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# Department of International Development

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# Welcome to International Development

#### Dear Students,

I want to extend a warm welcome to the Department of International Development and to the LSE. We very much hope that you find the department a friendly and intellectually stimulating home for the next year – and perhaps longer!

You have done amazingly well to be selected for your respective programmes. Few applicants make it here, and you should be proud of yourselves. You are the 34rd group to join our community. There are by now well over two thousand ID graduates across the world, engaged in exciting work in countless different professions.

Graduates of the very first class, that of 1991/92, Managing Partner of the T&T-based Syntegra-ESG, World Bank's Vice president for the South Asia Region, Executive Director of IBON Foundation, and university professors in Japan and Australia! Other development students have gone on to important positions in the United Nations, in



development and emergency-based NGOs, and in bilateral development agencies like the UK's Department for International Development (now the Foreign, Commonwealth & Development Office) and USAID. Still others are in international banking and finance, as well as private sector consultancy and project management companies. We have also had a Member of Parliament, an Ambassador and the heads of international NGOs amongst our alumni. You have an enormous and diverse community of alums willing you to do well and to join them and you will meet some of them this year in alumni panels and activities.

As you know, your MSc begins in a time that has already seen major transformations, from a global pandemic to war to unusual weather patterns. By the time you read these lines, there may well have been more. For scholars of international development – and you are now that – we can be pleased that our field of study offers important tools for understanding both structural limits and possible policy responses to major social developments. At the same time, we need to develop deeper understanding and a stronger foundation for effective and just action. We are counting on you to be part of that process.

We are hugely proud of the fact that our students are happy while they are in the department and, upon leaving, believe strongly that their time has been well spent. The ideas that you are exposed to and the experiences you have this year will be with you for the rest of your lives. Please make the most of this special time, even as we know we need to remain ready to experiment with the unpredictable requirements of this unusual time.

Everything we do in the department is underpinned by the LSE's Student Charter. I strongly advise you to look at what is, for us, a foundation of our ethos. We are committed to the educational aims embedded in this, and we hope you will be too.

Everything we doin the department isunderpinned by theLSE's Student Charter.

This guide should help you to find your way around the department and the School, and to plan your own programme. We will also publish this information on the Current Student pages of our website, alongside information about how you can engage with the LSE ID Community throughout the year. Please bookmark the handbook and this page, as it will be important over the coming year. Your Academic Mentor in ID will help you, too, and we are all extremely fortunate in having a first class administrative team in the department, in Matthew Redfearn (Department Manager),

Drucilla Daley-Nelson (Deputy Department Manager), Andrea Merino-Mayayo (MSc Programme Manager), Maria do Prado (MSc Course Administrator), Ayman Hassan (MSc Course Administrator), Charlotte McKay (MSc Course Administrator), Dipa Patel (Communications and Events Manager), Maya Bullen (Communications and Events Officer), Monika Walker (Department Senior Student Adviser) and Monika Kruesmann (Research Programme Manager) – all of whom work well beyond the call of duty.

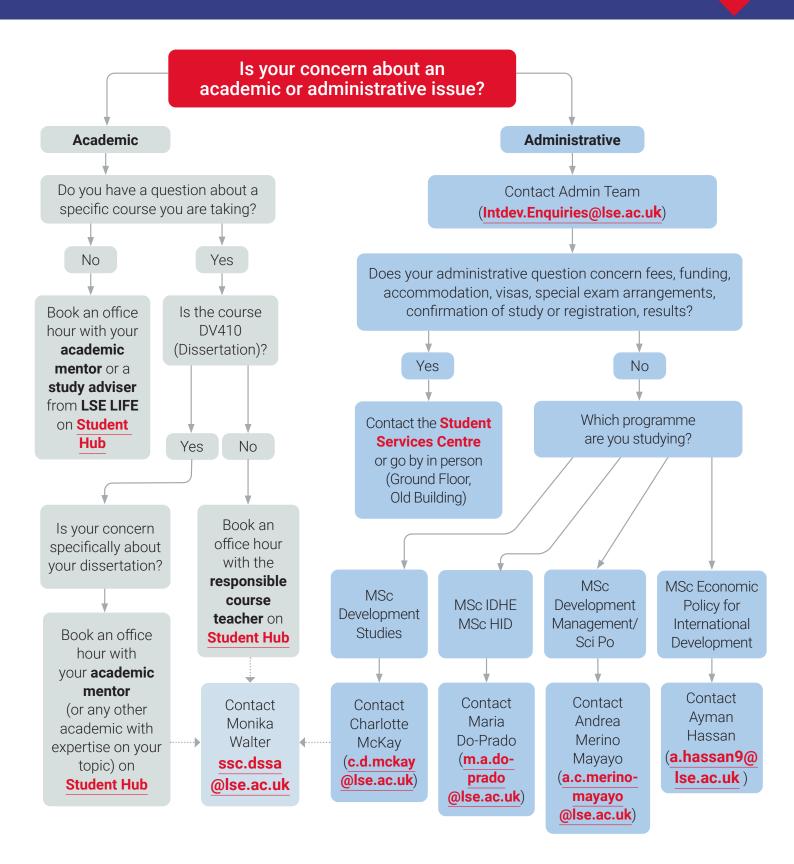
So, welcome. I hope very much that you will all find your time here rewarding – and, importantly, fun.



**Professor Tim Forsyth** Head of Department



# Where to go for advice and information



# Where and who we are

#### Where we are

The Department of International Development is located on the 5th, 6th, 7th and 8th floors of Connaught House, Aldwych.

The main administrative office is where you can find Charlotte, Andrea, Maria and Ayman in CON.8.16, Maya, Dipa and Monika are in CON.8.17 Drucilla in CON.8.18 on the 8th floor of Connaught House. The official office hours for the Admin Team is: 10:00-13:00 and 14:00-17:00, Monday – Friday.

Please email or call the team as the primary form of contact:

Ise.ac.uk/international-development/people



## Who's who

Head of Department	Professor Tim Forsyth CON.8.05
Deputy Head of Department (Teaching)	Professor Tiziana Leone
Co-Programme Director, MSc Health and International Development	CON.8.11
Deputy Head of Department (Research)	Dr Sandra Sequeira
Co-Programme Director, MSc Economic Policy for International Development	CON.6.05
Programme Director, MSc Development Studies	Professor James Putzel CON.8.03
Co-Programme Director for MSc Development Management	Professor Elliott Green CON.8.07
Co-Programme Director for MSc Development Management	<b>Dr Mahvish Shami</b> CON.8.12
Programme Director, MSc International Development and Humanitarian Emergencies	Professor Stuart Gordon CON.8.02
Co-Programme Director, MSc Health and International Development	Professor Ernestina Coast CON.8.15
Co-Programme Director, MSc Economic Policy for International Development	<b>Dr Diane Weinhold</b> CON.6.09
Co-Programme Director, MSc Economic Policy for International Development	<b>Dr Joanna Naritomi</b> CON.6.12
Director of Research Programme	<b>Dr Arjan Gjonça</b> CON.7.08
Department Manager	Matthew Redfearn CON.8.08
Deputy Department Manager	Drucilla Daley-Nelson CON.8.18

# **Staff contact information**

A list of the Department's professional service and academic staff can be found on the **ID Website**, alongside their contact information and research interests where applicable.



# Administrative information for International Development students

#### Academic staff office hours

All staff will hold office hours throughout term time. During the first two weeks of term, extended hours will be available to discuss your course choices.

Most staff use the electronic "Office Hours" system which allows students to book and cancel appointments with individual academic staff on Student Hub. If you are unable to find the availability of a particular academic listed on Student Hub, please make contact with them via email.

To book an office hour on Student Hub, tap "Make a Booking" in the app's menu and search for the name of an academic or team you want to make an appointment with. You can then view the upcoming available appointments with that academic or team and book a slot. Note that if you are not in London when you access the Student Hub, it will show you times in the time zone of your current location, not London time.

It is the responsibility of the student to keep in contact with their Academic Mentor. However, you are free to contact ANY member of staff if your Academic Mentor is not available, or if you wish to discuss an issue related to their area of research interest.

# **Course surveys**

In the last week of each of the teaching terms, the department distributes its own course survey which students are asked to complete, rating all aspects of the courses they are taking. This is in addition to the LSE School Surveys and will inform future debate and decisions at staff meetings.

#### Forms for students

All International Development forms, eg, Essay Cover Sheet, Self-Assessment Form, will be available on Moodle on either the "International Development" or individual course pages. Some courses have specific essay/report/project cover sheets so make sure you check the individual Moodle page of each course.

# Joint degree students

If you are on an ID joint degree programme, your administration (eg, programme regulations, dissertation submission, letter writing, supervision, etc.) is handled by your "host" department. You are, however, always welcome to see ID staff and will be included in job postings and events.

It is important for ID joint degree students to note that our academic staff operate an "open door" policy. Although you may not have an allocated Mentor in the International Development Department, any member of academic staff will be happy to discuss aspects of your study or dissertation with you. Please book to see them using office hours via Student Hub.

#### **Part-time students**

If you are studying part-time, please do participate as much as your time allows in departmental and student activities - we want to make sure that you're included in everything that goes on.

If you need assistance, please reach out to administrative staff via email. We will endeavour to help part-time students get their first-choice seminar but cannot always guarantee this. The earlier you let us know which seminars you want to attend, the more chance we have of helping.

We can also put you in touch with other part-time students in the department – many students have said that talking to people in the same situation has been extremely helpful.

You should normally take your core modules in your first year and your dissertation in your second year. We recommend splitting your remaining units equally over your two years to make your time more manageable if you are working as well. This is of course up to you, but please do talk to your Programme Director or Academic Mentor about it if you are uncertain or want further advice.

Your student card should be valid for two years, but sometimes this may not be the case. If you have any issues with this, please see the Student Services Centre.

#### **Problems?**

We hope that you enjoy your studies in the department and that you are pleased with the teaching and support you receive. However, if you have any problems, concerns or suggestions please do not hesitate to let us know.

Your Academic Mentor should be the first person you see about any problems you may have. He/she will be able to direct you to appropriate services within the School so that you receive the support you need to continue studying successfully.

If, for any reason, you have a problem with your Academic Mentor, your first port of call is your Programme Director. In addition, Tim Forsyth, the Head of the Department, will post regular office hours open to all students should you wish to discuss an issue with any aspect of our programmes.

If you feel that you cannot or do not want to approach a particular member of the academic staff you may speak to the ID professional service staff who will raise the issue anonymously for you. See also the **LSE website** (type in "problems" as the search term) and **Student Union** for further services.

If you need advice on aspects of university life that you're unsure about - whether that's assessments, regulations, help with issues that are impacting your ability to get the most from your LSE experience or finding the right kind of support, you can get in touch with Monika Walker, the Department's Senior Student Adviser. You can book an appointment with Monika and find the details of her weekly drop-ins on the **Departmental Student Advice webpage**.

If you would like to raise an issue or make a general suggestion you can also speak to your elected student representative."

# **Reference requests**

Please note that all reference requests made to staff should give at least one week's notice, preferably more. The student should also supply an up-to-date CV, their student number, plus a list of courses taken at LSE.

Requests made out of term time may be subject to more delay.

#### Student contact details

Please make sure that you register any change of contact details with the School. You can do this via **LSE for You**.

Important correspondence is sent to the address on record – including those all-important transcripts and certificates – so make sure you keep it up to date.



# **Academic mentors**

#### Allocation of mentors

Students will be allocated a Mentor in Week 0, as you arrive. This person will advise you on course choices and help you to deal with settling in and navigating the LSE. However, International Development staff operate an "open door policy", meaning that you may sign-up to see any member of staff in the department during office hours, not just your Mentor. What this means in practice is that you can see anyone in the department for advice.

Students in the MSc Development Studies, MSc Development Management /MSc in Development Management (LSE and Sciences Po), MSc International Development and Humanitarian Emergencies, MSc Health and International Developmentand and MSc Economic Policy for International Development programmes will be assigned an Academic Mentor from the ID Department. Joint degree students will be assigned a Mentor in their respective department.

# **Mentor availability**

Academic Mentors/Dissertation supervisors are available to you throughout term times, but you should not expect to be able to see them outside of term. This particularly applies after the end of Spring Term, when most staff leave the country to undertake primary research in their areas of interest and so are not available to discuss dissertations. It is also unfair to your fellow students if some people are able to see their Academic Mentors at times when others are unable to. You may make appointments to see ANY member of staff during their Office Hours, but your assigned Academic Mentor is the person who should sign any forms you may require.

NB: it is up to **you** to make appointments to see your Academic Mentor. It is not the job of the Academic Mentor to continually contact you. If you cannot sign up for one of the advertised slots, please email or call the Academic Mentor to make alternative arrangements.

#### **Problems**

If any problem arises in supervision arrangements that cannot be resolved through discussion with the Academic Mentor, students should approach their Programme Director in the first instance. If the Academic Mentor is also the Programme Director, then the Head of Department (Tim Forsyth) should be approached.

# Course selection and timetables

# When to select your courses

Course selection will open for browsing at 10.00am on Monday 23 September and will open for course selection on Thursday 26 September at 10.00am. You should make your request to take ID (DV) courses by 12.00 noon (BST) on Friday 27 September. ID will make the first round of offers by 12.00 noon (BST) on Monday 30 September. ID will continue to make offers where spaces are available until 17.00pm (BST) Friday 11 October. You will be able to make changes to Winter Term half unit courses from 10.00am (BST) Monday 20 January 2025 until 17.00pm (BST) Friday 31 January 2025. For further information please check the **course selection webpages**.

Please note the course selection process may differ in other departments.

## How to select your courses

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

Reading Week will be clearly stated in the respective course guide; please check carefully before you make your course selections. The **LSE calendar** is the place to check for programme regulations, detailing which courses you are permitted to take.

You will need to select your courses on **LSE For You** once the system opens. Guidance on how to do this can be found here. Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after selecting your courses on LSE For You, however do be aware there can sometimes be delays in processing enrolments on Moodle pages.

You should ensure you meet with your academic mentor during Welcome Week to discuss your course choices.

#### **Controlled access courses**

The controlled access procedure requires that you request permission to enrol in the course through the Graduate Course Choice application on **LSE for You**.

# Seminar sign up and timetables

Where a course is taught in more than one seminar group or in larger lecture groups, students are also required to enrol in seminar groups for the course. This is done through the **Seminar Sign Up** facility on **LSE for You**. Note: The Seminar Sign Up system operates in parallel with the Graduate Course Choice system. Where a course requires that you apply for entry through the Graduate Course Choice system and takes the form of weekly parallel seminars or lectures and follow-up seminars, you need to apply first for entrance to the course through the Graduate Course Choice system. If you are accepted on to the course the Seminar Sign Up system will be open to you and you can register for a particular parallel seminar or a follow-up seminar group, as appropriate. Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year where timetabling considerations make this necessary. You need to attend the seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

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

Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically updated. Once course selections have been approved, they cannot be changed online.

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

# Programme structure and what you need to do

Full details of degree structures are available online here.

A degree in International Development consists of FOUR units, of which the dissertation counts as one. Different degrees have different numbers of compulsory units\*, and therefore a different number of optional units, but all students must complete four units. You may not take more than four units.

Optional courses vary in unit value – most optional courses that only run for one term are worth half a unit. Others that run over two terms may be worth one whole unit.

#### **MSc Development Studies**

1. DV400 (compulsory core course)	1 unit
2. <b>DV410</b> (Development Management Consultancy project)	1 unit
3. Optional courses	2 units

**Total 4 units** 

#### **MSc Development Management**

1. DV431 (compulsory core course)	1 unit
2. <b>DV410</b> (compulsory dissertation)	1 unit
3. DV443 (compulsory consultancy project)	0.5 units
4. Optional courses	1.5 units

**Total 4 units** 

#### MSc Development Management and Sciences Po

1. DV431 (compulsory core course)	1 unit
2. <b>DV410</b> (compulsory dissertation)	1 unit
3. DV443 (compulsory consultancy project)	0.5 units
4. Optional courses	1.5 units

**Total 4 units** 

#### MSc International Development and Humanitarian Emergencies

1. DV442 (compulsory core course)	0.5 unit
2. DV428 (compulsory core course)	0.5 uni
2. <b>DV466</b> (compulsory core course)	0.5 uni
4. <b>DV410</b> (compulsory dissertation)	1 unit
5. Optional courses	1.5 unit

**Total 4 units** 

#### **MSc Health and International Development**

1. DV458 and DV442 (compulsory core courses)	
2. A choice of <b>DV421</b> , <b>DV444</b> , <b>DV456</b> , <b>DV457</b> , <b>DV453</b> , <b>DV473</b> , <b>DV494</b>	1 unit
3. Optional courses	1 unit
4. DV410 (compulsory dissertation)	1 unit

**Total 4 units** 

#### **MSc Economic Policy for International Development**

1. DV494 (compulsory core course)	0.5 unit
2. DV496 (compulsory core course)	0.5 unit
3. DV495 (compulsory core course)	1 unit
4. A choice of <b>DV490</b> , <b>DV491</b> , <b>DV492</b>	1 unit
5. Optional courses	1 unit

**Total 4 units** 

<sup>\*</sup>Students with previous consultancy experience may opt to take course DV467 in place of **DV466**, with the permission of the IDHE Programme Director. (DV467 has limited places)

<sup>\*</sup>The **DV445** Cutting Edges Issues in Development Thinking and Practice is a non-assessed course, compulsory to all ID students

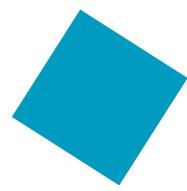
#### **Specialisms**

MSc Development Studies, MSc Development Management, MSc International Development and Humanitarian Emergencies, MSc Health and International Development only.

There are two specialisms in the department this year – Population Studies and Applied Development Economics. If you are choosing a specialism, you must do so at the beginning of your programme by applying to the appropriate courses. Then towards the end of the programme, each specialism lead needs to verify whether your dissertation is aligned with the specialism. Subject to the approval by the specialism lead you will be eligible for a specialism. Students will then have their specialism attached to their degree certificate and transcript. Please read the following information carefully as there have been some changes:

- For the Population Studies specialism, you need to take two half units to choose among <u>DV444</u> Global Health Challenges: Epidemics, Disease, and Public Health Response, and <u>DV456</u> Population, Health and Development: Evidence and Projections and <u>MY476</u> Population Analysis: Methods and Models and your dissertation topic must be approved as being appropriate for this specialism.
- For Applied Development Economics: DS, DM, DM/Sci Po, and HID students must take <u>DV494</u> Foundations of Applied Econometrics for Economic Development Policy, plus two courses from: <u>DV490</u> Economic Development Policy I, <u>DV491</u> Economic Development Policy II, <u>DV491</u> Economic Development Policy III. This specialism is not available on the IDHE programme.

Please note: that doing a specialism is entirely optional. While a specialism has certain advantages, it does have a disadvantage in that it constrains your course choices. Students have the freedom to opt out of taking a specialism at any point of time. It is entirely voluntary, and a vast majority of students do not take a specialism.



#### **International Development options**

You can find a list of available ID courses on 2024/25 **Incoming Students Information Page**.

#### **Balance of courses**

We strongly advise that you take an equal balance of courses in both Autumn and Witer terms.

#### **Autumn term course selection**

Course selection will re-open at the start of Autumn Term. You are able to change a Autumn Term half unit course during the first two weeks of Autumn Term provided the newly chosen half unit course is not oversubscribed. Late course changes are not permitted in Autumn Term once course selection has closed. We strongly advise that you do not change more than one half unit course during this period.

# **Getting help**

Please make every effort to attend the course selection Q&A session that we will be running during Welcome Week. The International Development Programme team is your first point of contact for course selection queries; we can be contacted on <a href="mailto:Intdev.enquiries@lse.ac.uk">Intdev.enquiries@lse.ac.uk</a> and you can also find detailed information on course selection on the course selection webpages.

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 Moodle, please contact eden.digital@lse.ac.uk.

# **Auditing courses**

Students are welcome to audit the **lectures** of any course they are interested in **if there is space**. As a matter of courtesy, we would ask that you make yourself known to the Course Leader and ask his/her permission. A full list of courses running in each department for 2023/24 can be found via the **LSE graduate course guides**. Most lectures are also recorded and can be listened to through Moodle.

**On no account** are students to attend the seminars, or complete the coursework, of courses that they are auditing.

Doing a specialism is entirely optional, but for students who elect to do one, this will be indicated on their degree certificate and transcript - for example, for a Development Studies student doing a specialism in Population Studies, their degree will be "MSc in Development Studies (Population Studies)"

#### Formative coursework

Formative coursework does not count towards your final degree classification. Its purpose is to provide you with feedback on your academic and intellectual progress and development.

#### **Formative Essays**

Formative essays are extremely important in terms of helping you to learn and understand the relevant material, as well as develop your analytical and writing skills. A formative essay allows you the opportunity to explore and experiment in developing your ideas and arguments, and importantly to make and learn from mistakes without the adverse consequences of the work counting towards your final grade. Marked by your class/seminar teacher, it provides the basis for detailed feedback on how far you have come in terms of the learning objectives of an individual course.

#### **Presentations**

Once you begin classes, you may be asked to make presentations. Students are asked either to produce an essay or a short outline of their presentation (depending on the course) for circulation to classmates. Presentation notes should be circulated by posting to Moodle seminar forums, unless otherwise instructed by the Course Academic.

**LSE LIFE offers many workshops and events throughout the year** on study skills. A full schedule of events is available on the **LSE LIFE information page** as well as the **LSE LIFE Moodle page**.

# Consultancy projects (DV443, DV453 and DV466)

There are three strands of consultancy projects in the department. DV443 is COMPULSORY for MSc Development Management students. DV466 is COMPULSORY for MSc International Development and Humanitarian Emergencies students. DV453 is OPTIONAL for MSc Health and International Development students. A limited number of places are available on DV453 for MSc Development Studies students. The consultancy courses are not available to students on other programmes.

For more information on each of these see the 'Student Guide' on the relevant Moodle Page (DV443, DV453 or DV466).



#### **Dissertation**

#### **DV410**

The dissertation in international development (DV410) is a requirement for all students in the MSc Development Studies, MSc Development Management, MSc Health and International Development, and MSc International Development and Humanitarian Emergencies. The dissertation comprises 1.0 unit of the Master's degree, and provides an opportunity for students to specialise in a topic of their choosing.

The requirements of the dissertation are that it is a maximum of 10,000 words in length, and is topical, original, scholarly, and substantial. That is, the dissertation should be in a **topic** of broad relevance to international development. It should constitute an **independent exploration** of existing knowledge by the student and may (but do not have to) include original theoretical and/or empirical insights. It should be **scholarly** in its approach, orientation, presentation, and ethical approach. It must also be a **substantial and rigorous** piece of work in terms of its scope and depth, commensurate to the academic expectations of a Master's degree. Dissertations in ID may be based on primary research, secondary (desk-based approach), or a combination of both.

The dissertation is typically planned and designed over Autumn Term (AT) through to Summer Term (ST). In this period, students discuss and develop their ideas in consultation with their mentor or other members of the ID department staff and have access to a range of learning resources (via DV410 Moodle page) to support and develop their individual projects from within the department and across the LSE. In ST, students will be asked to participate in dissertation workshops in weeks 5 and 6. The aim of the workshops is to give every student the opportunity to improve their dissertation proposal by presenting it to their peers, who will provide comments, criticism, and advice, facilitated by a member of the ID faculty. The actual research and writing of the dissertation typically taking place in first eight weeks of the summer holiday period over June – August, after exams for taught courses are over.

**DV410** information can be access here.

#### **Past Dissertations**

Dissertations in International Development are very diverse, and cut across disciplines, topics, and methodologies. International Development students can view past Distinction dissertations which are accessible via the DV410 Moodle page. An archive of past prize-winning dissertations is also available on the main <a href="International Development website">International Development website</a>.

Please note that hard copies are not available and online copies are only posted if the author has given his/her permission. Please be aware there may be dissertations listed

in the "Titles" document which are not available to view because permission has not been granted.

#### **DV495**

The dissertation in economic policy for international development (DV495) is a requirement for all students in the MSc on Economic Policy for International Development. The dissertation comprises 1.0 unit of the Master's degree, and provides an opportunity for students to develop a quantitative empirical piece on a topic of their choosing.

DV495 will not have associated teaching and the final assessment will be the completion of an independent empirical dissertation. Students will rely on DV496 to develop their dissertations through frequent presentations and the submission of a proposal for their dissertation at the end of the Winter term.

The requirements of the dissertation are that it is a maximum of 10,000 words in length, and is topical, quantitative, original, scholarly, and substantial. That is, the dissertation should be in a **topic** of broad relevance to international development. It should constitute an **independent exploration** of existing knowledge by the student and should include original theoretical and/or empirical insights. It should be **scholarly** in its approach, orientation, presentation, and ethical approach. It must also be a **substantial and rigorous** piece of work in terms of its scope and depth, commensurate to the academic expectations of a Master's degree. Dissertations in ID may be based on primary research, secondary (desk-based approach), or a combination of both, provided they engage with quantitative data.

The dissertation is typically planned and designed over Autumn Term (AT) through to Summer Term (ST). In this period, students discuss and develop their ideas in consultation with their mentor, the teaching staff for DV494 and DV495, and they have access to a range of learning resources (via DV410 Moodle page) to support and develop their individual projects from within the department and across the LSE. The research and writing of the dissertation will take place during the Winter and Summer terms.

DV495 information can be access here

#### **Past Dissertations**

Given that this is a new program and a new course, there are no past dissertations available to students. In Autumn 2023, we will make available a selection of the best quantitative dissertations from the MSc in Development Management and Development Studies in recent years, which may be indicative of the type of dissertation that is expected for DV495.

Please note that hard copies are not available so these will have to be accessed online.



# Offered by the department

#### **MSc Common Room**

The Department of International Development MSc Common Room is in CON.6.18. The room is accessible to International Development students only and is available for individual and small group study space.

Students can access the room with their student ID cards. Please inform the ID Office if your card does not allow you entry.

Please note that the Common Room cannot be booked for meetings or personal matters, such as interviews.

## **Group study spaces**

There are many different study rooms across the School that students can book in advance or use on a walk-in basis. A list of the available rooms and how to book them can be found here.

# **Cumberland Lodge**

International Development students have the opportunity to attend a workshop at Cumberland Lodge.

There will be three workshops: 11 to 13 October

1 . . . . . .

1 to 3 November

31 January to 2 February

The <u>St Catherine's Foundation</u>, <u>Cumberland Lodge</u>, in Windsor Great Park, was set up in order to provide a relaxed and quiet atmosphere where students and teachers could meet in order to discuss matters of interest to them. It is hoped that students who attend will gain ideas and inspiration from listening to seminars given by invited speakers and from the debate that follows.

Cumberland Lodge is a spacious 17th-century house set in superb grounds. Student accommodation is in twin rooms. There are facilities for outdoor and indoor sports and rooms for parties. There will be seminars given by guest speakers during the



workshop, but there is also time to relax and enjoy the house and grounds. Places are limited so early booking is advisable. You will receive an email notification when booking opens. The full cost is a heavily subsidised £145 (the actual cost per student is almost double this) which includes food, but not bar bills. Please note that full payment must be made at the time of booking through the LSE e-shop – further details will be circulated nearer the time.

We regret that due to limitations on group size and a lack of availability, we cannot offer workshops to Joint Degree students unless there are places left.

#### **Refunds**

Students are not entitled to a refund. Refunds will only be offered if the original ticket holder finds an eligible student to take their place. The department can offer assistance in finding a replacement if necessary. The transfer of funds is the responsibility of the students concerned.

#### **Students with Disabilities**

Students with disabilities who wish to attend the workshop should contact their respective Programme Administrator as soon as possible so that arrangements may be made with the staff at Cumberland Lodge to accommodate any special requirements.

NB: Cumberland Lodge is an historic and very beautiful house, and the cost of upkeep is extremely onerous. Consequently, there is a strict policy of no smoking or food/drink consumption in any of the bedrooms. Fines will apply to any academics or students if a bedroom has been soiled in any way.





# Geneva Trip\* (MSc IDHE students only)

The Geneva Trip is typically a 2-3 day visit to this global health and humanitarian capital. Students on the MSc IDHE programme have visited organisations as diverse as the United Nations High Commissioner for Refugees, the International Committee of the Red Cross, the International Federation of Red Cross and Red Crescent Societies, and Médecins Sans Frontières. The trip is optional and self-funded.

For information about this trip, contact Professor Stuart Gordon.

\*Dependent on public health advice for faculty and students, travel restrictions and the organisations being open to visits

# **DESTIN** student society

#### **ID Student Organisers**

Each year the Department of International Development have a group of student organisers who work together to coordinate events and activities to build a sense of community among students (and between students and staff) in ID. In previous years, the student organisers have arranged guest lectures, alumni mixers, sports tournaments, film screenings and more. Please see our <a href="#">ID student organisers</a> webpage.





# **Key Information**

Stude	ent S	ervices	Centre	7
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Quality Assurance

Study and Career Support Services

Equity, Diversity and Inclusion (EDI)

Exams and Assessments

Results and Classification >

Codes and Charters

Systems and Online Resources

LSE100 N

LSE Campus **S** 

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 Ise.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 Ise.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 **Ise.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 **Ise.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.

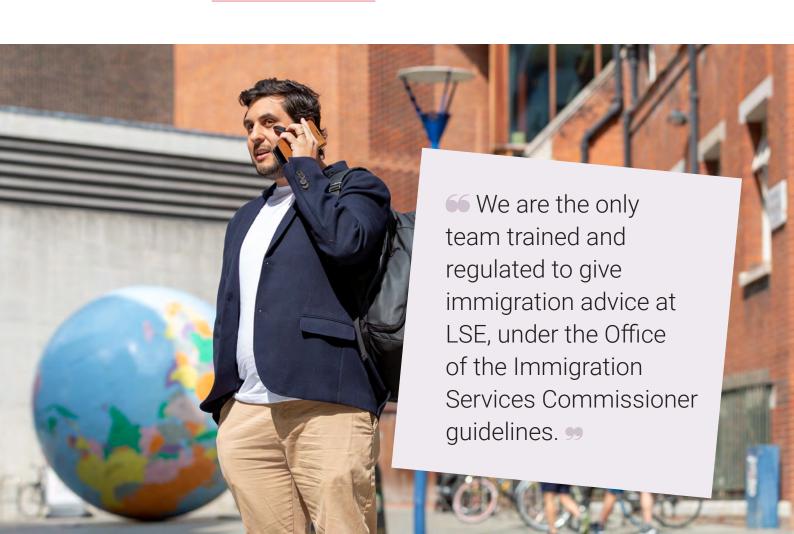
#### What do I do if...

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** 



#### **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 **Ise.ac.uk/programmetransfers** 

#### Change of mode of study

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

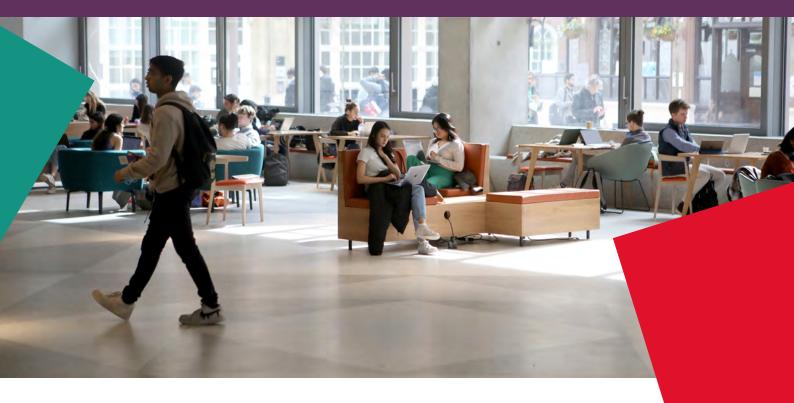
Changing from full-time to part-time study is generally acceptable up until the end of Winter term Course Selection, as long as your selected courses can be amended according to programme regulations and in line with the teaching that you have already taken. Your fees will also be amended.

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

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







#### **Withdrawal**

Withdrawing means that you are leaving your programme permanently.

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

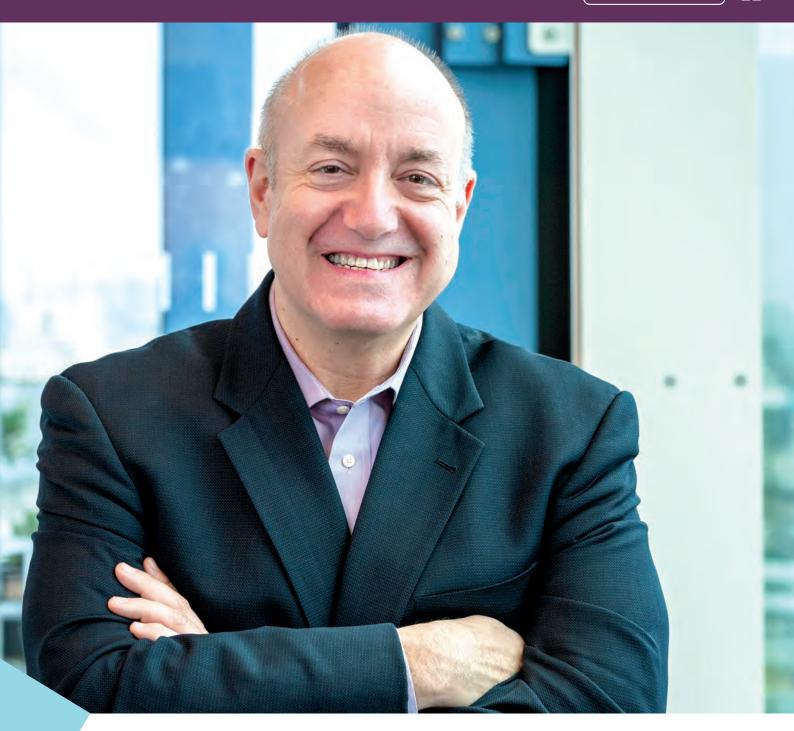
#### **Student-Staff Liaison Committees**

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.

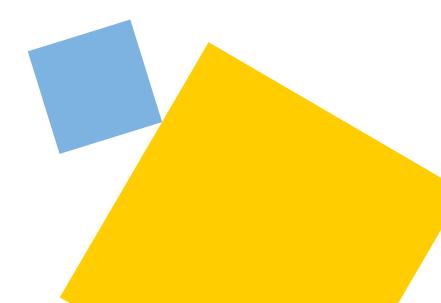
Applications to become a Change Maker will open in Autumn term 2024 and you can find out more at Ise.ac.uk/changemakers

#### **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 **Ise.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 <a href="Ise.ac.uk/tqaro">Ise.ac.uk/tqaro</a>. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's <a href="Calendar">Calendar</a>. 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 <a href="mailto:ard.capis@lse.ac.uk">ard.capis@lse.ac.uk</a>

#### **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 Ise.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 **tgarosurveys@lse.ac.uk** 

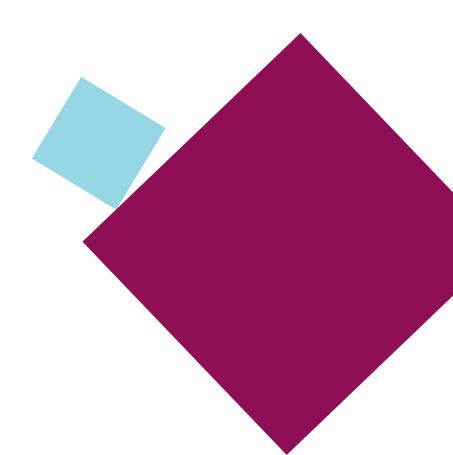
# **Study and Career Support Services**

#### **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:

- <u>Hands-on practical workshops</u> and <u>online resources</u> 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 **Ise.ac.uk/Iselife**, 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 V

LSE Careers >

LSE Generate V



## **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 <code>lse.ac.uk/library</code>. 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 <code>lse.ac.uk/library</code>. 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 (<a href="Ise.ac.uk/">Ise.ac.uk/</a> Iselife). You can find out more information on what is on offer and how to sign up <a href="here.">here</a>.

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 Ise.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.

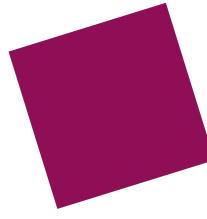
Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- 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 (<u>lse.ac.uk/careers</u>) 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 <u>Instagram</u> and <u>TikTok</u> 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**

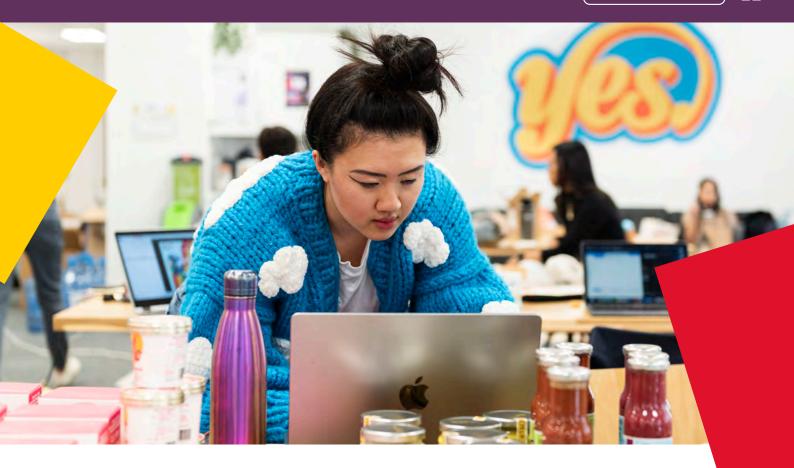
The Volunteer Centre also runs multiple exciting voluntary programmes, including the consultancy with the Community Engagement Programme, the Research Volunteering Scheme, an initiative for volunteer researchers, and Student-Led Projects, an opportunity to develop your own volunteering project. These 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.



66 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. 99

**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 **Ise.ac.uk/generate**, **register with Generate** to receive our monthly newsletter, follow us on all our social media channels at (Instagram, Facebook, X) **@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 <a href="Ise.ac.uk/ethics">Ise.ac.uk/ethics</a> 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 <a href="info.lse.ac.uk/report-it/Safe-Contacts">info.lse.ac.uk/report-it/Safe-Contacts</a> 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: <a href="info.lse.ac.uk/report-it/Sexual-violence-support-worker-Survivors-UK">info.lse.ac.uk/report-it/Sexual-violence-support-worker-Survivors-UK</a>
- AccessAble: Accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone. Visit accessable.co.uk/london-school-of-economics/
- LGBTQ+ Role Models and Allies Directory: provides a list of staff who are LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies. Visit lse.ac.uk/LGBTplus
- Our Race Equity Framework has been developed for improving the representation
  and attainment of Black, Asian and minority ethnic students<sup>1</sup> at the undergraduate,
  postgraduate taught and post-graduate research levels, and improving the representation
  and progression of Black, Asian and minority ethnic staff in academic and PSS
  (professional services staff) roles. Visit our website to learn more.
- Our Athena SWAN action plan has been developed for the advancement of gender equality at LSE. The plan includes actions to embed EDI in departmental culture, to support women in applying for research grants, to support trans staff and students and increase the proportion of female students undertaking postgraduate research programmes. Visit our website to learn more.
- LSE Students' Union: You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on their website lsesu.com/voice/student-reps/

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

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

# **Your Wellbeing and Health**

## **Student Wellbeing Service (SWS)**

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

#### **Disability and Mental Health Service (DMHS)**

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

#### **Beecken Faith and Leadership Programme**

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

#### **LSE Religion and Global Society**

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

#### **LSE Religion and Global Society Blog**

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

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

#### **Religion Scholars Network**

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

Keep up-to-date with the Faith Centre: X | Facebook | Instagram | LinkedIn | TikTok

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

## **Exams and Assessments**

#### **Candidate numbers**

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

### **Exam timetables**

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

## **Exam procedures**

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

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

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

Central exam adjustments 🛂

e-Exams 🛂

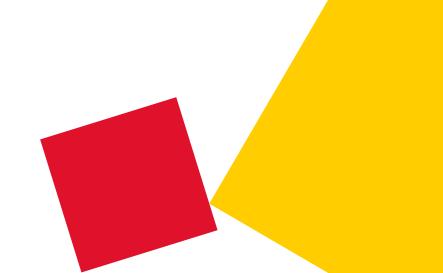
Fit to sit policy **Y** 

Extension policy **S** 

Deferral policy **V** 

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 Ise.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 (Ise.ac.uk)**.

## 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 **Ise.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 <a href="Late penalties">Late penalties</a> 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 Ise.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 **Ise.ac.uk/library**) and LSE LIFE (visit **Ise.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 Ise.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 Ise.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 <u>intermediate transcripts</u> through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared.

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

## **Degree certificate**

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

## **Fees and Finance**

### **Fees**

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

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

#### 28 October 2024 28 January 2025 28 April 2025

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

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

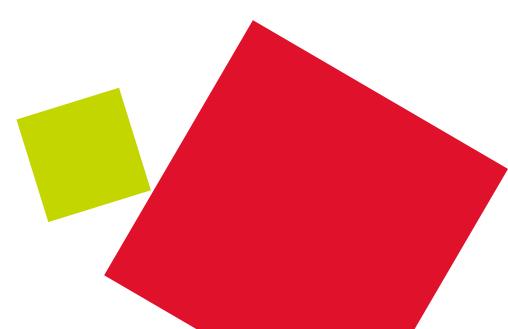
To pay online or to find out about the different payment methods available, visit **info. lse.ac.uk/payments** 

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.

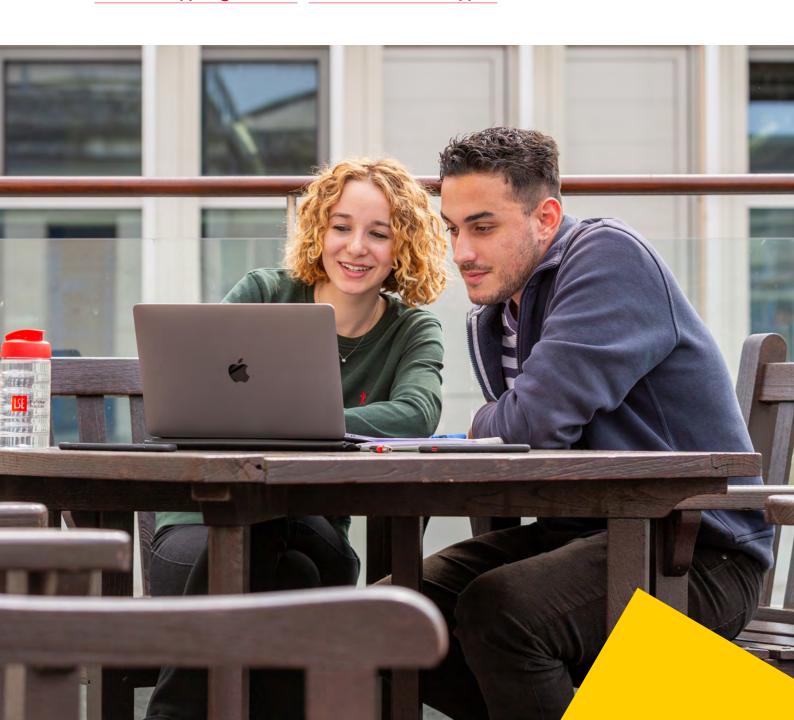
Phone, email or join a one-to-one Zoom Drop-in Session: Ise.ac.uk/financialdropin

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 **Y** 

LSE for You 🛂

Reset your IT password >

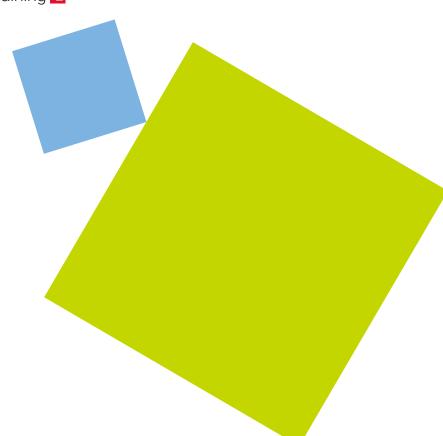
Multi-Factor Authentication (MFA) >

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: Ise.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 <a href="mailto:apps.lse.ac.uk/training-system">apps.lse.ac.uk/training-system</a>
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 Ise.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?

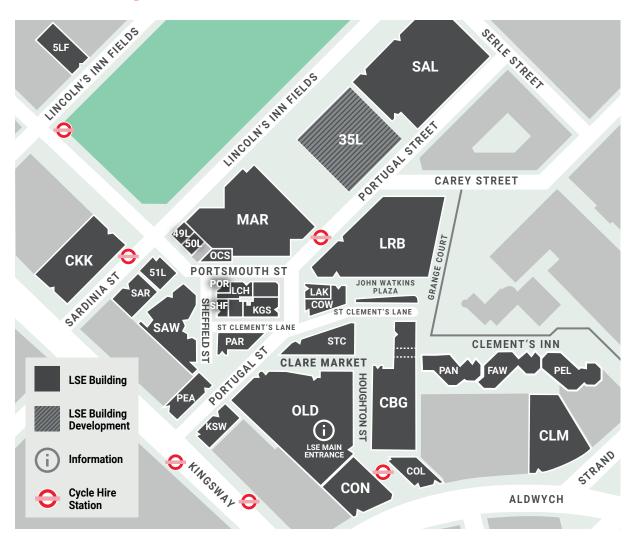
Your LSE100 mark will be based on two summative assessments: one individual written assessment (50%) and one group research project (50%) that you will submit and present as a team. Your final mark in LSE100 will be included with your other first year marks and, if it is one of your six best marks, will 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 <u>online</u>, on <u>LinkedIn</u>, on <u>Moodle</u> and on the fourth floor of 20 Kingsway (KSW). To find out more about LSE100, check out <u>Ise.ac.uk/LSE100</u> and follow us on X <u>@TheLSECourse</u>, and <u>Student Hub</u>.

# **LSE Campus**



## Key

**CBG** Centre Building

**CKK** Cheng Kin Ku Building

**CLM** Clement House

**COL** Columbia House

**CON** Connaught House

**COW** Cowdray House

FAW Fawcett House

KGS King's Chambers

KSW 20 Kingsway

**LAK** Lakatos Building

**LCH** Lincoln Chambers

**5LF** 5 Lincoln's Inn Fields

**35L** 35 Lincoln's Inn Fields

**49L** 49 Lincoln's Inn Fields (Coopers)

**50L** 50 Lincoln's Inn Fields

**51L** 51 Lincoln's Inn Fields

**LRB** Lionel Robbins Building, Library

MAR Marshall Building

**OLD** Old Building

OCS Old Curiosity Shop

PAN Pankhurst House

PAR Parish Hall

**PEA** Peacock Theatre

**PEL** Pethick-Lawrence House

POR 1 Portsmouth Street

SAR Sardinia House

**SAW** Saw Swee Hock Student Centre

**SHF** Sheffield Street

**SAL** Sir Arthur Lewis Building

STC St Clement's Clare Market



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

#### **Disabled Access**

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

#### **Access Guides to LSE buildings**

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

## Ise.ac.uk/xxxxxxxx









#### **Department of Xxxxxxx**

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

E: Xxxxxxx@lse.ac.uk T: +44 (0)20 7 Xxxxxxx

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.

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