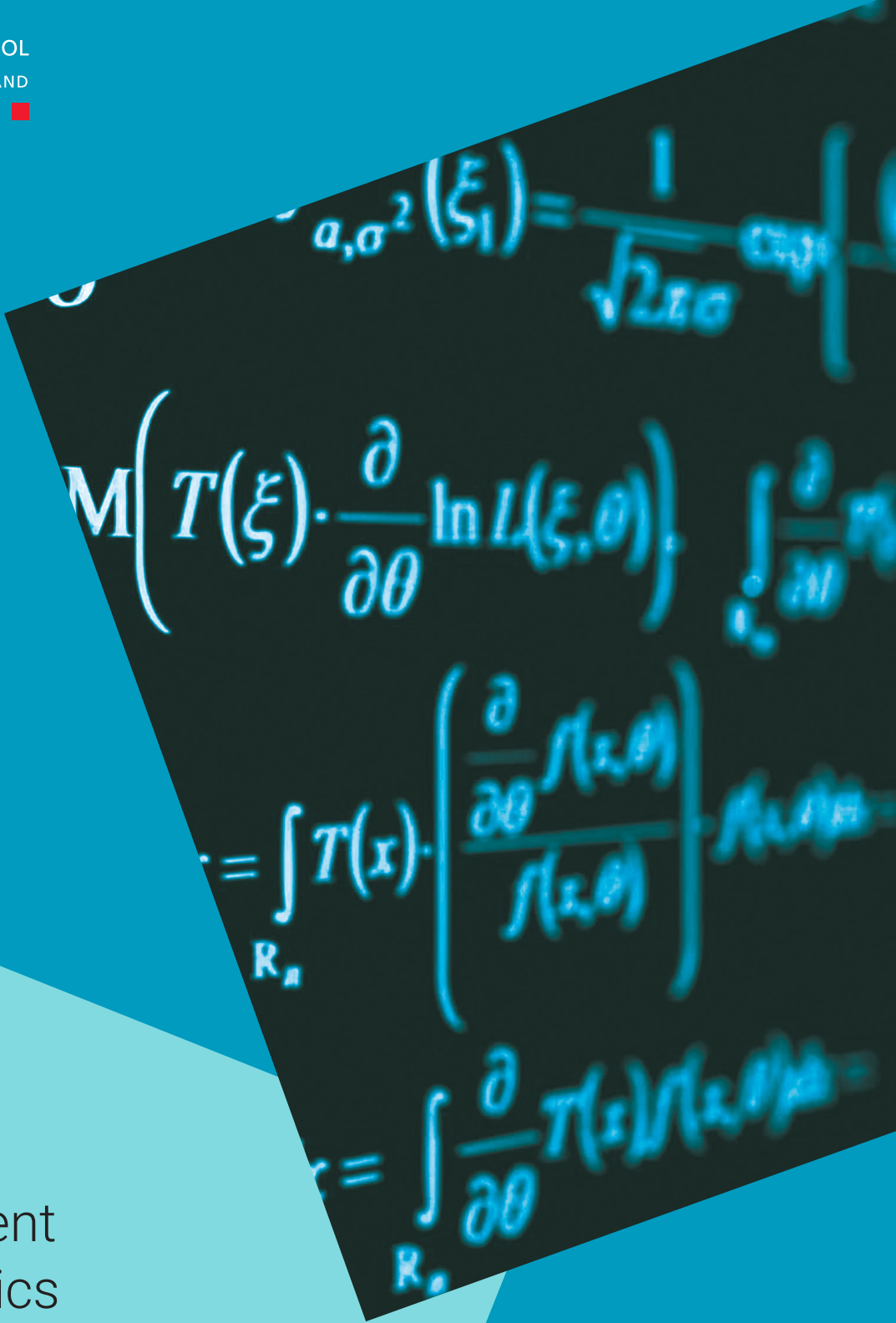




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE



Welcome to
the Department
of Mathematics

Undergraduate Handbook

2024/25

lse.ac.uk/mathematics



Contents

Department of Mathematics

- 3** Welcome from the Head of Department
- 4** Key Staff
- 6** About the Department
- 7** About your Programme
- 9** Course Selection and Timetables
- 10** Studying and Academic Support
- 13** Assessment
- 16** Feedback
- 18** Further Support
- 19** Assessment Criteria
- 21** Useful Links
- 22** Personal and Professional Development
- 23** Academic Awards and Prizes
- 25** Jargon Buster
- 26** Useful Information
- 27** Key Information





Welcome from the Head of Department

Welcome to the Department of Mathematics at LSE.

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

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

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

Finally, if at any point during your time with us you feel that there is something I should be aware of regarding your experience in the Department of Mathematics or at LSE (good or bad), do not hesitate to contact me, by email, in person, or on Zoom. I wish you an excellent start at LSE, and I am sure your studies here will be a most enriching and stimulating time.

Bernhard von Stengel

Head of Department

b.von-stengel@lse.ac.uk



Key Staff



Dr David O'Sullivan is the Departmental Tutor for first year undergraduate students. After your individual Academic Mentor, he is your main contact for academic queries.

D.R.OSullivan@lse.ac.uk



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

E.P.Moonien@lse.ac.uk



Professor Bernhard von Stengel is the Head of the Department. He is responsible for all academic activities, students, staff and programmes offered by the Department.

b.von-stengel@lse.ac.uk

Other Professional Services Staff you may need to know are:

Kate Barker

Department Manager

Anni Li

Teaching Support Officer

Joe Faulkner

Communications, EDI and Student Experience Officer

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

lse.ac.uk/Mathematics/people

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



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* unavailable for AT 2024/25 ** unavailable for WT 2024/25 *** unavailable for all 2024/25



About the Department

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

Department Office

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

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

10am-12 noon and 2-4pm

Postal address:

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

Email: maths.info@lse.ac.uk

Email

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

Social Media, Blog and Student Hub

You can follow the Department of Mathematics' X account here: [@lsemaths](https://twitter.com/lsemaths).

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

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

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



About your Programme

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

First year

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

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

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

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

You will also study the LSE100 course. The course is designed to build your capacity to tackle multidimensional problems through research-rich education, giving you the opportunity to explore transformative global challenges in collaboration with peers from other departments and leading academics from across the School. Find out more [here](#).

Second and Third year

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

And then...

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

Undergraduate Study Room

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

Equity, Diversity and Inclusion

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

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

lse.ac.uk/Mathematics/EDI

Graduation Ceremonies

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

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





Course Selection and Timetables

When to select your courses

Course selection will open for all new LSE students on **Tuesday 10 September 2024**. Course selection across LSE will close at 5pm on **Monday 14 October 2024**. As all course choices in your first year are compulsory, you cannot change your course choices in Winter Term. For more information, please check [the course selection webpages](#).

How to select your courses

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

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

Getting help

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

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

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



Studying and Academic Support

Your Academic Mentor

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

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

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

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

During your time at LSE, you will also have access to our new [Departmental Senior Student Advisers](#), who are here to support you throughout your degree. Your adviser will help you to navigate (alongside your Academic Mentor and other departmental colleagues) the advice and support services available to you and will assist with your wellbeing needs.

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

The Departmental Tutor

For first year students in 2024/25, the Departmental Tutor is [David O'Sullivan](#). The Departmental Tutors are overall in charge of the advisory system, monitoring of academic progress of students, and are responsible for course and programme transfers. They also decide whether approval can be given for selecting course options outside the normal regulations, and other special arrangements. **In most cases, talk to your Academic Mentor before you see the Departmental Tutor.**



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

Getting Your Priorities Right

You are undoubtedly looking forward to the classic student life - sports, societies and parties as well as lectures, classes and exams. That is quite reasonable, and all of it is an important part of your personal development.

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

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

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



Points of Advice

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

Lectures and Classes

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

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



Assessment

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

Exams and Assessment

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

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

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

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

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





Homework

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

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

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

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

Past Exam Papers

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

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

Progression

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

In-Year Resits (IRDAP)

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

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

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





Feedback

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

What is feedback?

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

How can feedback help you?

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

How is feedback provided?

You may get feedback on all sorts of work:

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

Feedback comes in many different forms:

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

Feedback comes from a variety of sources

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





Further Support

Maths Support Centre

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

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

LSE LIFE Student Academic Mentorship (SAM)

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

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





Assessment Criteria

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

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



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

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

Useful Links

Programme Regulations:

lse.ac.uk/resources/calendar2024-2025/programmeRegulations/undergraduate/2024/Default.htm

General Academic Regulations:

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

Undergraduate Classification Scheme:

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

Department of Mathematics Website:

lse.ac.uk/Mathematics

Department of Mathematics UG Moodle Page:

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

Support and FAQ'S

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





Personal and Professional Development

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

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

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

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

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

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

Personal and Professional Development Seminar Series

We have developed a seminar series which provides personal and professional development opportunities for first-year students. There are 10 timetabled sessions for all first year students designed to complement and highlight all the resources available around the School to support you. The series is designed to have a proactive role, anticipating and addressing the issues that first-year students commonly face in their transition from School to University. [Further information can be found here](#) and updates will be communicated [via Moodle](#).

Women in Mathematics Seminar Series

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



Academic Awards and Prizes

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

Cyril Offord Prize

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

Information can be found here:

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

Farr Prize

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

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

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

Wynne-Roberts Prize Fund

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

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

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

John Ying Wah Gibson Prizes

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

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





Jargon Buster

Autumn Term

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

Winter Term

Is the second semester and falls after the Winter Break and the New Year. This usually lasts until the Spring Break, and after it is Spring Term. You may see it written as 'WT' on some of your course documents.

Spring Term

Spring term is the third semester and falls after Spring Break. You may see this written as "ST" on some of your course documents.

The School

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

President and Vice Chancellor

Professor Larry Kramer took office as President and Vice Chancellor of the London School of Economics and Political Science on 1 April 2024.

Programmes and Courses

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

Capped and Controlled Courses

Many graduate courses are designated as 'controlled access' due to limited places and/or prerequisites that are required in order to study the course. [Find out more here.](#)

The Calendar

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



Useful Information

Location of Departments

Accounting	Marshall Building – 3 rd Floor	020 7852 3780	accounting@lse.ac.uk
Economics	Sir Arthur Lewis Building, 32 Lincoln's Inn Fields – 1 st Floor	020 7955 7542/6426	Econ.Hub@lse.ac.uk
Finance	Marshall Building – 7 th Floor	020 7955 7736	finance@lse.ac.uk
Language Centre	20 Kingsway – Ground Floor	020 7955 6713	languages@lse.ac.uk
Mathematics	Columbia House – 4 th Floor	020 7655 7732	Maths.Info@lse.ac.uk
Philosophy, Logic and Scientific Method	The Lakatos Building – Ground Floor	020 7955 6845	philosophy-dept@lse.ac.uk
Statistics	Columbia House – 6 th Floor	020 7107 5416	statistics@lse.ac.uk

Important Contacts

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

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



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](#) ↘

[LSE100](#) ↘

[LSE Campus](#) ↘

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



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





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. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's [Calendar](#). Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student surveys

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

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

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

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



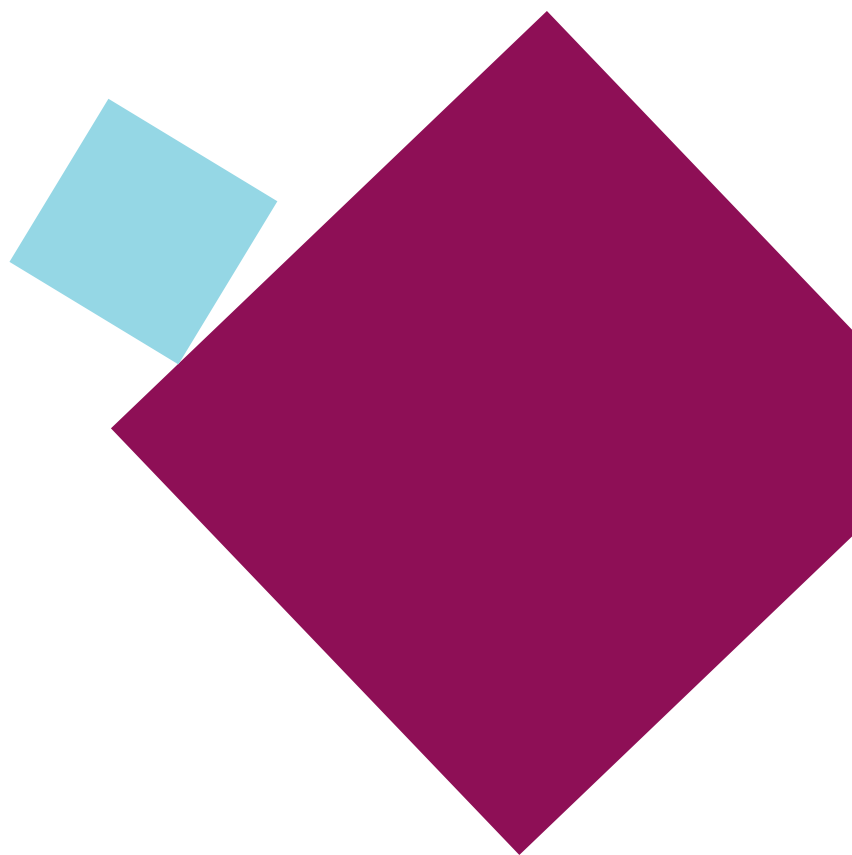
Study and Career Support Services

LSE LIFE

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

LSE LIFE offers:

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





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

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

[Listen to our podcasts](#)

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

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

The two main print book collections are:

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

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

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

They also provide expert help in managing references.

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





Language Centre

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

If English is not your first language, our support programme can offer help and advice throughout your degree. Best of all, it is free! English for Academic Writing courses are available for any taught student who does not have English as a first language. These weekly classes are taught throughout the Autumn and Winter Term and can help with academic writing for coursework. This support is delivered with LSE LIFE (lse.ac.uk/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.

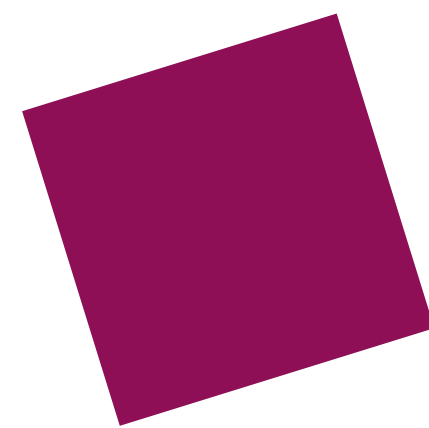
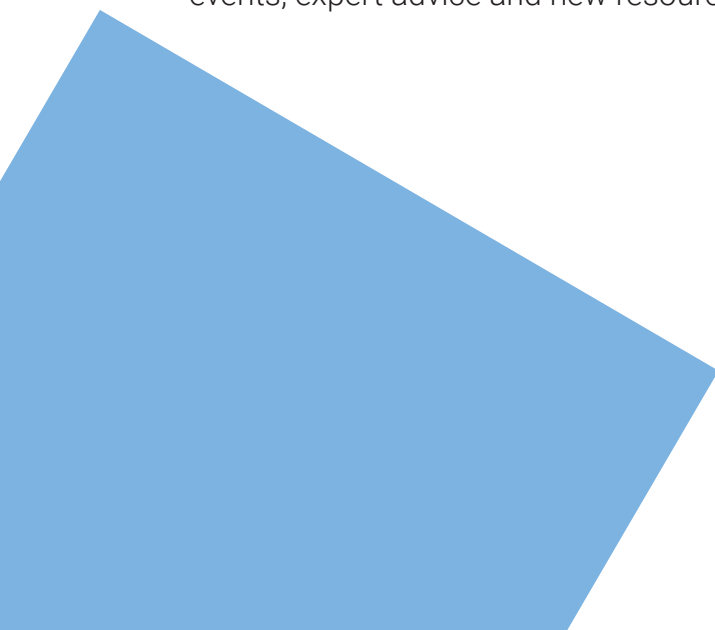
Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- 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, Twitter) [@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 BAME¹ (Black, Asian and Minority Ethnic) students at all levels, and improving the representation and progression of BAME 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 lesu.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**A note on terminology:** Black, Asian and Minority Ethnic (BAME) and Black and Minority Ethnic (BME) are umbrella terms used by the UK government and the Higher Education Statistics Agency (HESA) to refer to all non-white people. However, we recognise that these terms are problematic, 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: [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#)

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



Exams and Assessments

Candidate numbers

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

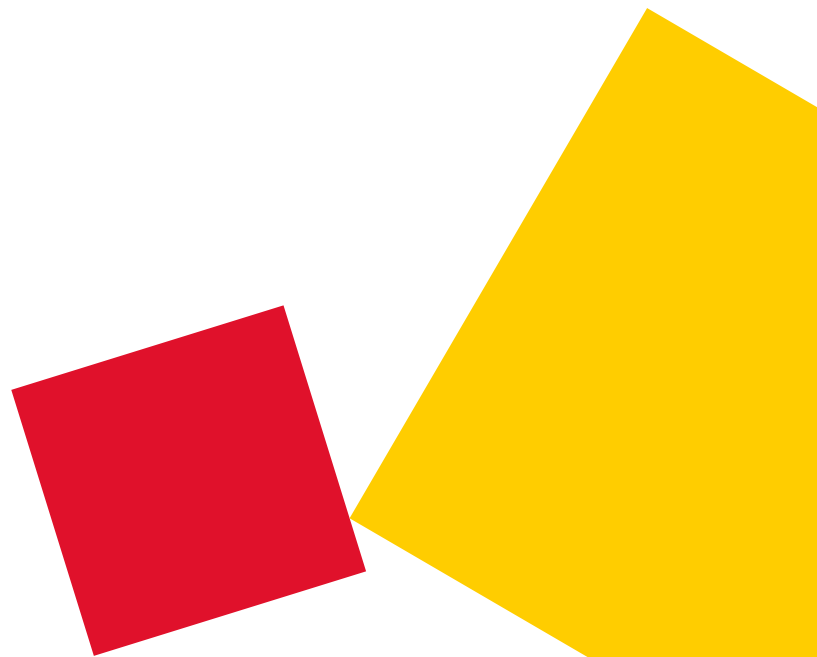
Fit to sit policy 

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/degrecertificates



Fees and Finance

Fees

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

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to enrolment or by payment plan. If you have not paid your fees in full before you enrol you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 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

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 

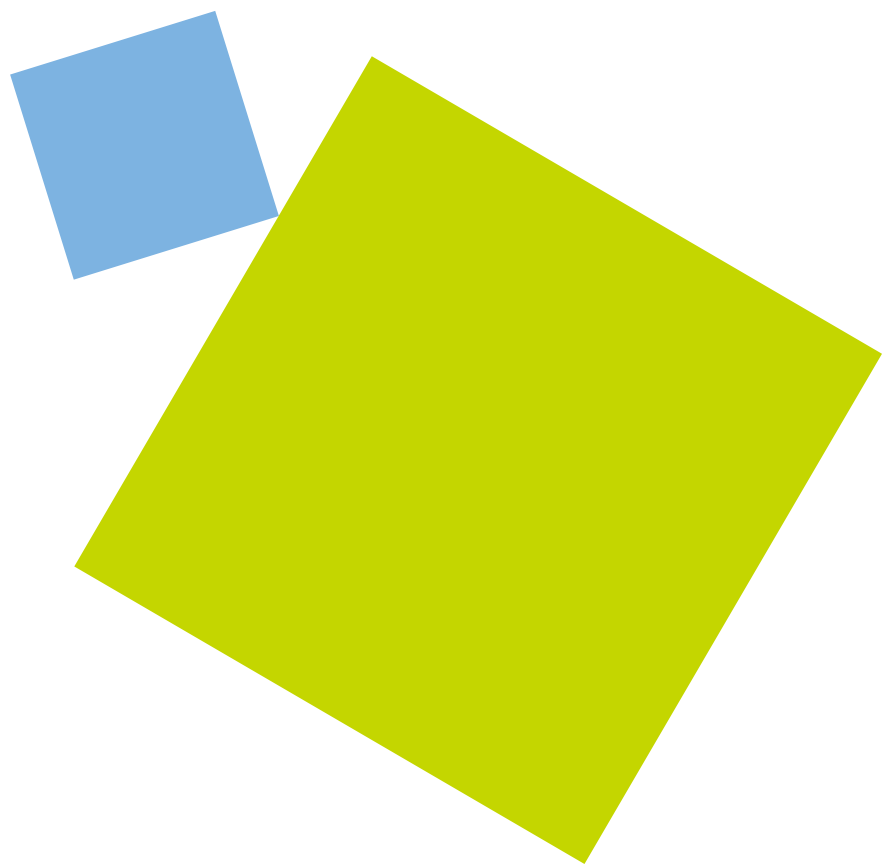
Multi-Factor Authentication (MFA) 

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



LSE100

Welcome to LSE100

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

Your LSE100 theme

Before enrolling at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing challenge facing social scientists. In 2024/25, the available themes are:

- **How can we control AI?**
- **How can we transform our climate futures?**
- **How can we create a fair society?**

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

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

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

How will I study in LSE100?

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

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



How will I be assessed?

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

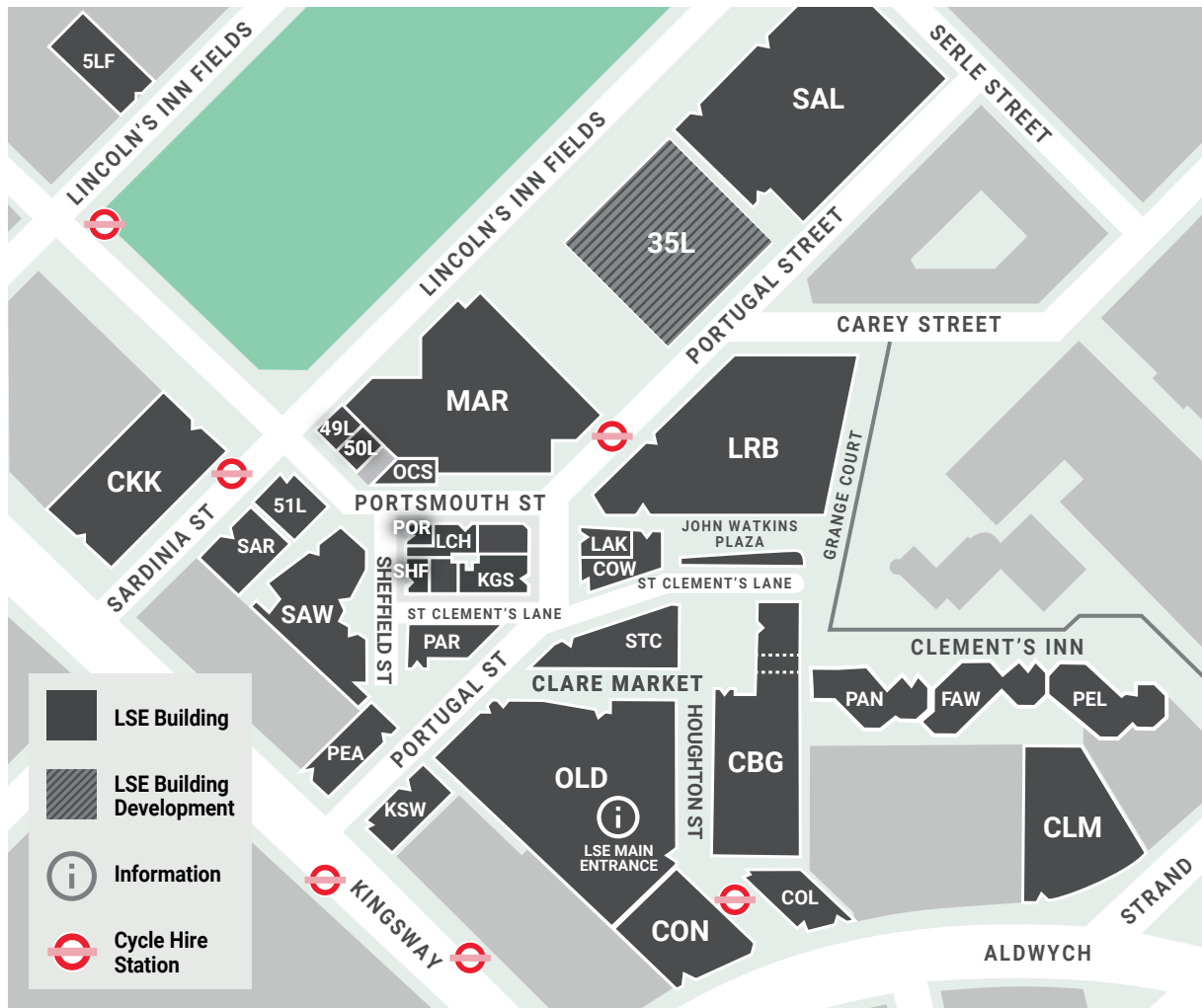
Chat with the LSE100 team

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

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



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/mathematics



Department of Mathematics
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE
E: maths.info@lse.ac.uk
T: +44 (0)20 7955 7732

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

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

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

Design: LSE Design Unit (lse.ac.uk/designunit)
Photography: Cover image from Unsplash, Pexels or iStock.
Internal photography Nigel Stead, LSE School Photographer and Maria Moore.

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