



Department of
Management



BSc Management

VISITING STUDENT FACTSHEET 2018-19



Why study at LSE?

The London School of Economics and Political Science (LSE) was founded in 1895 by four Fabian Society members – Beatrice and Sidney Webb, George Bernard Shaw and Graham Wallace – following a £20,000 bequest to be used “for the betterment of society”. Today, we have 11,000 students from 160 countries on a constantly evolving campus

LSE offers a unique opportunity to study the social sciences in a university institution with a worldwide academic reputation, while enjoying the cultural, social and recreational facilities of one of the world's greatest capital cities

Situated in the heart of central London, the School is located in one of the most cosmopolitan cities in the world. Only a short distance from Europe's financial, legal and cultural centres, LSE stands at the crossroads of international debate, fundamental to our identity as an outward looking institution with an active involvement in UK and world affairs

Find out more at: <http://www.lse.ac.uk/lifeAtLSE/lifeHome.aspx>

LSE BSc Management Exchange Contacts

Postal address	Undergraduate Office, Department of Management, LSE, Houghton Street, London WC2A 2AE	
Web	LSE Department of Management http://www.lse.ac.uk/management/home.aspx BSc Management http://www.lse.ac.uk/Study-at-LSE/Undergraduate/Degree-programmes-2018/BSc-Management	
Undergraduate Student Adviser and Lead on Undergraduate Exchanges	Hermione Taylor Email: h.taylor2@lse.ac.uk Telephone: +44 (0)20 7106 1165	
Programme Office	Charlie Fiddy Programme Manager Email: c.fiddy@lse.ac.uk Telephone: +44 (0)20 7106 1310	Situ Diwan Programme Administrator Email: dom.ug@lse.ac.uk Telephone: +44 (0)20 7955 7693
LSE Erasmus Office	For Erasmus queries please email the Erasmus Team: erasmus@lse.ac.uk LSE Erasmus code: UKLONDON020	
How to contact us	The BSc Management team is based on the 4 th Floor of the New Academic Building, 54 Lincoln's Inn Fields, London WC2A 3LJ. Students may email dom.ug@lse.ac.uk at any time. Students who wish to visit the office are welcome to do so during our office hours, Monday – Friday 10.30am-12.30am and 2.30pm-4.30pm .	

Nomination and Registration

Nomination from Partner Universities	Term 1 and Term 2: We require all partner universities to nominate students via email to Charlie Fiddy (dom.ug@lse.ac.uk) and via our online form by no later than 1 May 2018 .
Student registration and enrolment requirements	Once nominations are received, a welcome email will be sent directly to nominated students containing further instructions for completing online enrolment. Nominated students will be given a deadline by which they need to complete our Online Exchange Application by TBC .
Required documents	<ul style="list-style-type: none"> • Nomination from Home University Programme Manager • Online Exchange Application • Proof of English language proficiency • Copy of valid passport • Passport photo (jpeg preferred)
Language requirements	<p>The language of instruction for all courses at LSE is English. Nominated students should have attained a sufficient standard in English (written and oral) to enable them to understand the teaching material and to be able to effectively communicate with others.</p> <p>If a student's first language is not English, or if the language of instruction of a student's previous degree is not English, we ask that the student provide evidence of their command of English. English tests must be less than two years old by 01 October 2018 (term 1 students) or 01 January 2019 (term 2 students).</p> <p>For a full list of accepted proof please view the 'Undergraduate' section of the language requirements found here: http://www.lse.ac.uk/study/informationForInternationalStudents/englishLanguage.aspx</p> <p>Students will be asked to supply evidence of their English proficiency when completing the Online Exchange Registration.</p>
English for Academic Purposes	<p>If English is not a first language the LSE Language Centre is on hand to give students advice and support throughout their time at LSE. Support is free and starts as soon as the teaching term starts. Information sessions are held during the first days of term to advise students on the most appropriate classes to take.</p> <p>Contact the LSE Language Centre for more information: http://www2.lse.ac.uk/language/Home.aspx</p>

Programme Dates (UG Exchange)

	Michaelmas Term (Term 1)	Lent Term (Term 2)
Registration and induction	During the week commencing Monday 24 September 2018	During the week commencing Monday 7 January 2019
Teaching	Monday 1 October 2018 to Friday 14 December 2018	Monday 14 January 2019 to Friday 29 March 2019

Courses

1. Courses may be switched from one term to the other, or may no longer be running due to Sabbatical leave, course discontinuation or other circumstances.
2. It is not usually possible for students to take courses outside of the prescribed list. Any queries regarding specific courses can be directed to our Undergraduate Academic Adviser and Undergraduate Exchanges Academic Lead.
3. Many courses have limited availability or are very popular; therefore, it may not be possible for students to successfully enrol in all their preferred courses. Students should therefore exercise a level of flexibility during course choice selection.
4. Courses at LSE are generally highly theoretical and will require a large amount of reading from week to week.

Credits	<ol style="list-style-type: none"> 1. All LSE courses taken by exchange students are worth 0.5 units which is the equivalent of 7.5 ECTS (European Credit Transfer and Accumulation System) credits. 2. Visiting students are not permitted to take 1 unit courses as these run across 2 terms and are reserved for LSE home students. Only a half unit i.e. 0.5 unit value can be taken by visiting students during the term abroad at LSE. Courses must be within the Department of Management (i.e. courses with the prefix 'MG') 3. All students are required to maintain a full time student status and must therefore take 2 units worth of courses in one term (equivalent to 30 ECTS credits). If a student wishes to take more than 2 units worth of courses, prior authorisation must be obtained from the Home University Programme Manager and the UG Programme Manager.
UG exchange	<p>For one term: 4 x 0.5 units 0.5 unit = 7.5 ECTS Total ECTS: 30</p>
Course guides	<p>Course Guides provide descriptions of every individual course taught at LSE, including a brief synopsis, the number of teaching hours, the method(s) of assessment and any recommended reading.</p> <p>N.B. The mode of assessment outlined in the course guides usually indicates examinations to be taken during the summer term. Students visiting for a single term only will not be required to sit summer term assessments, instead alternative assessments will be arranged to be taken during the term they spend at LSE.</p>
Teaching format	<p>The teaching style at LSE is normally in the form of lectures (with the entire class) and also smaller seminar groups (usually maximum of 17 students) to facilitate in-depth discussion and analysis.</p>
Contact hours	<p>Teaching contact hours at LSE can vary depending on the courses taken.</p> <p>Typically, an exchange student taking 4 courses (2 units) will have approximately 120 teaching hours for the exchange term. However, as mentioned above this can vary significantly depending on courses taken.</p> <p>It is not possible for the BSc Management team to confirm exact contact hours, students will need to work this out independently once they arrive at LSE and have received their personal timetable. Personal timetables will be made available after the official course choice selection period has ended.</p>
Attendance	<p>Students are expected to attend all lectures and seminar classes.</p>
Auditing courses	<p>It may be possible for students to audit courses during their term at LSE.</p> <p>Students who audit courses will not be assessed or receive any kind of award or mark for that course. Audited courses will not appear on term transcripts.</p>
Timetable	<p>The LSE Course Timetable is made available in mid-September. Students will not be able</p>

	<p>to view the LSE Course Timetable until they have activated their LSE IT account.</p> <p>Certain combinations of courses may not be possible due to timetable clashes; it is therefore the responsibility of each student to ensure chosen courses do not clash.</p>												
Course selection	<p>All students will be asked to complete a provisional course nomination form, to indicate their preferred courses, before official course selection opens.</p> <p>The official LSE course selection is undertaken using the School's online portal once the student has registered, LSE for You.</p>												
	<ol style="list-style-type: none"> 1. Provisional course nominations will open in June 2018 2. Official course selection will open once students have registered and have activated their IT accounts 												
Assessment and grading	<p>LSE students are generally assessed via a combination of essays, group projects and end of term exams.</p> <p>Visiting students that are here for one term only will sit all assessments during the term they spend at LSE, i.e. term 1 or term 2. The BSc Management team will arrange this on behalf of visiting students.</p> <p>Grading: The LSE grading system is based on First Class, Upper Second Class, Lower Second Class, Third Class and Fail. The percentage thresholds are listed below.</p> <table border="1"> <thead> <tr> <th>Mark</th> <th>LSE Grade</th> </tr> </thead> <tbody> <tr> <td>70% and over</td> <td>First Class Honours</td> </tr> <tr> <td>60 – 69%</td> <td>Upper Second Class Honours</td> </tr> <tr> <td>50 - 59%</td> <td>Lower Second Class Honours</td> </tr> <tr> <td>40 - 49%</td> <td>Third Class Honours</td> </tr> <tr> <td>0 - 39%</td> <td>Fail</td> </tr> </tbody> </table>	Mark	LSE Grade	70% and over	First Class Honours	60 – 69%	Upper Second Class Honours	50 - 59%	Lower Second Class Honours	40 - 49%	Third Class Honours	0 - 39%	Fail
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	<p>The School have put measures in place to ensure that internal marking is consistent and of an appropriate standard.</p> <p>The School is confident that its approach to the marking of students' summative work is sufficiently robust. There is no provision, therefore, for an examination script or summative work to be re-marked.</p> <p>N.B. Re-sits options are not available for visiting students</p> <p>Assessment dates:</p> <p>Term 1: Although all courses will end by Friday 14 December 2018, some students may need to submit assignments up to Friday 11 January 2019. Students will not be required to be on campus as assessments can be submitted electronically.</p> <p>Term 2: Although all courses will end by Friday 29 March 2019, some students may need to submit assignments up to Friday 3 May 2019. Students will not be required to be on campus as assessments can be submitted electronically.</p>												
Transcripts	<p>Hard copy transcripts will be sent directly to the Home University Programme Manager who will then distribute copies to students.</p>												

Accommodation	
LSE Residential Services Office	<p>The LSE Residential Services Office has a range of information on various private housing options. They can be contacted for advice using the following contact details:</p> <p>Email: accommodation@lse.ac.uk Telephone: +44 (0)20 7955 7531 Website: http://www.lse.ac.uk/lifeAtLSE/accommodation/home.aspx Location: 3.02, Saw Swee Hock Centre, 9:00am-5:30pm, Mon-Fri</p>
Private Accommodation	<p>University of London Housing Services (ULHS):</p> <p>Students may also visit the University of London Housing Services (ULHS) in the University of London. They act for all the colleges of the University, although before a student can use this office they will need to show a valid student ID or letter of acceptance from the LSE. As well as providing housing information, the University of London Privately Managed Unit provides and manages accommodation for around 550 students in several self-catering flats and houses.</p> <p>ULHS have a useful private housing guide online here: http://www.housing.london.ac.uk/housing-guide/private-housing-guide</p> <p>Recommended housing providers:</p> <ol style="list-style-type: none"> 1. Urbanest http://uk.urbanest.com/ 2. Liberty Living www.libertyliving.co.uk 3. Nido www.nidostudentliving.com 4. Unite www.unite-students.com/stl-london 5. Uniplaces www.uniplaces.com <p>Other useful links:</p> <p>www.leeabbeylondon.com housing.london.ac.uk/housing-guide/area-guide www.unite-students.com/student-accommodation-london www.loot.com www.ukcisa.org.uk www.gumtree.com www.chestercentre.org.uk www.cassandclaredale.co.uk www.indianymca.org www.ilscentre.org.uk www.ish.org.uk www.acorn-london.co.uk/accommodation</p>

School Services	
Student Activities	<p>LSE Student Union has over two hundred student societies covering a range of interests from academic and political endeavours to more light-hearted activities such as music, dance and sports.</p> <p>Exchange Students can become a members of any LSE SU Society and benefit from the opportunity to meet new people, pick up skills for later life, and broaden their university experience.</p> <p>The BSc Management programme also maintains an active Social Committee, which runs several events for students in the Department each term.</p> <p>The LSE SU Undergraduate Management Society is also open Exchange Students, and runs a number of social and discipline related activities over the course of the year.</p>
LSE Student Services	<p>Visit the Student Services Centre (SSC) to access a range of services and advice: http://www.lse.ac.uk/intranet/students/supportServices/studentServicesCentre/Home.aspx</p>

LSE Careers Service	<p>Exchange students have access to all the services offered by the Department of Management and LSE Careers Service during the exchange term. This includes careers information on the website, the online vacancy board, one-to-one careers advice, CV feedback, careers seminars and practice interviews.</p> <p>Students can access these services once they have officially registered at LSE at the start of term.</p> <p>Students are encouraged to take advantage of the range of events organised by the LSE Careers Service, including career fairs, workshops, company presentations and skills sessions and to apply for internships which are promoted by the School.</p> <p>Most internship vacancies are posted on the LSE online vacancy board which students can access via My Careers Service.</p>
LSE Language Centre	<p>All exchange students have access to the LSE Language Centre facilities.</p> <p>For further information students should visit: http://www.lse.ac.uk/language/Home.aspx</p>
LSE Library	<p>Visiting students will automatically be given access to the LSE Library when they register at the School. Students can visit the Library Welcome Point at the beginning of term for general information, a student guide, and other freebies. Library staff members are available to answer any questions students may have during their studies.</p> <p>LSE Library website: http://www2.lse.ac.uk/library/home.aspx</p>
LSE International Student Visa Advice Team	<p>The International Student Visa Advice Team (ISVAT) are the only staff at LSE who are trained and authorised to provide UK immigration advice.</p> <p>Students from outside the EU who require a visa are advised to apply for a Student Visitor visa. This will allow them to come to the UK for up to six months.</p> <p>For further information on visa and immigration advice provided by the LSE International Student Visa Advice Team please visit: http://www.lse.ac.uk/intranet/students/ISVAT/home.aspx</p> <p>Contact the ISVAT Team: If students cannot find the answer to their question on the online guidance page, they are welcome to contact the ISVAT team by completing this web query form: https://www.lse.ac.uk/intranet/students/ISVAT/secure/ISVAT-Query-Form.aspx</p> <p>Other sources of immigration advice: Students can also find information about visas and immigration on the UK Council for International Student Affairs (UKCISA) website.</p> <p>Registering with the Police: Students of some nationalities need to register with the police when they arrive in the UK with a visa for more than six months, and/or if they extend their visa for more than six months. For further information visit: http://www.lse.ac.uk/intranet/students/ISVAT/currentStudents/RegisteringWithPolice.aspx?from_serp=1</p>
Health Insurance	<p>Exchange students must arrive with their own health insurance that covers all international incidents. More information about health insurance can be found here: http://www.lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/healthIssues.aspx</p>
General Insurance	<p>Information about General Insurance can be found here: http://www2.lse.ac.uk/intranet/students/moneyMatters/insurance.aspx</p>
Studying in the UK	<p>Studying abroad is an enriching experience, but at times being an international student can present its own challenges. The link below will help students to find information that will help them settle in to life in the UK as quickly as possible. http://www.lse.ac.uk/intranet/students/yourFirstWeeks/International-Students.aspx</p>

Living Expenses	<p>Living in London can be expensive and it is important that students do not underestimate the costs involved. Underestimating the costs may have a detrimental effect on academic performance and in some cases results in students withdrawing from their programme, or incurring heavy debts.</p> <p>The LSE's very general estimate of minimum living costs is £1200 per month.</p> <p>For further help and advice on finances students can visit: http://www.lse.ac.uk/intranet/students/moneyMatters/home.aspx</p> <p>The following links give more detailed information about the cost of studying in the UK:</p> <ul style="list-style-type: none"> ▪ UK studentlife ▪ Student calculator ▪ International student calculator
Bank Accounts	<p>The LSE Money Matters website provides useful information on opening a bank account: http://www2.lse.ac.uk/intranet/students/moneyMatters/bankAccounts/home.aspx</p> <p>International students may also consider reading over UKCISA's tips for opening a bank account in the UK https://www.ukcisa.org.uk/Information-Advice/Studying-living-in-the-UK/Opening-a-bank-account</p>
Student Wellbeing Service	<p>The Student Wellbeing Service (SWS) at LSE is dedicated to helping students to improve their wellbeing whilst studying at LSE. The SWS offers a wide range of support services, which are all free and confidential and based on self-referral:</p> <ul style="list-style-type: none"> • The Disability and Wellbeing Service is the first point of contact for disabled students both before arrival at LSE and throughout their time here. • The Student Counselling Service offers free and confidential one on one appointments as well as group based support sessions on issues such as stress management and self-esteem. • LSE Peer Support enables students to talk confidentially to a fellow student about anything troubling them. <p>For further information about the Student Wellbeing Service at LSE please visit: http://www.lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/home.aspx</p> <p>Students are encouraged to visit the Student Wellbeing Service as soon as possible on arrival if they think they may need additional support during their studies at LSE.</p>
LSE LIFE	<p>LSE LIFE is the LSE's new centre for academic, personal and professional development, and offers support, guidance, and ideas about how to succeed in academic studies and how to extend the learning and discovery outside the classroom.</p> <p>For more information about the provisions available at LSE LIFE please visit: http://www.lse.ac.uk/intranet/students/LSE-Life/lseLIFE.aspx</p>

Departmental support

Undergraduate Student Adviser and Lead on Undergraduate Exchanges	<p>All incoming exchange students are allocated an Academic Adviser, who they will meet several times over the course of their time at LSE to discuss their academic progress and how they are settling in. The Academic Adviser is also on hand to help students with any personal or procedural questions and to direct them to the relevant School support service.</p>
Exchange Companions Student Mentor Scheme	<p>Each incoming exchange students will be allocated an 'Exchange Companion' – an established BSc Management student who will be on hand to help visiting students as they settle in to life in London.</p>