

IMEX Students Information:
LSE FACTSHEET
Michaelmas term 2013



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

About the LSE Department of Management

Our mission is to become the premier management department in Europe, and one of the top departments in the world, in both teaching and research.

The department was established in the academic year 2006/2007 and unites four academic units at the School - Employment Relations and Organisational Behaviour; Information Systems and Innovation; Managerial Economics and Strategy and Management Science - into a single department. The objective is to create a world-class environment for multi-disciplinary research on management issues.

Managerial Economics and Strategy Group (MES)

Based on the 5th Floor of the NAB. This Group offers the following MSc programmes:

- MSc Management and Strategy
- MSc International Management (IMEX)

All MES courses begin with the code MN...

Department of Management Central group (DoM)

Based on the 4th Floor of the NAB. This group offers the following MSc/PhD programmes:

- Masters in Management (MiM)
- MSc Management, Organisations and Governance (MOG)
- MSc Management and Economics (M&E)
- MSc Public Management and Governance (PMG)
- Management (Mphil/PhD)

All DoM courses begin with the code MG...

Employment Relations and Organisational Behaviour (EROB)

Based on the 4th Floor of the NAB. This group offers the following MSc/PhD programmes:

- MSc Human Resource Management
- MSc Organisational Behaviour
- MSc International Employment Relations and Human Resource Management
- MSc Employment Relations and Organisational Behaviour (Research)
- Employment Relations and Organisational Behaviour (Mphil/PhD)

All EROB courses begin with the code ID...

Information Systems and Innovation Group (ISIG)

Based on the 3rd Floor of the NAB. The Group offers the following MSc/PhD programmes:

- MSc Management, Information Systems and Innovation (MISI)
- Information Systems and Innovation (Mphil/PhD)

All ISIG courses begin with the code IS...

Management Science Group (MSG) (Formerly Operational Research)

Based on the 3rd Floor of the NAB. This Group offers the following MSc/PhD programmes:

- MSc Management Science
- Management Science (Mphil/PhD)

All MSG courses begin with the code OR...

For more information about the department please visit:

<http://www2.lse.ac.uk/management/home.aspx>

3rd Floor Reception Desk, New Academic Building (NAB)

The DoM Reception Desk, on the third floor of the NAB, acts as the main point for the submission of coursework, collection of materials and sample dissertation loaning. In addition, the desk staff can provide general advice in a friendly and supportive atmosphere. The opening hours of the DoM reception desk during term time are 09.30am – 17.30pm. If you would like to make any comments about the courses or services there is a suggestion box at the desk.

LSE IMEX Exchange Contacts

IMEX Coordinator	Laura Gnata l.gnata@lse.ac.uk Tel/Fax: +44 020 7955 7004
IMEX Programme Director	Prof. Diane Reyniers D.J.Reyniers@lse.ac.uk
School address:	Managerial Economics & Strategy Group Department of Management London School of Economics & Political Science Houghton Street London WC2A 2AE

Term dates:

The official term dates for the Michaelmas Term (Fall) 2013 are:

Thursday 3rd October - Friday 13th December 2013.

Teaching will begin on Monday 7th October 2013 and is continuous over the term.



Information for visiting students - Michaelmas Term 2013

The following information has been put together for students who have been selected to spend a term abroad at the London School of Economics (LSE), attached to the MSc International Management programme, in the Michaelmas Term 2013. During your term at LSE you will be hosted by the Managerial Economics and Strategy Group (MESG) which is part of the Department of Management. Your fellow students in the MESG Group will be participating in the MSc International Management degree.

Visas:

US citizens do not need to apply for a Tier 4 General Student Visa for a period of study of less than 6 months unless you intend to work; instead, you can apply to come to the UK as a 'Student Visitor'.

Please refer to our webpages for information on how to apply for a Student Visitor's visa: <http://www2.lse.ac.uk/study/informationForInternationalStudents/visasAndImmigration/applyingforStudentVisitorVisa.aspx>

If you are not a US citizen please check the UK Border Agency website link to see if you are a 'Visa National'. If you are, you will require a short term visa.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/>

As this is an exchange programme based on reciprocal arrangements there are no fees to pay to LSE so I suggest you put 'reciprocal exchange agreement' in the fees section.

Orientation:

An orientation session will be held at LSE on **Monday 30th September**, further details to follow. This session is aimed at helping you to settle in quickly to your term at LSE. It will give you the opportunity to hear more about the courses being taught and to familiarise yourself with what needs to be done in terms of registration and assessment. This meeting will be followed by lunch with the LSE exchange students. There will also be an evening get together with all MSc students and faculty members of the MES Group. Your attendance on this day is not mandatory although strongly recommended. However, if you know in advance that you will not be attending please let me know when you will arrive so that I can set up an alternative arrangement.

Needless to say, the first few days of term will be fairly hectic so I may not be able to give you a lot of time to go over orientation materials then.



Registration:

So that we may register you as a visiting student at LSE we need a passport size photograph and information as required on the attached form. A decent digital photo is absolutely fine. Once your details have been received you will be formally registered by our graduate admissions department and an LSE ID card which gives you access to the library and IT facilities at the LSE will be prepared ready for your arrival at LSE in September.

Please note that all visiting students are required to have their passport scanned by our Registry team at the start of term. You are required to take your passport to the Hong Kong Theatre during one of the registration sessions where your passport and visa (if applicable) will be scanned. Dates and times will be announced at the Orientation Session.

Course Selection:

As a visiting exchange student you may choose from a wide selection of courses in a large number of departments. We don't ask you to formally register for any course until the end of the second week of term. However, a new system has been introduced which allows us to hold a place on courses you are particularly interested in taking.

You are encouraged to audit as many courses as you can fit in to see if you like them before you sign up. The advantage of this is that you don't end up registered for something in advance which turns out to be something completely different to what you expected. The downside is that you may find some courses are not available to you as they will be already full or simply not offered beyond the particular MSc programme they are intended for. You will be given a lot of guidance and help during orientation week and the first couple of weeks of term on the availability and suitability of courses. I will prepare a list of courses which visiting students have taken successfully in the past.

Please remember that LSE is NOT a business school. Whilst we do have a Department of Management offering a range of management related courses and other departments such as Finance, Economics etc. we are essentially a social science university and you should therefore expect the courses here to be very different to what you are used to. If you have any doubts at all on whether or not LSE is a suitable destination for you please contact me for further advice on what we offer.

You can see a full list of courses offered at LSE by going to the following: <http://www.lse.ac.uk/resources/calendar/courseGuides/graduate.htm>. This is for the 2012/13 academic year. The 2013/14 guide will be available in August.

The courses listed in the guide are in alphabetical order by course code relating to the department they are taught by. E. g. AC = accounting, EH = Economic History, IR = International Relations, etc.

You need to find courses which appeal to you which are taught in the MT, i.e. Michaelmas Term. These can be found by clicking on the course description, checking to see if the course is 'Half Unit' and then looking to see if it is taught in the MT by checking under the heading 'teaching'. It is a rather labour intensive activity but there isn't an easy way of finding courses taught by term courses.

Occasionally a course may be full, particularly if it is a 'core' course for a degree programme, or it may not be possible for you to be assessed on the basis of course work so you should have at least 6 or 7 courses in mind in case you do not get all of your choices. The minimum work load is 3 courses with a maximum of 4.

Timetables:

The timetable is made available in mid-September.

<http://www2.lse.ac.uk/intranet/diaryAndEvents/timetables/Home.aspx>

IT IS YOUR RESPONSIBILITY TO PLAN YOUR PERSONAL TIMETABLE CAREFULLY IN ORDER TO ENSURE THAT THERE ARE NO CLASHES.

Certain combinations of courses may not be possible due to the timetable so it is your responsibility to check the timetable and ensure that your combination of courses will not cause any problems.

IT IS ALSO YOUR RESPONSIBILITY TO MAKE SURE YOU ARE ALLOCATED TO A SEMINAR GROUP.

Assessment:

The LSE exam period is May/June, long after you will have returned to your home school. Therefore assessment for visiting exchange students is based on coursework and attendance and contribution at class/seminar discussions. The format of teaching at LSE is a lecture (usually 1 hour) for the whole group taking the course, with a class/seminar meeting. The class size will be around 15 – 20 students, therefore there will often be more than one class per course and they do not necessarily follow immediately after the lecture. The lecturer may be different to the class teacher.

The assessed course work will usually consist of one or two essays, possibly an exam and/or class presentations. Once you have firmly decided on the courses you wish to be assessed on I will contact the teachers concerned to ensure that they are able to provide a suitable form of assessment. Grading of work takes several weeks so you will not receive your grades until after your return to your home school. Transcripts will be sent to your home school showing grades based on a scale of A – E (A, B and C being a pass).

Grading

Students are generally assessed by coursework (mostly essays) or may have an end of term test in some cases. We grade on the basis of Distinction, Merit, Pass and Fail.

Distinction = over 70% (A)

Merit = 60 - 69% (B)

Pass = 50 - 59% (C)

Fail= Below 50% (D)

Accommodation:

LSE has a limited amount of accommodation to offer students and priority is given to those who are here for the whole academic year, rather than for just one term. Therefore, it will be necessary for you to find a room/flat in the private sector. I can't pretend this is the easiest of things to do but the nearer it gets to the start of term the easier it becomes. The reason for this is that short term lets are not popular with landlords but as the start of term approaches they begin to think it's better to have someone renting their place for one term than not all.

A good source to help you find short term lets is the Loot newspaper, www.loot.com. Be sure to find the short term lettings section though as the regular lettings are for a minimum period of 6 months. www.gumtree.co.uk is another good source. There are also good websites such as www.easyroommate.co.uk and www.spareroom.com which put people in touch with each other for sharing flats. www.britanniatravel.com/halls.html has some short term housing in student halls. A student at LSE in the Lent term 2012 found a very nice place to stay via www.airbnb.com. Nido housing is quite expensive but several students have stayed there and been pleased with the quality and location of their student housing. They say they don't offer short term accommodation but in reality they do as it gets closer to the start of the academic term: www.nidostudentliving.com The LSE website has a section on housing and tips for finding places in the private sector: <http://www.lse.ac.uk/accommodation>

Students coming to LSE are eligible to use the University of London accommodation website too which also has some good tips: <http://www.lon.ac.uk/accom>

Most students are anxious to find somewhere to live which is very close to LSE. However, the area around LSE is not particularly residential and the more immediate areas which do have housing tend to be on the expensive side. Bear in mind that a short bus journey or a few stops on the tube will not take long. Distances between tube stops is fairly short so being 3 or 4 stops away is only around 5 to 8 minutes in time.

Please be cautious when using accommodation websites, there are a number of scams around. Be suspicious of anything which seems very reasonably priced and appears to be central and luxurious. Do not part with any money unless you are absolutely sure of where it is going. If you have any doubts don't hesitate to contact us for advice.

We will pass on any tips on finding accommodation if we receive links from students who have found a place. Please let us know if you find somewhere which can accommodate others so it can be passed on to other visiting students.

More information:

You can find more information on the students' pages of the LSE website: <http://www2.lse.ac.uk/intranet/students/home.aspx>

Internship/Careers

Exchange students have access to all the services offered by the LSE Careers Service during the term that they are here.

This includes careers information on the website, the online vacancy board, one-to-one careers advice, CV feedback, careers seminars and practice interviews.

You can access these services once you have formally registered at the LSE (usually in late September).

Students are encouraged to take advantage of the range of events organised by the Careers Service, including career fairs, workshops, company presentations and skills sessions and to apply for internships which are promoted by the School.

Most internships are posted on our online vacancy board which you can access via My Careers Service.

LSE Careers Service
Floor 3, Tower 3
London, WC2A 2AZ
Tel: +44 (0)20 7955 7135; Fax: +44 (0)20 7955 6846
Opening hours:
Mondays to Thursdays: 10am - 5pm; Fridays: 11am - 5pm
General queries: careers@lse.ac.uk.

Library

Your LSE student card is also your Library card. No additional registration with the Library is required.

Visit the Library Welcome Point at the beginning of term for general information, your student guide, and other freebies. Staff are available to answer your questions.

You can download a podcast and get started with all the information you need on the Library website at: <http://www.lse.ac.uk/library/orientation/>

Use our Library Catalogue to locate books and journals. Locations are illustrated on an electronic map: <http://catalogue.lse.ac.uk>

Sign up to a course about how to find items from your reading list, and other training events from across the School, at <http://training.lse.ac.uk/>.

Staff at the Help Desk on the first floor are available for any enquiries about using our collections and electronic resources.

You can also contact the Library with the online enquiry form:

<http://www2.lse.ac.uk/library/enquiriesandfeedback/email.aspx>

Living Expenses

The following links give more detailed information about the cost of studying in the UK.

<http://www.studentcalculator.org.uk/international/>

<http://www.ukstudentlife.com/Ideas/Articles/Cost.htm>

<http://www.monetos.co.uk/service/student-life/>

The LSE's very general estimate of minimum living costs for the 2011/12 academic session is £1000 per month. This would mean a total of £9,000 for a 9 month programme and £12,000 for a 12 month programme. However, this can only be a very general estimate as how much you spend is up to you.

Housing: Depending on the area, costs can range from £120 per week (for a room in a shared house further out of London) to £200 (for a room which is more central). A small apartment near to the centre of London can be found for around £300 per week.

Transport links in London are excellent so we recommend students consider looking at areas not right in the centre. The University of London website has information on various areas around London and the transport zone they are in.

<http://housing.london.ac.uk/cms>

Transport: Costs for the underground and buses vary from one zone to another, with zone one being the most central. A monthly travel pass in zone 2 would be approximately £99 per month and in zone 3 about £116 per month. Once fully registered at LSE students may apply for a student travel card which will reduce fares by around 30%.

Food and Entertainment: It is extremely difficult to be specific about living costs as London is a very tempting place to spend a lot of money on eating out and entertainment. It is possible to live reasonably cheaply if you shop wisely by using local markets for fresh foods and supermarkets for basics. Local 'corner shops' are much more expensive on the whole.

Setting up a Bank Account

<http://www2.lse.ac.uk/intranet/students/moneyMatters/bankAccounts/home.aspx>

British banks have introduced strict regulations about opening bank accounts. Security procedures have been implemented which can lead to delays for students who try to open an account on arrival in the UK.

The bank will ask you to provide documentation that confirms some or all of the following details:

- Your identity
- Your student status
- Your London address
- Your overseas address

Different banks require different forms of documentation and it is very important that you allow for delays in obtaining these.

International students may also consider reading over UKCISA's tips for opening a bank account in the UK.

http://www.ukcisa.org.uk/student/bank_account.php

Student support services

International Student Immigration Service (ISIS)

We provide detailed advice on our website which is updated whenever the immigration rules change and you can also come to our drop-in service in the Student Services Centre reception. We run workshops to advise students applying to extend their stay in the UK and in complex cases we can also arrange an individual appointment for you.

We can advise you on the following:

- Applying to extend your stay in the UK
- Applying to come to the UK to study from overseas
- Switching immigration categories
- Immigration implications if you need to interrupt your studies or retake your exams
- Correcting the end date of your visa if there has been a mistake
- What to do if your visa application is returned as invalid or is refused
- Registering with the police
- What to do if your passport is lost or stolen
- Travelling in and out of the UK

For more information including drop in times and dates of workshops go to:
www.lse.ac.uk/isis

Useful contacts

<p>Accommodation LSE Accommodation Office (V210) - deals with everything related to LSE Halls of Residence, and can assist students in finding private-sector accommodation. T: 020 7955 7531 E: accommodation@lse.ac.uk</p>	<p>Legal Affairs Citizens Advice Bureau (CAB) - offer free, confidential, impartial advice. www.nacab.org.uk http://www.citizensadvice.org.uk or www.adviceguide.org.uk/</p>
<p>University of London Accommodation Office - information and advice about private accommodation in London. T 020 7862 8880 www.lon.ac.uk/accom/</p>	<p>British Council - more information about studying in the UK. www.britishcouncil.org.uk T 0161 957 7755 general.enquiries@britishcouncil.org</p>
<p>Shelter - provides advice about all housing issues, including homelessness. 24 hour service. T 0808 800 4444 www.shelter.org.uk</p>	<p>The Department for Education and Skills (DFES) - information about fee status and government policy on international students. www.dfes.gov.uk/international-students</p>
<p>Health NHS Direct - nurse-led helpline providing confidential healthcare advice and information. 24 hour service. T 0845 4647 www.nhsdirect.nhs.uk</p>	<p>Money Worries LSE Financial Support Office - for students experiencing financial hardship. T 020 7955 7751 financial-support@lse.ac.uk www.lse.ac.uk/admin/financial-support</p>
<p>Samaritans - offers confidential, emotional support to any person who is suicidal or despairing. 24 hour service. T 08457 909090; jjo@samaritans.org</p>	<p>Commission for Racial Equality - can provide advice and assistance in cases of racial discrimination. www.cre.org.uk</p>
<p>Nightline - Confidential listening support and information for students in London 020 7631 0101 listening@london-nightline.org.uk</p>	<p>Lesbian, Gay, Bisexual & Transgender (LGBT) Students London Lesbian and Gay Switchboard - 24-hour information, support and referral service. 020 7837 7324</p>
<p>Relate - advice about relationships. Check the website to find your local centre. T 0845 1 30 40 16 www.relate.org.uk</p>	<p>International Students UKCOSA - www.ukcosa.org.uk the best advice service for international students.</p>
<p>Sexual Health- The Family Planning Association UK's leading sexual health charity working to improve the sexual health of all people throughout the UK. www.fpa.org.uk; T 0845 310 1334 National Aids Helpline: T 0800 567123</p>	<p>Students with Children LSE Nursery Parish Hall, St Clements Lane Tel: +44 (0)20 7955 6392 Email: Nursery@lse.ac.uk</p>