![LSE - The London School of Economics and Political Science logo]

Welcome to the Department of Sociology

MPhil/PhD Handbook

lse.ac.uk/sociology

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Department of Sociology

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About your department

Established in 1904, and the oldest Sociology Department in the UK, we are committed to empirically rich, conceptually sophisticated, and socially and politically relevant research and scholarship. Based at one of the world's leading social science universities, we champion a critical sociological imagination to lead the new intellectual areas, and address social problems and ethical dilemmas that face our society today. Our research is organised in clusters around four priority areas.

Research Clusters

Economic Sociology

This cluster unites scholarship associated with economic sociology, science and technology studies (STS) and the sociology of risk regulation, and our work has particular strengths in addressing research questions that require a combination of concepts and methods from these sub-disciplines. We draw upon a range of classical and contemporary social theory to explore topics such as the social life and politics of money, the history of financialisation, the impact of digital technologies on time poverty and speed, consumption, marketing and creative industries, and formation of art markets. Our economic sociology is concerned with how technologies and cultures of expertise shape institutions, cultures, money and markets. We explore risk regulation in the light of broader concerns for organizational processes and techniques of governance. In addition, we draw on economic sociology and STS in order to investigate phenomena such as digital money, everyday technologies and labour. Lastly, we study scientific fields and practices, particularly in the areas of bioscience and medicine.

Politics and Human Rights

This cluster builds on a strong intellectual tradition in LSE Sociology. Research focuses on: the social bases of political parties and movements; the theory and practice of human rights; democracy and participation in states, firms and civil society organisations; political ideologies, including liberalism and neo-liberalism, socialism, conservatism secularism and cosmopolitanism; political violence, including war and its opponents, transitional justice, trauma and the investigation of atrocities; and the politics of cities and housing. Colleagues use comparative, historical, case-based, ethnographic, critical, post-colonial, and institutionalist methods and approaches.

Associated with LSE Human Rights, this cluster has regular research seminars, dedicated postgraduate degrees in both Political Sociology and Human Rights, and a lively programme of public events.

Social Inequalities

This cluster brings together colleagues working on multiple dimensions and crystallisations of social inequality, including class, race and ethnicity, gender, and age, to critically analyse contemporary challenges across the globe. Driven by an awareness of the dramatic increase in economic inequality in recent decades associated with contemporary capitalist models, we develop new paradigms and methodologies for the sociological analysis of inequality. We are especially attracted to developing relational perspectives on inequality which draw on intellectual currents including field analysis, social network analysis, science studies, material culture studies, feminism, and critical race theory. Our research uses both quantitative and qualitative methods, including ethnography, social network analysis, and multiple correspondence analysis. We directly collaborate with LSE's International Inequalities Institute, which is a major global presence in inequality debates.

Urban Sociology

The Department of Sociology has a distinctive cluster of urban sociologists and ethnographers, who work alongside urban designers and planners to address the dynamism of urban transformations.

Processes of urbanisation are examined in relation to global systems of power and regulation, cultural hierarchies and subversions, and forms of association and exclusion. Current research interests include pronounced conditions of urban inequality, the role of housing in an era of dispossession, the practice of new media and technology in global contexts, cross-disciplinary explorations of architecture and cultural space, and the configurations of migrant urbanisms. The LSE Cities research centre, co-located within the Sociology Department and the School of Public Policy, brings together interdisciplinary and applied research and teaching activities. LSE Cities' core focus is on space and society, the environment and climate change, and urban governance, and it employs innovative social, spatial, and visual approaches to analyse contemporary urban conditions and to conceptualise urban futures.

Researching Sociology blog

Researching Sociology is the Department of Sociology's blog. It was first established by a group of PhD students in 2013, used as a forum to share research and ideas.

Since then, it has evolved into a hub for both our academics and our students; a space to discuss sociology of all varieties, sociological understandings and reflections on current affairs, and experiences of studying or teaching sociology.

Read the blog here: **Researching Sociology @ LSE | Encouraging debate and discussion; and responding to the social world**

If you have an idea for a blog post, contact the **Researching Sociology blog editorial team** with a brief outline. It's always better to get in touch first, before writing the whole post. Contact details for all Department staff can be found here: **People (lse.ac.uk)**

LSE Human Rights blog

LSE Human Rights blog is a student-led project based in LSE Human Rights. It is a place for open discussion of ideas, events, and critical views on the topic of human rights – whatever the term means to you.

Read the blog here: **LSE Human Rights | A student-led blog from LSE Human Rights**

Anyone is free to contribute ideas for articles to the blog. LSE MSc Human Rights students and members of the LSE Human Rights Doctoral Network are welcome to join the Editorial Team. If you are a student interested in joining the editorial board, just send an email to **humanrights.blog@lse.ac.uk**

The Sociology Research Seminar Series

The Sociology Research Seminar is the main venue for scholars at the Department to present work in progress and features innovative sociological research from a variety of perspectives.

The seminars are open to Sociology staff and students and are held in room STC S219. They are a key part of our research culture and you are strongly encouraged to attend them.

The latest schedule can be found here: **Research Seminar Series**

LSE Sociology Departmental Conference

The annual Sociology Conference showcases highlights from the department's research, particularly spotlighting the work of upper-year PhD students and recent graduates. This is also a precious opportunity for faculty members from respective clusters to introduce the department at large to some of the projects they are working on. The central aim of the Conference is to strengthen LSE Sociology's research culture and community.

The conference is usually held in the Autumn Term. The organizing committee includes Sociology research students and academic staff from each cluster. A call for new organizers is made annually.

Information about the previous conference is available **here**. If you would like to get involved, please email the **Sociology Conference organising committee**.

The Charles Skepper Room – PhD study room

The Department has approximately twenty desks and computers, as well as a networked printer, dedicated to research students. These can be found in room STC S221.

Department kitchen

PhD students are also welcome to use the departmental kitchen and have lunch in the kitchen, which is located in room STC S220. Please keep the kitchen clean and tidy at all times and remember to load and unload the dishwasher or wash up and put away anything you use. It is not the job of cleaners or professional support staff to do this.

Study areas

There are a number of study areas around the School including LSE Library, Centre Building, Cheng Kin Ku Building, Sir Arthur Lewis Building and Saw Swee Hock Student Centre.

The GTA Office – private meetings space

The GTA office (STC S214) is a quiet, private space that has been made available for private meetings. While priority is given to GTAs for teaching and preparation, bookings outside of these designated slots are welcome. During non-term periods, all PhD students can sign up to use the office at any time. To access the sign-up system, managed by the PhD student community, please contact your Academic Reps.

The Robert McKenzie Room – departmental events space

The Robert McKenzie Room (STC S219) is a department-managed space primarily used for departmental meetings and events.

When not in use, the room is available for quiet study.

To reserve the room for student-run events such as reading groups, research seminars, brown bag lunches, blog editorial meetings and conference organizing team meetings, please contact the **professional services team**.

Employment during your studies

Part-time or temporary work may be necessary to boost your bank balance, but it is also an opportunity to improve your CV and develop the skills and experiences that graduate employers look for.

LSE allows 20 hours of part-time work per week in term-time and always ensure you prioritise your academic work if committing to a part-time job.

More information and School advice on employment during your studies can be found here: **Part-time work (lse.ac.uk)**

The Department employs a number of Graduate Teaching Assistants each year to teach on our Undergraduate Programmes. PhD students are invited to apply for these positions in the Spring Term, and if successful, start teaching in Autumn Term of their 2nd year.

Communication within the Department and within the School

Email

Please bear in mind that email is used in the Department and throughout the School as the standard form of communication.

It is therefore essential, once you have set up your LSE email address, that you check it regularly. Please note the Department will not send email to LSE students at non-LSE email addresses. If you wish to use a non-LSE email address you will need to set up your account to have your LSE emails directly forwarded to your non-LSE address.

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail **mail.lse.ac.uk** or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email set up".

See the IT service desk web page for more details at: **Data and Technology Services (lse.ac.uk)**

Both Academic and Professional Service staff aim to reply to individuals within five working days during term time. Please do not expect an immediate reply. Professional Service staff aim to provide an initial response or acknowledgment to questions or concerns within three working days. If you need help quickly, please email **sociology.phd@lse.ac.uk** and mark your email as urgent.

In person

Members of the Department can always be contacted during their office hours.

If you want to request a different time for a meeting, please contact the staff member via email. Contact details for all staff can be found on the Departmental web page: **People (lse.ac.uk)**

Student Hub

Download the Student Hub, LSE's student app, available on IOS and Android app stores or as a web app.

Student Hub provides your timetable, events and key academic dates all in one place. You can receive notifications about timetable changes and view upcoming deadlines.

You can also use it to connect with friends, peers and the LSE community.

There is a helpful campus map and regular updates so you can keep up with news and events from across the School.

You can follow the Department of Sociology on the Hub to keep up to date with what's happening in the Department. Search for Sociology to find us.

Social media

The Department is active on social media, which is often the first place we share news and events. To keep up to date on what's happening in the Department you should follow us. We are on Facebook, Instagram, LinkedIn and Twitter.

⬜	**LSE Sociology**	⬜	**@lsesociology**
⬜	**@lsesociology**	⬜	**Department of Sociology, LSE**
⬜	**Department of Sociology, LSE**		

Research student supervision

The supervisory relationship

The student-supervisor(s) relationship is the core of the doctoral programme. It is a professional relationship, in which both parties have obligations and responsibilities. Please speak to your supervisor in the first instance about any concerns you may have, but do not hesitate to reach out to any of the doctoral programme team if you feel the need. The Department recommends that there is an annual meeting at the start of each year to discuss working practices and to review how the supervisory relationship will work over the next academic year. If you have any concerns that cannot be addressed via these routes, please speak to the Doctoral Programme Director.

"Team" supervision

LSE operates "team" supervision for its research degrees. All doctoral students will have two supervisors, in some cases more than that. Supervisors should in the first instance be permanent LSE faculty. In exceptional circumstances, one member of the supervisory team may be from outside LSE – though the primary supervisor must be a permanent member of the LSE faculty. In cases where the student's co-supervisor or second supervisor is from outside the Sociology Department, it is recommended that a third 'advisor' from Sociology join the team to assist the student with departmental procedures.

The Department has two supervisory models:

• "primary" and "secondary" supervisor;

• "joint" or "co-" supervisor.

In the case of joint supervision, the norm is for the student to meet with both supervisors at most supervisory meetings, though this can vary where agreed. A supervisory plan should be developed at the start of each academic year to make it clear to all parties how supervisory arrangements will operate.

Where there is a primary and secondary supervisor, both may have the necessary expertise to oversee the student's work, but the secondary supervisor may be pre- Major Review or have specialist knowledge related to one aspect of the student's research. In the case of the former, the second supervisor will be mentored by the primary supervisor, who will take an active role in supervision. Alternatively, in the case of the later, the second supervisor plays a substantive role but a lesser one than a joint supervisor – they might, for example, be helping with a particular subsection of the thesis. In either case, a supervisory plan should be developed at the start of each

academic year. The team should consider how differences in supervisory input will be addressed if the student is meeting with supervisors separately.

Primary and Co-supervisors are responsible for submitting necessary paperwork to the Department and the PhD Academy "Joint" supervisions occur when supervisors have equal and complementary skills (for instance, one with a theory perspective, the other with particular expertise in methods or context).

Establishing basic working arrangements in the supervisory team

During the first meeting with the doctoral student, there should be a discussion of how supervision will operate, including supervisory styles; respective roles and responsibilities (for monitoring progress, offering feedback, etc.); how supervisory meetings can best be organised/attended/recorded. A written record of this discussion (drawn up by the student and agreed by supervisors) should be kept as a reference point.

Any arrangements made will need to be periodically reviewed and re-negotiated when appropriate.

PhD log

The PhD Log is used by the School to monitor student engagement. Completion of the Log to record attendance at supervision meetings is compulsory. Student and supervisor can also log notes recording progress and actions if they wish, or they may prefer some other means. Log entries are initiated by the student and then reviewed by their supervisor. You should also lodge a copy of how supervision will operate on the PhD Log.

Changes to supervisor(s)

As student's research develops, it may be the case that the supervisory team could be reorganised to reflect change of topics, staff turnover, or for some other reason. The Department will endeavour to be supportive, and students are encouraged to speak to their supervisors and/or the DPD, who will take the final decision on supervision arrangements. Please note that any changes depend on alternative supervisors being available and cannot be guaranteed. Changes will be registered by the DPD with the PhD Academy.

If you have a concern about any aspect of supervision

Ideally, you should initally discuss concerns with your supervisor so you can come to an amicable agreement about how to address your concerns. Where this has not resolved issues, where supervisors do not respond after at least two email requests, or if the student feels unable to raise issues directly with the supervisor, then the student should contact the DPD (or deputy DPD). The DPD will discuss student concerns on a confidential basis and if appropriate liaise with supervisor and student to seek to resolve issues informally and amicably.

If the situation is still not resolved, then the DPD will confer with the Head of Department, who will seek to reach a satisfactory arrangement. Please rest assured we will take student concerns seriously and we encourage you not to keep worries to yourself.

Using your Voice – Student representation

Committees and Student Representation

Each term, a number of meetings give staff and students the opportunity to discuss issues relating to their programme of study and wider School issues.

Staff-Student Liaison Committee

Student representatives from each degree programme are elected in the first two weeks of Autumn Term to represent the views of their peers at their departmental Staff-Student Liaison Committees (SSLC).

The Department has a Research Programme Student-Staff Liaison Committee (RPSSLC), which deals with academic concerns and issues affecting students in the Department. This is a key consultative forum and includes elected student representatives from the programme, it usually meets once per term and is chaired by the Doctoral Programme Director.

Normally in attendance are the Department Research Manager, and the student academic representatives.

The RPSSLC also elects one representative to attend the relevant School level Students' Consultative Forum.

One Student Academic Representative will also sit on the Department Research Committee, in order to represent the PhD community and contribute to the research culture of the Department.

School Committees

One student representative from each of the Undergraduate, Taught Graduate and Research Student programmes also serve on the Students' Consultative Fora. The Department will recruit for these posts at the beginning of the Autumn Term.

Student Academic representatives

We work with Student Academic Representatives who sit on the Staff Student Liaison Committees (SSLC) to ensure that your voices are heard, and that we act on your feedback as much as we can. The role of an SSLC representative is central to ensuring that courses and programmes at LSE work effectively.

At the start of the year you will be asked if you would like to represent your programme on the Staff Student Liaison Committee. While the SSLC deals with problems encountered by students, it also allows them to make a constructive contribution to

the life of the Department, airing positive feedback and suggestions for change. Each year group will have at least one representative member of the committee; more information on the process of becoming a rep will be provided during your welcome meeting.

Being a rep is a great opportunity to feedback on behalf of your colleagues and play a vital role in helping the Department shape its practice and provision to the benefit of both the current cohort and future cohorts!

More information on this can be found here: **info.lse.ac.uk/current-students/part-of-lse/student-voice**

LSE Student's Union

The Students' Union is independent from the School. It will help you out if you get into trouble, tell you how you can meet students with similar interests and views, and provide opportunities to have the sort of student experience you want.

Here are some of the ways in which the Student's Union achieves this:

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising

- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society

- Representation – led by a Student Executive, working with representatives across the School, you influence and shape the decisions and direction of the School

- Welfare and student support – independent, legally-trained advice workers offer free, confidential advice when things go wrong, or you need help

You can find out more here: **lsesu.com**
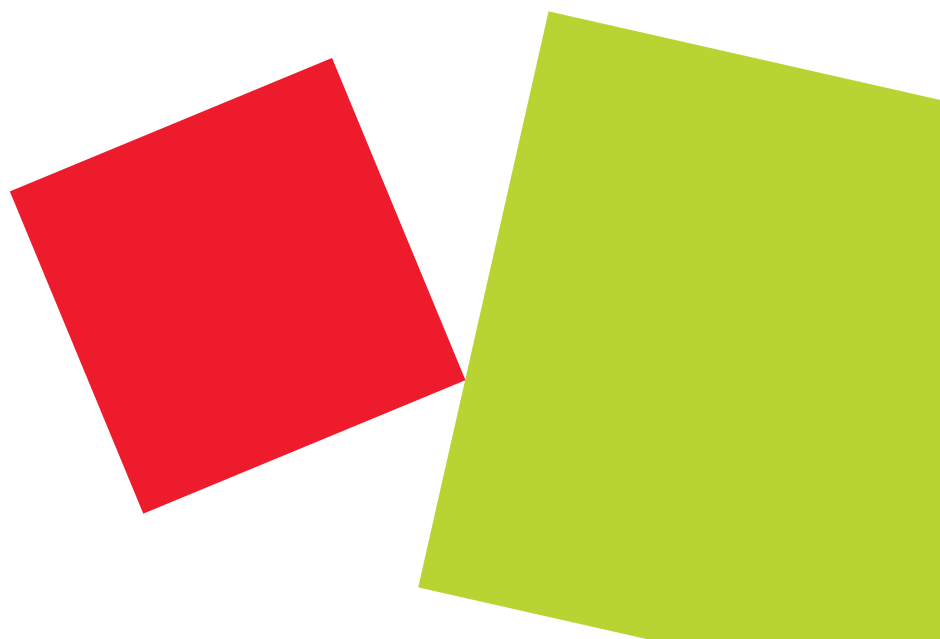
The programme structure

Aims of the MPhil/PhD programme

The doctoral programme runs for four years (full-time). The aim of the doctoral programme is to provide research training and career development in the broadest sense: to reach the highest possible standards in research and fieldwork; in the ability to engage with existing literatures and debates; in theoretical and analytical development; in writing and public presentation of your work; in teaching; in IT and information skills. The evidence and culmination oꜰ all this is the production of an original contribution which attains a professional academic standard: the doctoral examination – conducted by a panel of leading specialist academics – is a judgement by the academic community that you are now a potential colleague, rather than a student.

The best single source of information on doctoral matters is **info.lse.ac.uk/Current-Students/phd-academy**. This site includes regulations and financial support information, as well as all necessary forms and procedures. For all research training and course guides, you should consult the LSE Calendar: **lse.ac.uk/resources/calendar**
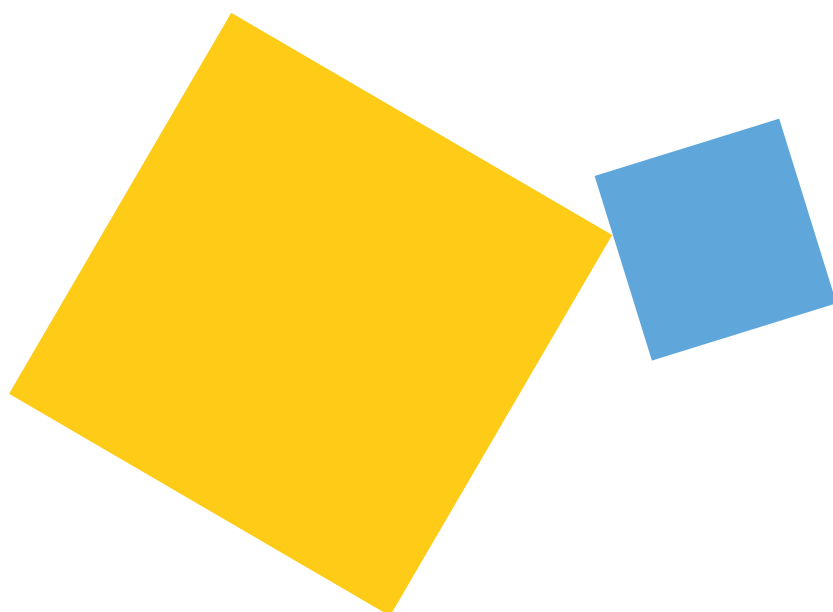
Full-time registration

Year 1

- **SO500:** You must attend these weekly seminars in Autumn Term and Winter Term of the 1st Year. The course is examined with a 10,000-word upgrade package which is due on Friday of Week 6 in AT of 2nd Year. This will be examined by a viva to be held by the end of the AT of the 2nd Year. To assist you with preparations for the upgrade, you will also submit a paper of 5,000 words due 1 May of the 1st Year on which you will get written feedback from the DPD (or an agreed deputy). The formative should be submitted to: 1) SO500 convenor and 2) all supervisors. All students are required to attend and pass SO500 by the end of the 2nd Year.

- Additional courses agreed with your Supervisor for purposes of research training.

Year 2

- **Upgrade:** You will have upgraded by successfully completing SO500. Full-time students must upgrade by the end of their second year.

Year 2-3

- SO501 Data Analysis Workshop. All students are required to take this course once in their 2nd or 3rd years and may wish to take this in both years if this is helpful.

Year 3

- Submission of a third year review package, which needs to be reviewed at a viva by two colleagues (see below for details).

Year 4

- Students will undertake **SO505**, *Becoming a professional sociologist* which will advise about publication strategy, applying for jobs, and completing your studies.

- **Completion:** Full time students must submit their dissertation by the end of their fourth year.

Part-time registration

- SO500: Paper must be submitted no later than Friday of Week 6 in AT of the 3rd Year and the viva will be held by the end of AT of the 3rd Year.

- Upgrade: Part-time students must Upgrade by the end of their third year.

- Completion: Part-time students should submit their dissertation by the end of their eighth year.

It is quite common to start full-time and switch to part-time (or vice versa) one or more times over the course of your programme. Please understand, however, that the switch to part-time registration is governed by School rules. The eligibility criteria for switching to part-time status can be found in the Regulations for Research Degrees and are as follows:

• employed or self-employed where the employment is in excess of 20 hours per week;

• on the basis of a protected characteristic recognised in the Equalities Act 2010 which precludes undertaking full-time study; and

• are not restricted by funding or visa conditions relating to their registration.

Registration period and interruptions

Students are required to submit their dissertation within four years of registration (full-time students) or eight years (part-time students). Periods of leave of absence (e.g. for fieldwork) do count towards the maximum period of registration but periods of interruption do not.

Any student unlikely to submit the thesis by the end of the maximum period of registration will need an extension. The department will only consider these requests where exceptional circumstances have arisen, with clear evidence that only one or two terms will be sufficient to complete the dissertation; the intention is not to allow stalled research to drag on indefinitely. The student must complete the Request for Extensions form available at **info.lse.ac.uk/Current-Students/phd-academy/phd-journey**, obtain and attach a letter from their Supervisor and obtain the Doctoral Programme Director's signature. The form should be returned to the Department Research Manager and will be passed to the PhD Academy who will pass it to the Chair of the Research Degrees Sub-committee (RDSC) for final approval.

LSE regulations also require a minimum period of registration before a student is allowed to submit a thesis: two academic years for full- time students, and three years for part-time students.

Students are required to remain in continuous registration, and to remain in residence in London until they have completed their minimum period of registration. Residence outside London or the UK (other than leave of absence for field work) is only permitted if the minimum residence requirement has been met and with the agreement of the Supervisor, and approval by the Doctoral Programme Director and Chair of the RDSC. The request form can be found at **info.lse.ac.uk/Current-Students/ phd-academy/ phd-journey**

Interruptions

Students are allowed to interrupt their studies for a maximum of two years (which is only extended in exceptional circumstances). Periods of interruption do not count towards maximum or minimum registration allowances. If you are unable to carry out your studies fully for any reason (medical, personal, employment) you are strongly advised to discuss with your Supervisor the possibility of interrupting. It is unlikely that retrospective interruptions will be permitted, and you will have to make a clear case for why you could not have foreseen the need to interrupt in advance.

Summer vacations

During the summer, outside of term time, you are considered a registered student, continuing your studies during each summer; this is therefore not vacation time. You can request one short vacation (of up to 4 weeks) during each summer vacation in years 1 to 3 (or 1 to 7 if part-time). This does not normally apply in the summer of your final year when you are expected to be completing your thesis for submission.

Vacations during the summer must be agreed with your Supervisor, and confirmed to the Department Research Manager, in good time before you plan to leave. Final agreed vacation periods should be notified to the PhD Academy (**phdacademy@lse.ac.uk**).

Vacation periods cannot be used as a reason for needing to extend your maximum period of registration in order to complete your thesis. Further guidance on term dates, vacations and working during your study can be found **here**.

The supervisory relationship

Responsibilities of research students

- It is the student's responsibility to initiate meetings with Supervisors. Students should submit written work regularly to their Supervisors as agreed between them.

- Students should discuss with their Supervisors any ethical and risk issues which are raised by their research plans which will then need to be approved through a formal ethics review.

- If supervisors do not respond to meeting requests after one month during term time, students should notify the DPD.

- Students should plan their work in order to meet the various deadlines for Upgrade and completion. It is not a requirement for supervision to be provided over the summer, though this may be agreed where it is useful.

Responsibilities of supervisors

Full-time students have the right to see their Primary or Co-Supervisors at least three times a term in the first year and at least twice a term thereafter. Part-time students have the right to see their Supervisors at least twice a term in the first year and once a term thereafter. Full-time students have the right to see their Second Supervisor at least one time per term in the first year and twice per academic year thereafter. Part-time students have the right to see their Second Supervisor at least one time per term in the first year and once per academic year thereafter. In cases where students have a third 'advisor', they should plan to meet once year academic year whether full time or part time.

- Supervision sessions will naturally vary in length but on average they can normally be expected to last for at least one uninterrupted hour.

- Supervisors should respond to meeting requests and ensuring the progress of students.

- If students do not respond to supervisor after two months, it is the supervisor's responsibility to notify the DPD, who will investigate the reasons.

- Students have a right to feedback on written work, orally or in writing. Students should give supervisors one month to read and review work in progress.

- Drafts of the SO500 paper, Upgrade Package, Third Year Progression Package and Final submission should all be discussed.

- The Supervisors and the Department should introduce the student to the wider research community within and outside the School. The Supervisors should take an active part in introducing the student to meetings of learned societies, seminars, and workshops and to researchers in the field. The Supervisors should give advice on publication and put the student in touch with publishers where appropriate.

- The supervisors are responsible for notifying students of sabbatical or other reasons for extended period of leave, and for making a plan with students so that supervision is adequately addressed during that time. This should be done as far in advance as possible and a short plan must be logged with the DPD and Research Manager and placed on the PhD log. This plan should explain how supervision will take place and should be signed off by the student and supervisor.

- The supervisors are responsible for working with students to create a reasonable timeline and deadlines in preparation for the school and department requirements (e.g. Upgrade and final submission). This should take into account visa status, and the requirements of Tier 4 Visa holders.

- The Supervisors are responsible for nominating the external and internal examiner for a student's viva and for arranging a mutually convenient date. There should be no unreasonable delay in examining a thesis once it has been submitted to the University.

- The Supervisors will sign off on the student's entries in the PhD Log (see above) and insert comments or clarifications as necessary.

Employment and supervision

You should not enter into commitments that hinder your research or unduly delay Upgrade or completion. If you are full-time and are going to do more than 15 hours a week of paid employment, you should talk this over thoroughly with your Supervisors.

Tier 4 visa holders should be aware of the requirements of their visa and before taking on and work, should consult with their Supervisor and, where needed, the Visa Advice Team **Visa Advice (lse.ac.uk)**

Tier 4 visas

Students who hold a Tier 4 Visa should make themselves aware of the visa requirements. If you're unsure on restrictions or other aspects of your visa, you should get in touch with the International Student Visa Advice Team at the School.

Tier 4 students are required to have regular check-in meetings with their Supervisor(s) and these should be logged on the PhD Log, as the PhD Academy reviews the number of meetings to ensure they are taking place to meet the requirements of the UKVI. Additionally, fieldwork and other leave from the country should be requested and approved well in advance of departure as the PhD Academy is required to update the UKVI on a visa holder's departure and return to the country. Failure to update the PhD Academy regarding leave from the country could put those students at risk of not being let back into the country, and at further possible risk of not being re-registered on the programme.

Courses

In addition to progressing with your research, you may take courses as follows. This is not required for your doctoral studies but may be useful where agreed with your supervisors.

Year 1: compulsory courses (examined)

- **SO500 Aims and Methods Research Class for MPhil Students (lse.ac.uk)** Research Class for MPhil Students
- Students may be asked to attend and pass up to one further course unit (or two half units) chosen with their Supervisors based on the assessment of their research training needs.

Year 1: optional courses (examined)*

- MY400 Fundamentals of Social Science Research Design (half unit)
- MY521 Qualitative Research Methods (half unit)
- MY551M or MY551L Introduction to Quantitative Analysis (half unit)
- MY552M or MY552L Applied Regression Analysis (half unit)
- SO491 Quantitative Social Research Methods (half unit)
- SO492 Qualitative Social Research Methods (half unit)

Year 1: optional courses (not examined)*

- MY591 Computing Packages for Qualitative Analysis
- MY592 Workshop in Information Literacy: Finding, Managing and Organising Published Research and Data

Years 2 to 4: optional/required courses (not examined)*

- **SO501 Data Analysis Workshop (lse.ac.uk)** Data Analysis Workshop (required but not examined for all students who started the course in 2018/19 and later; option for students who started the programme earlier)
- **SO505 Becoming a Professional Sociologist (lse.ac.uk)** Becoming a Professional Sociologist
- **SO511 Research Seminar in Political Sociology (lse.ac.uk)** Research Seminar in Political Sociology
- **SO521 Research Seminar on Cities and Space (lse.ac.uk)** Research Seminar on Cities and Space
- Course guides for all courses are available here: **lse.ac.uk/resources/calendar/ courseGuides/graduate.htm**

* Please note that some optional courses may not be available each year. Please see **lse.ac.uk/resources/calendar/programmeRegulations/research/2023/ MPhilPhDSociology.htm** for details.

The programme: In detail

Annual Review Board

All doctoral students are required to complete an Annual Progress Review Form at the end of each academic year. The form is circulated at the end of Winter Term

(Easter) and needs to be completed by the start of summer term. It is confidentially reviewed by the Doctoral Programme Director before ultimately being reviewed at the MPhil/PhD Board in Spring Term. Re-registration depends on the submission and approval of this form.

Years one and two

Your first year will focus on identifying and refining your research questions; exploring and deciding on appropriate research methods and strategies; and identifying and reviewing relevant literatures. All this forms the basis for your SO500 Aims and Methods submission. You should be working closely with your Supervisor(s), clarifying your interests to them, and taking on board their comments and steers.

SO500: The Upgrade

All students are required to attend SO500 Aims and Methods in their first year. This course supports the work that is required to upgrade from MPhil to PhD student.

Assessment is by submission of a package of material which must meet and demonstrate the following criteria:

- a 10,000-word paper submission, which must include a literature review;

- a clear sociological research question;

- appropriate research methods;

- ability to deal with any ethical issues that arise from the research;

- preliminary data collection and analysis (e.g. a pilot study, initial review of key documents/ archives, a preliminary analysis of a data set) that indicates the feasibility of the proposed research and demonstrates the ability of the student to conduct research; and

- a schedule for completion of the dissertation in a timely fashion and within the programme length.

The paper is examined by viva voce examination before a panel comprising of two members of staff, often but not necessarily including the SO500 course convenor. If the convenor is also the student's Supervisor then another member of staff will be asked to examine in their place. Supervisors attend the viva, and may be consulted by the panel, but must otherwise leave the defence to the student.

Full-time students must submit this paper on Friday of Week 6 of the AT in Year 2.

Part-time students can submit on Friday of Week 6 of the AT in Year 3.

The SO500 viva voce will occur within the AT of submission. SO500 assessments will result in a written report, detailing comments, suggestions and criticisms, which is sent to both Supervisors and the student. There are three possible outcomes:

• An unproblematic pass;

• Pass, subject to minor revisions;

• Fail with major revision and additional viva

In order to Upgrade from MPhil to PhD student, students must successfully pass the assessment for SO500.

Full-time students who have an outcome requiring a re-submission must re-submit on the 1st Monday of the ST in Year 2. Part-time students who have an outcome requiring a re-submission must resubmit by the 1st Monday of the ST in Year 3.

Other obligations

You will discuss your research training needs at your first meeting with your Supervisor(s) and decide on any additional courses to take during your first year. These courses may be substantive or methodological. If your Supervisor(s) consider that you have insufficient background in a relevant aspect of sociology, they may require you to be assessed in one or more MSc courses and to attain a minimum of 60 per cent in examination as a condition of re-registration.

It is important to address any research or substantive weaknesses through courses. It is equally important not to succumb to the temptations of all the enormously interesting courses and seminars provided at LSE. Doctoral programmes in the UK – unlike, e.g., the US – are degrees by research, rather than taught degrees. Your focus in the first year must be on establishing your research question and strategy and laying the basis for your substantive research in Year 2. Discuss any other potential commitments thoroughly with your Supervisors where places are available.

First year students often take courses offered by the Methodology Department. Other courses from Sociology Masters programmes or specialist research courses may be taken with the agreement of the student's Supervisors.

Fieldwork

Fieldwork is commenced in the 1st year and should be completed by the AT of the 3rd year for full time students.

Whether in the UK or abroad, you must seek leave to undertake fieldwork, which will include an ethics review and risk assessment. The Application to Undertake Fieldwork form can be found at info.**lse.ac.uk/current-students/phd-academy/ phd-journey/a-z-guidance**. This application must be supported by your Supervisors and the Doctoral Programme Director, and must be accompanied by both an ethics review and a risk assessment. The form is then passed to the RDSC Chair for final approval, and you cannot leave or begin your field work until this approval is confirmed by the PhD Academy. Periods of fieldwork leave will count towards both your minimum period of registration and your maximum period of registration allowed by the School.

Often before completing your fieldwork form, you do have to consider two issues: risk assessment and ethics. In case of doubt about how these apply to you, please consult your Supervisors, the Doctoral Programme Director or the two School divisions most concerned with these matters: Research and Innovation or PhD Academy.

Risk assessment

School policy requires a risk assessment when students 'are engaged in academic work away from LSE which produces what can be termed "serious additional risk"'. In the first instance this should simply be a conversation between the student and Supervisors that should routinely take place. It is a common sense discussion of any problems that might arise during fieldwork. The checklist can be found within the Application to Undertake Fieldwork form.

School policy requires that this conversation takes place. To finalise the fieldwork application you will further be required to then complete the risk assessment section of the form, as well as the ethics review (both found within the Application to Undertake Fieldwork form available from the link above).This form then needs to be signed by the student, Supervisors and Head of Department. This should then be forwarded to both the Doctoral Programme Director and Department Research Manager for processing. At the end of five pages of risk assessment (to avoid School legal liability) this form also contains one paragraph on Research Ethics, which must also be duly signed.

All students should ensure they have received notification from the PhD Academy that their fieldwork has been approved before commencing their fieldwork, and before travelling to do so, if applicable.

Research ethics

All School policy and forms concerning research ethics can be found at **info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics** and are overseen by the Research and Innovation Division. We take research ethics enormously seriously in the Department and seek to inculcate sophisticated, informed, and appropriate research practices that match up to our responsibilities to research subjects, communities, users and colleagues. Developing such understandings and practices is intrinsic to developing as a professional researcher and we expect you not only to address ethics directly at strategic moments but to keep the ethical and political status of your actions constantly in mind.

This educational process is of course loosely related to the formalised procedures and forms by which institutions cover themselves legally and in relation to public bodies and public opinion. School ethics policy – particularly with respect to students – is based on a 'light touch approach'. The aim is to ensure 1. that ethical issues are identified and dealt with in research design; and 2. that only the most problematic cases have to be referred upwards to School level ethical review procedures.

Formal treatment of ethical issues should happen between student and Supervisors. Have your normal discussions of ethics and politics but in addition you should look at the School ethics policy (see above link) to see if you are in accord.

If the proposed project (or publication) is problematic with respect to School policy or any other recognised guidelines, you can consult the Doctoral Programme Director or the Research Ethics Committee in the Research Division. At this point you may, or may not, be advised to fill in a full ethical review form and submit your project to a School review. Again, this can be light or heavy touch: e.g. quick scrutiny by Chair of Research Committee.

Most funding applications require evidence of ethical scrutiny by your institution, and this will require filling out an ethical review form which may be scrutinised outside the Department. In such cases, please follow this procedure with your Supervisors' help and approval and refer any questions to the Doctoral Programme Director.

Year three: The third year progression package

On Friday of Week 6 in the WT of the 3rd Year for full time students, a third year progression package is conducted. Students here submit the following:

- Two draft chapters (an introduction and a substantive chapter) totalling no more than 20,000 words;

- A thesis outline

- A timeline for completion

The submission is read by two members of staff, at least one of whom is from the Sociology Department. The goal of the third year exam is to register the view of senior academics that you are pursuing a research project to doctoral standard. It is also a chance for students to get detailed comments from academics other than their Supervisors, and for issues or critiques to emerge and be dealt with. The exam ensures that you have completed your fieldwork and substantial data analysis; are writing at the appropriate level; and that you have solved the central structural issues of argument and presentation. Students find that after this process their work has taken on stability, critical mass and confidence that allows for good progress to completion.

Assessment is carried out by viva voce. One or both of your Supervisors will normally attend the viva, but in a purely supportive and silent role; they are there to take notes only and should not enter the conversation unless explicitly asked by the panel for comment. The panel should be chosen in consultation with your Supervisors, with a view to getting useful comments and critique. Typically, one panel member will be chosen for specialist expertise; the second either for expertise in another relevant area or for their more general skill in crafting a dissertation.

Once you and your Supervisors have agreed on a panel, it is the Supervisors' responsibility to approach the prospective panel members, obtain their agreement and organise a date for viva during the 2nd half of the WT.

The panel assesses whether satisfactory progress is being made. The decision may be:

- Pass;

- Required additional material or amendments, which may need an additional viva to assess;

- Fail, requiring resubmission and additional viva.

In the case of a fail at the first attempt, the student must resubmit their Third Year Exam package within six months. No extension will be granted except for extreme and documented medical or personal reasons. Students should prepare resubmission in close contact with their Supervisors and in relation to the Report.

In the case of a fail at the second attempt, the student has the option of submitting for an MPhil degree (regulations for this degree can be found on the PhD Academy website). A third attempt to Upgrade will not be allowed. Appeals procedures are available (see below).

Year four

The fourth year of the programme is focused on completing the PhD.

Students will be encouraged but not required to attend SO505 *Becoming a professional sociologist*.

Supervisions may be less frequent, or even mediated through email in the 4th year. Moreover, the work may become increasingly editorial. Bear in mind that with a complex 100,000 word document students need to leave plenty of time both for Supervisors to read and comment and for their own revisions in response to comments. The Department expects full-time students to submit their thesis for examination within three to four years of registration (part time students within eight years).

Word limits

The maximum allowed word length is 100,000, including footnotes but excluding tables, diagrams, bibliography and appendices. It is not advisable to submit a dissertation under 85,000 words as a shorter text is unlikely to meet examiners' expectations of this genre.

Award of the PhD

A thesis to be submitted by monograph. The thesis will consist of the candidate's own account of their investigations. Work already published, either by the candidate or jointly with others, may be included only if it forms an integral part of the thesis and so makes a relevant contribution to its main theme and is in the same format as the rest of the thesis. The student must clearly state the part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers;

- be an integrated whole and present a coherent argument;

- be written in English and must be presented in line with published School guidance;

- include a full bibliography and references.

Criteria of assessment

The thesis must...

- Offer a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

- Give a critical assessment of the relevant literature, describe the method of research and its findings, include a discussion on those findings, and indicate in what respects they appear to advance the study of the subject; and so demonstrate a deep and synoptic understanding of the field of study;

- Demonstrate relevant research skills;

- Be of a standard to merit publication in whole or in part or in a revised form.

Students are encouraged to seek advice on the different aspects of their research in the form of 'peer review' (for example, by presenting at conferences). It is also legitimate for a student to seek outside help with particular aspects of their research, for example, in using research organisations to facilitate fieldwork trips. But it is important that external input of this kind is not excessive. Also, there will be aspects of research that students are expected to conduct themselves, within the context that their eventual thesis is expected to be their own original work.

Students should discuss with their Supervisor(s) any help they are considering using with any aspect of the research process. This includes any advice being sought from other departments at the School or from sources outside of the School. The student should ensure that any help received is credited appropriately within their work.

The examination entry process is handled by the PhD Academy. For instructions and forms, as well as advice on formatting and printing your final copy, see **info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance**. You should complete the exam entry procedures at least two months before submitting your dissertation.

Editorial help

You may wish to seek help from a third party in editing your thesis before you submit it. See **here** for the School Statement on the permitted level of editorial help. You will need to provide a copy of the statement to any third party you might use when editing your thesis and declare what help you have received from them in the front pages of your thesis.

In addition to editorial help, you may wish to seek outside help of different varieties during any stage of your research process. To ensure that the levels of outside help are within acceptable norms, you will need to

• Discuss with your Supervisors any help which you are considering using with any aspect of your research;

• Discuss with your Supervisors any advice which you are seeking from other departments at the School or from sources outside the School;

• Ensure that any help received is credited appropriately within your work.

Choosing the examiners

Discuss potential examiners with your Supervisor(s). You need to have one 'internal examiner' (from any College within the University of London) and one 'external examiner' (from any other university). Permission for two internals or two externals is possible if there are compelling reasons. Examiners from outside the UK are possible so long as a good case is made for them. Examiners should have experience of examining University of London dissertations, and should have subject expertise. They must not be connected to the candidate: normally this means that they have no close personal connection, and have had no major formative influence on the dissertation. In practice, an examiner whom you have simply met at seminars would be fine; one who has read and commented on your dissertation work in the past would not.

Be very aware that choice of examiners is vastly consequential and should be done carefully and in very close discussion with Supervisors: it is one of the most important decisions you will make. Bluntly, examiners should be as senior and eminent as possible so that they can fully legitimate your work in the academic community as well as be able to support you in the future with references.

At the same time, they should be intellectually in tune (if not in agreement) with your work so that they are likely to judge it on its own terms. They should also have a reputation for fairness and even- handedness.

Students should not contact the potential examiners: it is the Supervisors' job to get their agreement and organise a viva date. Once this is agreed, you will need to fill in an examination entry form available at the above website, which is then completed by your Supervisors and passed on to the Doctoral Programme Director. The form is then sent via the Department Research Manager to the PhD Academy and then to the Board of Examiners to approve and appoint the examiners. After this point you will be notified by the PhD Academy when the examiners are approved and they will arrange the distribution of your dissertation.

The PhD viva

Examinations should be held within two to three months after submission but in reality this is variable: the viva depends on two senior and incredibly busy academics not only reading and commenting on a complex text but also coordinating their diaries. Vivas may also be done remotely either via Zoom or Skype. This process would be coordinated by the Department Research Manager and remote vivas are normally chaired by the DPD.

The PhD viva is an art-form of sorts, each one is unique and difficult to predict. The Aims and Methods viva and Upgrade viva should give you some experience and understanding of the process, but it would be absurd to claim it is anything less than nerve-wracking for both student and Supervisors. It is a formal occasion and it is a defence: the examiners' job is to ask probing questions that clarify intentions, logic, evidence and claims. In a substantial proportion of examinations, a good defence can have a real impact on the outcome (often in shifting the examiners' verdict from major to minor revision). A good viva generally has a constructive element as well, with advice on future research directions and publishing strategy.

The LSE Sociology convention is that it is entirely the student's choice as to whether their Supervisor(s) will attend the viva, and their choice should have no bearing on the outcome. If the Supervisor(s) attends, they are not meant to interact or intervene in anyway, unless specifically asked to by the examiners.

There are three possible outcomes to the PhD viva:

- Straight pass: you are now a doctor. The examiners may still ask you to correct a few typos or references before binding.

- Minor revisions: you have three months to revise according to detailed specifications. This might involve adding a few pages; adding or revising a chapter; considering additional literatures; revising or extending data analysis. The revised dissertation is normally checked by one or both examiners, but without a second viva. Minor revisions are very common these days and bring no shame, but you are not a doctor until the revised text has been approved.

- Major revision: you have 18 months to make substantial revisions in response to a detailed report from the examiners. Examiners cannot move the goalposts by coming up with new demands after resubmission; on the other hand, the requested revisions may be far-reaching and complex. It is crucial to discuss the comments and proposed revisions thoroughly with your Supervisor(s).

Appeals

If a decision is made, as part of the Upgrading procedure or annual progress review, not to allow Upgrade to PhD or re-registration, the Department must inform the student in writing of its decision and the reasons for that decision.

Students have the right to appeal an upgrade or de-registration decision and the process is outlined in the **Appeal Regulations for Research Students**.

Further information and advice can be sought from the PhD Academy.

Funding and funding deadlines

A range of facilities offered by the Financial Support Office are available, as well as a number of funds operated by or through the Department. You should be clear about what they offer and what the procedures are. Please also check **Financial Support Office (lse.ac.uk)**. Two important points:

- Many funding applications deadlines are in late January/February. It is advisable to think through your funding strategies in autumn.

- Please give your Supervisors as much notice – and as much detail– as possible as regards references. One Supervisor can receive many requests at the same time, so do liaise closely over this.

LSE Scholarships and ESRC Scholarships

LSE awards scholarships/studentships each year, with only a few awards granted to each department. These awards also include those funded by the Economic and Social Research Councils. Applications to the School will be considered by prospective Supervisors, and the best will be put forward for departmental consideration. The department Selection Committee will then shortlist and rank candidates for the LSE Scholarships and nominated ESRC candidates for selection by a central School panel. In order to qualify for consideration by the department, the student's application to the department's MPhil/PhD programme must be submitted (with all ancillary documents) to the School by the relevant deadline. For further details and deadlines see **Fees and funding (lse.ac.uk)**.

LSE is now a Doctoral Training Centre under the auspices of the ESRC. Please see **Fees and funding (lse.ac.uk)** for more detail.

The Departmental Postgraduate Research Fund (PGRF)

The PGRF is available for self, LSE and externally-funded students from the 2nd to the 4th year of study (or part-time equivalent). The fund can be used for various purposes including conference fees and travel, society membership, fieldwork travel, and research-related training not provided by the School (e.g., languages, software).

Final year funding

This financial support is in place for registered students who are in their final writing year for completion of their thesis.

Supervisors will also be asked to support an application. For further details and the application form see **In-course financial support for final stage PhD students (lse.ac.uk)**

Plagiarism

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such. Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations for several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely by your own. You must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School's statement on Editorial Help visit **lse.ac.uk/resources/calendar**. Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as the offence of "self-plagiarism" and will also be treated in the same way as plagiarism. Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work contained plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, Supervisor, LSE LIFE or the Library as soon as possible. The Regulations on Assessment Offences: Plagiarism can be found at **lse.ac.uk/resources/calendar**.

Completing your studies

Graduation Ceremonies

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see **Graduating from LSE**

LSE Alumni Community

The international LSE alumni community comprises more than 142,000 people in over 200 countries. The Alumni Relations team works to keep the LSE alumni community engaged with each other and with the School at every stage, from student to new graduate to post-retirement, providing a programme of communications, events, services, volunteering and opportunities to connect. As a current student, there are many opportunities for you to get involved with the alumni network:

- **LSE Alumni - Community Home** – The alumni website and networking community features news from campus, our world leading academics and alumni all over the world, and provides access to the alumni programme offered by the School. To use this service, please register for a student Alumni Online account with your Student ID number.

- **LSE Alumni - Alumni Groups** – This career networking resource allows LSE alumni to share their valuable professional experience and expertise with current students. LSE's network of regional and special interest alumni groups organise regular professional and social events that students can attend. There are more than 80 regional groups and 11 special interest groups.

- **Involve alumni in your events** – Looking for alumni speakers? Wish to invite alumni to a networking session or event? Want to learn from the experiences of LSE alumni in a wide range of industries? Connect with alumni through the **Your key contacts (lse.ac.uk)** for your events and other endeavours.

- **What do LSE graduates do?** Find statistics about the careers undertaken by graduates and also many alumni career profiles.

- **Social Media** – Follow the School on **The London School of Economics and Political Science - LSE | London | Facebook** and **twitter.com/LSEnews** to keep up to date with alumni events and activities. Students are welcome to join the official **uk.linkedin.com/in/lse-alumni-469280113**. There are also a number of LSE alumni groups on LinkedIn, many of which accept students as current members.

- For more information about the benefits and services available, please visit **Alumni, friends and partners (lse.ac.uk)** or contact the Alumni Relations team via **alumni@lse.ac.uk**

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups.

Its primary role is to support the alumni programme coordinated by LSE Alumni Relations by a) developing and supporting the network of international and special interest alumni groups and contact networks, and, b) representing the voice of the alumni community within the School.

You automatically become a member upon graduation. Membership is free. By registering with the **LSE Alumni - Community Home**, you will be able to stay connected with former classmates and the School after your graduation. You will also receive the monthly LSE Alumni Echo e-newsletter and the annual LSE Connect alumni magazine.

LSE alumni also have access to:

• Alumni Professional Mentoring Network

• LSE Careers for up to two years after graduation

• An email forwarding address to continue using an LSE email address

• The Library's printed collections on a reference basis, and can borrow free of charge

For more information about the benefits and services available to alumni, please contact the Alumni Relations team on **alumni@lse.ac.uk**

Sociology Alumni Network

You can keep in touch with the Department on **twitter.com/LSEsociology**, **Facebook**, **LSE Sociology (@lsesociology) • Instagram photos and videos** and **Department of Sociology, LSE | LinkedIn** where we will share our news and celebrations with you. We also send a Sociology Newsletter, you can subscribe to the newsletter on our website: **lse.ac.uk/sociology/events**

We are planning to introduce regular events for Sociology Alumni in future. If you would like to join these, as well as receive updates on public lectures and other events hosted by the Department, please provide your private email address before graduation to the Sociology Department's Communications and Events Officer, **sociology.alumni@lse.ac.uk**

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Term Dates and LSE Closures

Academic Year 2023/24

Autumn Term: Monday 25 September – Friday 8 December 2023
Reading Week: Monday 30 October – Friday 3 November 2023

January Exams: Monday 8 – Friday 12 January 2024
Winter Term: Monday 15 January – Thursday 28 March 2024
Reading Week: Monday 19 February – Friday 23 February 2024

Spring Term: Monday 29 April – Friday 14 June 2024
Summer Exams: Monday 6 May - Friday 14 June 2024

LSE will be closed during the following periods*:

Winter Closure: Thursday 21 December 2023 – Tuesday 2 January 2024
Spring Closure: Friday 29 March – Thursday 4 April 2024
May Bank Holiday: Monday 6 May 2024
Spring Bank Holiday: Monday 27 May 2024
Summer Bank Holiday: Monday 26 August 2024

*Some buildings will remain open or operate reduced hours during public holiday and School closure days. Full details will be communicated in advance.

Online Pre-Enrolment and Campus Enrolment

The majority of new students will be required to undertake a two-stage process: Online Pre-Enrolment and Campus Enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person and is where we will check your official documents and you will be issued with your LSE Card. It is very important that you attend Campus Enrolment. Usually, you can re-register for subsequent years of study online, but sometimes we may need to see you in person again.

For more information, visit **lse.ac.uk/enrolment**

Your LSE Card

Your LSE card provides access to buildings and acts as your Library card. It is important that you keep it safe and never share it with anybody else. If your LSE card is lost, stolen or damaged visit **lse.ac.uk/studentidcards** to find out how to get a replacement.

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My Adjustments

If you have a disability, long-term medical or mental health condition you are advised to apply for My Adjustments (MA) as soon possible. The earlier that you let the Disability and Wellbeing Service (DWS) know about your condition the earlier they can work with you to put appropriate support in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. For more detailed information about My Adjustments, and to apply for My Adjustments, visit **My Adjustments (lse.ac.uk)**

Student Status Documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Registration provides proof to organisations such as council tax offices, embassies, and banks that you are registered as a current student at LSE.

You can order a self-service Certificate of Registration by using the online query form at **LSE Identity Service**. This will be delivered immediately to your LSE email address in PDF format. If this is insufficient for your needs, you can request a Customised Confirmation of Student Status to be produced by the PhD Academy. More information about these documents is available from **Certificates and Letters (lse.ac.uk)**

Interruption

Your PhD programme is expected to be a continuous programme of study. However, you can apply for interruptions to study on the basis of exceptional circumstances such as illness or parental leave. Guidance on how to apply for an interruption of study is available at **info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students**

You can find information about parental leave in the LSE Parental Leave Policy for Research Students (MPhil and PhD) at **info.lse.ac.uk/current-students/phd-academy/assets/documents/LSE-Parental-Leave-Policy-for-Research-Degree-Students.pdf**

Change of Mode of Study

If you wish to switch from full-time to part-time registration, you need to ensure that you meet certain requirements and criteria. You can find guidance on this process at **info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students**

Fieldwork (UK and overseas)

If you intend to carry out a period of fieldwork (including digital ethnography and archival research) you will need to complete:

• A fieldwork application form

• A Research Ethics Review

• A Risk Assessment

You start all these processes at least 3 months prior to the fieldwork start date (4/5 months if the fieldwork is planned for a Higher Risk Area).

You can find information and advice at the PhD Academy web pages (**info.lse.ac.uk/current-students/phd-academy**) and the Health and Safety web pages (**Health and Safety (lse.ac.uk)**).

Residing Outside of the UK

In exceptional circumstances, you can apply to reside away from LSE, i.e., for non-resident registration status. Permission is not normally granted in the first year, if you are required to attend classes, or if you need access to on-campus resources and facilities in order to progress with your research.

You can get advice on studying and researching away from LSE from the PhD Academy team; you can download the application at **Guidance and regulations (lse.ac.uk)**

Withdrawal

If you withdraw from your programme, you will not be able to resume your studies programme at a later date. The withdrawal is permanent and irreversible. For this reason, before withdrawing you may wish to discuss your situation with your academic department, the PhD Academy, or other support services in the School (such as the Wellbeing Service) to consider whether other options, such as interruption, may be more appropriate.

Guidance on how to apply for withdrawal is available at **info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students**

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programme, assessment requirements, how your final degree is calculated and what to do if you face exceptional circumstances.

- Visit **Calendar (lse.ac.uk)** for more information on:

- Appeals Regulations

- General Academic Regulations

- LSE Calendar

- Assessment offences including plagiarism

- Regulations for research degrees

- Research ethics policy and procedure

- You can find a full A-Z listing of all of LSE's policies and procedures online at **lse.ac.uk/policies**

PhD Academy

The PhD Academy is located in the Lionel Robbins building and can be contacted via the online Enquiry Desk at **Contacting the Student Services Centre (lse.ac.uk)**

The PhD Academy is responsible for organising research and career development training to complement what is offered at departmental level. It is a hub for students from different disciplinary backgrounds to meet and interact, both socially and academically.

The PhD Academy is also responsible for managing degree registration and advising students and Academic Departments on rules, regulations, and other issues that students face during their programme of study. It also provides support and advice to Research Council (ESRC and AHRC) funded students.

The PhD Academy works closely with other services relevant to research students, and therefore acts as an information hub, for example on financial support, visa regulations, careers advice, etc.

PhD Academy Advice Team

The PhD Academy has a dedicated advice team that can provide advice on academic matters (particularly around progression, interruption, withdrawal, regulations, and exams). If you are not sure who to contact about a query please contact the advice team via **lseportal.force.com/studentservices/s/enquiry-form**

Further information on accessing their services can be found on their website at **info.lse.ac.uk/current-students/phd-academy**

PhD Academy Director

The PhD Academy Director, Professor Bingchun Meng, is available for informal discussions about your student experience and your research and training needs. Feel free to contact her at **b.meng@lse.ac.uk**

Student Advice and Engagement Team

The Student Advice and Engagement Team provide detailed immigration advice for international and EU/EEA students on their website which is updated whenever the immigration rules change. The best way to contact the Student Advice and Engagement Team is to use the query form at **info.lse.ac.uk/current-students/student-services/Student-Advice-and-Engagement** to attend one of their drop-in sessions.

Student representation

Student-Staff Liaison Committees and Student Consultative Fora

Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. Their purpose is to create a forum for students to discuss their experiences, both in and outside of the classroom, with LSE staff. SSLCs are a shared, collaborative endeavour between Departments, the Students' Union, central School Services, and, most importantly, students themselves.

SSLCs are your chance to engage with LSE and enact change for the benefit of yourself, your cohort, and even future cohorts. Volunteer to represent your peers and take a leading role in the student body.

At the start of the year, you will be asked by your Department if you would like to represent your programme on the SSLC as a Student Academic Representative.

Hear from current students about their experience of getting involved in SSLCs and the Peer Support scheme.

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found online at
info.lse.ac.uk/current-students/part-of-lse/student-voice

Research Students' Consultative Forum (RSCF)

The Forum considers research students' opinions on matters affecting their research at the school, for example by considering issues arising from the reports of departmental student-staff liaison committees. Students in each department select a representative to sit on the forum.

For more information, visit **Committees (lse.ac.uk)**

Student Education Panel

The Student Education Panel aims to engage students of all backgrounds in the development of education at LSE. 50 Student Education Panellists meet once per term to offer student input into a specific education-related topic, question, or proposal. They contribute to these discussions by reflecting on their personal experiences and perspectives, not as a representative of their peers. Applications to become a panellist will open in Autumn Term 2022 and you can find out more at **lse.ac.uk/studenteducationpanel**

Student Q&As with LSE Director

LSE Director Minouche Shafik hosts student Q&As with members of the School Management Committee, where you can discuss your experience as a student with LSE leadership.

The Q&As are an opportunity for students from across the School to hear from the Director in person and give you the chance to ask questions, raise suggestions and voice any concerns. Look out for details of where and when the Q&As will be happening.

Quality Assurance

Quality Assurance Strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality which can be found online in the "quality assurance (internal)" section of the website at **Teaching Quality Assurance and Review Office (lse.ac.uk)**. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees. The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at **Teaching Quality Assurance and Review Office (lse.ac.uk)**. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to **ard.capis@lse.ac.uk**

Student Teaching Surveys

In both Autumn Term and Winter Term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to teachers, Heads of Departments, the Director of the Eden Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. The results can be found online in the "Surveys" section of the website at **lse.ac.uk/tqaro**

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments. Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to **tqarosurveys@lse.ac.uk**

LSE Services to Support You With Your Studies and in Your Career

LSE LIFE

LSE LIFE is the place to develop the skills you'll need to reach your goals at LSE, whether they concern your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE. LSE LIFE offers:

- **Hands-on practical workshops and online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.

- **One-to-one appointments with our study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.

- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

- **A space to meet and work together** with students from other courses and departments.

- **Group visits** and walks to take advantage of what LSE and London have to offer.

Find out more at **LSE LIFE**, check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.

🎙 **Podcasts (lse.ac.uk)**

LSE Library ↘

Language Centre ↘

LSE Careers ↘

LSE Volunteer Centre ↘

LSE Generate ↘

LSE Library

LSE Library is the major international library of the social sciences. The collections, both print and online, cover the discipline in the widest sense, and will support your studies and research.

The two main print book collections are:

- The course collection, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.

- The main collection is located across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via **lse.ac.uk/library**. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Research students can borrow up to 50 books at any one time. You can renew your books online by logging into your Library account at **lse.ac.uk/library**. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

Each department has a dedicated professional Librarian, a subject expert offering email support and in-person and online appointments to help you locate and access information resources on any topic. This support ranges from identifying key resources to support your studies to high-level systematic literature searching for researchers. They also provide expert help in managing references.

The Library is a focal point of the School and we are open seven days a week during term time and vacation and 24 hours daily from the beginning of the Winter Term until the end of the examination period. There are over 2,300 study spaces, including group study rooms, and extensive IT facilities, including over 500 PCs, laptop points, a laptop loan service, wireless Internet access via eduroam, and photocopying and printing facilities.

Language Centre

Whether you are an international student looking for support with your English, interested in taking a Language Centre course as part of your undergraduate degree, or want to learn or improve a language, the Language Centre can help.

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. You can find out more information on what is on offer and how to sign up at **Looking for support for your English-language skills? (lse.ac.uk)**

You may be eligible to take a language, literature, or linguistics course as part of your degree. As an LSE student you can also sign up for a non-degree language course at a discounted rate. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have a GCSE Grade 4 (or equivalent) in a language that is not your mother tongue, you are eligible to take a course for free!

For more information visit **Language Centre (lse.ac.uk)**

LSE Careers

LSE Careers is here to help guide, support, and work with you throughout your time at LSE. We provide a range of careers services including events, one-to-one appointments and access to resources, tools, and careers information. We also offer bespoke services for disabled students and PhD students.

There is lots of information and support at **LSE Careers** including:

- Information about the services offered by LSE Careers and how to access them
- Support with your career planning, no matter where you are in your career thinking
- Information and insight on a range of careers topics, from applications to employment sectors to further study
- Details of what graduates have gone on to do.

LSE CareerHub, our online careers portal, allows you to:

- View personalised activities based on where you are in your career journey
- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and receive feedback on your applications
- Explore upcoming events including employer and alumni insights, professional development skills sessions and recruitment events
- Record your experiences.

You can access CareerHub at **CareerHub Login (lse.ac.uk)**

Keep up-to-date with events and advice by following **@LSECareers** on social media.

LSE Volunteer Centre

Volunteering is a great way to help develop new skills and meet new people while making a difference. The LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE.

We work with multiple organisations to provide you with short term and long-term volunteering opportunities across London, the UK and internationally. We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. You can find out more, as well as the advice and support we can offer, at **LSE Volunteer Centre** or by following **@LSEVolunteering**.

LSE Volunteer Centre | Shaping a better world through volunteering

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website **lse.ac.uk/generate** or keep up to date with Generate news through our social media **@LSEGenerate**.

Equity, Diversity and Inclusion (EDI)

What is EDI?

One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone's contribution is valued.

We aim to ensure that your university experience celebrates and cherishes difference. Through our events ranging from "How to be Good in Bed", a game show by Consent Collective with an expert panel to discuss sex, consent, and relationships, to celebrating Black History Month, LGBT+ History Month and International Women's Day, we have consistently demonstrated our commitment to an inclusive LSE. Support and resources available:

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential "signposting" service for staff and students who have previously or are currently experiencing some form of bullying or harassment. There are 39 Safe Contacts across 25 departments. Safe Contacts are often the first point of contact if you are unsure of what to do. They provide personalised support to you and help you navigate what comes next. Find out more at **Support (lse.ac.uk)**

Report it Stop it: If you have experienced, or witnessed, any form of violence or harassment and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave a contact, the School Senior Advocate for Students will be able to get in touch to help with the next step. Find out more at **info.lse.ac.uk/making-a-choice/report-an-incident**

Ethics Module: This online module has been designed for the whole School community with the aim of increasing understanding of the Ethics Code, the range of ethics policies that support the ethics principles, how they can be applied, and the importance of creating a culture in which individuals can and do raise any concerns that they may have.

Consent Collective: This has resources to help people understand consent, learn about sexual harassment, find out how to support people who have experienced sexual violence, learn how to support themselves if they've experienced sexual or domestic abuse, and learn how to be an active bystander in their community. LSE has partnered with Consent Collective so any member of staff or student can sign up and log in to access all their resources and videos using their LSE email address.

AccessAble: Our partnership with AccessAble will help us to be proactive in improving the accessibility of our buildings, at a time when the LSE estate is undergoing major physical change.

LGBT+ Role Models and Allies Directory: Being an LGBT+ role model at LSE is about being a visible member of the LGBT+ community and a champion for LGBT+ issues.

Rape Crisis: Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've experienced any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more at **Sexual violence support worker (lse.ac.uk)**

Survivors UK: LSE has recently partnered with Survivors UK and they can provide independent sexual violence advisor services to any man, boy, transgender or non-binary person in the LSE community. You can email **isva@survivorsuk.org** to book a 45-minute confidential appointment.

If you would like to find out more about these and other initiatives and the information and support available to you, please contact EDI on **edi@lse.ac.uk**, visit **Equity, Diversity and Inclusion (EDI) (lse.ac.uk)** and follow us on Twitter **@EDI_LSE**

Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two key student facing services: the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS). SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provides a professional, free, and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit **Student Counselling Service (lse.ac.uk)** to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

DWS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can help you to create My Adjustments which is a way of putting in place agreed "reasonable adjustments" to support your studies. Visit **lse.ac.uk/disability** to find out more.

Peer Supporters give you the opportunity to talk to fellow students about anything that is worrying you. Peer Supporters are trained to offer confidential emotional support, help and reassurance. You can find out more about the scheme and arrange a chat with a Peer Supporter at **lse.ac.uk/peersupport**

Health Care in the UK

You are likely to need to access medical care while you are at LSE, even if this is just for routine appointments. In the UK most health care is provided through the National Health Service (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 student visa and have paid the immigration health surcharge

• You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website available at **ukcisa.org.uk**

If you are unfamiliar with the NHS search for "NHS Services explained" to find out more. You are usually required to register with a local General Practitioner's (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you are unwell. The nearest GP surgery is St Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register please visit **stphilipsmedicalcentre.nhs.uk** or call 020 7611 5131.

Alternatively, you can find your nearest GP by using the GP finder function on the NHS website available at **The NHS website - NHS (www.nhs.uk)**

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy, and ask to speak to the duty pharmacists. In an emergency you should dial 999 to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

There is a lot more information about Health Care, including details about dentists and opticians, available at **Healthcare in the UK (lse.ac.uk)**

LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, transformational interfaith leadership programmes, and a space for worship, prayer, and quiet reflection.

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options! We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our Religion and Belief Guide. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out **Faith Centre (lse.ac.uk)**

Wellbeing

We host a range of activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found on the "Wellbeing" page at **Wellbeing (lse.ac.uk)**. You can also come and sit in the Faith Centre main space for personal prayer and reflection.

Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on **j.walters2@lse.ac.uk** for confidential support regardless of your religion or belief.

You can also find contact details for our team of Associate Chaplains on our "People" page at **People (lse.ac.uk)**

Interfaith Leadership Programmes

Learn more about our interfaith leadership programmes on the "Programmes" pages at **Programmes (lse.ac.uk)**. They are your chance to explore, question and challenge religious differences, and provide unique opportunities to build relationships and transform attitudes across faiths.

LSE Religion and Global Society Interdisciplinary Blog

The LSE Religion and Global Society interdisciplinary blog seeks to explore the place and role of religion in our globalised world, and it functions as a platform for academics and other expert commentators to share their insights on this complex, wide-reaching topic.

The blog presents the latest work of LSE academics whose work touches on religion, but also those outside of the School are warmly invited to write for the blog and to widen the discussion.

If you are a student with a particular passion for religion and are interested in writing a blog article, please contact Austin Tiffany at **a.r.tiffany@lse.ac.uk**

Religion Scholars Network

The LSE Faith Centre, through its research unit Religion and Global Society, convenes a network for current LSE PhD candidates across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with

other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Cameron Howes at **c.howes@lse.ac.uk**

Support for Students with Children

During and Beyond Pregnancy

It is important that you let the School know that you are pregnant as soon as you can. We advise you to speak to your Supervisor so that we can ensure that any necessary adjustments or provisions are made for you, as much as possible.

Please visit **info.lse.ac.uk/current-students/what-if/expecting-a-baby** for more information on how the School can support you during your pregnancy and beyond.

The PhD Academy has provided a Parental Leave Policy for Research Degree Students at **info.lse.ac.uk/current-students/phd-academy/assets/documents/LSE-Parental-Leave-Policy-for-Research-Degree-Students.pdf**

For an overview of the School's Medical and Childcare Provision, please visit **Medical and childcare provision (lse.ac.uk)**

Breast Feeding

LSE provides rest and breastfeeding facilities for staff and students in the New and Expectant Mothers' Room, which is on the first floor of Fawcett House (FAW). The room has a lockable door and contains a comfortable chair with footstool, a fridge, a microwave, and lockers.

Study Options

There will be a number of options available to you in relation to your studies. The advice that you are given will largely depend on your individual circumstances and the timing of the academic year in relation to your pregnancy and due date. Please speak to your department or the PhD Academy for advice on the best options for you.

Options may include:

• Flexibility around supervision arrangements

• Interruption of studies

• Changing from full time to part time study.

Financial Support

Childcare Costs

Financial support is available for you as a student parent if you are having difficulty in paying nursery fees.

For more information, visit **info.lse.ac.uk/current-students/financial-support/student-parents**

ESRC Students

If you become pregnant during the period of your ESRC award, the ESRC will allow up to six months paid maternity leave without the level of your award being reduced. Adoption leave has the same terms and conditions as maternity leave.

A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. This period is regarded as additional leave of absence from studies and the award will not be extended. If the student needs to take any further time, this must be taken as a suspension to the award.

For more information visit **info.lse.ac.uk/current-students/financial-support/esrc**

Nursery Partnerships

We're partnering with three local nurseries to support LSE families wanting to access discounted childcare close to campus.

Staff and students will be able to take advantage of these spaces from September 2021.

When choosing the nurseries to partner with, a number of considerations were taken into account, including their Ofsted rating, location, availability of spaces, outside space, operating hours, fresh food provision, emergency care support and more. In addition, there will be an LSE representative on the management committees of all three nurseries, ensuring that the decisions made provide the best possible outcomes for our community.

For the latest information on this scheme, visit **info.lse.ac.uk/staff/services/nursery/Nursery-partnerships**

Assessment Misconduct and Plagiarism

If you are found to have committed an assessment offence, such as plagiarism or exam misconduct, you could be expelled from the School.

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not only submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used.

Any quotation from the published or unpublished works of other persons, including other candidates or your own previous work, must be clearly identified as such.

Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations for several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exams, dissertations, essays, and computer programmes) must solely be your own. You must not employ a "ghost writer" to write parts or all the work, whether in draft or as a final version, on your behalf.

For further information and the School's statement on Editorial Help visit **Calendar (lse.ac.uk)**. Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as the offence of "self-plagiarism" and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing (or that contains) plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism, which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, Academic Mentor, LSE LIFE or the Library as soon as possible.

The Regulations on Assessment Offences: Plagiarism can be found at **Calendar (lse.ac.uk)**

Examinations and Beyond

When your thesis is nearly ready for submission, your supervisors will nominate a suitable internal examiner and an external examiner. The internal examiner will be from LSE, while the external examiner will usually be from another university. The examiners appointed by the panel will require at least two months to read a thesis once it has reached them. After the examiners have read the thesis, your supervisors will arrange for a viva examination.

You should expect to give a short presentation of their work and answer general questions on your area of research, and on details of your thesis. You may request the attendance of your supervisors at the viva, but they will speak only if asked to do so by the examiners.

Submission of Thesis

Please refer to the Guidelines for MPhil and PhD examinations available from **Guidance and regulations (lse.ac.uk)**

Please ensure that you adhere to the regulations when preparing to submit your thesis. If you need any further information or advice regarding the presentation of your work, you should speak to your supervisors.

Your examination entry form should be submitted to the PhD Academy at least two months before the submission of your thesis.

Where to Send Your Thesis

For the foreseeable future, you only need to submit your thesis electronically. Please send your electronic thesis to **phdacademy@lse.ac.uk**

Please refer to the guidance on Format and binding your thesis, available from **Guidance and regulations (lse.ac.uk)**

Graduation Ceremonies

Graduation ceremonies are held twice a year: in July for MPhil/PhD degrees awarded by 30 April and in December for those awarded by 30 September.

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see **Graduating from LSE**

Degree Certificates

You should contact the PhD Academy to make arrangements to receive your certificate. A confirmation of your award can also be requested from the PhD Academy for the purposes of job hunting whilst your degree certificate is being produced.

For more information, please see **Degree Certificates (lse.ac.uk)**

Fees and Finance

Fees

All administration around your fees is handled by the Fees, Income and Credit Control Team.

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to registration or by payment plan. If you have not paid your fees in full before you register, you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 2023   **28 January 2024**   **28 April 2024**

For payment plan options relating to Executive programmes please see Instalment options **Payment plan options for Executive Programmes (lse.ac.uk)**.

For tuition fee levels please visit **lse.ac.uk/tableoffees**

To pay online or to find out about the different payment methods available, visit **Fees (lse.ac.uk)**

Once you are registered you can access your financial details at any time to view your tuition and accommodation fees, invoices, payments, and instalment arrangements by accessing the Finance Hub. Please visit our web page to get full details **Student Finance Hub (lse.ac.uk)**

Unfortunately, it is not possible for you to pay in person.

The Fees, Income and Credit Control Office also run drop-in sessions for students who wish to discuss fees and payment related enquiries. For further information, please visit **Fees, Income and Credit Control (lse.ac.uk)**

For full details regarding tuition fees, charging policy, payment, and instalment options, visit **Fee Policy, Debt and Credit Management Policies (lse.ac.uk)**

Financial Support Office (FSO)

FSO are responsible for the administration and awarding of scholarships, bursaries, studentships, and School prizes.

FSO can also provide information about hardship funds for current students such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at **lse.ac.uk/financialsupport**

FSO hold drop-in sessions in the Student Services Centre, drop-in sessions are currently conducted via Zoom, more information can be found at **info.lse.ac.uk/current-students/ financial-support/drop-in-sessions**

FSO are contactable by phone on 020 7955 6609 or by email at **financial-support@lse.ac.uk**

Codes and Charters

The Student Charter

Our Student Charter, written by students and staff, sets out how LSE's mission and ethos are reflected in the education you can expect to receive at the School, and in the diverse, equitable and inclusive community that we all contribute to and value.

The charter covers:

• Your education – what an LSE education is and how you can make the most of it

• Our community – what it means to be part of the LSE community and how to contribute

• Your future, our future – how to inspire future generations of LSE students.

• You can find out more about the charter, and read the full version online – just search "LSE Student Charter" or visit **Student Charter (LSE and LSE Students' Union)**

Codes of Good Practice

The Codes of Good Practice explain the basic obligations and responsibilities of staff and students.

They set out what you can expect from your department in relation to the teaching and learning experience. The codes cover areas like the roles and responsibilities of Academic Mentors and Departmental Tutors, the structure of teaching at LSE and exams and assessment. The codes also lay out your responsibilities as a member of our community. You can find the codes of practice at **Calendar (lse.ac.uk)**

The Ethics Code

The Ethics Code details the principles by which the whole LSE community are expected to act.

We expect the highest possible ethical standards from all staff, students, and governors. The Ethics Code sets out the School's commitment to the six ethics principles:

• Responsibility and Accountability

• Integrity

• Intellectual Freedom

• Equality of Respect and Opportunity

• Collegiality

• Sustainability.

You can find the code, as well as guidance and support at **Ethics (lse.ac.uk)**

Research Ethics

If you conduct research, you'll need to follow the Research Ethics policy and procedures.

Search online for "LSE Research Ethics and Guidance" to find resources, training, and support. If you have any questions regarding research ethics or research conduct, please email **research.ethics@lse.ac.uk**

Systems and Online Resources

Need IT Help?

Visit the Technology Centre on the first floor of the Library

Email: **tech.support@lse.ac.uk**

Call: 020 7107 5000

The Help Desk is open seven days a week during term time and offers a range of services including a laptop surgery. For further information visit **Data and Technology Services (lse.ac.uk)**

LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at **LSE for You 2.5**

LSE for You allows you to:

• View and update your term time (contact) and home (permanent) address

• Access your candidate number

• View your results

• Select your courses.

Student Hub ↘

Moodle ↘

Reset your IT Password ↘

Email ↘

Training and Development System ↘

Information Security Awareness Training ↘

Multi-Factor Authentication (MFA) ↘

Student Hub

The Student Hub is LSE's app, designed to help you navigate your day-to-day life at LSE. With the Student Hub, you can:

- View your timetable and upcoming deadlines

- Find your way around with the campus map

- Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE

- Book appointments with academic staff (office hours) or support services

- Create or join groups with friends and course mates to carry on the conversation outside of class.

Download the app to help you organise your time, connect with coursemates and discover everything that LSE has to offer.

Available on iOS and Android app stores or as a web app.

Visit **studenthub.lse.ac.uk** to find out more!

Moodle

Moodle is LSE's virtual learning environment.

The majority of taught courses have a corresponding course on Moodle, the online learning platform used at LSE. Moodle courses contain essential resources such as lecture slides, lecture recordings and reading lists. Moodle also enables activities such as quizzes and discussion forums and allows for online assignment submission, marking and feedback. How Moodle is used is determined by the course convenor and so this may vary from course to course. LSE also provides a Moodle Archive service which provides teachers and students with a snapshot of previous year's courses.

You can access Moodle by visiting **moodle.lse.ac.uk**

Reset your IT password

To reset your IT password you can do so at **LSE Remote Access**.

Email

LSE will use your LSE email address to communicate with you so check it regularly.

Microsoft Outlook is available on all public PCs. You can also access your email

off-campus using webmail (**mail.lse.ac.uk**) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training and Development System

The Training and Development System allows you to book a place on many of the personal development opportunities offered around LSE.

You can access the Training and Development System at **LSE Training System** and login using your LSE username and password.

Information Security Awareness Training

LSE provides Cyber Security Awareness Training, for which you can self-enrol on moodle. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

More information and tips are available at **Cyber Security & Risk (lse.ac.uk)**

Multi-Factor Authentication (MFA)

To add an extra layer of security for your account and data, please set up Multi-Factor Authentication (MFA) via **Multi-Factor Authentication (MFA) (lse.ac.uk)**

LSE Campus

Key

CBG Centre Building	**KGS** King's Chambers	**49L** 49 Lincoln's Inn Fields (Coopers)	**OCS** Old Curiosity Shop
CKK Cheng Kin Ku Building	**KSW** 20 Kingsway	**50L** 50 Lincoln's Inn Fields	**PAN** Pankhurst House
CLM Clement House	**LAK** Lakatos Building	**LRB** Lionel Robbins Building, Library	**PAR** Parish Hall
COL Columbia House	**LCH** Lincoln Chambers	**MAR** The Marshall Building	**PEA** Peacock Theatre
CON Connaught House	**5LF** 5 Lincoln's Inn Fields	**OLD** Old Building	**PEL** Pethick-Lawrence House
COW Cowdray House	**35L** 35 Lincoln's Inn Fields		**POR** 1 Portsmouth Street
FAW Fawcett House			

SAR Sardinia House
SAW Saw Swee Hock Student Centre
SHF Sheffield Street
SAL Sir Arthur Lewis Building
STC St Clement's Clare Market

♿ All buildings have wheelchair access and lifts, except, KGS, KSW*, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

After 6.30pm, please call Security Control on **020 7955 6200** to ensure that any disabled access doors are open. Also see: **LSE_AccessibilityMap_JULY2019_RGB** For access to 20 Kingsway, please call security staff on **020 7955 6200** to set up the portable ramp in the entrance foyer.

Access Guides to LSE buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now **Accessibility at LSE**.

lse.ac.uk/sociology

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**This information can be made available
in alternative formats, on request.
Please contact sociology.phd@lse.ac.uk**

Please note: a number of photographs in this document were taken before UK
social-distancing guidance was in place.
LSE takes every step to ensure the safety of all their staff and students.