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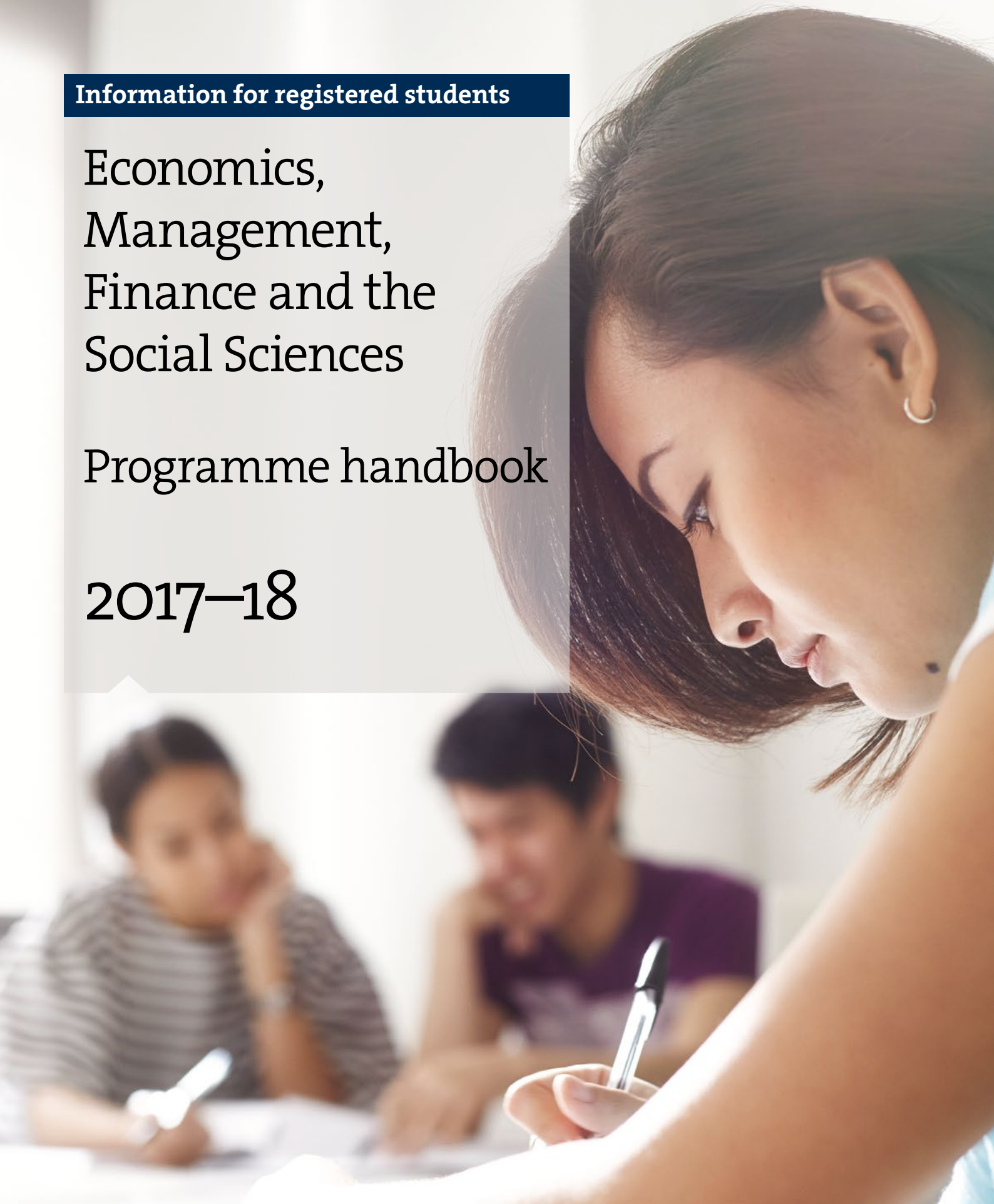
INTERNATIONAL
PROGRAMMES

Information for registered students

Economics,
Management,
Finance and the
Social Sciences

Programme handbook

2017–18



Statement

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Welcome



Dear International Programmes Student,

Welcome to the University of London International Programmes. We are delighted that you have decided to study with us on this rewarding programme. The LSE's academic direction of the Economics, Management, Finance and Social Sciences subjects (EMFSS) has a reputation of excellence that is recognised throughout the world.

This is a flexibly designed programme which will allow you to study alongside your other commitments. We recommend that you dedicate yourself to at **least eight hours of study per week per course** to get the most out of your studies. Giving yourself this time will help you to succeed. You are in charge of setting the pace, and you can choose to sit the examinations whenever you are ready.

Some of you will be studying independently while others will be receiving tuition through a teaching institution. No matter which route you have chosen, all of you will be provided with a range of materials which have been designed to support your studies and to prepare you for the assessments which you will take.

As well as the printed materials you will receive, the LSE's academic direction will include some interaction on the virtual learning environment (VLE) which you can access via the Student Portal. The VLE contains a wealth of additional course material such as video material, worked-through solutions, tutorials and other activities, as well as a suite of study skills resources. It further provides a space in which you can interact with your peers, seek advice and work collaboratively on solving problems. Be sure to get into the habit of logging into the VLE regularly – this way you can keep in touch with your peers and the University and you will not miss any new material which is added.

We wish you the very best of luck in your studies and we look forward to seeing you at a University of London International Programmes graduation ceremony in a few years!

LSE Office for the University of London International Programmes

About this handbook

This **Programme handbook** provides guidance about the University of London International Programmes in Economics, Management, Finance and the Social Sciences (EMFSS) for which the London School of Economics and Political Science (LSE) provides the academic direction.

The University of London is a federal University which is made up of 17 Colleges and 9 Institutes, based in and around London. The International Programmes are the suite of programmes that the University offers in partnership with the Colleges, one of which is the LSE. The University of London handles the administrative background to the EMFSS programmes, such as helping you to register and pay your fees, organising examinations and despatching your study materials, while the LSE determines what you will study and provides academic guidance and support. Alongside this handbook, you should also read the **Student guide to the International Programmes**, which will guide you through the practical aspects of studying as an International Programmes student. The Student guide is available on the website:

www.londoninternational.ac.uk/guide-handbooks

For advice about studying, such as how to use libraries, how to prepare for your examinations or how to write essays, you should refer to your academic and study skills

guide, Strategies for success, which can be found on the virtual learning environment (VLE).

The Programme Regulations and Programme Specification

These documents contain the rules which apply to every aspect of your programme, as well as detailed information about what courses you can study, and what you will achieve by the end of your programme. You should make sure that you read them, and refer to them regularly throughout your registration with us. In addition, you have the Student guide which gives you information and guidance on how to get the most out of your time as an International Programmes student.

To download a copy of your current Programme Specification, please go to:

www.londoninternational.ac.uk/courses/

and search and select your programme from the list.

To download a copy of the General Regulations and the Programme Regulations, please go to:

www.londoninternational.ac.uk/regs



Important information for all EMFSS students

Course codes

Each EMFSS course is coded to accurately describe the subject area and level. An example of this is EC1002, Introduction to Economics. This broken down to:

Subject designator: **EC**

indicates that this is an economics course.

Level designator: **1**

indicates that this is a 100 course

Course designator: **002**

indicates the unique course number

The subject designators for the courses are:

AC - Accounting

DV - Development

EC - Economics

FN - Finance

GY - Geography

IR - International Relations

IS - Information Systems

LA - Law

MN - Management

MT - Mathematics

PS - Politics

SC - Sociology

SP - Social Psychology

ST - Statistics

The subject guides have different covers and are coloured to indicate whether the course is a 100 course (pink), 200 course (green) or 300 course (purple).

Renewal of registration

When you register as an International Programmes student you will be given a maximum period of registration as follows:

- ▶ eight years for degrees
- ▶ five years for the Graduate Diplomas/Diploma for Graduates, CHESS and the Diplomas
- ▶ two years for registrations under the Individual Courses regulations.

The University understands that it is sometimes not possible for you to complete your studies in the allotted time. Therefore, we will consider granting an extension or renewal of registration. If you think that you need more time to complete your studies and you want to discuss your registration period and progress then you should contact the Registration and Learning Resources Office (see the Student guide for contact details). The University may, at its discretion, extend or renew your period of registration. Students who are given more time are required to pay the relevant registration fee and any other fees applicable.

Contacting the University of London

All enquiries, whether academic or administrative, should be directed to the Student Advice Centre.

Whenever you contact the University, it is important that you remember to give your full name, student number and details of the programme that you are studying. This will help us to locate your student record and deal with your query as quickly as possible.

To use the online system to contact any of the University of London departments, please go to the 'Ask a question' tab in the Student Portal:

<http://my.londoninternational.ac.uk>

If you are unable to access the Portal, please contact us via our web form:

<http://enquiries.londoninternational.ac.uk>

If you would prefer to telephone, you can call our Student Advice Centre on: +44 (0)20 7862 8360.

If you need to send us a letter or any other information by post, please use the address below, including the department it should be sent to (e.g. Student Assessment Office):

University of London
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

If you are studying in a local institution and your enquiry is of an academic nature, you should first consult your Course Director.



Planning your year

Dates to note	Things to do in the year ahead
At the time of initial or continuing registration	Start planning which examinations you intend to enter for. You will be able to download a personalised examination entry form from the Student Portal from mid-December.
Examination Centre closing date	Check the closing date for making an examination entry with your Examination Centre.
1 February	All entries from Examination Centres must be received by the University no later than this date. Entries received after 1 February will only be accepted, in exceptional circumstances, at the discretion of the University.
1 March	For the Certificate of Higher Education in Social Sciences, Diploma in Economics and Diploma in Social Sciences students only: your institution must submit to us confirmation of your attendance and coursework record by this date.
Three to four weeks before the examinations	You will receive your Admission Notice, which confirms the dates and times of your examinations and your candidate number.
10 days before the examinations start	If you have not received an Admission Notice by this time, please use the online enquiry system (see the Student guide) to contact the Student Assessment Office.
1 May	Deadline: coursework and/or projects must be sent to us in hard copy and submitted online via the VLE no later than 1 May if you are entering the examination for IS1060 Introduction to information systems, IS2182 Innovating digital systems and services, IS2184 Information systems management, IS3139 Software engineering: theory and application or IS3159 Research project in information systems.
Early May	The first examinations normally start. Note that the University is unable to take religious and/or public holidays into account when setting the examination dates.
Three weeks after the last examination	Last date by which the University will accept information about, and corroboration of, any medical condition and/or other mitigating circumstance that may have affected your examination performance.
August	The results of most examinations will be released during this month and will be sent directly to the Examination Centres, which are responsible for forwarding them to candidates.
September/October (depending on programme)	Time to complete your registration for the next academic year, choosing the courses you are going to study and paying continuing registration fees.
30 September (for the May/June examinations)	The deadline to request an administrative recheck of your examination mark. Please note that this will not be an academic re-mark but purely an administrative recheck.

Learning resources



The Student Portal

Please refer to the Student Guide.

Internet access and computer requirements

In order to take advantage of the online elements of the EMFSS programmes, especially the VLE, all EMFSS students (including those taking Laws courses) must have access to a computer (and/or mobile device) with minimum specifications as listed below. As well as improving access to information and study resources, the website and VLE are your keys to joining the global EMFSS student community.

The computer should have at least the following minimum specification:

- ▶ a web browser (the latest version of Firefox, Chrome, Safari, Opera, Edge or Internet Explorer). This must accept cookies and have JavaScript enabled

- ▶ screen resolution of 1024 × 768 or greater
- ▶ a reliable internet connection, with sufficient bandwidth to play video content
- ▶ at least 2.4GHz processor, 2GB RAM and 512MB graphics card to play video smoothly
- ▶ a speaker or headphones.

And the following applications installed:

- ▶ a word processor that accepts Microsoft Word formats (docx)
- ▶ a PDF reader (e.g. Adobe Reader)
- ▶ a spreadsheet program that accepts Microsoft Word formats (.xlsx).

Most smartphone and tablet browsers will also be able to access the course materials.

As with all websites, the higher the bandwidth of your internet connection, the smoother your experience of accessing the online resources will be.

The virtual learning environment (VLE)

The VLE will form an important part of your study experience with the University. It has been designed to support you while you are studying and to help you meet fellow students. The VLE provides:

- ▶ Course materials: Subject guides and other course materials available for download. In some courses, the content of the subject guide is transferred into the VLE and additional resources and activities are integrated with the text.
- ▶ Readings: Direct links, wherever possible, to essential readings in the Online Library, including journal articles and e-books.
- ▶ Video content: Including introductions to courses and topics within courses, interviews, lessons and debates.
- ▶ Screencasts: Videos of PowerPoint presentations, animated podcasts and on-screen worked examples.
- ▶ External material: Links out to carefully selected 3rd-party resources
- ▶ Self-test activities: Multiple-choice, numerical and algebraic quizzes to check your understanding.
- ▶ Collaborative activities: Work with fellow students to build a body of knowledge.
- ▶ Discussion forums: A space where you can share your thoughts and questions with fellow students. Many forums will be supported by a 'course moderator', a subject expert employed by LSE to facilitate the discussion and clarify difficult topics.
- ▶ Past examination papers: We provide up to three years' of past examinations alongside *Examiners' commentaries* that provide guidance on how to approach the questions.
- ▶ Study skills: Expert advice on getting started with your studies, preparing for examinations and developing your digital literacy skills.

Note: Students registered for Laws courses also receive access to the dedicated Laws VLE.

University of London email address

Your University of London email service allows you to carry out all standard email actions, such as sending, receiving and forwarding email, adding attachments and creating folders for storing and organising messages.

The Online Library

The first place to go to access library resources remotely is the University of London's Online Library, which has a homepage dedicated to EMFSS students to enable you to access the most relevant resources quickly. Read the Student guide to find out more about the kinds of resources it can offer, or visit the EMFSS gateway at

www.external.shl.lon.ac.uk/res/subjects/index.php?group=emfss

If you are taking a Laws course you will also have access to databases of cases and up-to-date statutes and all the key academic law journals, as well as multidisciplinary datasets and websites.

A step-by-step guide on how you should log in to each database is available from the 'Databases' page in the Online Library. Typically you will be able to use your Portal login details to access these databases; however, for articles within ABI/INFORM, Cambridge Journals Online, Dawson Books eBooks Collection and the House of Commons Parliamentary Papers you will be required to use an Athens login. Information on how to register for Athens can be found at:

<http://tinyurl.com/uolathens>

A separate account is required to use Casetrack (a Laws database). To get access, please email

onlinelibrary@shl.lon.ac.uk

with your full name and student registration number.

The LSE Library

EMFSS students may have reference access to the LSE Library during its normal opening hours, although there are restrictions during LSE's examination periods. This does not include access to the LSE Library's electronic collection. Material from the Course Collection, however, is not available to International Programmes students during LSE term time. During the Christmas and summer holidays, you are welcome to enter the Course Collection to refer to material. During the Easter holidays, material is available through the Library's fetching service at the Main Service Counter. You are advised to check the Library website for information about dates and opening hours in term time and during holidays:

www2.lse.ac.uk/library/home.aspx

To gain entry to the Library you will need the following:

- ▶ United Kingdom resident International Programmes students: personal ID (preferably photo ID, e.g. passport, driving licence, etc.) and proof of address (e.g. utility bill, bank statement) that is not more than three months old.

- ▶ Non-United Kingdom resident International Programmes students: current passport or national ID.
- ▶ A letter from the LSE Office for the University of London International Programmes confirming your status as an EMFSS student.

Buying and selling textbooks

You will be expected to buy at least one textbook for each course that you study. If you cannot find the recommended textbooks in local bookshops, you can order them online. A list of bookshops that International Programmes students have found useful can be found on our website at:

www.londoninternational.ac.uk/booksonline

You can also log in to the VLE and from the homepage click on the 'Connect with fellow students' button - here you will find a forum called 'Buy & sell used textbooks'.



Assessment



Examinations

Examinations are an important part of your life as a student and you will find guidance and study tips that relate to them in the Study Skills section of the VLE. The following information aims to guide you through the administrative aspects of the examination process, including submitting coursework and making an examination entry through to receiving your results.

Each full course is examined by one three-hour written paper (with some exceptions).

Each half course is examined by one two-hour written paper. A few courses also have a coursework

requirement – which is noted in the appropriate Course Information Sheets and in the Subject Guides. Two different papers are set for each course every year, traditionally called 'Zone A' and 'Zone B', to reflect general time zones. Each of these papers examines the same syllabus to the same standard and is given at the same time on the same day.

Remember, you may enter for an examination when you are ready. You do not have to take examinations each year but, if you decide to, the University must receive your examination entry by **1 February** in the year of the examination. Unseen written examinations are usually held in **May** and **June**.

Further details can be found in the Student guide.

Answering the correct number of questions

On the front of each examination paper you will find 'Instructions to candidates' which tell you the number of questions you must answer. It is very important that you follow these instructions precisely, and answer the number of questions required.

This might sound obvious but each year Examiners are amazed at the number of candidates who answer too many or too few questions. Some candidates think that if they answer more than the required number of questions they will earn extra marks – this is not true. Candidates

actually disadvantage themselves if they attempt to answer more than the required number of questions, because it means that they are limiting the time they have available to spend on their answers to the correct number of questions.

Examiners who mark these papers are instructed to mark the first answers that appear in the answer booklet which meet the required number of questions. If you do extra, they will not mark all questions attempted and then select the best marks.

Sometimes in an examination you may start to answer a question, find that you run into difficulties and then switch to another question. In this case, you should cross through the answer that you have discarded so that it is not marked. Examiners are not mind-readers: they will mark the first questions in the answer booklet that they come to.

The **exceptions to this advice** are for five Mathematics examinations:

MT3170 Discrete mathematics and algebra

MT3041 Advanced mathematical analysis

MT3042 Optimisation theory

MT3043 Mathematics of finance and valuation

MT2116 Abstract mathematics

For these papers, you are permitted to answer more than the required number of questions; the Examiners will mark all answers and use the answers with the best marks to meet the required number. You are still reminded that you need to spend enough time on each question to ensure that you do your best.

Use of calculators in examinations

Where the use of a basic calculator is allowed in an examination, it must comply in all respects with the specification given in the General and Programme Regulations.

You will not be asked to perform any calculations that require the use of a scientific calculator. This surprises some candidates as they think it will be impossible to perform certain calculations required in, for example, the **FN3023 Investment management** course. Should any calculations be required which cannot be solved using a basic calculator, the Examiners will provide you with any information that you need.

Taking a calculator which does not comply with the General and Programme Regulations into an examination is an assessment offence.

Absence from examinations

If you have entered for examinations but decide that you are not ready to take one or all of them you will forfeit your examination entry fee and you

will simply be marked as absent. Not turning up does not count as a fail or as an attempt at the examination.

Plagiarism

The International Programmes employs the use of similarity checking software and your work may be submitted to this service. The software helps Examiners to identify poor academic practice or potential plagiarism in students' work.

Submission of coursework

If you are taking **IS1060 Introduction to information systems, IS2182 Innovating digital systems and services, IS2184 Information systems management** or **IS3139 Software engineering: theory and application** you must submit coursework or a project in addition to sitting an unseen written paper. To complete these courses you must sit the unseen written paper and submit the coursework in the same year. If you do not do this you will receive a result of 'attempt incomplete' and this will count as one of your three attempts at the examination for that course.

If you are taking course **IS3159 Research project in information systems** you must submit coursework or a project only.

You must send a printed copy of your work to the Student Assessment Office by **1 May**. As long as the post mark is before **1 May**, work will be accepted regardless of the date

that it arrives at the University of London. Along with a printed copy of your work, you must submit your coursework via the VLE by **1 May**.

You will receive an acknowledgement email once the coursework has arrived at the University of London.

Further information on the submission of coursework, including how to carry out a plagiarism check before submitting your work, can be found in the **Completing and submitting coursework and projects booklet**. This guide is available to download from each course page of the VLE where submission of coursework is required.

Apart from any coursework requirements, when you have decided to enter for an examination you must decide where to sit your unseen written papers, remembering always that your examination entry form must be received at the University no later than **1 February** in the year of the examination. You must always sit at a designated Examination Centre.

Prizes

University of London Awards for Academic Achievement, of £100 each, may be awarded at the discretion of the Examiners to students who have achieved a distinguished performance in the examination as a whole.

Letters are sent each year to the student who achieves the top mark in each course.

Marking and assessment

The following table provides information about the marking structure for EMFSS programmes.

Mark (%)	Grade descriptor	Characteristics
90–100	First class	<p>A comprehensive and deep understanding of the subject.</p> <p>Mastery of relevant methods and techniques and an ability to deploy them with flair.</p> <p>Very extensive range and consistent accuracy of information and knowledge.</p> <p>(For qualitative subjects) Exceptional powers of analysis, argument, synthesis and insight. Considerable evidence of extensive wider reading of an appropriate nature and its application in context. Lucid and convincing argument which demonstrates an exceptional degree of independent thinking and critical insight.</p> <p>(For quantitative subjects) An outstanding ability to solve unusual and demanding questions involving application of deep and comprehensive understanding of the subject and its methods.</p> <p>Outstanding presentation and structure.</p>
80–89	First class	<p>A deep understanding of the subject.</p> <p>Mastery of relevant methods and techniques.</p> <p>Highly extensive range and consistent accuracy of information and knowledge.</p> <p>Lucid argument which demonstrates a high degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects) an impressive ability to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods.</p> <p>Evidence of a critical approach to essential reading and an ability to apply this in context with, additionally, some evidence of wider reading.</p> <p>Excellent presentation and structure.</p>
70–79	First class	<p>A thorough understanding of the subject.</p> <p>Deft application of relevant methods and techniques.</p> <p>Extensive range and consistent accuracy of information and knowledge.</p> <p>Clear argument which demonstrates a degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects), a significant capacity to solve more unusual or demanding questions involving application of deep understanding of the subject and its methods.</p> <p>Evidence of a critical approach to essential reading and an ability to apply this in context with, additionally, some evidence of wider reading.</p> <p>Excellent presentation and structure.</p>

Mark (%)	Grade descriptor	Characteristics
60–69	Upper second class	<p>A good understanding of the subject.</p> <p>Competent application of relevant methods and techniques.</p> <p>Wide and accurate range of information and knowledge deployed.</p> <p>Evidence of a critical approach to essential reading (mainly for quantitative subjects)</p> <p>Clear argument which may demonstrate a degree of independent thinking or critical insight (for qualitative subjects) or (for quantitative subjects) some capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.</p> <p>High quality of presentation and good structure (mainly for qualitative subjects).</p>
50–59	Lower second class	<p>A reasonably good understanding of the subject.</p> <p>Knowledge of, and some application of, relevant methods and techniques.</p> <p>A standard, and largely accurate, range of information and knowledge deployed.</p> <p>May rely more on knowledge than on argument or analysis (for qualitative subjects) or may (for quantitative subjects) demonstrate ability to grapple with standard problems but limited capacity to solve more unusual or demanding questions involving application of significant understanding of the subject.</p> <p>Satisfactory quality of presentation, with good structure (mainly for qualitative subjects).</p>
40–49	Third class	<p>An acceptable demonstration of a basic understanding of and competence in the subject.</p> <p>Some knowledge of, and application of, relevant methods and techniques.</p> <p>A basic range of information and knowledge deployed, with some areas of inaccuracy.</p> <p>Arguments and analysis not fully developed.</p> <p>Evidence of essential reading.</p> <p>Acceptable quality of presentation and structure.</p>
30–39	Fail	<p>(For qualitative subjects) Superficial coverage of topics that is descriptive and flawed by many important omissions and/or significant errors.</p> <p>Some understanding evident, but no original thought or critical analysis or ability to grapple with anything other than very routine questions.</p> <p>(For qualitative answers) Disorganisation in structure and poor clarity of expression.</p> <p>Limited evidence of reading of an appropriate nature (for qualitative subjects).</p> <p>Limited competence in core basic techniques of the subject or competence only in a small part of the material (for quantitative subjects).</p>

Mark (%)	Grade descriptor	Characteristics
20–29	Fail	<p>(For qualitative subjects) Little information or information that is almost entirely incorrect or irrelevant. Unacceptably poor structure and clarity.</p> <p>Little understanding evident.</p> <p>Little evidence of reading of an appropriate nature (for qualitative subjects).</p> <p>Very limited competence in core basic techniques of the subject (for quantitative subjects).</p>
10–19	Fail	<p>(For qualitative subjects) Very little information or information that is almost entirely incorrect or irrelevant. Extremely poor structure and clarity.</p> <p>Misunderstanding of significant areas of the syllabus.</p> <p>Very little evidence of reading of an appropriate nature (for qualitative subjects).</p> <p>No competence in most of the core basic techniques of the subject (for quantitative subjects).</p>
0–9	Fail	<p>Nothing presented or completely incorrect information or answers contain nothing at all of relevance.</p> <p>No evidence of understanding.</p> <p>No evidence of reading of an appropriate nature (for qualitative subjects).</p> <p>No competence in core basic techniques of the subject (for quantitative subjects).</p>

Transfers

Sometimes students choose to transfer to another programme of study. This section provides information about these options..



This section should be read in conjunction with the information on 'Changing your programme of study' in the Student guide and the 'Transfer of registration' section in the General and Programme Regulations.

Changing to a new replacement course

In order to keep our programmes up to date we regularly revise syllabuses, subject guides and reading lists and introduce new courses. When a new course is introduced to replace a course that is being retired, we advise you to take the new course wherever possible as the syllabus and subject guide will be a more accurate reflection of current approaches to the subject area. The recommended reading will also be more readily available.

Whether you change to the new replacement course or continue with the existing course, you will keep the same maximum number of attempts allowed at the examination.

You may have passed courses that are no longer available (and are no longer listed in the Programme Regulations); you will still be credited for these courses on the current structures and should refer to the Programme Regulations for more specific details of the credit available for each programme structure.

If you have failed a course that is no longer available for examination, then you must switch to the new equivalent course.

Transferring to another EMFSS programme

You can transfer between degrees, and between routes and paths of the degrees, subject to meeting the conditions in the General and Programme Regulations. You can also transfer between different Graduate Diplomas. You cannot transfer to a Graduate Diploma from a degree, or vice versa.

If you are registered on the Diploma in Economics or Diploma in Social Sciences, you can transfer to the CHES. You can't transfer between the Diplomas or from the CHES to one of the Diplomas.

You will not be able to transfer to another programme once you have met the requirements for the award of the programme you are currently registered on.

If you decide to transfer, you will need to inform us of the programme you want to transfer to either during the continuing registration process, or after you have registered but before you complete examination entry. You can't change programmes once you have a 'live' examination entry, which is once you have completed the online examination entry process and paid the related fees. If you haven't entered for examinations then you can request to transfer programmes at any time in that year.

When transferring between programmes you must refer to the 'Transfer of registration' section in the General and Programme Regulations which gives rules concerning accreditation of prior learning (APL), failed courses/ attempts, and discarding and reviving courses on transfer.

Your first transfer to another programme is free of charge. After your first transfer, a fee will be charged for your second and any further transfers.

Degrees

As well as transferring between different degrees, in a number of circumstances it is also possible to transfer between Standard and Graduate Entry Routes.

When transferring degrees, there are a number of issues you will need to consider. These may include asking questions such as:

- ▶ Will you need to discard any courses you have already passed? You are only allowed to discard a maximum of three courses during your registration, so it's important to consider this when choosing a new degree.
- ▶ Have you failed any courses three times that are prerequisites for compulsory courses on the degree you want to transfer to?

These are just two of the issues to consider when transferring, so before you make a request please ensure you refer to the Programme Regulations in depth, paying special attention to Section 8: Transfer of registration, and to the programme structures in Appendix A.

Certificate of Higher Education in Social Sciences, Diploma in Economics and Diploma in Social Sciences

Successful completion of one of these programmes will enable you to progress to an EMFSS degree. This does not count as your first free transfer, so you will be able to transfer to another degree at a later stage without cost if you wish to do so.

To progress from the CHES or one of the Diplomas to a degree, you should contact us through the enquiry system in your Student Portal after you have received your examination results, leaving enough time to register by **1 November** at the very latest. You should include details of the programme that you want to transfer to. If you are studying at a teaching institution, you should also contact them to discuss your transfer plans.

If you have partially completed one of these programmes and want to transfer to an EMFSS degree, you will need to contact us through the enquiry system to make your request. You should read through Section 8: Transfer of registration in the CHES and Diploma Programme Regulations to see the various ways you can qualify to transfer.

Transfer to the Diploma in Economics or the Diploma in Social Sciences is no longer allowed under any circumstances, as the programmes are being discontinued. If you want to transfer from one of the Diplomas to the CHES, you will need to contact us to make your request, as well as discussing it with your teaching institution.

If you are registered on any other EMFSS programme, you can only be considered for transfer to the CHES if you have not made an attempt at any of the examinations and you can meet the attendance requirements of the CHES.

If you are in a situation where you do not qualify to transfer to the CHES you can apply to cancel your registration and apply afresh. If you do this you will not be able to carry any credit for courses you have already passed.

If you require any further advice or assistance on transferring between the EMFSS programmes then please contact the Registry Team (see the Student guide for contact details).

Study with the LSE

The General Course

If you have completed at least four courses with the University of London International Programmes then you may wish to apply for admission to the LSE General Course. The General Course is an opportunity for an International Programmes student to experience life at LSE, attending lectures and classes for the period of a full academic year of study (October to July).

Important note: A University of London International Programmes student who undertakes a period of one year's study at LSE will still be awarded a University of London degree.

The courses that you undertake at LSE may be credited to your University of London International Programmes degree. If you are interested in pursuing this opportunity, you should contact the University of London Student Services team for guidance on selecting equivalent courses.

This will ensure that all marks can be carried forward and credits applied to your University of London degree.

The tuition fee for 2017–18 will be £18,960 for the year. The fee covers tuition, examination entry, library use, access to all LSE social, health and welfare facilities and Students' Union membership. **It does not cover accommodation or living costs which must be budgeted for separately.**

Three LSE General Course Scholarships, worth £15,000 each, are made available to all General Course students each year. These are awarded on the basis of need.

More information can be found at

www.lse.ac.uk/generalcourse

Applications can be submitted in hard copy and online, but applicants should first consult with their teaching institution and/or the LSE to confirm their suitability for the programme.

For information on how to transfer to another undergraduate International Programme (other than an EMFSS programme) please refer to the Student guide.

Transferring to LSE for undergraduate study

LSE welcomes applications from International Programmes students wishing to transfer to the second year of an undergraduate programme at LSE, but it should be noted that this is not automatic and some departments do not have space in the second year.

Departments will only consider applications from students who are taking the same subjects at Foundation and CertHE level as internal students. Competition is very strong for places at LSE and most students would need to achieve first class marks in all of their courses to stand a realistic chance of being considered for a place.

You may wish to apply for entry to another university in the United Kingdom, further details can be found in the Student guide.

Applying to LSE for a graduate study

Some students who graduate from an EMFSS programme go on to study a graduate-level course at LSE.

What sort of postgraduate programmes are there?

Taught Masters programmes lead to the various awards such as Master of Science (MSc), Master of Arts (MA), Master of Laws (LLM), Master of Research (MRes) and Master of Business Administration (MBA).

Research programmes at the University of London normally lead to the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD). To be awarded a PhD you produce a piece of supervised work that would be suitable for publication and which makes an original contribution to knowledge in a particular field. Research programmes are designed to produce, in the case of LSE, professional social scientists who have developed their skills in a range of social science techniques and methods, in addition to having an in-depth knowledge of a particular area.

Applying to LSE at graduate level

LSE welcomes applications from students who have completed, or are about to complete, their University of London degree. Applications should be made directly to LSE online or via the form that accompanies the graduate prospectus. Up-to-date information about the application process, graduate programmes, programme availability, current processing dates, etc. can be found on LSE's Graduate Admissions website:

www2.lse.ac.uk/study/graduate/home.aspx

English requirements for study in the United Kingdom

Degrees taken through the International Programmes are recognised as United Kingdom qualifications as they are studied and examined in the English language. However, some students will supplement their applications with TOEFL or IELTS scores. If your scores are below the requirements set by the individual academic departments, then this will affect the outcome of the application.

Graduate Record Examination (GRE) and Graduate Management Admissions Test (GMAT)

For some programmes at LSE, the submission of GRE or GMAT scores is compulsory. Some departments accept both, others prefer one or the other. Up-to-date information can be found in the Student guide.

Scholarships

Please see p.25 for details of scholarships that are offered to support graduate study at LSE.

The LSE Summer School

The LSE Summer School welcomes students from the International Programmes, who are eligible for a 15% discount in fees. Each year, nearly 6,000 students from 114 nationalities take Summer School courses at LSE. The participants are a mix of undergraduate and graduate students and professionals from backgrounds as diverse as banking, finance, government service and higher education. This provides for a lively mix in classes and makes the programme a truly international experience.

The programme covers 80 courses over three-week sessions held during July and August and offers a chance to experience condensed versions of LSE courses. It provides a unique opportunity to attend courses with students from around the world, as well as professionals from institutions such as the Bank of England, the Italian Treasury, the European Commission and the World Bank.

Courses are taught by members of LSE faculty experienced in delivering intensive short courses, most of whom will be familiar with the International Programmes. Courses are offered in the following subject areas:

- ▶ Accounting and Finance
- ▶ Economics
- ▶ English language
- ▶ International Relations, Government and Society
- ▶ Law
- ▶ Management.

Although these courses will be similar to the ones offered by the International Programmes, and may even be taught by the writers of subject guides, the syllabuses may not be the same.

Courses are full time and normally consist of 48 contact hours over the three-week period, taking the form of 36 hours of lectures and 12 hours of classes. Lectures will take place for three hours in the morning or the afternoon and are attended by all participants on a course as a single group. Small class groups supplement lectures. They are

an opportunity to work through problem sets or case studies, or present and discuss seminar papers with a teaching assistant.

Assessment for the Summer School is based on the results of either two examinations or a piece of assessed work and an examination to make sure that progress is carefully monitored. Examinations for the Summer School are not compulsory. Academic transcripts of the grades secured will be available upon request. Students who successfully complete the Summer School will be awarded an LSE certificate.

As of 2015, if you complete two three-week LSE Summer School courses and are awarded the graded certificate, passed at grades A+ to C in the final examinations, you may be eligible to apply for accreditation of prior learning (APL) for one unnamed 100 course. The choice of courses must be approved by the LSE Office for University of London International Programmes, so you should contact them in advance of your application to the LSE Summer School. The 'Accreditation of prior learning' section in this handbook contains more details on APL.

See the LSE website for further information about courses and admission procedures, to request a brochure and application form, or to apply online.

www.lse.ac.uk/summer-school

The Summer School office can also be contacted directly:
Tel: +44 (0)20 7955 7227

summer.school@lse.ac.uk



Accreditation of prior learning



On the Standard entry route BSc degrees you may be able to apply for APL (also known as ‘credit transfer’ or ‘exemption’ at other institutions) if you have covered a similar syllabus in the same breadth and depth as part of a previous qualification which has been awarded within the past five years preceding your application. To be eligible to apply for APL you must prove that you have already passed examinations that equate in level, content and standard to the 100 course(s) that form part of your programme. If you are awarded APL you do not then have to take that particular 100 course as part of your programme.

Only Standard entry route BSc degrees offer provision for APL; you should check your Programme Regulations to see if you can apply for APL from the particular 100 courses of your programme.

EMFSS programmes offer automatic APL to students who have already studied a particular course with a specified institution or professional body. More details about automatic APL and a table of accepted qualifications can be found on the website:

www.londoninternational.ac.uk/community-support-resources/current-students/emfss-programme-resources/emfss-accreditation-prior-learning/emfss-automatic-apl/em

If your programme has provision for you to apply, you must make a formal application for all APL (discretionary and automatic). Most students do this at the time they apply for the programme but, as a registered student, you may still apply provided that you have not already made an examination entry for that particular course. If you fail an examination you may not, at a later stage, apply for APL from that course.

To apply for APL you should contact the Admissions Office, and your application for APL must be received no later than **1 October**.

You should refer to your General and Programme Regulations to find out if you are eligible to apply for APL and for details of the particular courses from which you can apply for it. Further information can also be found in the Student guide.

Fees, finances and planning

Detailed information about fees can be found in the Student guide.

In brief:

- ▶ As a general rule, fees paid to the University are not refundable.
- ▶ Financial assistance is not available from the University but often employers will provide assistance.
- ▶ Certain students in the United Kingdom may be eligible for funding or financial assistance schemes.
- ▶ If you study overseas you are advised to check the availability of funding and/or financial assistance schemes in the country in which you are studying.

Managing your finances

Aside from fees that you need to pay the University each year, you also need to manage a budget for books, materials and for less obvious expenses, such as library fees, travel expenses to your Examination Centre and fees that the centre may charge you.

Details of fees for a particular year are published on the International Programmes website:

www.londoninternational.ac.uk/fees

Filling in the following table may help you to plan your expenses for the year.

	When do you need to pay it by?	How much do you need to budget?
Continuing Registration Fee	1 November	
Teaching institution fee (if applicable)		
Examination entry fee for the number of courses you intend to sit examinations for	1 February at the latest	
Allow up to £100 for purchase of books for each course	July to October	
Travel to the Examination Centre		
Examination Centre fees		
TOTAL:		



Scholarships for further study

Two one-year scholarships are awarded annually to students who have successfully completed a degree or a Graduate Diploma/Diploma for Graduates in EMFSS through the International Programmes, and who have also been accepted for postgraduate study at LSE. These are awarded purely on the basis of academic performance in the examinations. To qualify, students will normally have, or expect to have, a first class honours International Programmes degree or a distinction in the Graduate Diploma/Diploma for Graduates. Competition to be granted a scholarship or award is extremely strong.

These scholarships cover full fees and may also include a contribution to maintenance costs. They do not cover any costs incurred during your time as an International Programmes student.

How to apply for a scholarship

If you have applied for entry to a graduate programme at LSE, you should notify the LSE Office for the University of London International Programmes and complete the scholarship application form. Details about how to do this are available at the following link:

www.lse.ac.uk/study/UOLIP/scholarships.aspx

When contacting the LSE Office for the University of London International Programmes, please include your full name, application reference number and the programme you are applying for.

If you are offered a place at LSE you will automatically be sent an application form to apply for a scholarship. You should ensure that you clearly indicate on this form that you are an International Programmes student.

Applying for other sources of financial support if you are offered a place to study at LSE

Information about other sources of financial support for those studying at LSE can be found on the LSE website:

www.lse.ac.uk/intranet/students/moneymatters/financialsupport/home.aspx

For further information on the range of programmes we offer, please visit our website or contact us at:

The Student Advice Centre
University of London
Senate House
Malet Street
London WC1E 7HU
United Kingdom

Telephone +44 (0)20 7862 8360
enquiries.londoninternational.ac.uk

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