



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



**Welcome to the  
Department of  
International Development**

# Research Student Handbook











2023/24

[lse.ac.uk/  
International-Development](https://lse.ac.uk/International-Development)



# Contents

## Department of International Development

- 2** Welcome from the Head of Department 
- 4** Term Dates and LSE Closures – Academic Year 2023/24 
- 5** Student Services Centre 
- 9** Getting Started in the Department 
- 13** Programme Overview 
- 23** Research Ethics and Fieldwork Approval Processes 
- 27** Managing Your Studies 
- 37** Key Information 
- 70** Appendix: MRes Course Choice and Assessment Information 
- 81** LSE Campus 



# Welcome from the Head of Department

Dear Students,

I want to extend a warm welcome to the Department of International Development and to LSE. We very much hope that you find the department a friendly and intellectually stimulating home over the coming years.

You have done amazingly well to be selected for your programme. Few applicants make it here, and you should be proud of yourselves. You are the 33rd group to join our community. There are by now well over two thousand ID graduates across the world, engaged in exciting work in countless different professions. Graduates of the very first class, that of 1991/92, include the Policy Director for UN Women, senior economists in the European Bank for Reconstruction and Development and the World Bank, and university professors in Japan and Australia! Other development students have gone on to important positions in the United Nations, in development and emergency based NGOs, and in bilateral development agencies like the UK's Department for International Development (now the Foreign, Commonwealth & Development Office) and USAID. Still others are in international banking and finance, as well as private sector consultancy and project management companies. We have also had a Member of Parliament, an Ambassador and the head of an international NGO amongst our alumni. You have an enormous and diverse community of alums willing you to do well and to join them and you will meet some of them this year in alumni panels and activities.

As you know, your course begins in a year that has already seen major transformations, with the global pandemic as just the most prominent. By the time you read these lines, there may well have been more. For scholars of international development – and you are now that – we can be pleased that our field of study offers important tools for understanding both structural limits and policy responses to major social developments. At the same time, we need to develop deeper understanding and a stronger foundation for effective and just action. We are counting on you to be part of that process.

We are hugely proud of the fact that our students are happy while they are in the department and, upon leaving, believe strongly that their time has been well spent. The ideas that you are exposed to and the experiences you have this year will be with you for the rest of your lives. Please make the most of this special time, even as we experiment with the unpredictable requirements of this unusual time.



Everything we do in the department is underpinned by the LSE's Student Charter. I strongly advise you to look at what is, for us, a foundation of our ethos. We are committed to the educational aims embedded in this, and we hope you will be too.

This guide should help you to find your way around the department and the School, and to plan your own programme. We will also publish this information on the Current Student pages of our website, alongside information about how you can engage with the LSE ID Community throughout the year. Please bookmark the handbook and this page, as it will be important over the coming year. Your supervisor will help you, too, as will Dr Arjan Gjonca (Doctoral Programme Director) and TBC (PhD Programme Manager).

So, welcome. I hope very much that you will all find your time here rewarding – and, importantly, fun.



**Professor Tim Forsyth**

Head of Department

LSE Department of International Development





# Term Dates and LSE Closures

## Academic Year 2023/24

<b>Autumn Term</b> Monday 25 September – Friday 8 December 2023
<b>Reading Week:</b> Monday 30 October – Friday 3 November 2023
<b>Winter break</b> Monday 11 December 2023 – Friday 12 January 2024
<b>January Exams:</b> Monday 8 – Friday 12 January 2024
<b>Winter Term</b> Monday 15 January – Thursday 28 March 2024
<b>Reading Week:</b> Monday 19 February – Friday 23 February 2024
<b>Spring break</b> Friday 29 March – Friday 26 April 2024
<b>Spring Term</b> Monday 29 April – Friday 14 June 2024
<b>Summer Exams:</b> Monday 6 May - Friday 14 June 2024

### LSE will be closed during the following periods\*:

<b>Winter Closure</b> Thursday 21 December 2023 – Tuesday 2 January 2024
<b>Spring Closure</b> Friday 29 March – Thursday 4 April 2024
<b>May Bank Holiday:</b> Monday 6 May 2024
<b>Spring Bank Holiday:</b> Monday 27 May 2024
<b>Summer Bank Holiday:</b> 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.

# Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building. Advice and information is available on services including:

- **Support for new arrivals**
- **Student status documentation**
- **Course selection**
- **Immigration advice**
- **LSE ID cards**
- **TfL 18+ Student Oyster Photocards**
- **Exams and assessment**
- **Results and degree certificates**
- **Graduation.**

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc) for the latest information about our services, opening times and drop-in sessions.

## 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-enrol 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](https://lse.ac.uk/enrolment)





## Student status documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Enrolment provides proof to organisations such as council tax offices, embassies and banks that you are enrolled as a current student at LSE. For more information about what a Certificate of Enrolment shows visit

[lse.ac.uk/studentletters](https://lse.ac.uk/studentletters)

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address in PDF format. If this is insufficient for your needs, you can request a customised Certificate of Enrolment to be produced by the Student Services Centre. **We will do our best to provide the information required, but this cannot be guaranteed.** Please bear in mind that during peak periods customised letters may take up to five days to produce. For more information about both types of Certificates of Enrolment and how to order, please visit [lse.ac.uk/studentletters](https://lse.ac.uk/studentletters)

The Student services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. For more information about the types of documents available, how to request letters, and to access our Enquiry Form, please visit [lse.ac.uk/studentletters](https://lse.ac.uk/studentletters)

PhD students can request a customised confirmation of student status to be provided by the PhD Academy. More information is available from [info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters)

## 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](https://lse.ac.uk/studentidcards) to find out how to get a replacement.

## Student Advice

The SSC has a dedicated Student Advice and Engagement Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams).

If you are not sure who to contact about a query or question, then the Advice and Engagement Team will be happy to help. You can contact the team via the enquiry form at [lse.ac.uk/studentadvice](https://lse.ac.uk/studentadvice)

“ Your LSE card is an important piece of identification so please make sure you keep it safe, and never share it with anybody else. ”

## Immigration Advice

The 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 team is to use the visa advice query form or to attend one of their drop-in sessions.

### What if...

The SSC have developed a series of answers to common “What if...” questions. These cover a broad range of topics including what to do if you’re unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme. You can find these questions and answers at [info.lse.ac.uk/current-students/what-if](https://info.lse.ac.uk/current-students/what-if)



“ We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. ”



## 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 [lse.ac.uk/calendar](https://lse.ac.uk/calendar) 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](https://lse.ac.uk/policies)





# Getting Started in the Department

## Where we are

The Department of International Development is located on the 5th, 6th, 7th and 8th floors of Connaught House, Aldwych. The professional services team are based on the 8th floor.

Please email or call the team as the primary form of contact:

[lse.ac.uk/international-development/people](https://lse.ac.uk/international-development/people)

## Who's who

<b>Head of Department</b>	<b>Professor Tim Forsyth</b> Room: CON.8.05
<b>Doctoral Programme Director</b>	<b>Dr Arjan Gjonca</b> Room: CON.7.08
<b>Deputy Head of Department (Research)</b>	<b>Dr Sandra Sequeira</b> Room: CON.6.05
<b>Deputy Head of Department (Teaching)</b>	<b>Dr Stuart Gordon</b> Room: CON.8.10
<b>Department Manager</b>	<b>Matthew Redfearn</b> Room: CON.8.08
<b>PhD programme Manager</b>	<b>TBC</b> Room: CON.8.17



The Doctoral Programme Director is Dr Arjan Gjonca, [a.gjonca@lse.ac.uk](mailto:a.gjonca@lse.ac.uk). The PhD Programme Manager, with lead responsibility for supporting the department's research students, is TBC.

While your supervisor is your first port of call for most issues, please feel free to contact Arjan and TBC about anything relating to your experience on the programme, such as:

- Supervision arrangements
- Advice on selecting courses and understanding the programme regulations
- PhD studentships, scholarships and other financial matters (we will signpost you to other LSE student services when needed)
- Examinations and assessment, upgrade and viva arrangements
- Student handbooks and virtual learning environments/materials
- Research Staff-Student Liaison Committee
- Careers, job market and alumni relations
- Support on any problems you may be facing.





## Supervision

Each research student in the department has a lead supervisor from the outset. An important, early task of your supervisor is to provide you with advice about which courses and research seminars it may be useful for you to attend. As well as providing academic advice and support for you on your project, your supervisor is responsible for ensuring that your work is progressing sufficiently from year to year. If there are any problems, their role is to help you identify them and work out solutions so you can move ahead with your research.

In addition to the primary supervisor, students require a second supervisor, who is normally chosen at the end of the MRes year. Where students have co-supervision from the start, choosing a second supervisor will not be necessary. In the majority of cases, the second supervisor will be chosen in consultation with the primary supervisor, with input from the doctoral programme director where needed. Supervisory arrangements will inevitably vary according to the research project, training requirements and the personalities involved.

We hope that during your time here you will also get to know many of the academic staff in the department beyond your immediate supervisory team, both formally and informally. A full list of the department's academic and professional services staff can be found on the [department's website](#) along with their areas of research and contact details. You can also search for any LSE staff member or research student by going to [lse.ac.uk/People/Search-People](https://lse.ac.uk/People/Search-People)

## Academic staff office hours

All staff will hold office hours throughout term time.

Most staff use the electronic "Office Hours" system which allows students to book and cancel appointments with individual academic staff on Student Hub. If you are unable to find the availability of a particular academic listed on Student Hub, or you are in need of a fuller discussion, please make contact with them via email and request an appointment.



## Student contact details

Please make sure that you register any change of contact details with the School. You can do this via [LSE for You](#).

Important correspondence is sent to you at the address on record so make sure you keep it up to date.

## PhD study space

**Please note the availability and use of the rooms and spaces below is likely to be subject to social distancing guidelines.**

The 7th floor PhD room is a space where our students can base themselves and work. Students can access the room with their student ID cards. Please inform the PhD Programme Manager if your card is not working. Lockers are available for students to store their belongings. Please ask the PhD Programme Manager if you would like to use one, by emailing [id.research@lse.ac.uk](mailto:id.research@lse.ac.uk)

Please note the following:

- The underlying principle of the allocation of desk space is one of “hot desking”
- At busy times, it may be necessary to share desks. Please use your discretion
- Students are expected to keep any belongings they have in the PhD Room tidy
- Students going away, particularly on fieldwork, are not allowed to store their belongings in the PhD room without prior consent, beyond what is in their locker
- Students are expected to be considerate to others working in the room. Please leave the room if you need to take personal phone calls etc.

If there are any disputes regarding the use of the PhD Room, please let the PhD Programme Manager know and they will seek a resolution.

## Meeting rooms

Research students can request to book a meeting room in Connaught House, for example, as a quiet place to hold a Skype call, conduct an interview or meet with a colleague. To do this just email the PhD Programme Manager or another member of the professional services team, asking to book room CON.6.01 or room CON.8.01.

# Programme Overview

The MRes/PhD in International Development is a one-year research Master's linked to a PhD programme. The award of the MRes is governed by LSE's scheme of award for taught master's degrees, while the final award of your PhD is made in line with the criteria specifically developed for PhD theses (see the **Regulations for Research Degrees** for more details). Progression from the MRes to the PhD stage depends on satisfactory performance during the first year.

Upgrade to PhD is dependent upon:

1. Achieving an average of 65 in MRes taught courses.
2. Achieving a minimum of 65 in the Research Proposal.

Additionally, every student's progress is reviewed in May each year. Some indicators that the department will use to assess your progress through the PhD include:

- The PhD Log, where you and your supervisors record notes before and after supervision meetings
- Your work in progress, such as: literature reviews, draft chapters, outlines, seminar presentations
- Your own assessment of how things are going (self-reported progress)
- A report from your supervisor about how they think your work is going.

Support is on offer throughout the year – if you experience problems in making headway with your research, do not leave it until the annual review to raise this. Ask for help from your supervisor, the Doctoral Programme Director and the PhD Programme Manager as early as possible so that we can identify strategies that will be helpful to you. The PhD Academy also runs many useful workshops throughout the year on topics such as writing, motivation and dealing with stress.

During the MRes year, it is important to be aware that all of LSE's rules surrounding attendance at seminars and exam and coursework submission apply to you in the same way as they would apply to MSc (taught Master's) students. Full attendance and engagement with the programme is expected. Not attending seminars regularly, not handing in assessments on time, or not attending an exam for which you are registered, can have serious consequences for progression and may even result



in failing the MRes. If in doubt about anything please contact the PhD Programme Manager ([id.research@lse.ac.uk](mailto:id.research@lse.ac.uk)).

More on academic regulations during the MRes year:

[MRes/PhD programme regulations](#) ↘

[Scheme of award for taught Master's degrees](#) ↘

[General academic regulations](#) ↘

## Programme road map

The chart below is designed to give you an idea of what you can expect to be doing in each year of the MRes/PhD programme. It is general rather than prescriptive – it will be up to you to shape your own plan of work, with guidance from your supervisor.

### MRes/PhD in International Development

#### MRes

##### YEAR 1

- Take courses and submit assessments
- Attend research seminars
- Attend training, eg, language training
- Deepen engagement with the literature and theoretical framework for your topic
- Start process of Ethics Review and Risk Assessment
- Write and submit the 10,000 word DV510 research proposal
- End of the year: upgrade to PhD.

#### PhD

##### YEAR 2

- Start to implement the research proposal
- Undertake fieldwork; gather and analyse data
- Attend research seminars
- Start writing
- Optional: audit courses, attend further training, eg, in methodology, languages.



## PhD

### YEAR 3

- Continue to analyse data
- Undertake more fieldwork, if applicable
- Write draft chapters or papers
- Attend research seminars and conferences
- Seek opportunities to present work in progress to other researchers and peers and incorporate feedback.

### YEAR 4

- Continue to analyse data
- Continue to write chapters or papers
- Undertake revisions and refine earlier work
- Attend research seminars and conferences
- Seek opportunities to present work in progress to other researchers and peers
- Final revisions and thesis submission for students who want to hand in their thesis early, or who have not applied for Final Year Funding.

### YEAR 5

- Students who have applied for and been awarded Final Year Funding will continue to work, as in Year 4
- Final revisions, proofreading and printing
- Submit thesis.





## MRes course information

In your first year you must select courses to the value of four units.

- 2.5 units are compulsory (DV501, DV502 and DV510)
- 1.5 units are free choice but must include Methodology courses and potentially a substantive or theory course.

Any courses at the MSc or PhD level are permitted in theory, subject to space constraints and approval (see the [programme regulations](#) and the information below for further details).

Once you have enrolled on a course, you are bound to take the end-of-course assessment associated with that course, which is listed on the [Calendar](#). Please check the pattern of end-of-year assessments for the courses you choose to ensure a workable submission schedule.

### **DV501      Development History, Theory and Policy for Research Students**

**(half-unit)** DV501 consists of lectures and seminars in the Autumn term only. Lectures and seminars are two hours long and take place every week except for Reading Week. Students are required to submit a 5,000-word essay as their end-of-course assessment.

### **DV502      Research Design in International Development (full unit)**

For DV502 you and your fellow research students will attend weekly 1.5 hour seminars throughout the Autumn and Winter terms (except Reading Week), and a proposal-writing workshop in the Spring Term. Methods and research design readings will help you develop your project, and you will present your work in progress in the Winter Term. Students are required to submit two pieces of assessed work: a methodology essay and a research design project.

### **DV510      Research Design and Proposal in International Development (full unit)**

DV510 doesn't have any scheduled teaching attached to it. Instead, you will meet with your supervisor regularly throughout the year. You will receive feedback on at least one draft of your proposal, and can receive feedback on up to three pieces of draft coursework from your supervisor. The year culminates in the submission of the final DV510 proposal, due in August. The proposal is 10,000 words long and is worth 100 per cent of your mark for DV510. Successfully passing DV510 with a mark of at least 65 is one of the conditions of progressing to the PhD stage of the programme.



## Taking optional Development courses

Research students in International Development are able to select from a range of thematic courses taught by the department's faculty.

For teaching on these courses, you will generally be with International Development Master's students for the lectures and seminars but will be assessed differently at the end of the course; the course leader will have a different set of learning outcomes for MRes students. You'll be encouraged to relate the course content back to your own research topic and will be expected to have a better grasp of the relevant theory than an MSc student would. Your summative (final) assessment will normally consist of a 5,000-word research essay. Please refer to the individual course guides for full details of assessments.

Courses for MSc students are coded as DV4xx, while courses at the research level are coded as DV5xx. If there is an MSc course taught in the department which interests you, for which there is no 5xx version available, then you can seek permission to join the 4xx course. For more details, please see this [list of taught postgraduate \(MSc\) courses](#).

As with most postgraduate courses at LSE, apart from core/compulsory courses, interested students need to request entry and, if you're allocated a place on the optional course, you'll need to accept it promptly.

## Taking Methodology courses

You will need to select Methodology courses to the value of at least one unit. During Welcome Week, and prior to the opening of the course selection system, you'll receive a final list of which [Department of Methodology](#) courses you can select. Courses taught in Methodology are prefaced by the code MY. Please be aware that some of the courses might be restricted to students in specified departments. The course guide will state if this is the case.





## Taking courses outside the departments of International Development and Methodology

Provided that your supervisor and the Doctoral Programme Director give permission, there is real scope to tailor your course selections, choosing from a wide range of courses across LSE. Start by browsing the [list of research courses](#) and list of [graduate courses](#) on the Calendar. Although access is dependent on permission, from the Course Leader, relevant Methodology courses in other departments include:

### Department of Government

**GV5X1** Research Design in the Social Sciences

**GV513** Qualitative Methods in the Study of Politics

### Department of Sociology

**S0491** Quantitative Social Research Methods

**S0492** Qualitative Social Research Methods

### Department of Anthropology

**AN471** Qualitative and Quantitative Methods for Anthropologists

There are also relevant Methods courses in the Department of Geography and Environment, which are not normally available to outside students, but it may sometimes be possible to negotiate access.

A course may have a limited number of spaces – at LSE we call these capped courses. Other courses are flexible on the number of students they can accommodate, but the course leaders ask interested students to apply to the course with a short statement of interest; these courses are referred to as “controlled access”. Different departments around the School administer their capped and controlled access courses differently.

The easiest way to check is to first read the course guide on the Calendar, then follow up directly with the managing department if anything is not clear.

For more specific guidance about the course selection process, as well as important rules about assessments during the MRes year, please refer to the Appendix at the end of this guide.



## Auditing courses

Research students may receive permission to audit courses they are interested in, if there is space. Auditing means attending teaching for a course without being formally enrolled. Auditing students are not entered for exams and do not submit final assessments (essays, projects, coursework). As a matter of courtesy, we would ask that you make yourself known to the course leader and ask his/her permission in the first week of term. You should also inform the PhD Programme Manager and your supervisor about courses you are auditing.

Due to the heavy course-load during the MRes year, it is unlikely you will find the time to audit courses as well. However, you may find it interesting or helpful to audit courses later, in your second or third year.





## PhD Academy

The PhD Academy is located in the Lionel Robbins building and can be contacted via the online Enquiry Desk at [lseportal.force.com/student-services/s/enquiry-form](https://lseportal.force.com/student-services/s/enquiry-form)


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.

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/student-services/s/enquiry-form](https://lseportal.force.com/student-services/s/enquiry-form)

Further information on accessing their services can be found on their website at [info.lse.ac.uk/current-students/phd-academy](https://info.lse.ac.uk/current-students/phd-academy)

 **The PhD Academy Handbook is available (under S) in the a-z-guidance. It sets out the key rules and policies for all research students at LSE. You should read the handbook as soon as you arrive at LSE and refer to it often throughout your degree.**

During your MRes year you may need to consult the staff in the Student Services Centre instead of the PhD Academy (for example, when you first register at LSE, or if you need to obtain official proof of student status). If in doubt, please contact the PhD Programme Manager, who can signpost the right advice [ld.research@lse.ac.uk](mailto:ld.research@lse.ac.uk)





## Length of registration and absences

Your PhD registration is for four years if you are a full-time student or eight years if part-time. Part of the requirement of the PhD degree is for candidates to manage the progression and completion of work within the degree requirements. Extensions, or interruptions, will only be granted in exceptional circumstances. The PhD Academy will provide advice or signpost to the appropriate support if you have issues around progression or need additional support. Please see the [Regulations for Research Degrees](#) for further information.

If you are absent from the School for longer than 2 weeks you must notify your supervisor, the PhD Programme Manager and the PhD Academy.

More on regulations and guidance after the PhD upgrade:

[The PhD Journey](#) 

[Guidance and regulations \(A-Z\)](#) 

## The PhD Log

The PhD log allows you to keep an accurate record of the topics discussed and actions required when meeting your supervisors. It is important that you get into the habit of making detailed entries into the log soon after each meeting with your supervisor. The log provides a method of recording what has been discussed and agreed between you and your supervisor and allows both parties to add further comments if they wish.

The PhD Log can be accessed via [LSE for You](#). Please note that it is compulsory for supervisors and PhD students to use the PhD Log.



# PhD Thesis Design

## The scope and structure of your thesis

You should read LSE's [Regulations for Research Degrees](#) as early as possible when thinking about how to approach your thesis. Paragraphs 31-36 of the regulations explain the School's requirements for a finished PhD thesis. Your supervisor will of course be an invaluable source of guidance on this as well.

The International Development department allows your thesis to be submitted as either (1) a monograph, or (2) a series of papers, with an introduction, critical discussion and conclusion.

Which format to choose should be discussed with your supervisors at an early stage of your PhD and approved by both your lead supervisor and the doctoral programme director. Regardless of the format of your thesis, the requirements for the PhD award are the same. Please see the Regulations for Research Degrees to ensure you understand the criteria your thesis will be assessed against.

You might also find it useful to look at PhD theses of our previous PhD graduates which you can access [here](#) and also via the School's online repository [LSE Theses Online](#).

If you choose to write your thesis as a series of papers, it should consist of at least three papers, with an introduction, linking materials and a conclusion. Some of the papers may be co-authored, but at least one paper must be solely the work of the candidate. The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers must be clearly stated.

LSE does not allow a "PhD by publication", which is a PhD awarded on the basis of a series of peer-reviewed academic papers, books, citations or other materials.



# Research Ethics and Fieldwork Approval Processes

## Research ethics

LSE attaches considerable importance to maintaining high ethical standards in the research undertaken by its staff and students. The research ethics guidance comprises a full Research Ethics Policy and Procedure, and a Research Ethics Review Form. You will need to read the policy and, with your supervisor's guidance, complete the review form early on in the course of your PhD. If you hope to start your fieldwork early in Michaelmas Term of Year 2, it is wise to begin the steps of completing your Ethics review form in the second half of your MRes year.

Step-by-step guidance can be found on the School's staff and student-facing [research ethics page](#). Some proposals for research and fieldwork can be approved by the department, whereas some will need to be seen by the Research Ethics Committee for fuller consideration. Students may find it helpful to look at this one-page overview: [Research ethics review in a nutshell](#).

All researchers and students conducting research that involves human participants or identifiable data are required to complete an ethics review.

**Department-level** approval can normally be given for the following projects:

Projects posing lower ethical risks, ie, where researchers (or in the case of student researchers, their supervisors) judge:

- (i) that no significant ethical issues are raised by their research or
- (ii) that adequate safeguards in relation to such issues can and will be put in place.

**Research Ethics Committee** approval is required for the following projects:

- (i) Research involving deception of participants, or that is intentionally conducted without their full and informed consent at the time the study is carried out or when the data are gathered
- (ii) Research which involves or may lead to the publication of confidential information
- (iii) Research where informed consent will be obtained orally but not in writing





- (iv) Research involving more than minimal risk of harm to participants, for instance arising from:
- a** research involving vulnerable groups;
  - b** research involving sensitive topics;
  - c** research requiring permission of a gatekeeper for initial access to members and where the involvement of the gatekeeper might raise issues of whether participants' involvement is truly voluntary, or of whether the gatekeeper might influence potential participants in some other way;
  - d** research which would induce undue psychological stress, anxiety or humiliation or cause more than minimal pain.
- (v) Research involving more than minimal risk of harm to the researcher(s).

An Informed Consent form may be required, which sets out a series of questions researchers should consider with respect to obtaining informed consent from research participants.

Please note that you are not allowed to embark on fieldwork without fieldwork and research ethics approval from your supervisors and the School.

We also encourage you to take advantage of the training workshops facilitated throughout the year by the PhD Academy, [Topical Issues in Research Ethics](#). In previous years, topics covered have included:

- Gathering qualitative data: the ethics of informed consent
- Conducting sensitive interviews
- Ethical and other legal issues of using social media data in research
- Ethical considerations and safeguards when working with children
- Ethical issues when conducting research in developing countries
- Ethical issues in ethnographic research
- The use of deception in research.

Once you have read all the relevant guidance and discussed your plans with your supervisor, you can complete the review form using the [research ethics submission system](#). If you are unsure of where to find the documents you need, or have queries about any part of the process, please contact your supervisor and the PhD Programme Manager in the first instance, and if further help is needed, contact Lyn Grove in the LSE Research Division on [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk)

[Research ethics procedure: Step-by-step guide](#) 



## Fieldwork

Any PhD student conducting fieldwork, regardless of where it is taking place, needs to complete a fieldwork request form, and the associated risk assessment, three months before fieldwork begins. Before undertaking fieldwork as part of your PhD, you should first discuss your plans in detail with your supervisor. Having obtained your supervisor's support, you must then complete and submit the [Application to Undertake Fieldwork](#). The form is intended to ensure that any fieldwork connected to your research is conducted ethically and that your own safety is not put at risk by what you are doing. The fieldwork form requires full approval from your supervisor and the Head of Department, as well as the Research Degrees Subcommittee Chair. It is crucial that you obtain all the necessary approvals prior to booking your travel.

The fieldwork form can be found in the [A-Z of Guidance documents](#) and contains detailed instructions on what steps you need to undertake.

As part of the fieldwork process you will need to complete an Ethics Review (as detailed above) and a Risk Assessment. These processes should be started at least 3 months prior to the fieldwork start date. If you are planning to undertake fieldwork in a Higher Risk area, then the processes should be started at least 4-5 months prior to the fieldwork start date.

### Risk assessments for fieldwork

Travel and fieldwork are critical to the success of most doctoral research, from fieldwork to attending conferences. Most travel will take place without incident, but conditions can change rapidly with little or no warning. We recognise that you may need to carry out fieldwork in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas under Foreign and Commonwealth Office Warnings. The School has a duty to protect students and staff taking part in LSE-related activities such as fieldwork from reasonably foreseeable harm. All fieldwork trips need to be duly assessed in terms of risk.

Examples of heightened risk environments and activities include:

- Areas subject to political instability, civil unrest or disorder, natural disasters or high levels of crime or anti-social behaviour such as drug misuse or prostitution.
- Physical and environmental hazards such as travel across extreme or hazardous terrain, extremes of weather or exposure to dangerous wildlife
- Environments where there are political or security threats against any individual travelling, or against a group they may represent, for example due to religion, race, ethnicity or political affiliation
- The collection or transfer of data regarded as sensitive or likely to attract the attention




of the security services in the country visited, and one working by participants with limited experience of, or familiarity with, the area to be visited.

The School's Health and Safety team are available to provide specialist country or area threat assessments to help you make an informed decision about the viability of travelling to your chosen destination. As part of the process for applying to go on fieldwork, you will be asked to consult with them. They can be contacted on [health.and.safety@lse.ac.uk](mailto:health.and.safety@lse.ac.uk). Fuller information on this can be found as part of the fieldwork application form.

The team also provides specialist training and equipment to keep you safe. Anyone planning to travel to complex risk areas will be expected to attend this training as part of their pre-travel planning and preparation. Please see the link below for more details on training and support.

LSE has a Group Personal Accident and Business Travel Insurance policy. This provides insurance cover while LSE staff or students are travelling on School business, which includes fieldwork, conference attendance, presenting papers, attending meetings etc. Once you have undergone a risk assessment and been approved to go on fieldwork, you can be covered by the School's travel insurance.

More on overseas travel safety, risk assessments, travel insurance, and training:

[Travellers' Homepage](#) 

## Data management

Data Management Plans cover collection, organisation, use, storage, contextualisation, preservation and sharing of data. However, different forms of Research Data Management plans exist. It is worth thinking early about managing your data.

Read here about:

[\*\*What is a Data Management Plan and how do I write one?\*\*](#)



# Managing Your Studies

## Funding your studies

The LSE **Financial Support Office** (FSO) is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. The FSO holds weekly drop-in advice sessions via Zoom. The team can be contacted by phone on 020 7955 6609 or by email at [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk)

Funding is offered to new research students in the form of **LSE PhD Studentships** and **ESRC Scholarships**.

There is no separate application for these awards. The selection of students is based on their application to study for a PhD at the School. Academic departments are able to nominate a limited number of candidates for consideration for these awards by a School panel.

There may also be other funding schemes available externally, for example the **London Arts and Humanities Partnership** have offered Collaborative Doctoral Awards (CDAs) in previous years.

## LSE PhD Studentships

These awards are tenable for four years and will cover full fees and an annual stipend of c. £18,000. They are available for UK, EU and international students undertaking research in any LSE discipline, with annual renewal subject to satisfactory academic performance.

## ESRC Doctoral Training Partnership Scholarships

These awards are funded by the Economic and Social Research Council (ESRC). Currently awards are available to UK students and are tenable for three or four years, depending on the programme of study and subject to satisfactory academic performance. Each award covers full fees (UK level) and includes an annual stipend of approximately c. £16,000.

Essential guidance for current LSE ESRC award holders can be found at the following page: [info.lse.ac.uk/current-students/financial-support/esrc](https://info.lse.ac.uk/current-students/financial-support/esrc)

For the full terms and conditions of your award and allowances, please download and keep a copy of the "Key Conditions for ESRC Studentships" (available at the link above).



## Changes in circumstances

If students encounter unexpected financial difficulties during the course of their PhD, there are a number of resources that can help. Please contact the FSO, the PhD Academy or the department for details. You might also find it helpful to discuss your situation with the [LSE Students' Union](#) who can offer advice and some financial assistance.

## Postgraduate Travel Fund

The Department strongly encourages its research students to attend and present papers at conferences. PhD students who have been invited to give a paper at a conference are eligible to apply to the [Postgraduate Travel Fund](#) – the central fund for this purpose run by the Financial Support Office.

## Funding for language learning

Research students sometimes find that learning a language may help them with their research. The International Development Department can offer financial help with the costs of a language course, as long as your supervisor agrees that this would be beneficial to your research. To apply for reimbursement, please complete and return the Language Fund Application form which is available electronically on the [MRes/ PhD ID Moodle page](#), or by request from the PhD Programme Manager. Courses are usually taken at the LSE [Language Centre](#). If you are an ESRC-funded student, please note that language training is available to you as part of your award and you should normally make use of this instead of applying to the department for funding.

## Funding for fieldwork, travel and conference attendance

Registered International Development research students may also apply for a maximum of £300 per student per year (or £200 for ESRC students) from the department, to help with the costs of overseas travel, fieldwork, and conference attendance. Please note that funding cannot be rolled over from one year to the next and is not an automatic entitlement. There is only a fixed amount available so not every application is guaranteed a positive response. Whilst we would like to grant each and every request, we need to distribute funds fairly to enable as many students as possible to benefit. Hence, we ask you to complete a light-touch application form and submit this to the PhD Programme Manager.



**Eligibility:** All MRes and PhD students in the department are eligible. However, if you are an ESRC award-holder you should first make use of the additional ESRC fund for overseas fieldwork expenses.

**Process:** To apply, please complete and return the Travel Fund Application form available on the [MRes/PhD ID Moodle page](#) or by request from the PhD Programme Manager. Applications are considered on a rolling basis. For budgeting purposes, applications close at the end of July each year and any funding requests processed on or after 1 August will count as part of next year's cycle. Requests can only be accepted if they have the written support of your supervisor.

## Working during your studies

Many students supplement their income with part-time work. The LSE Careers Service provides details to registered students about part-time work opportunities both within LSE and more generally within London, via the LSE Career Hub. The Students' Union also employs a small number of students.

We recommend that full-time students work no more than 20 hours per week during term time, and, if possible, fewer than 15 hours. This limit is absolute for students who hold a Tier 4 visa.

If you are funded by the ESRC, you will need to abide by their rules surrounding paid work, which will be set out in your award letter terms and conditions, and in the guidance document for ESRC award holders.

For full advice on working during your studies as a Tier 4 visa holder, please refer to the guidance provided by the [International Student Visa Advice Team \(ISVAT\)](#). 

## Sources of support

We hope that you enjoy your studies in the department and that you are pleased with the teaching and support you receive. However, if you have any problems, concerns or suggestions please do not hesitate to let us know.

Your supervisor should be the first person you see about any problems you may have. He/she will be able to direct you to appropriate services within the School so that you receive the support you need to continue studying successfully.

If, for any reason, you have a problem with your supervisor, your first port of call is the Doctoral Programme Director, Dr Arjan Gjonca. In addition, Professor Tim Forsyth, the Head of the Department, will post regular office hours open to all students should you wish to discuss any issues.



## Interruptions, withdrawals and changes of study mode

In some circumstances you may decide that, despite the support of your supervisor and the department, you need to take a short break from study or change the way you are working and managing your time. In these cases, we will support you within LSE's rules to find the best solution. Before deciding from among the possible options below, you will also need to talk to the PhD Academy and Financial Support office and check that each option is permissible under the terms and conditions of your funding award. You can find online copies of the application forms for these changes on the PhD Academy's webpages.

**Change of mode of study:** Requests to change from full-time to part-time PhD study may be considered on the grounds of health, employment status, or caring responsibilities. You can find guidance on this process at [info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students](https://info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students)

**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](https://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](https://info.lse.ac.uk/current-students/phd-academy/assets/documents/LSE-Parental-Leave-Policy-for-Research-Degree-Students.pdf)

**Withdrawal:** withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

**Deferral** (applies only to MRes students): with approval from the Doctoral Programme Director and the exam sub-board Chair, you can request to defer one or more of your MRes assessments to the next academic year. However, please note that deferring an assessment in your MRes year delays the upgrade to PhD, since the upgrade is conditional on being awarded your MRes degree. Do not assume you can defer an assessment (or part of a composite assessment) for one course unit and still progress – this is very rarely the case. In some cases, extensions to assessed essay deadlines of around 1-2 weeks can be granted and are the more appropriate option. If you think you may need an extension on a piece of assessed coursework, please speak to the PhD Programme Manager for advice in the first instance.



## Residing outside of the UK:

In exceptional circumstances, you can apply to reside away from LSE, ie, 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 [info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance)

More about changes to registration status:

[The PhD Journey](#) 

[Guidance and regulations \(A-Z\)](#) 

## 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](https://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](https://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 [info.lse.ac.uk/current-students/estates-division/facilities-guide/medical-and-childcare-provision](https://info.lse.ac.uk/current-students/estates-division/facilities-guide/medical-and-childcare-provision)

### 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](https://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](https://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](https://info.lse.ac.uk/staff/services/nursery/Nursery-partnerships)





# Thesis Submission

## Preparing to submit

Preparation starts as soon as you enter your final year of registration. When students are preparing to submit their PhD, it is important to inform the PhD Academy. They are a good source of information and always have the most up to date information regarding the procedures for submission. [The PhD Academy](#) website has contact numbers and all of the [forms](#) necessary for research students.

We strongly recommend that you read the following documents in full at least 9-12 months before you are intending to submit your thesis.

### [Regulations for Research Degrees](#)

### [Statement on Editorial Help](#)

### [Guidelines for MPhil/PhD Examinations](#)

### [Formatting and Binding your Thesis](#)

While primarily addressing your supervisor(s), it is also useful for you to read these guidelines:

### [Nominating Examiners](#)

All of the documents can be downloaded from the PhD Academy's [A-Z of Guidance documents](#). Students may also refer to the PhD Journey pages, particularly the sections on examinations and thesis submission.

## Exam entry and thesis submission

You will need to complete the [Examination Entry form](#) with your supervisor at least **three months** before you plan to submit your thesis. Your supervisor is responsible for nominating your examiners, although it is likely that they will discuss possible nominations with you to ensure the most appropriate choice of examiner.

Completed exam entry forms should be returned to the PhD Academy at least two months in advance of submitting your thesis. This is to allow sufficient time for your examiners to be formally appointed (see below). Once the team has received your completed examination entry form, the examiner nominations are sent to the relevant subject panel for approval. The PhD Academy will then formally invite the examiners to act. Until the examiners have confirmed that they can act, they are not appointed as your examiners. Therefore, we cannot send your thesis to them until that time and no arrangements for the viva examination should be agreed.



In cases where an examiner nomination is not approved or an examiner is no longer able to act, supervisors will need to nominate a new examiner using the “Replacement Examiner” form.

## Submitting your thesis

For the foreseeable future, thesis submission will be electronic only. You do not need to submit a printed copy of your thesis. The easiest way to submit the electronic version of your thesis to the PhD Academy is by email ([phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)).

You should refer to the PhD Academy's guidance on formatting and binding your thesis document to ensure your thesis is formatted in line with the School's requirements. The front pages of your thesis should contain certain information; please use the template provided for this.

Permission for any extension should be sought in advance, proactively. Retrospective extensions are not possible. You should also consider whether in your individual circumstances it might be more appropriate for you to interrupt your studies as opposed to requesting an extension.

Once the PhD Academy has received your thesis, and assuming your examiners have been formally appointed, your thesis will then be sent out for examination. You will receive a message confirming that this has been done. Examiners are not permitted to accept a thesis, in any format, from any source other than from the PhD Academy.

## Viva (oral) examination

Your viva examination will take place at LSE unless exceptionally, permission has been given for it to take place elsewhere. It should normally take place within three months of your examiners receiving your thesis. Your department is responsible for making the arrangements for your viva examination. You should not be involved in making any arrangements for your viva examination.

## Confirmation of your examination outcome

After your examination, the PhD Academy will email you to confirm the examiners' decision and give full details of what you will then be required to do. You are welcome to contact the PhD Academy to discuss the outcome of your viva examination at any stage and they will share with you the information they have at that time. If at any stage you are uncertain what to do, please ask the PhD Programme Manager or a member of the PhD Academy team.

More about thesis submission:

[The PhD Journey](#) 

[Guidance and regulations \(A-Z\)](#) 



# Key Information

[Term Dates and LSE Closures – Academic Year 2023/24](#) ↘

[Online Pre-Enrolment and Campus Enrolment](#) ↘

[Your LSE Card](#) ↘

[PhD Academy](#) ↘

[Student Representation](#) ↘

[Quality Assurance](#) ↘

[LSE Services to Support You With Your Studies and in Your Career](#) ↘

[Equity, Diversity and Inclusion \(EDI\)](#) ↘

[Your Wellbeing and Health](#) ↘

[Support for Students with Children](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct and Plagiarism](#) ↘

[Examinations and Beyond](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE Campus](#) ↘

“ At LSE, you don't just get to study our changing world, you can see it and experience it. With history being made every day, why would you want to be anywhere else? ”

## 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](https://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](https://lse.ac.uk/studentidcards) to find out how to get a replacement.

**My Adjustments** 

**Student Status Documentation** 

**Interruption** 

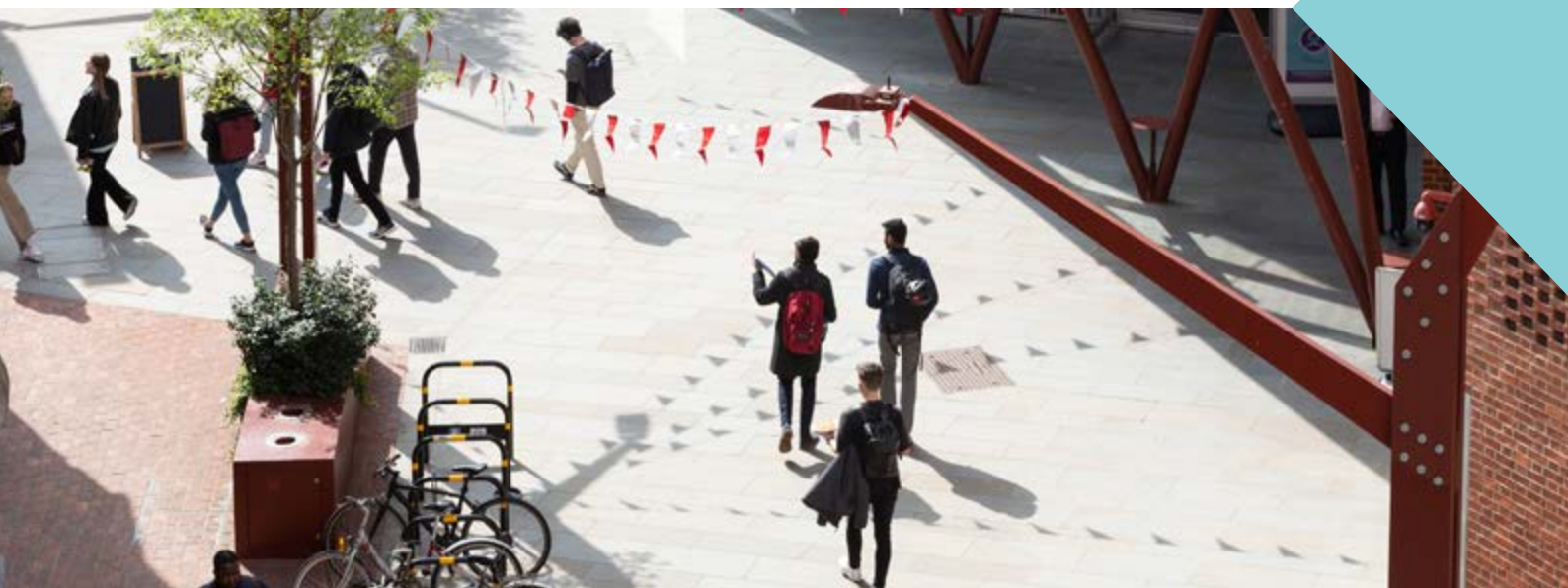
**Change of Mode of Study** 

**Fieldwork (UK and overseas)** 

**Residing Outside of the UK** 

**Withdrawal** 

**Regulations** 





## 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 as 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 [lse.ac.uk/myadjustments](https://lse.ac.uk/myadjustments)

## 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 [lseportal.force.com/student-services/s/enquiry-form](https://lseportal.force.com/student-services/s/enquiry-form). 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 [info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters)

## 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](https://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](https://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](https://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](https://info.lse.ac.uk/current-students/phd-academy)) and the Health and Safety webpages ([info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety](https://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety)).

## Residing Outside of the UK

In exceptional circumstances, you can apply to reside away from LSE, ie, 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 [info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance)

## 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](https://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 [lse.ac.uk/calendar](https://lse.ac.uk/calendar) 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](https://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 [lseportal.force.com/student-services/s/enquiry-form](https://lseportal.force.com/student-services/s/enquiry-form)

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/student-services/s/enquiry-form](https://lseportal.force.com/student-services/s/enquiry-form)

Further information on accessing their services can be found on their website at [info.lse.ac.uk/current-students/phd-academy](https://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](mailto: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](https://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](https://info.lse.ac.uk/current-students/part-of-lse/student-voice)

## Research Degree Students' Consultative Forum (RDSCF)

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 [lsesu.com/voice/academic-reps/consultative-forum/](https://lsesu.com/voice/academic-reps/consultative-forum/)

## 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 2023 and you can find out more at [lse.ac.uk/studenteducationpanel](https://lse.ac.uk/studenteducationpanel)





# 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 [lse.ac.uk/tqaro](https://lse.ac.uk/tqaro). 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 [lse.ac.uk/tqaro](https://lse.ac.uk/tqaro). 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](mailto: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](https://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](mailto: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.ac.uk/lselife](https://lse.ac.uk/lselife), check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.



[Listen to our podcasts](#)

**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](https://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](https://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 breaks 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 [info.lse.ac.uk/current-students/lse-life/events/english-language-skills](https://info.lse.ac.uk/current-students/lse-life/events/english-language-skills)

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 [lse.ac.uk/languages](https://lse.ac.uk/languages)

## 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.ac.uk/careers](https://lse.ac.uk/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 [careers.lse.ac.uk](https://careers.lse.ac.uk)

Keep up-to-date with events and advice by following [@LSECareers](https://twitter.com/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.ac.uk/VolunteerCentre](https://lse.ac.uk/VolunteerCentre) or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).

[Read our blog](#)

## 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](https://lse.ac.uk/generate) or keep up to date with Generate news through our social media [@LSEGenerate](https://twitter.com/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 [lse.ac.uk/safecontacts](https://lse.ac.uk/safecontacts)

**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](https://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 [info.lse.ac.uk/making-a-choice/sexual-violence-support-worker](https://info.lse.ac.uk/making-a-choice/sexual-violence-support-worker)

**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](mailto: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](mailto:edi@lse.ac.uk), visit [lse.ac.uk/equitydiversityinclusion](https://lse.ac.uk/equitydiversityinclusion) and follow us on Twitter [@EDI\\_LSE](https://twitter.com/EDI_LSE)





# Your Wellbeing and Health

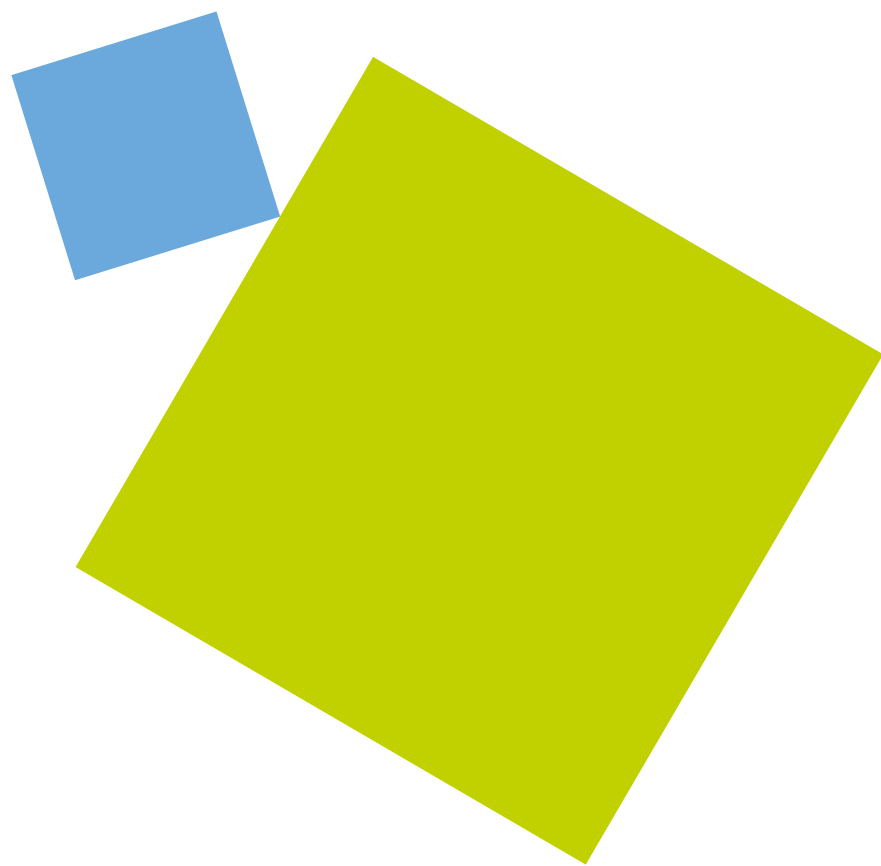
## Student Wellbeing Service (SWS)

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 [lse.ac.uk/counselling](https://lse.ac.uk/counselling) 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](https://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](https://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](https://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](https://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 [nhs.uk](https://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 [lse.ac.uk/studenthealth](https://lse.ac.uk/studenthealth)



## 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 [lse.ac.uk/faithcentre](https://lse.ac.uk/faithcentre)

### 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 [lse.ac.uk/faithcentre](https://lse.ac.uk/faithcentre). 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](mailto: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 [lse.ac.uk/faithcentre](https://lse.ac.uk/faithcentre)





## Interfaith Leadership Programmes

Learn more about our interfaith leadership programmes on the “Programmes” pages at [lse.ac.uk/faithcentre](https://lse.ac.uk/faithcentre). 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](mailto: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](mailto: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](https://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](https://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 [info.lse.ac.uk/current-students/estates-division/facilities-guide/medical-and-childcare-provision](https://info.lse.ac.uk/current-students/estates-division/facilities-guide/medical-and-childcare-provision)

## 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](https://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](https://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](https://info.lse.ac.uk/staff/services/nursery/Nursery-partnerships)





# Exams and Assessments

## Candidate Numbers

Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Autumn Term using LSE for You. Further information about LSE for You can be found in the Systems and Online Resources section.

**Systems and Online Resources section** 

## Exam Timetables

Course by course exam timetables will be available online at [lse.ac.uk/exams](https://lse.ac.uk/exams). For January exams the timetable is usually available towards the end of Autumn Term, for summer exams it is usually available in Winter Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

**Central Exam Adjustments** 

**Deferral** 

**Extension Policy** 

**Exceptional Circumstances** 

**Fit to Sit Policy** 

## Exam Procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at [lse.ac.uk/exams](https://lse.ac.uk/exams)

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please visit [lse.ac.uk/exams](https://lse.ac.uk/exams). If you bring an alternative model, it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.



## Central Exam Adjustments

Central Exam Adjustments (CEAs) can be made if you have a documented medical, physical, or mental health condition and/or a specific learning difficulty such as dyslexia or dyspraxia. The purpose of CEAs is to provide an environment that gives all students an equal opportunity in exams. These adjustments are confidential and will not be listed on your degree certificate or transcript. In most cases you should apply for CEAs as part of getting your My Adjustments in place. However, there is a different process for applying for CEAs for short-term, unexpected, conditions. For more information visit [lse.ac.uk/CEA](https://lse.ac.uk/CEA)

## Deferral

If you have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam. For more information visit [lse.ac.uk/deferral](https://lse.ac.uk/deferral)

## Extension policy

If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit [lse.ac.uk/extensionpolicy](https://lse.ac.uk/extensionpolicy)





## Exceptional Circumstances

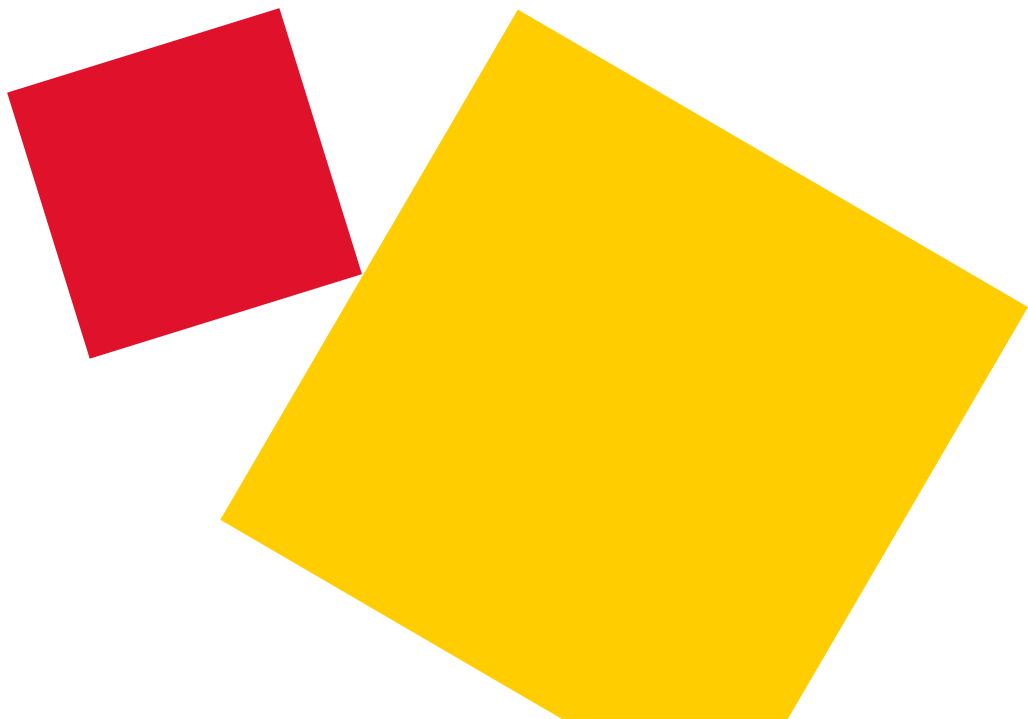
You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which may have affected your performance. These could include (but are not limited to):

- missing an assessment which you did not defer, or submitting an assessment late and incurring penalties.
- experiencing difficulties which could have affected your academic performance in an exam or coursework.
- adjustments such as CEAs, My Adjustments or deadline extensions being insufficient to compensate for the impact of your circumstances.
- a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.

Submitting an EC Form is the only way for you to alert the Sub-Board of Examiners to the circumstances which may have affected your performance. For more information visit [lse.ac.uk/exceptionalcircumstances](https://lse.ac.uk/exceptionalcircumstances)

## Fit to Sit Policy

By attempting any type of assessment, including but not limited to sitting exams, submitting coursework, class participation, presentations, or dissertations, you are declaring yourself fit to sit. If you have experienced disruption to your studies (including but not limited to illness, injury, or personal difficulties) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.





## 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 [lse.ac.uk/calendar](https://lse.ac.uk/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 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 [lse.ac.uk/calendar](https://lse.ac.uk/calendar)



## Examinations and Beyond

When your thesis is nearly ready for submission, your department will nominate Examiners, who will be appointed by the Research Degrees Sub-Committee. These nominations should normally be submitted at least eight weeks before the date on which you submit your thesis. This is important, as your examiners will normally require at least four weeks to read a thesis once it has reached them. Your viva will therefore usually take place between four and twelve weeks from the point at which you submit.

### Submission of Thesis

When preparing your thesis for submission, you should refer to and comply with the Guidelines for MPhil and PhD examinations, which you can find by visiting [info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance)

If you need any further information or advice regarding the presentation of your work, you should speak to your supervisors.

### Where to Send Your Thesis

For the foreseeable future, you only need to submit your thesis electronically.

Please refer to the guidance on Format and binding your thesis, available from [info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance)

### Graduation Ceremonies

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see [info.lse.ac.uk/current-students/graduating-from-lse](https://info.lse.ac.uk/current-students/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 [info.lse.ac.uk/current-students/graduating-from-lse/degree-certificates](https://info.lse.ac.uk/current-students/graduating-from-lse/degree-certificates)



# 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 [Executive Programmes](#).

For tuition fee levels please visit [lse.ac.uk/tableoffees](https://lse.ac.uk/tableoffees)

To pay online or to find out about the different payment methods available, visit [lse.ac.uk/feepayments](https://lse.ac.uk/feepayments)

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 webpage to get full details [lse.ac.uk/ficc](https://lse.ac.uk/ficc)

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 [lse.ac.uk/ficc](https://lse.ac.uk/ficc)

For full details regarding tuition fees, charging policy, payment, and instalment options, visit [lse.ac.uk/feepolicy](https://lse.ac.uk/feepolicy)

## 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](https://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](https://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](mailto:financial-support@lse.ac.uk)





# Codes and Charters

## LSE Academic Code

LSE's Academic Code sets out what we are doing to deliver a consistent student experience across our School and clarifies what you can expect from an LSE education.

The Academic Code brings together key principles that underpin students' education into a School-wide policy. Developed in partnership with LSE Students' Union, it sets the baseline to build on teaching standards, academic support, and assessment and feedback – areas that students have told us matter the most to them.

The Academic Code should be read in conjunction with the [LSE-LSESU Student Charter](#).

- 1** All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Autumn and/or Winter Terms, or a minimum of four hours taught contact time per week for a full unit taught course running entirely in Autumn or in Winter Term.
- 2** Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Spring Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.
  - 2.1** All assessment submission deadlines and feedback time frames will be clearly communicated to students at the start of each course, including on the course Moodle page.
  - 2.2** Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.
  - 2.3** Feedback on summative assessment (excluding exams, dissertations, or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.
  - 2.4** Feedback on January exams will normally be provided within six term weeks of the end of the exam period.
  - 2.5** Feedback on Spring exams will normally be provided within four term weeks of the following Autumn Term.
  - 2.6** Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.
  - 2.7** For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Spring Term, feedback may take the form of general guidance on how to have approached that assessment.



- 3** All students will have an Academic Mentor to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
- 4** Students will be invited to meet their Academic Mentor at least twice during each of the Autumn and Winter Terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
- 5** In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.
- 6** Staff teaching on LSE programmes will be available to students through a minimum of 35 office hours (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.
- 7** Departments will hold at least one Student-Staff Liaison Committee and one Departmental Teaching Committee meeting during each of the Autumn and Winter Terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.

### Codes of Good Practice

#### The Ethics Code

#### Research Ethics

## 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 [info.lse.ac.uk/current-students/student-charter](https://info.lse.ac.uk/current-students/student-charter)



## 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 [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

## 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 [lse.ac.uk/ethics](https://lse.ac.uk/ethics)

## 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](mailto: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](mailto: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 [info.lse.ac.uk/current-students/dts](http://info.lse.ac.uk/current-students/dts)

## 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.ac.uk/lseforyou](http://lse.ac.uk/lseforyou)

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](https://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](https://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](mailto: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 [apps.lse.ac.uk/training-system](https://apps.lse.ac.uk/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 [lse.ac.uk/cyber](https://lse.ac.uk/cyber)

## Multi-Factor Authentication (MFA)

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





# Appendix: MRes Course Choice and Assessment Information

## How to select your courses

- **Find the courses you'd like to take**
- **Select the courses on LSE for You**
- **Check your timetable and Moodle enrolments.**

We encourage you to research your optional courses fully to make sure you are making an informed choice. You should discuss your course choice with your supervisor and the programme manager and can also seek advice from the Doctoral Programme Director. All course choices need to be approved by the Doctoral Programme Director in advance of the course choice deadline.

The course selection timeline for International Development courses is as follows.

- Graduate Course Selection opens for browsing – 10am on Monday 19 September 2022
- Graduate Course Selection opens fully – 10am on Thursday 22 September 2022
- You should make your request to take courses by 12 noon on Friday 23 September 2022
- Instructors will review requests to take courses and make offers to allow you to join the course by 12 noon on Monday 26 September 2022
- You must accept your offers within 48 hours
- Offers that have not been accepted within 48 hours of an offer will automatically time out. Any remaining places will then be offered to students on the waiting list.

To select a course:

- 1 Log into LSE for You using your LSE username and password.
- 2 Expand the “Graduate Course Choice” option in the left-hand menu and select “Graduate Course Choice - Student”.
- 3 Click on the “select or drop courses | accept or decline offers | withdraw requests” button.
- 4 Select the courses you'd like to take from the available options. Compulsory courses will have already been selected for you.



- 5 If a course that you wish to take is not listed then type the course code (eg, AB456) into the box at the bottom of the listed options and click "Fetch".
- 6 If you have chosen a non-compulsory controlled access (capped) course, you will be asked to enter a statement in support of your application if required. Not all courses need a statement; you can find out if a statement is required by visiting controlled access courses.
- 7 You will also be given the opportunity to enter a "supporting statement" in support of your selected courses. *You are strongly recommended to do so if your selected courses fall outside the regulations for your programme.*
- 8 You will be returned to the "Graduate Course Choice - Student" summary page and automatically entered for any non-controlled access (capped) courses and any controlled access (capped) courses that are compulsory for your programme.
- 9 Wait for your requests to take controlled access capped course(s) to be considered by the teaching department(s). You will be notified by email when the Department makes a decision. *If the Department chooses to offer you a place, then you will have to accept that offer before you will be enrolled on the course. **Act quickly – offers expire after 48 hours!***

You will not be able to select or change courses on LSE for You after the end of the Michaelmas term course choice window. Changes to Lent Term half-units only can be made when the system is re-activated in January.

## Seminar allocation and sign-up

After you have made your course selections and these have been approved, you will need to use the Seminar Sign-Up function on LSE for You. This is because many postgraduate courses run more than one seminar group, ie, the same course material is repeated several times a week with different groups. You need to attend the same group consistently throughout the term/year. If you forget to sign up for a seminar group, this will lead to problems when you try to attend the course.

Some departments allocate students to seminars, and some departments will allow students to sign themselves up to seminars. You can see which method is used for each of your registered courses in the seminar sign-up system in LSE for You.

You can use seminar sign-up once you have signed up for a course and the department responsible has made the course available for seminar sign up.

Seminar sign-up is accessible throughout the course selection windows. If you fail to sign up for seminars during this time, the department may allocate you to a seminar group of their choice on your behalf.





## Controlled access (capped) courses

Many graduate courses are designated as “controlled access” due to limited places and/or prerequisites that are required in order to study the course. These will be highlighted in green on the list of available courses in the LSE for You course selection system. You can find information about controlled access courses, how applicants are selected, and deadlines for applying at [controlled access courses](#).

You will be notified of the outcome of your request to take a controlled access course by email. If you have been offered a place on a controlled access course, you must use the LSE for You course selection system to indicate whether you would like to accept or decline the offer within two working days of receiving the offer email. After this time the offer will expire.

If you intend to use an offer to replace another course you are registered for, you must withdraw from that course before you accept the new offer, to ensure that you do not exceed the maximum number of units your programme regulations allow you to take.

Please do not assume you have a place on a controlled access course until you have been officially informed of this and accepted the offer. You will not be able to sign up for a seminar until you are registered for the course.

You can withdraw a request to take a controlled access course before/after you are notified of the outcome or drop the course after you are registered for it.

**Please remember that if you are offered a place on a controlled access course, you must log in to LSE for You and accept the place within 48 hours.**

## Timetables

Lectures are offered once a week. Please note that half-unit courses are only offered in one term – they are not repeated. With most courses (if numbers are big enough) there is a choice of seminars on different days and at different times. If you are taking half-unit courses that run only for one term, check very carefully that this will not impact on your choice of seminar for any full-unit courses.

Once you have made your course and seminar choices (and they have been approved where necessary) you will also be able to access your personal timetable. The time when your personal timetable is published depends on course enrolment and seminar sign up, which is controlled by the home department of the individual course. When your timetable has been published you can:

- View your personal timetable in [LSE for You](#).
- Viewing your timetable in the [Student Hub](#).



The Student Hub, LSE's new app, allows you to view your timetable on your mobile, tablet and desktop.

When your personal timetable is published to LSE For You, your timetable will sync to your in-app calendar. Please note, updates to course selection on LSE For You can take up to 3 working days to appear on your timetable.

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

## Moodle

You will automatically be given access to the Moodle page for your courses a few hours after selecting them on LSE for You. If you change courses, you will not be removed from the old course on Moodle automatically so you will need to do this manually.

## Auditing courses

If you've received the course convener's permission to audit a course (ie, to attend the teaching without being entered for the assessments) the final step you will need to take is to select the course in LSE for You but tick the box that says "audit". This ensures that there is a record on the student system of you auditing the course.

Alternatively, another way to keep up with the course material of a course that interests you, without attending it, is to self-enrol on the Moodle page. You should be able to do this as long as the course leader has set the page up as open to self-enrolled auditing students.





## Assessed coursework

### Coursework submission

Assessed work must be handed in by the date and time specified. In many cases, coursework for Autumn Term courses will be due on the first day of Winter term, and coursework for Winter term courses will be due on the first day of Spring Term. The deadlines for individual courses will be published on their Moodle pages and will also be confirmed to you in writing by the department.

You must upload an electronic copy of your coursework to Moodle by the deadline. Your essay should be in Word or a PDF file format. Once a piece of assessed work has been submitted it cannot be amended.

### Candidate numbers

To ensure fairness all assessed work is blind marked by the academic staff, using numbers instead of names.

All students are allocated candidate numbers which are generated during Michaelmas Term and can be accessed by students through LSE For You from November. Please note that your candidate number is NOT the same as your student number or the number on your ID card. It is also NOT the first 5 or last 5 numbers of either of these.

To find your candidate number, please follow these steps:

- Log in to LSE For You account
- Click on the “exams” tab
- Click on the “candidate number” tab in the “exams” tab.

### Essay formatting guidelines

All assessed work must contain a header with the course code on the left-hand side, page numbering in the middle and your candidate number on the right-hand side. We suggest standard margins, an easy to read conventional font and either 1.5 or double line spacing for ease of reading. You must not put your name anywhere on the essay itself (essays are marked anonymously).



## Referencing system for assessed work

The department recommends that students use Chicago or Harvard style for both assessed essays and dissertations. This style minimises the number of words used in the text to indicate the source (thus reducing the impact on the word limit) and dictates that the full source be given in the bibliography.

You may use any style you wish but remember that all words in the footnotes count towards your word limit.

Students should not only take care in their referencing to avoid any potential accusations of plagiarism but should also be aware that they should avoid simply stringing quotations from literature together. In all cases, students will be assessed on the basis of the ideas, interpretations and analyses – the value added – expressed in their written work.

## 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 be 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/calendar](https://lse.ac.uk/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 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

[lse.ac.uk/calendar](https://lse.ac.uk/calendar)

Collaboration between students (leading to identical answers, in whole or in part) is allowed only in cases where official permission has been given beforehand. Course leaders will let you know when this is acceptable.

## Self-plagiarism

Self-plagiarism is also against the rules. You are not allowed to submit the same work twice (or reproduce large sections of previous work in other essays or your dissertation). You may, however, write your dissertation on topics similar to those of earlier essays, so long as the arguments used in your dissertation clearly represent an advance on previous work. In such cases, earlier essays must be properly referenced with your name, course number and submission date. Also, you must discuss whether any potential overlaps constitute self-plagiarism with your supervisor during term time.





## Extensions

If you have a good reason why you will not be able to submit a piece of assessed work on time, you must apply for an extension before the due date.

Extensions are normally only granted for medical reasons (a doctor's certificate will be required as supporting evidence), a traumatic event in the family or certain work-related issues. Any supporting evidence submitted must either be in English or accompanied by a translation which corroborates it and is done by a valid organisation, eg, British Council, Embassy, LSE Language Centre, etc.

The Extension Request form is available to download from the International Development Moodle site. You must submit the form, fully completed and signed by the academic in charge of the course, to the International Development office before the due date. Extensions must be confirmed in writing to the student in order to be valid.

If you think you need an extension for an MRes assessment, please contact the PhD Programme Manager first to discuss the circumstances. Please note that this process does not apply to requests for an extension to the final PhD thesis deadline.

## Penalties: late submission and exceeding the word limit

Penalties will be applied to:

- a)** Work that is submitted after the stated deadline (5 marks deducted per 24-hour period, or part thereof). This applies to both essays and dissertations and applies to the time deadline, not just the date. After five working days, coursework will only be accepted with the permission of the Sub-Board of Examiners.
- b)** Assessed coursework that exceeds the stated word limit – they will lose one mark for every 100 words or part thereof.
- c)** Assessed coursework that exceeds the stated page limit: exceeding the page limit will automatically be penalised, as none of the extra pages will be read, hence not included in the marking.
- d)** Research proposals that are found to be longer than 10,100 words - they will lose marks as per b) above. Research proposals only have a maximum leeway of one per cent ie, 100 words.



## Examinations

For courses which are assessed by a traditional written exam, the exam period takes place during the summer term (May/June). There are a few exams held outside this period and you will be informed if this applies to any of your courses.

The examination timetable will be available at the end of the Lent Term. You MUST be available to sit your examinations and answer any queries about your script up to the end of the Summer Term. You can obtain your personal examination timetable via LSE For You from the end of the Lent Term. Students who have failed an exam cannot retake the exam until the following year. Students cannot re-sit any exam that they have already passed.

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials and what to do if things go wrong. You can download your copy at [lse.ac.uk/exams](https://lse.ac.uk/exams)

You will receive feedback for examinations.

## Marking and feedback

All work is marked strictly on its individual academic merit.

### Grade Definitions:

Distinction:  $\geq 70$  ( $\geq 80$  = outstanding, 70-79 = excellent)

Merit: 60-69 (65-69 = high merit, 60-64 = merit)

Pass: 50-59 (55-59 = high pass, 50-54 = pass)

Fail:  $\leq 49$  (40-49 = fail,  $\leq 39$  = bad fail).

Please see the full Marking Standards Guide on the International Development Moodle site for what is expected of you at each level.



## Formative essays

All courses offer the opportunity to do formative work – ie, work that doesn't count towards your degree but which allows you to receive feedback in order to get an idea of how you are doing. Different courses operate slightly differently. In some you will submit a “formative” essay which will be returned to you with comments and a predicted grade. You later submit an assessed essay for which you will also receive feedback and a provisional grade eg, Pass, Merit, Distinction.

## Feedback and marking of the DV510 research proposal

The deadline for the DV510 proposal falls in August. You will receive written feedback on your DV510 proposal by the beginning of the first term of your second year. You will also be told whether your DV510 mark is sufficient for the upgrade from MRes to PhD. If for any reason your mark falls short of 65, you will be given an opportunity to revise your proposal. This won't change your original mark, but if your resubmitted proposal is later accepted (and you have met the rest of the upgrade conditions) then you will be cleared to progress to the PhD stage. The amount of time allowed for revisions will be set by the markers and the doctoral programme director but will not be more than three months. Being asked to revise the DV510 proposal will not be considered as grounds for an extension to your thesis submission deadline later on.

## Results and classification

### Results

Final and provisional results are released through LSE for You. Final results are available once the relevant School Board of Examiners has ratified them. Provisional results are available for students taking January exams and for 12 month master's students.

Results are not released to students that have debts owing to the School. For more information on how and when results are released visit [lse.ac.uk/results](https://lse.ac.uk/results)

### Classification schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the classification schemes at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)





MRes students will receive provisional results throughout the year as they become available. These results will be confirmed once the Exam Board has considered them. The International Development Exam Board meets in late September/early October to confirm results. These results must then be ratified by the School Exam Board. After this, your final results will be available via LSE For You, on the date set by the school for 12 month programmes.

The award of the MRes degree will be classified according to the [Scheme of award for taught Master's degrees](#).

### **Transcripts**

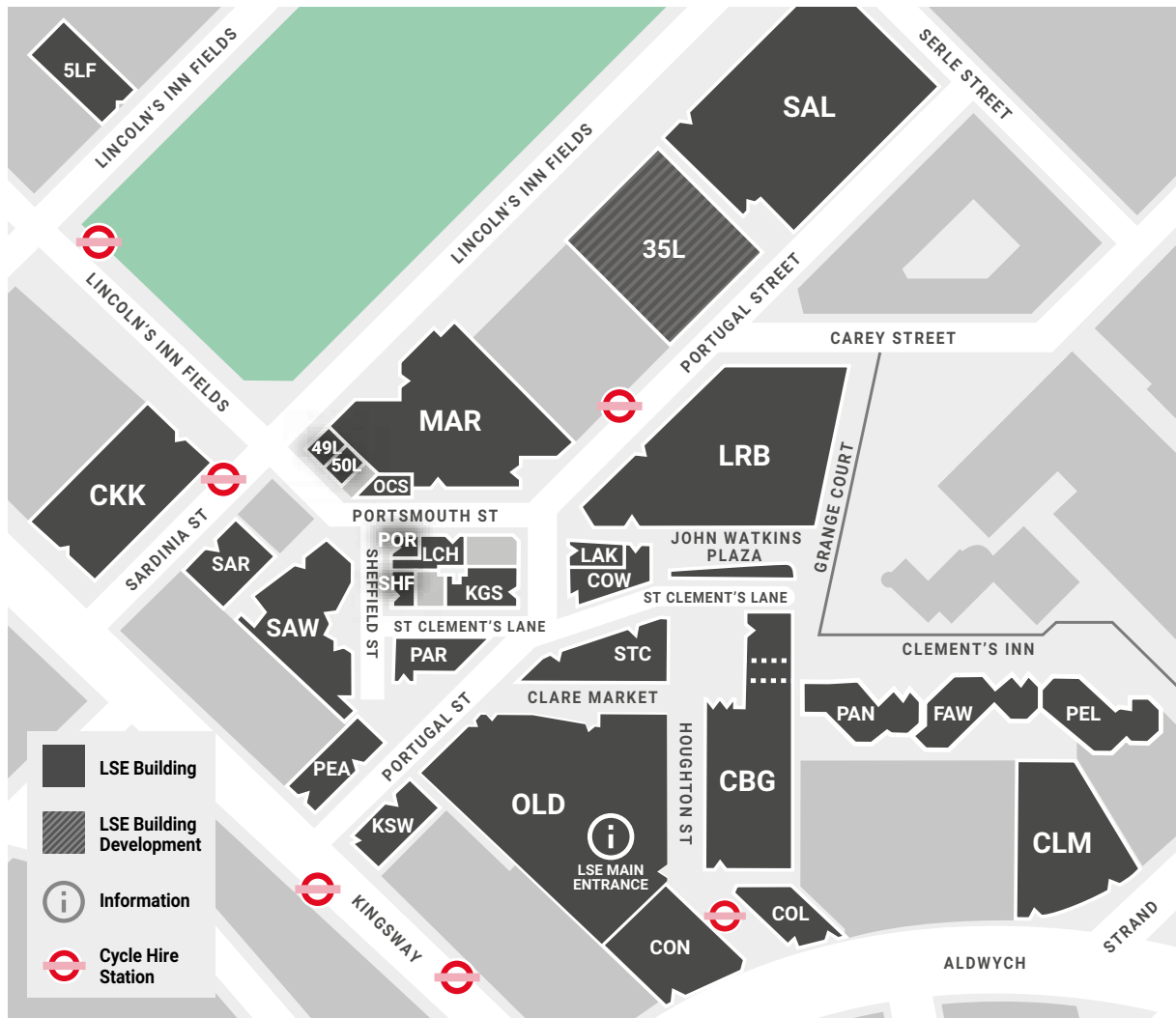
Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically which allows them to be easily shared. For more information about final transcripts please visit [lse.ac.uk/transcripts](https://lse.ac.uk/transcripts)

### **Degree certificate**

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit [lse.ac.uk/degrecertificates](https://lse.ac.uk/degrecertificates)



## LSE Campus



### Key

<b>CBG</b> Centre Building	<b>KGS</b> King's Chambers	<b>49L</b> 49 Lincoln's Inn Fields (Coopers)	<b>OCS</b> Old Curiosity Shop	<b>SAR</b> Sardinia House
<b>CKK</b> Cheng Kin Ku Building	<b>KSW</b> 20 Kingsway	<b>50L</b> 50 Lincoln's Inn Fields	<b>PAN</b> Pankhurst House	<b>SAW</b> Saw Swee Hock Student Centre
<b>CLM</b> Clement House	<b>LAK</b> Lakatos Building	<b>LRB</b> Lionel Robbins Building, Library	<b>PAR</b> Parish Hall	<b>SHF</b> Sheffield Street
<b>COL</b> Columbia House	<b>LCH</b> Lincoln Chambers	<b>MAR</b> The Marshall Building	<b>PEA</b> Peacock Theatre	<b>SAL</b> Sir Arthur Lewis Building
<b>CON</b> Connaught House	<b>5LF</b> 5 Lincoln's Inn Fields	<b>OLD</b> Old Building	<b>PEL</b> Pethick-Lawrence House	<b>STC</b> St Clement's Clare Market
<b>COW</b> Cowdray House	<b>35L</b> 35 Lincoln's Inn Fields		<b>POR</b> 1 Portsmouth Street	
<b>FAW</b> Fawcett House				



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: [Accessibility map \[PDF\]](#) 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 [available online](#).

**[lse.ac.uk/International-Development](https://lse.ac.uk/International-Development)**



**Department of International Development**  
The London School of Economics  
and Political Science  
Houghton Street  
London WC2A 2AE

E: [indev.enquiries@lse.ac.uk](mailto:indev.enquiries@lse.ac.uk)

T: **+44 (0)20 7955 3728**

**This information can be made available  
in alternative formats, on request.  
Please contact [id.research@lse.ac.uk](mailto:id.research@lse.ac.uk)**

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg no 70527).

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Design: LSE Design Unit ([info.lse.ac.uk/staff/divisions/communications-division/design-unit](https://info.lse.ac.uk/staff/divisions/communications-division/design-unit))

Photography: Cover image from Unsplash, Pexels or iStock.  
Internal photography Nigel Stead, LSE School Photographer and Maria Moore.

**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.