

Postgraduate Course Selection and Timetables FAQs

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Section A: Course selection

Q1. What courses am I permitted to take?

The [LSE Calendar](#) is an online resource that contains programme regulations and course descriptions for all courses taught at LSE. You can use the Calendar to:

- 1) Check your [programme regulations](#) as they will tell you which courses are compulsory for your programme, and which optional courses you might be able to choose.
- 2) Read the [course guides](#) to find out more about every course including teaching arrangements, academic content, assessment, readings, and survey results from past students. You can also view introductory course videos by following the links in the course guides.

In some cases, you may also be able to view course content from previous years by enrolling on courses on [Moodle](#).

[Course Finder](#) lets you browse available courses. You can search by keyword, department or by assessment type. **You cannot select your courses via Course Finder and must choose your courses in [LSE for You](#).**

Your home department will provide you with guidance about your course selection. Each department may manage course selection processes slightly differently, so make sure you attend any relevant information sessions and read any guidance carefully.

Q2. Who can give me advice on which courses to choose?

You will be assigned an Academic Mentor at the start of the academic year who can discuss your course selection options with you. They may also be responsible for approving your course selections to ensure you meet all of the requirements for your degree programme. If you would like advice on which courses to take, you should get in touch with the Professional Services Staff in your home department and your Academic Mentor as early as possible. If you have questions about how the courses you select might relate to your future career goals, you could also consider speaking to [LSE Careers](#) for advice.

Q3. What is the difference between a half unit and a full unit course?

A half unit course typically runs for just one term - either the Autumn (first term) or Winter Term (second term) and usually comprises around 20 hours of teaching (lecture/seminar or similar) over 10 weeks. A full unit course typically runs for both the Autumn and Winter terms and usually comprises 40 hours of teaching (lecture/seminar or similar) over 20 weeks. The course guide for each course will indicate the number of units and teaching term(s) for each course.

Q4. Why can't I access Course Finder in LSE for You?

[Course Finder](#) is only available to LSE students who will be attending teaching this academic year. It is not available to students on an interruption, or non-enrolled students taking resit or deferred assessments only. If you are a new student, you will need to have submitted all of your admissions paperwork and completed online pre-enrolment to be able to access Course Finder.

Course Finder is available from September each year until the end of each course selection period, but you will only be able to access it once you have set up your LSE IT account. You can set up your LSE IT account during online pre-enrolment.

If you completed online pre-enrolment today, please check the system again tomorrow as this usually needs 24 hours to update.

If the above doesn't apply to your situation and you are still experiencing problems with Course Finder, please contact tech.support@lse.ac.uk.

Q5. How do I make course selections or change my course selections?

You can find out how to select and change your course selections in [LSE For You](#) and in section 5 of the [Course Selection and Timetables Guide for Postgraduates](#).

Q6. How many courses should I select?

Depending on your programme of study, you will normally take either four or five units worth of courses for a full-time postgraduate degree. You should, however, check your [programme regulations](#) to see how many courses you need to take for your degree. These courses you select will comprise both full and half units.

You can only apply for courses up to the unit value required for your programme. You cannot select more courses than you need in [LSE For You](#).

Q7. Do I need to sign up to take compulsory courses, such as a dissertation?

Yes, you must register for compulsory courses in LSE for You, (for example, dissertations). The checkboxes for the compulsory courses for your programme should already be selected, but you will still need to 'submit' these selections in order to register for these courses on the system. LSE for You will automatically accept your registration request for your compulsory courses.

Q8. Can I take additional courses?

As a postgraduate student, you can only take courses up to the unit value that is required for your programme. It is not possible to take more courses than this, with the exception of non-degree language courses. These can be taken alongside your programme teaching at an additional cost.

Auditing is an arrangement whereby you enrol on the course on Moodle and attend the lectures for the course, but do not undertake any assessment for it. The Course Leader must give permission. If you are interested in auditing a course, please discuss this with your Academic Mentor in the first instance.

Q9. How are places allocated on controlled access courses?

If a course is controlled access, this means that applications to take the course need to be approved by the department offering the course. Some controlled access courses also have a limited number of places (a cap). If you are offered a place on a controlled access course, you must accept this offer within 48 hours, otherwise the offer will automatically expire.

You can find out more about controlled access courses in the [Course Selection and Timetables Guide for Postgraduates](#). Each department allocates places on courses slightly differently. For information about the allocation processes for courses outside of your department, you should refer to the [controlled access courses webpages](#).

Q10. Who should I contact with queries about controlled access courses?

If you have any questions about the allocation method for a controlled access course, please see the [controlled access courses website](#), where you can find information about the course allocation processes in each teaching department. If you have any further questions, please get in touch with the department that runs the course or speak to a member of staff in your home department.

Q11. Can I take a course which is outside of my programme regulations?

You can apply for outside options where your [programme regulations](#) permit, though this is always subject to approval by your home department and to capacity constraints on the course. When selecting your courses, you will be given the opportunity to provide a "supporting statement" for your course selections. You are strongly recommended to do so if your course selections fall outside your [programme regulations](#).

You can find out more about selecting courses in Section 5 of the [Course Selection and Timetables Guide for Postgraduates](#).

Q12. How many times can I change my courses during course selection?

You can change your courses at any point during the course selection period before the deadline. There is no limit to how many times you can change your courses. If you make any changes to your course selection, your home department will need to approve your course selection again.

Q13. What should I do when I am offered a place?

You should accept or decline the offer as quickly as possible. After 48 hours (excluding the weekend) the offer will be withdrawn if not accepted. A quick response from you will help other students who may be waiting to hear if they can be offered a place on the course and vice versa. This is particularly the case for controlled access courses and courses with a cap.

Q14. I've accepted an offer on a course! How do I sign up for a seminar group?

Departments may manage their seminar allocations differently. You should consult the department responsible for the course(s) that you have registered for. In most cases, you may select a seminar group while there is space available. You can sign up to seminar groups using the Online Graduate Seminar Sign-up option in [LSE for You](#). Step-by-step instructions can be found in Section 6 of the [Course Selection and Timetables Guide for Postgraduates](#).

Seminar groups typically have 12-15 students. You will not be able to select a particular seminar group once it reaches capacity. Where this happens, you should select another seminar group. In some cases, students may be asked to change groups to assist other students with clashes. Access to a preferred seminar group cannot be guaranteed.

Q15. Can I change courses after the deadline has passed?

You should always aim to finalise your courses by the [course selection deadlines](#).

Please refer to the [Course Selection and Timetables Guide for Postgraduates](#) for information on what to do if you need to make changes to courses after the deadline has passed.

Q16. When should I contact Student Services about Course Selection?

You should contact the Student Exams and SSC Support Team if you are experiencing any problems with your course selection on LSE for You which can't be answered by the FAQs above, the [Course Selection and Timetables Guide for Postgraduates](#) or staff in your home department. You should also contact the team if you are returning from interruption and need advice about the course selection process.

The team runs drop-in sessions to answer your course selection questions. During the busy start of term this can be the quickest way to get any queries answered.

Drop-In sessions will begin on Wednesday 11th September 2024 and continue until the end of the Autumn Term course selection period on Friday 11th October 2024. Sessions will take place via Zoom three days a week, Mondays, Wednesdays and Fridays from 14:30 - 15:30. Students must book on to one of these sessions via the Calendly link [here](#).

Alternatively, you can get in touch by [submitting an enquiry](#).

Section B: Timetables

Q1. How do I understand the information on the master timetable?

You can view the timetable of every course in the current academic year on the [teaching timetable webpage](#). The Timetable, viewed by course code, contains a list of departments and their abbreviated forms. In order to view the timetable for a course, you will need to know the department code. Below is a list of department codes and the corresponding department name.

AC	Department of Accounting	IR	Department of International Relations
AN	Department of Anthropology	LL	Law School
DS	Data Science Institute	LN	Language Centre
DV	Department of International Development	MA	Department of Mathematics
EC	Department of Economics	MC	Department of Media and Communications
EH	Department of Economic History	M	Department of Management
EU	European Institute	MY	Department of Methodology
FM	Department of Finance	PH	Department of Philosophy, Logic and Scientific Method
GI	Gender Institute	PB	Department of Psychological and Behavioural Science
GV	Department of Government	PP	School of Public Policy
GY	Department of Geography and Environment	SP	Department of Social Policy
HP	Department of Health Policy	SO	Department of Sociology
HY	Department of International History	ST	Department of Statistics

For guidance on how to view and access the information you need in the timetable, you should refer to the [Postgraduate Course Selection and Timetables Student Guide](#).

Q2. Where can I find my personal timetable?

Personal timetables are published in [Student LSE for You](#) at the end of September. You need to be fully enrolled and have set up your IT account in order to see your timetable. For guidance on how to access your personal timetable, you should refer to Section 7 of the [Postgraduate Course Selection and Timetables Student Guide](#) and to the [Timetables webpages](#).

Q3. Why can't I see my personal timetable in Student LSE for You?

Personal timetables are published at the end of September on [Student LSE for You](#). You need to be fully enrolled and have set up your IT account in order to see your timetable.

Q4. Why are courses missing from my personal timetable in Student LSE for You?

Please contact the department responsible for the course you are missing. Course allocation is controlled by the teaching department responsible for each course.

Q5. Why are my compulsory courses not showing on my timetable?

This is probably because you have not selected your compulsory courses on [LSE For You](#). Even if only one course is shown as an option for a paper, you still need to select it to complete your course selection.

Q6. Can I change the seminar group I have been allocated?

If you need to change the seminar group that you have been allocated to, you should get in touch with the department that teaches the course directly. If you have signed up to a seminar group yourself, you can make changes on LSE for You, as long as there is still space in the other groups.

You should be aware that this is at the discretion of the department running the course and you may need to provide evidence justifying the need to change seminar group. It is at the discretion of each department to define what reasons are valid for a group change. If you have any questions, please get in touch with the teaching department for the course directly.

For more information about Seminar Sign-Up, please refer to Section 6 of the [Postgraduate Course Selection and Timetables Student Guide](#).

Q7. Can I take two courses which have clashing teaching?

You should avoid selecting courses and/or seminars that create timetable clashes, seeking guidance from your Academic Mentor if you need advice on selecting alternative courses.

Q8. Where can I see the timetable if I have not yet enrolled?

You can only see your personal timetable when you have enrolled at LSE, as you will need your LSE username and password to access the [timetable webpages](#).

If you have not yet enrolled, you should refer to the [timetable webpages](#) where the lecture and seminar timetable will be published around mid-August each year.

Q9. When will changes to my personal timetable be updated and how will I be notified?

Changes should be updated immediately on your personal timetable in [Student LSE for You](#). However, the online timetable will be refreshed overnight and will not show last minute modifications. You will be sent an email notification if your timetable changes.

Q10. Can I view my timetable in the Student Hub?

Student Hub allows you to view your timetable on your mobile, tablet and computer. If you sign up for Student Hub, when your personal timetable is published on [Student LSE for You](#) it will automatically sync to your in-app calendar.

Student Hub is available on iOS, Android and [laptop/desktop](#).

If you have any questions about the Student Hub, please get in touch with the [Student Hub team](#) using the feedback form available in-app on iOS, Android and desktop.

Q11. When should I contact the Timetables Team?

Contact the [Timetables Team](#) if you are experiencing any problems with your personal timetable which are not answered by the FAQs above or the [Postgraduate Course Selection and Timetables Student Guide](#).

Q12. What are the academic terms and dates?

The academic year consists of three terms:

- Autumn Term (AT): September – December
- Winter Term (WT): January - April
- Spring Term (ST): May - June

There are 11 weeks per term for both Autumn and Winter terms. Courses often operate with a Reading Week in Week 6 of Autumn Term and Week 6 of Winter Term. Reading Weeks provide you with a break from lectures and seminars to allow you to catch up on readings and assessments. Please refer to the LSE website for the 2024/2025 LSE [Term Dates](#) and an [overview of teaching weeks](#).

Q13. What are the different types of teaching?

- Lectures – for academic year 2024/25, lectures will be delivered in person.
- Seminars – seminars are a compulsory part of the postgraduate teaching and learning experience at LSE. The maximum class size is normally around 15 students to facilitate small group discussions. You should only attend the seminars for the seminar group that you are assigned to, and your class attendance will be recorded for each session.
- Workshop – workshops are similar to classes and seminars in the way they are run.

If you want to understand how each course is structured, please see the relevant course guides in the [Calendar](#) for full details.

Q14. Which teaching rooms on campus / off campus have a name as well as a room number?

Most LSE rooms are known by their number, with the first three characters denoting what building they are in and the following character(s) denoting the floor of that building that they are on. For example, CLM 2.02 is in 'CLM' building (Clement House) on the second floor, in room 02. There are a few exceptions to this:

(Rooms with names rather than numbers):

Old Building:

OT - Old Theatre

VAR - Vera Anstey Room

Cheng Kin Ku:

CKK.LG.01 - Wolfson Theatre

CKK.LG.03 - Thai Theatre

CKK.LG.08 - Sheikh Zayed Theatre

CKK.LG.09 - Alumni Theatre

Clement House:

CLM.G.02 - Hong Kong Theatre

Peacock Theatre:

PT - Peacock Theatre

Centre Buildings:

CBG.1.01 - Sumeet Valrani Lecture Theatre

CBG.2.01 - Yangtze Lecture Theatre

CBG.B1.02 - Malaysia Auditorium

CBG.G.01 - LSE Lecture Theatre