one lecture for each course and it takes place at a fixed time. You can potentially change class groups in exceptional circumstances. To request a class change, email stats-msc@lse.ac.uk. You should include details of why you need to change class and outline your availability for alternative classes.

Auditing courses

Some LSE courses allow for students to 'audit'. This is an informal arrangement where you join the lectures but do not go to classes (i.e. attend seminars) or take the assessments. These courses do not appear in your course selections or timetable and will not appear on your transcript. Some students choose to audit courses to expand their knowledge in other areas. If you do choose to audit a course you should first check that your timetable will allow you to join the lectures.



If so, contact the relevant Course Convener and ask permission to audit their course.

You must not attend any classes (seminar groups) for courses you are auditing.

Once a course convenor has confirmed you can audit their lectures you will be able to either self-enrol on the course Moodle page, or alternatively please contact the Professional Service (administration) team for the relevant department, who will enrol you onto Moodle. For Department of Statistics courses please contact stats-msc@lse.ac.uk.

Winter term course selection

Course selection will reopen at the start of Winter Term from 10.00am on Monday 20 January 2025 until 5pm on Friday 31 January 2025. You will be able to change a Winter Term half unit course during the first two weeks of Winter Term, provided the newly chosen half unit course is not oversubscribed. Late course changes are not permitted in Winter Term once course selection has closed. We strongly advise that you do not change more than one half unit course during this period. **Please note that it is not possible to change full unit courses or half unit courses that were taught in Autumn Term during this period.**

Getting help

Please make every effort to attend your programme orientation session that we will be running in September. The MSc Programmes Manager will also be offering drop-in sessions to answer any further queries that may arise ahead of and during the course selection period. The Professional Services team is your first point of contact for course selection queries; we can be contacted at stats-msc@lse.ac.uk and you can also find detailed information on course selection on [the course selection webpages](#).

If you need technical help with the LSE For You system or are unable to access it please contact [Tech Support](#).

Feedback

Office hours

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

What if I cannot make the allocated time?

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

Getting feedback on your work

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

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



- **Summative assessment - coursework and dissertations:** Individual written feedback will be provided via Moodle (or GitHub) within the relevant timeframe by the course convenor, except for group projects where feedback can be at the group level. For large courses, brief individual feedback may be supplemented by collective feedback for the whole cohort.

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

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

Timescales for feedback

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

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

Part of LSE

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

Seminars

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

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

LSESU Student Societies

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

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

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

Giving feedback to the department

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

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

Comments and suggestions can also be made anonymously via the feedback box in the MSc Study Room or [via the online feedback form](#).





Assessment

Assessment type

Formative assessment

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

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

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

Summative assessment

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

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

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

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

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



Coursework submission

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

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

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

Requests for extensions are only granted in exceptional circumstances and must be approved by the Lecturer of the course. Such requests should be made by using the [**School's Extension Request Form**](#). This should be sent to both the course leader and Programme Manager.

Late submission

For coursework assessments of longer than three weeks, five marks will be deducted per day (this includes weekends, bank holidays and School closure days), or part, thereafter, late. Note that different rules apply for other types of assessments such as time-limited assessments to be taken within a 24-hour window. For more detailed information, please see the [**School Exam Discipline and Academic Misconduct**](#) website.

Student Guidelines on the Use of Generative Artificial Intelligence (AI) Tools

Our expectation is that any work that you submit is solely your own work, or in the case of group work, solely the work of your group. The submission of your work for assessments is a means for you to demonstrate the knowledge and skills you have learned. Submitting work that is not your own and the unauthorised use of generative AI is considered as an act of academic misconduct. Submitting texts, codes or other type of works entirely generated by AI tools would not be counted as your own work. Not only that, you destroy the opportunities to demonstrate what you have learned and obtain appropriate feedback on areas for improvement. Overall, it is detrimental to your own learning.

For each of your courses, the course Moodle page describes if, or to what extent, the use of Generative AI tools is allowed. If at least limited use is allowed, you should



think about your reliance of these tools in the same way you might consider relying on a reasonably capable friend, colleague, family member or websites in your learning. Seek help from your course teachers when you are stuck, need fresh eyes on some writing/code, or need some inspiration. You should always assume that generative AI tools, like capable friends, colleagues, and family, are highly fallible, produce errors, and lack contextual understanding that may be relevant for a particular course. Like any learning support, generative AI tools must be used with skill, responsibility, and caution.

When interacting with generative AI tools (if permitted for your course), you must remember the following:

1. You are accountable for your own work.
2. You should critically evaluate and check for accuracy and reliability of any output or advice produced by them. [warning: 'AI hallucination': AI can lie and produce plausible-sounding but non-existent incorrect information. Do not trust anything it says at face value.]
3. You should document your use of them correctly so that it can be properly acknowledged and referenced.
4. AI is not a person, but it can act like one. It is capable of a lot of things, but it does not know you or your context [warning: data privacy: only share what you are comfortable sharing. Do not feel compelled to share anything personal, even if the AI asks. Anything you share may be used as training data for the AI]. It is also unpredictable.
5. You are in charge. If the AI gets stuck in a loop, you should move on, direct and prompt the AI to do what you would like.





Classifications and marking criteria for MSc courses

Mark	Grade
0 – 19%	Bad Fail
20 – 49%	Fail
50 – 59%	Pass
60 – 69%	Merit
70% and over	Distinction

General assessment criteria for MSc courses – examinations

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

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





General Assessment Criteria for MSc courses – examinations

Mark (%)	Grade Descriptor	Characteristics
70-100	Distinction	<ul style="list-style-type: none"> • Thorough wide-ranging knowledge and understanding of subject • Deft application of knowledge to formulate and solve problems using appropriate methods and techniques • Consistently high level of accuracy • Arguments consistently expressed in a clear and logical way • Appropriate and in-depth interpretation of results • Significant capacity to solve more demanding questions requiring non-standard application of knowledge
60-69	Merit	<ul style="list-style-type: none"> • Clear knowledge and understanding of subject • Competent application of knowledge to formulate and solve problems using appropriate methods and techniques • High level of accuracy • Arguments are largely clear and logical • Appropriate interpretation of results • Some capacity to solve more demanding questions requiring non-standard application of knowledge
50-59	Pass	<ul style="list-style-type: none"> • Sound knowledge and understanding of subject • Application of knowledge to formulate and solve standard problems using appropriate methods and techniques • Largely accurate work • Arguments are in general clear and logical • Largely appropriate but sometimes cursory interpretation of results • Limited capacity to solve more demanding questions requiring non-standard application of knowledge
20-49	Fail	<ul style="list-style-type: none"> • Little evidence of knowledge or understanding of subject • Little evidence of ability to apply knowledge to formulate and solve problems using appropriate methods and techniques • A large number of errors • Arguments poorly expressed • Little attempt to interpret results or inappropriate interpretation
0-19	Bad Fail	<ul style="list-style-type: none"> • Very little attempt to answer questions or information presented is largely incorrect or irrelevant



General assessment criteria for dissertations in taught masters degrees

The department has the following general guidelines on assessment criteria, which provide broad descriptions of the meaning of marks awarded. The characteristics of the different classifications (Distinction, Merit etc) reflect the extent to which the following knowledge, understanding and skills are demonstrated:

- Ability to undertake a research project with some guidance
- Formulate a scientific problem and show ability to acquire a thorough understanding on it
- Identify appropriate probabilistic modelling and statistical methods to the specific area of study
- Carry out and interpret statistical analysis in the relevant context and make logical arguments
- Demonstrate the ability to acquire further knowledge and develop or expand statistical methods according to the scientific problem
- Write a well-structured academic paper with accurate mathematical notation to present the scientific problem and the research findings.



General assessment criteria for dissertations in taught masters degrees

Mark (%)	Grade Descriptor	Characteristics
70-100	Distinction	<ul style="list-style-type: none"> • Thorough knowledge and understanding of the subject • Deft application of knowledge to conduct statistical analysis using appropriate methods and techniques • Appropriate and in-depth interpretation of results • Arguments consistently expressed in a clear and logical way • Evidence of research contribution via developing new or expanding existing statistical methodology. • Well-written and structured manuscript with accurate mathematical notation
60-69	Merit	<ul style="list-style-type: none"> • Clear knowledge and understanding of subject • Competent application of knowledge to conduct statistical analysis using appropriate methods and techniques • Appropriate interpretation of results • Arguments are largely clear and logical • Some capacity to solve more demanding questions requiring non-standard application of knowledge • Manuscript may have a few errors in the mathematical notation, wording or structure.
50-59	Pass	<ul style="list-style-type: none"> • Sound knowledge and understanding of subject • Application of knowledge to conduct statistical analysis using appropriate methods and techniques • Largely appropriate but sometimes cursory interpretation of results • Arguments are in general clear and logical • Limited capacity to solve more demanding questions requiring non-standard application of knowledge • Manuscript has some errors in the mathematical notation, wording or structure.
20-49	Fail	<ul style="list-style-type: none"> • Little evidence of knowledge or understanding of subject • Little evidence of ability to apply to conduct statistical analysis using appropriate methods and techniques • Little attempt to interpret results or inappropriate interpretation • Arguments poorly expressed • A large number of errors • Manuscript has a large number of errors in the mathematical notation, wording or structure.
0-19	Bad Fail	<ul style="list-style-type: none"> • Very little attempt to answer questions or information presented is largely incorrect or irrelevant



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

This sets out the expectations for any Masters degree course in the UK in these subjects. In particular, paragraph 5.5 sets out the knowledge, understanding and skills that should be demonstrated to achieve a “threshold standard” (ie, pass a MSc degree).

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



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

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

GitHub username

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

GitHub Classroom links

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



Submitting your work

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

If you have any queries, please email the professional services staff at

[**Statistics@lse.ac.uk**](mailto:Statistics@lse.ac.uk)

Prizes

The Winton Prize for academic excellence in MSc Statistics, MSc Statistics (Financial Statistics), or MSc Statistics (Social Statistics)

One prize of £500 will be awarded to the student with the highest overall mark in their assessments.

The Winton Prize for best dissertation in MSc Statistics, MSc Statistics (Financial Statistics), or MSc Statistics (Social Statistics)

One prize of £500 will be awarded to the MSc Statistics, MSc Statistics (Financial Statistics), or MSc Statistics (Social Statistics) (Research) student with the highest overall mark in their dissertation.

The Winton Prize for academic excellence in MSc Data Science

One prize of £500 will be awarded to the MSc Data Science student with the highest overall mark in their assessments.

Winton Prize for Best Capstone Project MSc Data Science

This prize will be awarded to the group of MSc Data Science students with the highest overall mark in their Capstone Project. Prize: £500 (divided equally between the group members).

The Rajendra Bhansali Prize

This Prize is made possible by a generous donation from Rajendra Bhansali, graduate (BSc(Econ), 1967 and PhD, 1971) and former member of staff (1967-68) of LSE and now Emeritus Professor of Mathematical Sciences at the University of Liverpool.

One prize of £200 is awarded to a MSc Quantitative Methods for Risk Management student with the best overall performance.

Part time students

The Department of Statistics is home to a diverse student body, and we welcome part-time students on all of our MSc degree programmes. We recognise that not all of our students are at the same stage in their journey and as a part-time student, the Department is dedicated to providing a supportive and inclusive environment that allows you to successfully balance your studies with any other commitments you may have.

How your studies will be structured as a part-time student

Part-time study is spread over a two-year period (rather than the standard one-year period), with students typically taking two units per year, ideally spread equally across Autumn Term (AT) and Winter Term (WT). Aside from the duration of study, you will be subject to the same timetable as a full-time student.

For each half unit course, contact time is typically three hours per week, consisting of a two-hour lecture and a one-hour class (or two-hour class each fortnight) but this may vary according to the course so please check the timetable carefully.

The detailed timetable for the forthcoming academic year is normally available from mid-August. You can view the current timetable [here](#).

For each of our programmes, there is a recommended structure for part-time students, taking into account any compulsory and foundational courses. This should be read in conjunction with the [Programme Regulations](#) for your particular programme.

How your Academic Mentor can help

You will meet with your Academic Mentor (also your Programme Director) at the beginning of AT of both Year One and Year Two to discuss your course choices. This is a good opportunity to discuss how best to structure your courses to ensure you are able to balance your studies with your other commitments.

You will be invited to meet your Academic Mentor at least twice during AT and WT. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest. Please do make sure you attend these meetings, as they are an important check point as to your progress throughout the two years.



Your Academic Mentor is also available for academic guidance and feedback throughout the year. If you are facing any academic challenges outside of the twice-termly meetings, you are encouraged to discuss this with them.

Your work commitments

If you are balancing your studies with employment, it is particularly important that you maintain a good relationship with your employer and communicate openly about how you are coping with the situation. Make sure that they are aware of your timetable, as well as homework and coursework submission deadlines.

Lectures are non-compulsory so while it may be tempting to prioritise your work commitments over these, you should make the effort to attend, as they are guides to understanding the overall topic for that week. Some lectures are recorded, so please check with your course leader about this. Group sessions such as seminars, classes and tutorials are obligatory, so it is important to keep up your attendance at these. If you are absent from more than two consecutive classes, your Mentor will be advised so we can discuss this with you and try to address any difficulties you may be facing.

Changing from part-time to full-time study

If you decide that part-time study is not working for you or your circumstances change, it is possible to change from part-time to full-time study partway through the year, but this would require the approval of your Programme Director. Please read the [**change of mode of study**](#) guidance carefully and note that permission to make either of these changes would only be granted in exceptional circumstances and would depend on the time of year and the teaching and assessments that you had already undertaken.

Going into your second year and graduating

As a part-time student you will be required to re-register at the beginning of your second year. Further information about this will be made available by Student Services nearer the time.

Note that the timing of your graduation ceremony will depend on the length of your programme. For students on nine or ten-month programmes (MSc Health Data Science, MSc Quantitative Methods for Risk Management, or any of the MSc Statistics nine-month programmes), your ceremony will take place in July following your second year. For students on our twelve-month programmes (MSc Data Science or any of the MSc Statistics (Research) programmes), the ceremony will be in December.

For further information on specific part-time MSc courses, please go to the [**MSc Part Time Student FAQs section of the website**](#).



Communication in the Department of Statistics

Email

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

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

You can also access e-mail off-campus using webmail and remote desktop or on the move, using email clients for laptops and mobile phones. For instructions on how to access your e-mail off campus, visit info.lse.ac.uk/staff/divisions/dts/assets/documents/guides/email/Web-Access-to-Email-with-Office-365.pdf

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

Student newsletters

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

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

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

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



Social media

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

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

Instagram: [@lsestatistics](#)

X: [@LSEStatistics](#)

LinkedIn: [Department of Statistics](#)

Student Hub: [info.lse.ac.uk/current-students/student-hub](#)

Department of Statistics website: [lse.ac.uk/Statistics](#)

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

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

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



1 Email etiquette

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

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

2 Forums, anonymous forums and anonymous surveys

- When starting a new post in a forum, follow the general guidelines of the email etiquette.
- Take the time to thank and acknowledge a reply.
- Provide any feedback to your teachers and co-students in a polite and constructive manner.
- Your feedback is very important to us, so please provide it generously, in a constructive and polite manner by participating in surveys run by the department and the School. It is considered inappropriate to comment on the looks and physical appearances of your teachers or any other characteristic as stated above.

3 Etiquette for group work

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

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



4 General behaviour in class

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



If you are unhappy with an aspect of your studies

Challenging Results of Taught Courses

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

Appealing progression decisions or an examination outcome

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

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

Complaint procedure

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

Key Information

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

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

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE Campus](#) ↘

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



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 enrolment process: online pre-enrolment and campus enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person and is where we will check your official documents and you will be issued with your LSE Card. It is very important that you attend campus enrolment and with the **correct original documents**. Usually, you can re-enrol for subsequent years of study online, but sometimes we may need to see you in person again.

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



Student status documentation

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

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

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

Your LSE Card

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

Student Advice and Engagement

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

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

Immigration Advice

The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the [visa advice query form](#) or to attend one of their drop-in sessions, or log-in to their dedicated visa advice live chat.


What do I do if...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including, what to do if you’re unwell during an exam; become pregnant; change your name; or want to change degree programme. You can find these questions and answers at lse.ac.uk/what-if

Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School.

You are usually required to return at the start of either Autumn term or Winter term the following year as appropriate. Spring term interruptions are not possible. For more information visit lse.ac.uk/interruptions



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

Programme transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible.

All transfer requests need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit

lse.ac.uk/programmetransfers

Change of mode of study

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

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

Changing from part-time to full-time may not always be possible, especially if you need a visa to study at LSE, and requests will be considered on a case by-case basis.

It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit lse.ac.uk/changemode





Withdrawal

Withdrawing means that you are leaving your programme permanently.

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

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures to ensure you are aware of all necessary assessment requirements, how your final degree is calculated and what options are available if you experience problems during your studies.

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

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

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



Student Voice

Student-Staff Liaison Committees

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

SSLCs are your chance to engage with LSE and enact positive change for the benefit of yourself, your peers, and even future cohorts.

At the start of the year, you will be asked by your department if you would like to represent your programme on the SSLC as a Student Academic Representative. By volunteering, you'll represent your peers and take a leading role in the student body.

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



Meet LSE leadership events

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

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



Student Partnership

Change Makers

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

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

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

Applications to become a Change Maker will open in Autumn term 2024 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 alongside students from other departments and levels of study, and gain insight into how the university works.

Around 50 Student Education Panellists meet several times throughout the year to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they generate insights to present at key education-related forums, and work in partnership with LSE and LSESU leaders to co-create a better educational experience for everyone. In recognition of their contributions, and to enable a wide range of students to participate, panellists receive a voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2024 and you can find out more at lse.ac.uk/studenteducationpanel





Quality Assurance

Quality assurance

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

The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at [**lse.ac.uk/tqaro**](https://lse.ac.uk/tqaro). TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's [**Calendar**](#). Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to [**ard.capis@lse.ac.uk**](mailto:ard.capis@lse.ac.uk)

Student surveys

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

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information can be found online in the "Surveys" section of the website at [**lse.ac.uk/tqaro**](https://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**](mailto:tqarosurveys@lse.ac.uk)



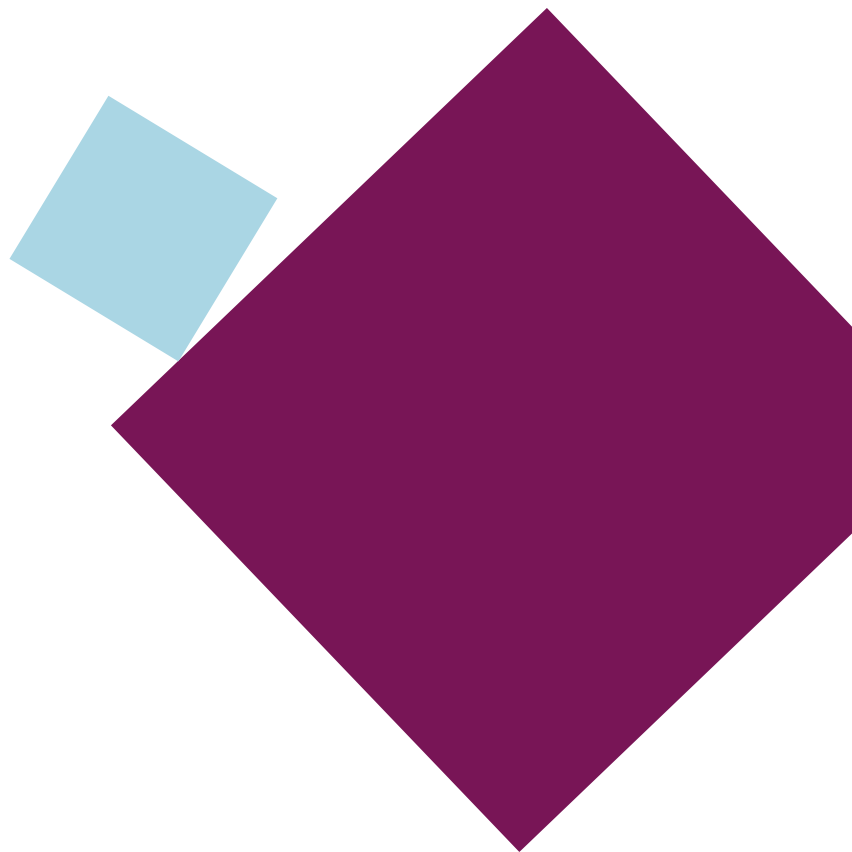
Study and Career Support Services

LSE LIFE

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

LSE LIFE offers:

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



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

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



Listen to our podcasts

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

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

The two main print book collections are:

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

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

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

They also provide expert help in managing references.

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





Language Centre

Whether you are an international student looking for support with your English, are interested in taking one of our courses as a degree option, want to learn a new language or improve your current language skills, the Language Centre is here to help.

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

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

Any LSE student can sign up for a [non-degree extracurricular language course](#). As part of the [LSE Language Policy](#), if you are a UK-EU undergraduate and you do not have a GCSE Grade 4 (or equivalent) in a language that is not your mother tongue, you are eligible to take a course for free!

For more information visit lse.ac.uk/languages



LSE Careers

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

How do I get started?

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

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

- register for careers events to develop your skills or explore different employment sectors
- browse jobs and internship opportunities on our jobs board
- book a one-to-one appointment with a careers consultant
- update your preferences to receive careers information relevant to your career interests.

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

- explore resources about choosing your next steps
- get insights into employment sectors and recruitment processes
- browse top tips for writing your CV and cover letters
- access online tools for practicing interviews and reviewing your CV
- be inspired by what LSE graduates have gone on to do.

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



LSE Volunteer Centre

The LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE. Volunteering is a great way to help develop personal and professional skills, meet new people and make a difference in your community. We are committed to making volunteering exciting and accessible, and we collaborate with students to enhance their volunteering experiences.

Information and Advice

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

Volunteering Programmes

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

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



Read our blog

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

Dan Lawes, International Relations and History, 2022



LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

As a student, you'll have access to all of our resources and access to our co-working space at the heart of the LSE campus, as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our programmes vary from startup competitions, our flagship accelerator programme, industry panels, skill development workshops on a range of topics, entrepreneurship bootcamps, and even international treks!

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

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



Equity, Diversity and Inclusion (EDI)

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

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

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

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

- **Ethics Code:** The LSE community is expected to act to the highest standards of ethical integrity, in accordance with the ethical principles set out in our Ethics Code. Visit lse.ac.uk/ethics to read about the School's commitment to equality of respect and opportunity.
- **Report it, Stop it:** If you have experienced, or witnessed, any form of bullying, harassment (including that based on protected characteristics under the Equality Act 2010), hate crime or sexual violence, we encourage you to report this to LSE.
 - **Online Form:** Incidents can be reported via the online Report it Stop it form. This report can be completely anonymous, if you prefer. If you do leave your contact details, LSE can take action with your permission to find a resolution to your case. Find out more at info.lse.ac.uk/report-it/Report-an-incident
 - **Safe Contacts:** Reports can also be made to LSE Safe Contacts, who are trained members of LSE staff offering confidential support and guidance to individuals who have experienced, or are experiencing, any form of bullying, harassment, hate crime or sexual violence. Visit info.lse.ac.uk/report-it/Safe-Contacts for more information.
 - **Consent.ed:** LSE's educational programme focused on consent, fostering respectful and inclusive behaviour on campus. All students are expected to participate, though opting out is respected for personal reasons. Learn more on info.lse.ac.uk/report-it/Consent.Ed
 - **Rape Crisis:** Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more: info.lse.ac.uk/report-it/Sexual-violence-support-worker



- **Survivors UK:** LSE has recently partnered with Survivors UK to provide independent sexual violence advisor services to any man, boy, transgender or non-binary person in the LSE community. Any staff or student can book a confidential appointment. Learn more here: info.lse.ac.uk/report-it/Sexual-violence-support-worker-Survivors-UK
- **AccessAble:** Accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone. Visit accessable.co.uk/london-school-of-economics/
- **LGBTQ+ Role Models and Allies Directory:** provides a list of staff who are LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies. Visit lse.ac.uk/LGBTplus
- **Our Race Equity Framework** has been developed for improving the representation and attainment of Black, Asian and minority ethnic students¹ at the undergraduate, postgraduate taught and post-graduate research levels, and improving the representation and progression of Black, Asian and minority ethnic staff in academic and PSS (professional services staff) roles. [Visit our website to learn more.](#)
- **Our Athena SWAN action plan** has been developed for the advancement of gender equality at LSE. The plan includes actions to embed EDI in departmental culture, to support women in applying for research grants, to support trans staff and students and increase the proportion of female students undertaking postgraduate research programmes. [Visit our website to learn more.](#)
- **LSE Students' Union:** You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on their website lsesu.com/voice/student-reps/

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

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



Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

Disability and Mental Health Service (DMHS)

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

Support for your wellbeing

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

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

Groups and Workshops

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

Peer Supporters

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



Health care in the UK

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

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

- **You are a UK resident**
- **You have a Student visa and have paid the Immigration Health Surcharge (IHS)**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

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

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

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



LSE Faith Centre

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

Finding your feet

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

We provide a space for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our [resources](#).

Wellbeing

We host a range of wellbeing activities. Details of our regular classes can be found on the [Wellbeing page](#) and we always have [spaces](#) available for prayer, meditation, and reflection.

Facilities

The Faith Centre comprises Islamic Prayer Rooms, a space for silent prayer/meditation (The Cave), and a multifaith space (The Desert Room) which is bookable for LSESU Faith Societies or faith/wellbeing-based staff groups. [Find out more here](#) or email faithcentre@lse.ac.uk for booking enquiries.





Support

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

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

Beecken Faith and Leadership Programme

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

LSE Religion and Global Society

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

LSE Religion and Global Society Blog

The [LSE Religion and Global Society blog](#) is an interdisciplinary platform that explores the place and role of religion in our globalised world. The blog is a platform for experienced and early career academics, PhD and Masters research students, and other expert commentators to share their insights on this complex, wide-reaching topic. We welcome contributions from all researchers working on religion and global society.

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

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Flora Rustamova at f.d.rustamova@lse.ac.uk

Keep up-to-date with the Faith Centre: [X](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#)

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



Exams and Assessments

Candidate numbers

Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Autumn term in Student LFY.

Exam timetables

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

Exam procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year.

The document is less than fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams to what to do if things go wrong. You can download your copy at lse.ac.uk/exams

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please read the Exam Procedures for Candidates. If you bring an alternative model it will be removed by invigilators. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments 

e-Exams 

Fit to sit policy 

Extension policy 

Deferral policy 

Exceptional circumstances 

Missing assessment deadlines 





Central exam adjustments

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

e-Exams

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

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

Not all exams are e-Exam enabled. Please see list of e-Exam enabled courses on the e-Exams webpage. For further information visit [e-Exams \(lse.ac.uk\)](https://lse.ac.uk/e-Exams).

Fit to sit policy

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

Extension policy

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



Deferral policy

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

Exceptional Circumstances

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

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

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

Missing assessment deadlines

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



Assessment Misconduct

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

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

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

- the work in this assessment is solely your own; and
- you have not conferred or colluded with anyone in producing this specific assessment*; and
- you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and
- your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

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

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

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

Results and Classification

Results

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

Results are not released to students who owe debts to the School.

For more information on how and when results are released visit lse.ac.uk/results

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

Classification schemes 

Transcripts 

Degree certificate 





Classification schemes

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

Transcripts

Continuing students can request [intermediate transcripts](#) through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared.

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

Degree certificate

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

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 2024 28 January 2025 28 April 2025

For payment plan options relating to Executive programmes please see [Instalment options Executive Programmes](#).

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

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

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

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

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

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



Financial Support Office

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

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

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

Contact details:

Financial Support Office

+44 (0)20 7955 6609

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





Codes and Charters

LSE Academic Code

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

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

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

The Student Charter

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

The charter covers:

- **Your education** – what an LSE education is and how you can make the most of it
- **Our community** – what it means to be part of the LSE community and how to contribute
- **Your future, our future** – how to inspire future generations of LSE students. Find out more about the charter and **[read the full version](#)** online.

Codes of Good Practice

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

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



The Ethics Code

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

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

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

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

Research Ethics

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

Find [resources, training and support on LSE research ethics](#). If you have any questions regarding research ethics or research conduct, please email research.ethics@lse.ac.uk

Systems and Online Resources

Need IT help?

- Visit the Tech Centre on the first floor of the library – Lionel Robbins building (LRB)
- Email: tech.support@lse.ac.uk
- **Call: 020 7107 5000**

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

Student Hub 

Moodle 

LSE for You 

Reset your IT password 

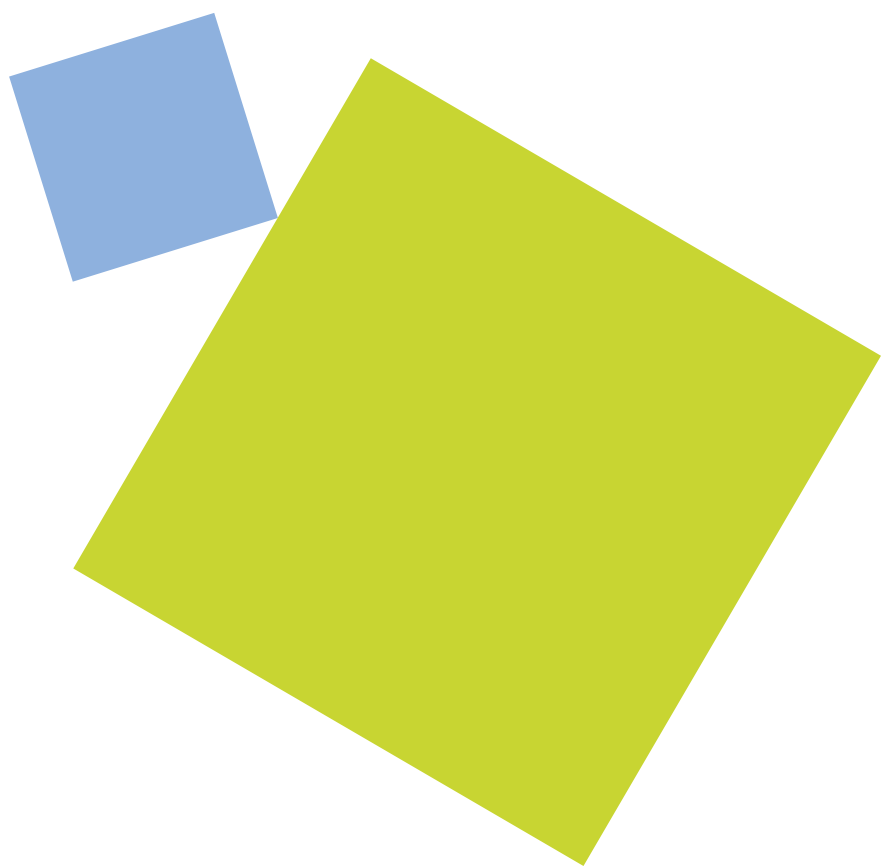
Multi-Factor Authentication (MFA) 

Email 

Microsoft Office 365 @ LSE 

Training and Development System 

Information security awareness training 



Student Hub

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

- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Keep up to date with news and events from around LSE in your newsfeed**
- **Book appointments with academic staff (office hours) and support services.**

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





Moodle

Moodle is LSE's virtual learning environment.

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

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

LSE for You

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

In [Student LSE for You](#) you can:

- View and update your term time (contact) and home (permanent) address
- Access your candidate number
- View your teaching timetable.

To select your courses, please use course selection in [LSE for You](#).

Reset your IT password

You can reset your own IT password at the [LSE Password website](#).

Multi-Factor Authentication (MFA)

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

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



Email

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

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move via the outlook app. For help setting up email on your device search “LSE mobile email setup”.

Microsoft Office 365 @ LSE

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

Microsoft Office 365

Training and Development System

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

You can access the Training and Development System at apps.lse.ac.uk/training-system

Login using your LSE username and password.

Information security awareness training

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

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



LSE Campus



Key

CBG Centre Building	KGS King's Chambers	50L 50 Lincoln's Inn Fields	PAN Pankhurst House	SHF Sheffield Street
CKK Cheng Kin Ku Building	KSW 20 Kingsway	51L 51 Lincoln's Inn Fields	PAR Parish Hall	SAL Sir Arthur Lewis Building
CLM Clement House	LAK Lakatos Building	LRB Lionel Robbins Building, Library	PEA Peacock Theatre	STC St Clement's Clare Market
COL Columbia House	LCH Lincoln Chambers	MAR Marshall Building	PEL Pethick-Lawrence House	
CON Connaught House	5LF 5 Lincoln's Inn Fields	OLD Old Building	POR 1 Portsmouth Street	
COW Cowdray House	35L 35 Lincoln's Inn Fields	OCS Old Curiosity Shop	SAR Sardinia House	
FAW Fawcett House	49L 49 Lincoln's Inn Fields (Coopers)		SAW Saw Swee Hock Student Centre	



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

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/statistics



Department of Statistics

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

E: statistics@lse.ac.uk

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

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