Welcome to the 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 GMIM exchange contacts

<table>
<thead>
<tr>
<th>Postal address</th>
<th>Global Master’s in Management Office, Department of Management, LSE, Houghton Street, London WC2A 2AE, United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web</td>
<td>LSE Department of Management <a href="http://www.lse.ac.uk/management/home.aspx">http://www.lse.ac.uk/management/home.aspx</a></td>
</tr>
</tbody>
</table>
| Programme Director (GMIM programme) | Prof Sandy Pepper  
Email: a.a.pepper@lse.ac.uk |
| Academic Director (CEMS/MBA exchanges) | Dr Christine Cote  
Email: c.cote@lse.ac.uk |
| Programme Team | Ashley Thomas  
Programme Manager (GMiM, CEMS and MBA exchanges)  
Maxine Westley-Lowe  
Programme Administrator (CEMS and MBA exchanges)  
Jean-Michel Villot  
Programme Administrator (GMiM core programme)  
Team email: dom.gmim@lse.ac.uk |
| LSE Erasmus | For Erasmus queries please email the Erasmus Team: erasmus@lse.ac.uk  
LSE Erasmus code: UKLONDON020 |
| How to contact us | The GMiM team is based on the 4th Floor of the New Academic Building, 54 Lincoln’s Inn Fields, London WC2A 3LJ.  
Students may email dom.gmim@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-12.30pm and 2.30-4.30pm. |

## Nomination and registration

### Nomination from Partner Universities

**Term 1:** We require all partner universities to nominate students via our online form by no later than **1 May 2018**. Programme managers are required to email Ashley Thomas (dom.gmim@lse.ac.uk) once they have completed this, to confirm their school’s nominations are complete.

**Term 2:** We require all partner universities to nominate students via our online form by no later than **1 July 2018**. Programme managers are required to email Ashley Thomas (dom.gmim@lse.ac.uk) once they have completed this, to confirm their school’s nominations are complete.

### Student registration and enrolment requirements

**Term 1:** Around **15 May 2018** a welcome email will be sent directly to nominated students containing further instructions for completing online enrolment.  
Nominated students will need to complete our Online Exchange Student Data form by **31 May 2018**.
### Student registration and enrolment requirements

Term 2: Around 15 July 2018 a welcome email will be sent directly to nominated students containing further instructions for completing online enrolment.

Nominated students will need to complete our Online Exchange Student Data form by 31 July 2018.

### Required documents

- Nomination from University Programme Manager
- CV
- Online Exchange Application
- Proof of English language proficiency
- Copy of valid passport (students who require a visa)
- Degree transcript (students who require a visa)
- Passport photo (jpeg preferred)

### Language requirements

The language of instruction for all courses at LSE is **English**. Students should be nominated who 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.

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. The most common qualification is the IELTS test. English tests must be less than two years old by 01 October 2018 (term 1 students) or 01 January 2019 (term 2 students).

As guidance, our minimum language entry requirement for students (who are not a national of a majority English language speaking country) is any one of the following:

- IELTS with 7.0 overall, or higher (IELTS is the preferred English language test for exchange students coming to the LSE)
- TOEFL iBT 100 (or higher)
- PTEA 65 overall
- Cambridge English Scale 185 overall

For a full list of accepted English language proof please view [here](#).

Students will be asked to supply evidence of their English proficiency when completing the Online Exchange Registration form.

### English for Academic Purposes

If English is not a first language the Language Centre is on hand to give students advice and support throughout their time at LSE. The 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.

Contact the LSE Language Centre for more information: [http://www2.lse.ac.uk/language/Home.aspx](http://www2.lse.ac.uk/language/Home.aspx)

### Visas and immigration

International Student Visa Advice Team (ISVAT)

ISVAT are designated advisers at LSE who can help with questions you may have about your immigration options to attend the CEMS term abroad or MBA Exchange.

As the exchange is less than six months, students from outside the EU are advised to apply for the Short-term Student visa. This allows you to study in the UK for six months.
Visas and immigration

Depending on your nationality you can either request to enter the UK as a Short-term Student when you arrive at the border or will need to apply for your visa before travelling.

To find out more about the Short-term Student visa and whether you need to apply before you travel to the UK, please read the following web page: https://info.lse.ac.uk/current-students/immigration-advice/visas-for-short-term-exchange-students

You may be considering applying for a Tier 4 (General) visa with the aim of completing an internship at the end of your exchange. The length of Tier 4 visa you will receive will not be sufficient to complete any work at the end of your exchange, plus the rules are much stricter. For this reason, we recommend the Short-term Student visa for exchanges of less than six months.

If you cannot find the answer to your question after reading the guidance, you can contact ISVAT using their online query form https://info.lse.ac.uk/current-students/immigration-advice/secure/isvat-query-form. If you have not yet received your LSE ID number, please enter “2018000000” in the LSE ID number box.

Other sources of advice:
Official government advice can be found at: https://www.gov.uk/browse/visas-immigration/student-visas

For non-LSE specific advice you can also refer to the UK Council for International Students Affairs (UKCISA) website.

Programme dates (MBA exchange)

<table>
<thead>
<tr>
<th></th>
<th>Michaelmas Term (Term 1)</th>
<th>Lent Term (Term 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and orientation</td>
<td>Wednesday 26 September 2018</td>
<td>Friday 11 January 2019</td>
</tr>
<tr>
<td>Teaching</td>
<td>Monday 1 October 2018 to Friday 14 December 2018</td>
<td>Monday 14 January 2019 to Friday 29 March 2019</td>
</tr>
</tbody>
</table>

Programme dates (CEMS MIM)

<table>
<thead>
<tr>
<th></th>
<th>Michaelmas Term (Term 1)</th>
<th>Lent Term (Term 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Friday 07 September 2018</td>
<td>Wednesday 9 January 2019</td>
</tr>
<tr>
<td>Orientation</td>
<td>Wednesday 26 September 2018</td>
<td>Friday 11 January 2019</td>
</tr>
<tr>
<td>Teaching</td>
<td>Monday 1 October 2018 to Friday 14 December 2018</td>
<td>Monday 14 January 2019 to Friday 29 March 2019</td>
</tr>
</tbody>
</table>
### 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 possible for students to take courses outside of the prescribed list

3. Many courses have limited availability or are very popular; therefore, it may not be possible for students to successfully be enrolled 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. Some courses have group projects and others are based on individual performances such as essays, weekly submissions etc.

### Course guides and regulations

We will provide the updated LSE course regulations (with elective course listings) for all exchange students in Summer 2018.

Exchange students can expect to have over 40 course options each term including electives on offer from the departments of Management, Finance, Accounting, Psychology, International Development, Economics, Government, International Relations, Geography, Philosophy, and the European Institute.

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. Course guides for the academic year 2018/19 will be available in late August.

**NB.** The mode of assessment outlined in the course guides usually indicate examinations to be taken during the summer term. Visiting students will not be required to sit summer term assessments, instead alternative assessments will be arranged to be taken during the term.
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.

3. All students are required to maintain a full time student status and must therefore take 2 units worth of courses (equivalent to 30 ECTS credits).

4. If a visiting student wishes to take more or less than 2 units worth of courses, prior authorisation must be obtained from the home school Programme Manager and the LSE GMIM Programme Manager. Additional courses over the value of 2 units cannot be taken unless a student will fail to meet home school requirements.

5. Students cannot drop courses at any point in the term after the official course selection window closes.

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**Course selection**

The official LSE course selection is undertaken using the School’s online portal, LSE for You. Students can also choose their seminar times using the LSE for You seminar sign-up system. Students will not have access to LFY until they have activated their LSE IT account.

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**MBA exchange**

Michaelmas Term (Term 1):

- 4 x 0.5 units
- 0.5 unit = 7.5 ECTS
- Total ECTS: 30

Lent Term (Term 2):

- 4 x 0.5 units
- 0.5 unit = 7.5 ECTS
- Total ECTS: 30

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**CEMS**

Michaelmas Term (Term 1):

- CEMS Compulsory Global Business Strategy MG464 (7.5 ECTS)
- + 3 x 0.5 elective units (7.5 ECTs per unit)
- Total ECTS: 30

Lent Term (Term 2):

- The Business Project (15 ECTS)
- CEMS Compulsory Global Management Practice MG463 (7.5 ECTs)
- 1 x 0.5 elective unit (7.5 ECTS)
- Total ECTS: 30

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**Assessment and grading**

Students are generally assessed via a combination of essays, group projects and end of term exams.

Visiting students will sit all assessments during the term they are in, i.e. term 1 or term 2. The GMIM team will arrange this on behalf of visiting students.

**Grading:**

The LSE grading system is based on Bad Fail, Fail, Pass, Merit and Distinction, the percentage thresholds are listed below.

<table>
<thead>
<tr>
<th>Mark</th>
<th>LSE Grade</th>
<th>Exchange Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% and over</td>
<td>Distinction</td>
<td>A</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>Merit</td>
<td>B</td>
</tr>
<tr>
<td>50 – 59%</td>
<td>Pass</td>
<td>C</td>
</tr>
<tr>
<td>(x+1) - 49%</td>
<td>Fail</td>
<td>D</td>
</tr>
<tr>
<td>0 - x%</td>
<td>Bad Fail</td>
<td>F</td>
</tr>
</tbody>
</table>

The School have put in measures to ensure internal marking is consistent and of an appropriate standard.
| Assessment and grading | 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.  

NB: Re-sits options are not available for visiting students |
| Assessment dates | **Term 1:**  
Although all courses will end by 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 and by post.  

**Term 2:**  
All courses will end by **Friday 29 March 2019**, and students will be expected to have completed all assessments by this deadline.  

Please note it is compulsory for all Term 2 CEMS students to be present for the business project presentation. These presentations will take place in the week of **Monday 29 April 2019** to Friday 3 May 2019. Term 2 CEMS students will need to decide whether to remain on campus until the business projects presentations are complete or to go back home and then return for the presentations. |
| Timetable | The [LSE Course Timetable](#) is made available in September. Students will not be able to view the [LSE Course Timetable](#) until they have activated their LSE IT account.  

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. |
| Teaching format | The teaching style at LSE is normally in the form of lectures (with the entire class) and also smaller seminar groups (usually maximum of 15 students) to facilitate in-depth discussion and analysis. |
| Contact hours | Teaching contact hours at LSE can vary depending on the courses taken.  

Most courses (not all) are made up of 1.5 hour lecture + 1.5 hour seminar x 10 weeks of teaching.  

Therefore typically, a visiting student taking 4 courses (2 units) will have a total of 120 teaching hours for the exchange term. However, as mentioned above this can vary significantly depending on courses taken.  

It is not possible for the GMIM 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. |
| Attendance | Students are expected to attend all lectures and seminar classes. Attendance at seminars is compulsory and is recorded on LSEforYou. Any student who is absent on two consecutive occasions or is regularly absent without good reason will be automatically reported to the Exchanges Programme Office. |
| Auditing courses | It is sometimes possible for students to audit courses during their term at LSE.  

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.  

Students cannot request to switch to auditing student status on a course they have officially registered on part way through the term. |
Transcripts

Hard copy transcripts will be sent directly to the home school Programme Manager who will then distribute copies to students.

Grades for visiting CEMS students will also be recorded at [www.cems.org](http://www.cems.org)

**Term 1 students:**
Transcripts will be sent out by the end of February 2019

**Term 2 students:**
Transcripts will be sent out by the end of May 2019

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**Studying at LSE**

We encourage you to connect with fellow visiting exchange students and our LSE exchange students through our Exchange Student Facebook Page/Housing Exchange page. This will give you the opportunity to seek tips on finding accommodation in London from our LSE exchange students. It will also give you the chance to find shared accommodation with other visiting exchange students.

Unfortunately, the LSE Accommodation Office is not able to offer rooms at any of the LSE residences. Instead visiting students are encouraged to look for private housing options.

Email: [private.housing@lse.ac.uk](mailto:private.housing@lse.ac.uk)
Tel: +44 (0)20 7955 7531
LSE Accommodation Office website: [http://www.lse.ac.uk/lifeAtLSE/accommodation/home.aspx](http://www.lse.ac.uk/lifeAtLSE/accommodation/home.aspx)

**Private Housing Service**
[http://www.lse.ac.uk/lifeAtLSE/accommodation/privateHousing/findingPrivateHousing/find.aspx](http://www.lse.ac.uk/lifeAtLSE/accommodation/privateHousing/findingPrivateHousing/find.aspx)

**LSE Studentpad** is the School's online private housing database. Registration is free, and can be searched for suitable properties: [LSE Studentpad](http://www.lse.ac.uk/lifeAtLSE/accommodation/privateHousing/findingPrivateHousing/find.aspx)

You are able to create a LSE Studentpad account prior to receiving your LSE ID number by entering ‘GMiM’ into the LSE ID/Staff Number field.

[Uniplaces](http://www.lse.ac.uk/lifeAtLSE/accommodation/privateHousing/findingPrivateHousing/find.aspx) is a platform which can help you find student accommodation in London. Please visit their webpage here for more information.

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**Living and studying in London**

The LSE website provides some useful information for students arriving to study in the UK: [http://www.lse.ac.uk/intranet/students/yourFirstWeeks/International-Students.aspx](http://www.lse.ac.uk/intranet/students/yourFirstWeeks/International-Students.aspx)

LSE’s very general estimate of minimum living costs is **£1300 per month**. This can only be a very general estimate, however, how much you spend is up to you. London can be as expensive as your individual tastes dictate.

Please also see: [http://www.lse.ac.uk/lifeAtLSE/London-life/Living-costs.aspx](http://www.lse.ac.uk/lifeAtLSE/London-life/Living-costs.aspx)

It is important that you do not underestimate the costs involved. Underestimating the costs may have a detrimental effect on your academic performance and in some cases results in students withdrawing from their programme, or incurring heavy debts.

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

- [UK studentlife](http://www.lse.ac.uk/intranet/students/yourFirstWeeks/International-Students.aspx)
- [Student calculator](http://www.lse.ac.uk/intranet/students/yourFirstWeeks/International-Students.aspx)

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**Student Societies**

**LSE Students’ Union**
There are more than 200+ societies available at the LSE Student Union. Please see the opportunities available [here](http://www.lse.ac.uk/intranet/students/yourFirstWeeks/International-Students.aspx).
### Graduate Management Society (GMS)

The Graduate Management Society (GMS) is the professional networking group for the London School of Economics, Department of Management.

The main goal is to help students get the most out of their time at the LSE by helping to develop strong social and professional networks. If you are interested in finding out more about the GMS and upcoming activities, please like/follow their Facebook page [here](#).

### Social Activities

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GMIM Presessional Activities</strong></td>
</tr>
<tr>
<td>Visiting exchange students are invited to attend the social activities that are organised as part of the presessional timetable for our LSE GMIM students. Please do join so you can meet our LSE GMIM students and become a part of the LSE Community.</td>
</tr>
<tr>
<td><strong>Graduate Management Society Mixers</strong></td>
</tr>
<tr>
<td>These are scheduled regularly throughout term and provide another chance for visiting exchange students to meet LSE GMIM students and LSE alumni!</td>
</tr>
<tr>
<td><strong>Global Master’s in Management Networking Evening</strong></td>
</tr>
<tr>
<td>Along with LSE GMIM students, visiting exchange students have the exclusive opportunity to attend this event and network with various organisations.</td>
</tr>
<tr>
<td><strong>CEMS Club</strong></td>
</tr>
<tr>
<td>CEMS Club will organise social activities throughout each term to build a strong CEMS Community here at LSE. If you are a CEMS student, please join the CEMS Club London Facebook page <a href="#">here</a>. Previous activities organised include theatre trips, secret brunches, and a Christmas party.</td>
</tr>
<tr>
<td><strong>MBA X Club</strong></td>
</tr>
<tr>
<td>MBA X Club will organise social activities throughout each term. Giving MBA Exchange students opportunities to connect and make the most of their time at LSE. Previous activities organised include theatre trips, UK day trips, and dinners.</td>
</tr>
</tbody>
</table>

### Student Roles

#### Staff Student Liaison Committee Representatives (SSLC)

SSLC Reps are a crucial part of LSE Students’ Union. More than 400 SSLC Reps are elected by their student peers to represent them during the academic year and to liaise with LSE departmental staff in the Staff Student Liaison Committees.

SSLC Reps ensure student concerns are addressed and students have a say in the running of their programme. They raise issues about the quality of the programme and the experience as an LSE student, including the things they love and the things they want improved. SSLC Reps also ensure that the department listens directly to student feedback and that issues are resolved as swiftly as possible to improve your teaching and learning experience.

**SSLC, GMS, CEMS Club, and MBA X Club**

If you wish to be involved with organising social activities and/or becoming an SSLC representative throughout your time at LSE. Information on how to apply for these roles will be communicated to all visiting exchange students from May 2018.

### LSE services

#### Student intranet

[http://www.lse.ac.uk/intranet/students/home.aspx](http://www.lse.ac.uk/intranet/students/home.aspx)

#### Healthcare in the UK

**Am I eligible for treatment on the NHS?**

You are typically eligible for free treatment on the NHS if you fall into one of the following categories:

- You are a UK resident
- You have a Tier 4 visa and have paid the immigration health surcharge
### Healthcare in the UK

- You applied for your current visa before the immigration health surcharge was introduced in April 2015
- You are an EU/EEA student with an European Health Insurance Card (EHIC).

Non-EU students on exchanges of less than six months will not be entitled to free NHS treatment. You will need to obtain private medical insurance from your home country before travelling.

EU students should ensure they have a valid EHIC card before travelling to the UK to access emergency treatment.

This list is not exhaustive. For further information about access to healthcare for international students, please visit the [UK Council for International Student Affairs (UKCISA) website](https://www.ukcisa.org.uk) or contact the [LSE International Student Visa Advice Team (ISVAT)](mailto:isvat@lse.ac.uk).

### Information for international students

#### Non-EU Nationals

Overseas students on full-time courses lasting six months or longer are usually eligible for NHS treatment. The [Health and healthcare pages](https://www.ukcisa.org.uk/services/healthcare-and-health-insurance) from UKCISA and the [NHS website](https://www.nhs.uk) are good places for overseas students to find information about UK health services and eligibility for NHS care.

Even if you are eligible for NHS treatment you may have to pay for prescription medicines. Your doctor or local pharmacist can advise you.

#### European Economic Area (EEA) nationals

It is a requirement that that EEA students and their family members have Comprehensive Sickness Insurance (if they are not also in the UK as a worker or as a self-employed person). Up-to-date information on Comprehensive Sickness Insurance can be found on the [UKCISA web pages](https://www.ukcisa.org.uk). Most EEA citizens can use an EHIC card (obtained in their home country before travel to the UK) to access NHS health care whilst in the UK providing they are in the UK on a temporary basis. For more information please visit [EU and EEA Nationals](https://www.ukcisa.org.uk/services/healthcare-and-health-insurance).

#### Private health insurance

You may decide to take out private health insurance during your stay in the UK. There are many companies who provide a range of private services. LSE is unable to make recommendations about the best private health insurance provider for your needs.

### LSE Careers Service

Visiting students have access to all the services offered by the 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.

Students can access these services once officially registered at LSE at the start of term.

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.

For any queries, either register on to the [LSE CareerHub](https://careerhub.lse.ac.uk) or email careers@lse.ac.uk

### LSE LIFE

LSE LIFE is the School's new centre for academic, personal, and professional development. It is the place to come for all undergraduate and taught master's students for support, guidance, and ideas about how to succeed in your studies and extend your learning and discovery outside the classroom.

LSE LIFE has an in-house team of specialist study advisers, on-hand to help Monday to Friday, 10:00 - 18:00. You will also find research specialists from the Library, English-language experts from the Language Centre, and career advisers from LSE Careers at certain times of the week.
<table>
<thead>
<tr>
<th>LSE Language Centre</th>
<th>Visiting students have access to the LSE Language Centre facilities during the exchange term. For further information students should visit: <a href="http://www.lse.ac.uk/language/Home.aspx">http://www.lse.ac.uk/language/Home.aspx</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>LSE Library</td>
<td>Your LSE student card is also your library card. No additional registration with the library is required. <a href="http://www2.lse.ac.uk/library">http://www2.lse.ac.uk/library</a></td>
</tr>
</tbody>
</table>
| LSE Disability and Wellbeing Service | Disability and Wellbeing Service  [http://www.lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService/home.aspx)  
Access features at LSE venues: [DisabledGo guide](http://www.lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService/home.aspx) |
| LSE Students’ Union | [https://www.lsesu.com/](https://www.lsesu.com/) |