





















Welcome to the  
Department of  
International History

MPhil/PhD  
Handbook



















2023/24

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

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# Welcome from the Head of Department

This is to introduce you to the Department of International History (if you are a new student) or to welcome you back again (if you are returning to us as a continuing PhD student). The Department is located on the ground, mezzanine, first, second and third floors of Sardinia House.

This year, the Department will have about 150 graduate students, about 250 undergraduates, twenty- six academic staff, and 7 teaching fellows. We have around 35 PhD students enrolled in the Department both full and part time.

Each research student will be allocated a supervisor and advisor from among the academic staff.

In addition, there is a Doctoral Programme Director for 2023/24 – Professor Joanna Lewis ([j.e.lewis@lse.ac.uk](mailto:j.e.lewis@lse.ac.uk)), who has special responsibility for research students.

As Head of Department, I am responsible for the overall management of the Department and I am available to speak to all students by appointment via the Department Manager - Mrs. Demetra Frini ([D.Frini@lse.ac.uk](mailto:D.Frini@lse.ac.uk)). Her office is located in SAR 1.03b.

Your first point of contact in the Department on all administrative matters relating to your degree is the PhD Programme Manager - Dr Edlira Gjonca ([e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk)). Her office is located in SAR 1.03d.

The PhD induction workshop will take place in person on **Thursday 21 September from 11am** in CKK.2.18.

I look forward to seeing you at the Induction meeting.



Professor Marc Baer  
**Head of Department**

# Key contacts

**Professor Marc Baer**

Head of Department.

[m.d.baer@lse.ac.uk](mailto:m.d.baer@lse.ac.uk)

**Professor Joanna Lewis**

Doctoral Programme Director

**Room:** SAR G.02

[j.e.lewis@lse.ac.uk](mailto:j.e.lewis@lse.ac.uk)

**Professor Joanna Lewis** is the Doctoral Programme Director (DPD). She is responsible for the induction of new research students, the allocation of supervisors, and acting as an advocate within the Department for research students. Any concerns you have about the programme (including any serious problems in your studies or your relationship with your supervisor) should be brought to Prof. Lewis' attention. All such conversations and their content will be kept completely confidential, except in cases where you wish the DPD to bring matters up with your supervisor or Head of Department.

**Dr Edlira Gjonca**

PhD Programme Manager

**Room:** SAR 1.03d

[e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk)

**Ms Demetra Frini**

Department Manager

**Room:** SAR 1.03b

[d.frini@lse.ac.uk](mailto:d.frini@lse.ac.uk)

# Key contacts (continued)

## **Dr Jake Richards**

**Room:** SAR.2.08

[j.richards@lse.ac.uk](mailto:j.richards@lse.ac.uk)

**Dr Richards** is the point of contact for the Department's Equity, Diversity and Inclusion Committee. The Department is concerned to promote equality and to foster an environment in which forms of discrimination (including, but not limited to, race, gender and sexuality) are not tolerated. If you have questions or concerns about these or related issues please contact Dr Richards. All discussions will be held in the strictest confidence.

## **LSE PhD Academy**

For information and contacts: [info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

Please check the departmental website for a full list of academic staff, their research interests, and contact details: [lse.ac.uk/International-History/People](https://lse.ac.uk/International-History/People)



# Overview of the Doctoral Programme

## Doing a PhD in International History

The purpose of the MPhil/PhD programme in International History is to provide students with the necessary research and writing skills to prepare a thesis of appropriate quality for the MPhil or PhD degree. Through this learning process, students will acquire a range of valuable skills, whether they choose to teach, do further research or enter into professions outside academia.

The thesis is the central component of the MPhil or PhD. It is likely to be the first major piece of writing you will have produced, and it will take intense preparation to produce it to a suitable standard. As a student in the programme, you will need to learn about the ways historians interpret the past, and about how to find your own voice within the profession. You will also need practical knowledge about how to prepare and organise such a large an undertaking as a thesis in history. You must learn how archives work, and how to carry out research in them. Perhaps most important of all, you must learn how to construct and argue the key hypotheses of your work based on original research, so that your thesis becomes an important addition to academic knowledge in your chosen field.

Please note that this Department does not allow the submission of a thesis consisting of a series of individual publishable papers linked by an introduction, critical discussion and conclusion.

## The student-supervisor relationship

Your supervisor is your main guide through this learning process. You and your supervisor – or in some cases supervisors – share the responsibility for transforming your efforts into a successful thesis, although it is only you, yourself, who can carry out the work. If you are to have a productive relationship with your supervisor(s), you must work out a detailed plan together both for the first year and for the completion of your thesis at your first meetings. Although this plan may, by agreement, be changed later on, it is essential for the supervision process that you keep your supervisor regularly informed of your progress. It is also highly recommended that you follow your supervisor(s)'s advice on key aspects of the thesis. Your supervisor(s) will have much experience both in research and writing, and it is by following her/his advice that you will be able to complete successfully and on time.

You will also be allocated an advisor. The advisor's job is to provide you with generic guidance and support rather than detailed academic guidance. The advisor will not be an expert in your precise field, but will have some familiarity with your work as they will read your research questions report and your upgrade material (below see more details on the upgrade process from MPhil to PhD status). S/He would take the place of the supervisor in cases of incapacitating illness. In cases of retirement, non



incapacitating illness or sabbatical leave, the advisor would provide administrative supervision. It is, however, the expectation of the Department, that the supervisor will continue to exercise intellectual supervision during sabbatical and special leave, as well as after retirement, insofar as needed to provide the student with guidance towards completion.

The PhD Academy of LSE runs various useful workshops under its Academic and professional development programme. For more information, please see here: [info.lse.ac.uk/current-students/phd-academy/events-courses-and-training](https://info.lse.ac.uk/current-students/phd-academy/events-courses-and-training)

If you feel that the feedback or direction that you are receiving from your supervisor(s) does not meet your expectations, then it is vital to raise this with them. They may decide to alter their approach or they may put you in touch with someone else whose approach more closely mirrors your expectations.

If it is too difficult to raise these matters directly with your supervisor, or if you wish to transfer from one supervisor to another, you should consult the Doctoral Programme Director. She has a general tutorial role to all research students and can offer an independent view of your progress or advice on any difficulties that you might experience, including uncertainties about supervision.

## PhD Log

The PhD log is available on **LSE for You** and is a **requirement** of the programme. Research students are required to record attendance at and outcomes of all supervisory meetings (either in person or via Skype). Supervisors must confirm that meetings have taken place and that the outcomes reported by the student are accurate.

The PhD log has been developed to make PhD student record-keeping simple and more efficient. This provides a means to keep a shared record of meetings and any other communication between student and supervisor(s) and to act as a record of attendance on the programme. This is a School requirement to meet its statutory obligations.

Students are required to initiate the process by starting the first log after which supervisors are given access to the system and can add any comments.

Activity on the log will be checked at the end of each term. Re-registration depends, at least in part, on the satisfactory completion of the log.

Full-time students have the right to see their supervisor **at least three times a term** in the first year and **twice a term** thereafter.

Part-time students have the right to see their supervisor **at least twice a term** in the first year and **once a term** thereafter.





## How to use the PhD Log

There will be a link from your LSE for You account that will take you to your PhD log homepage. This page will provide you with the following information:

- the names of your supervisors
- the Doctoral Programme Director for your department
- your submission deadline
- dates of any fieldwork or interruptions taken
- provisional thesis title (the PhD log will allow you to amend this title if it changes)
- communication log entries

To create a new log entry you need to click on the create log entry button and this will lead you to the first screen. This screen allows you to enter the details of the supervisory meeting, e.g. what type of meeting (in person, Skype), the date and time and how long the meeting lasted. Once the information has been saved you will be taken to the next screen and this is where you will enter the action points of the meeting.

The PhD Log allows you to attach documents to any log entry using the browse function. Once the details have been entered and assigned to a supervisor, you can either save as a draft or publish the entry. You cannot edit the log entry once it has been published.

Your supervisor will receive an email once your entry has been published and they will then comment and sign it off.



## Research Questions Report

At the end of the Autumn Term each first-year doctoral student (both full-time and part-time) is required to produce a brief (1,000 word) essay on the research questions that she/he intends to address, the significance of her/his topic, and the sources she/he intends to use. Your supervisor(s) will then add a paragraph of her/his own confirming that she/he is convinced of the viability of the topic and that the thesis can be completed within four years. Your supervisor(s) will also note any problems that he/she envisages. Your supervisor(s) will forward a copy to the Doctoral Programme Director (DPD), who may ask for further clarification or raise questions to consider.

The intention behind this exercise is to focus students at an early stage in their studies, to think about their project as a whole and to consider what work they can reasonably expect to complete within a maximum of four years. It will also help to focus minds in good time before the upgrade process from MPhil to PhD status that takes place in the Spring Term.

## Research Training

Having been admitted to the Department's MPhil/PhD programme you are required to participate in a training programme until the completion of your degree. Each year you will have the opportunity to reflect on your research training needs when completing an Annual Progress Review (see below), in conjunction with your supervisor(s).

Your comments and requests for further training will be shared with the DPD. In your first year, your (**compulsory**) training includes the International History Research Student Workshop (HY501) organised by Prof. Joanna Lewis, which meets in the Autumn, Winter and Spring Terms. Meetings are devoted to methodology, archival research, bibliographic preparation, note-taking, record-keeping, interviewing techniques and other practical issues of historical research and preparations for your upgrade at the end of the academic year (see below). HY501 will also provide you with the opportunity to present and discuss your preliminary research results.

As part of your training, you are also required to regularly attend at least one relevant research seminar series either in person or online, depending on your circumstances and location. In particular, you are encouraged to attend the Department's Staff/PhD student research forum, at which members of staff present papers on their own research; the PhD student-led LSE History Seminar (HY509); the LSE-Sciences Po Seminar in Contemporary International History (HY510) hosted jointly by the International History Department, LSE IDEAS and Sciences Po; as well as public lectures arranged by the Department. The Institute of Historical Research also offers a wide variety of highly recommended research seminars. These seminars and events will offer you a benchmark for the standard you will be expected to attain in your research, a chance to meet and listen to specialists in your field, to learn of conferences, to widen your knowledge beyond your immediate area of research, and to present your findings to a small but specialised audience.



You are also encouraged to attend conferences. The LSE's Postgraduate Travel Fund assists research students who are presenting at conferences related to their degree. Details can be found here: [info.lse.ac.uk/current-students/financial-support/postgraduate-travel-fund](https://info.lse.ac.uk/current-students/financial-support/postgraduate-travel-fund)

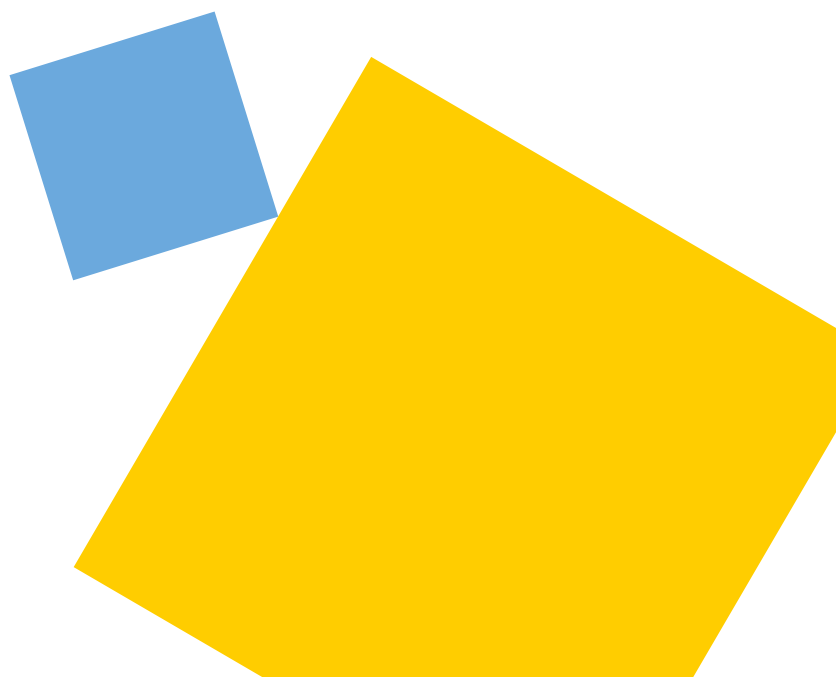
The PhD Academy offers training throughout the year for doctoral students at the LSE. Details can be found here: [info.lse.ac.uk/current-students/phd-academy/events-courses-and-training](https://info.lse.ac.uk/current-students/phd-academy/events-courses-and-training)

The LSE Library offers training packages in bibliographical skills and using web-based resources. More specialized training in IT, languages, and in methodology are provided by the LSE centrally through its IT Services division, the Language Centre, and the Methodology Institute. Methodology Institute courses cover, among other topics, epistemological issues, quantitative methods, and interviewing.

Training on career development is provided by the Teaching and Learning Centre. Introductory lecture courses in related disciplines (including Politics, International Relations, Sociology, Anthropology, Philosophy, and Economics) are readily accessible in the School.

Advanced training on sources and techniques for research in history is offered at the Institute of Historical Research.

LSE PhD students are also entitled to attend in person or online training and workshops organised by the London Arts and Humanities Partnership (LAHP). For full details of the LAHP schedule, see [lahp.ac.uk/training-cohort-development/research-training/](https://lahp.ac.uk/training-cohort-development/research-training/)





## Upgrading from MPhil to PhD

As a research student in the Department, you will be initially registered for the MPhil degree. In order to be upgraded from MPhil registration to PhD, you must prepare a dossier comprised of the following items:

- the provisional title of your thesis, together with the provisional titles of your chapters and a brief description of the contents of each chapter; at a maximum. This should fill no more than two sides of an A4 sheet.
- a brief outline of your historic hypothesis with an indication of how you propose to test it. This is particularly important as it will indicate the main aim of your research.
- an historiographical essay relating to your thesis topic as a whole, in which you (i) evaluate the contributions to your topic of the most important memoirs, monographs, journal articles and other published or unpublished accounts; and (ii) explain how your own thesis will contribute to the topic. Since the amount of source material may differ greatly among theses, no precise length is specified, but in most cases the Department would expect an essay of 4,000 to 8,000 words.
- a draft of one of your chapters. This must be based mainly upon primary sources and should be approximately 10,000 words in length (excluding footnotes and bibliography).

The deadline for submitting an electronic version of your dossier to **Edlira Gjonca** [e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk) is **Thursday 23rd May 2024 (week 4 Spring Term) of your first year of study, if you are a full-time student** starting in the Autumn Term; and **1st March 2024 in the second year if you are a part-time student** who started in the Autumn Term. It is **essential** to have your dossier ready well before the deadline in order to allow your supervisor(s) time to review the upgrade material and to incorporate his/her advice into the final draft. You should seek the approval of your supervisor(s) for the contents of the dossier, although the final decision to submit it rests with you. You may apply for a postponement of your submission to the Doctoral Programme Director in the event of unforeseeable difficulties in your research or for health or compassionate reasons. The request must have the formal support of your supervisor(s).

Your dossier will be read by **two members** of the Department comprising your advisor and another member of the Department. They will individually produce their own reports on your portfolio and then use this as a basis for asking you questions during a viva which will take place in the final two weeks of the Spring Term. In exceptional cases, you may be shown these comments prior to the viva, so as to be able to prepare a response. Yet this is ultimately at the discretion of the examiners.



The viva is an opportunity for the student to defend her/his written materials orally. Inevitably such an occasion will involve probing questioning from the examiners but it will be carried out by both parties in a spirit of constructive and positive criticism. Supervisors may attend the viva but should not be a party to the discussion. At the end of the viva, with the student away from the room, the examiners and supervisor will confer about their recommendations although it is the examiners who have the final say. The student is then called back in and informed orally of the examiners' decision.

The viva panel will make its recommendation known to the Doctoral Programme Director who will inform you of the outcome. Panel members have three choices:

**(a) Recommend upgrading**

**(b) Recommend re-submission of one element of the upgrade portfolio:**

If the examiners believe that one element of the portfolio (either the overview, historiographical essay or the chapter) is unsatisfactory but there is evidence of sufficient quality elsewhere in the submission, they can ask for this element alone to be revised and resubmitted by 16th September and suspend making any decision on upgrading to PhD status until then.

**(c) Recommend submission of the whole upgrade portfolio:**

If the examiners believe that the whole portfolio package is unsatisfactory, they can ask for complete resubmission in March of the following year. The precise date for submission should allow for a viva in the final week of the Winter Term. It needs to be stressed that this option, while serious, does not affect studentship funding which will continue as normal into the second year.

If either the September or the March upgrade is failed you will not be allowed to upgrade to PhD status.

If you submit the upgrade outside of the normal cycle, then the 2nd attempt must take place within 6 months i.e the panel can recommend a revise and resubmit of up to 6 months.

The Doctoral Programme Director will relay the report from the viva panel, along with the readers' preliminary reports to students. If resubmission is required, the DPD's formal note to the student will include a clear list of the examiners' recommendations and requirements for improving the upgrade portfolio.

Once you have passed your upgrade, you should work out with your supervisor(s) a general schedule for completion, including deadlines for submission of main chapters. The schedule should be signed by you and your supervisor(s). Your supervisor(s) is responsible for advising the DPD in case at any point you are one term or more behind schedule in submitting chapters or complete drafts.

## Annual Progress Reviews

All students are required to have a formal annual progress review with their supervisors no later than 30th June each year. These meetings should be in addition to the existing progress-monitoring mechanisms during the year and the PhD log.

Annual Progress Reviews for full-time students in their 3rd year will involve one additional member of the department in addition to their supervisor (normally the student's advisor or DPD) and will be asked to produce a clear timetable for completion, i.e. agreed dates for the submission of the remaining chapters and to produce a first draft of the complete thesis. Re-registration is conditional on this annual review taking place and satisfactory progress being made each year.

## Visiting Fellowship Status

Once you have received the message from the PhD Academy that confirms the award of your degree (subject title: Confirmation of PhD Award), Departments can nominate you for a Visiting Fellowship for the duration of one year. This will give you an academic/institutional affiliation with the department. If you wish to be considered, please email the Doctoral Programme Director. Further details can be found here:

[info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Visiting-Appointments](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Visiting-Appointments)



# Key Milestones and Targets for Full-Time PhD Students

## First year

- As soon as you can, at the beginning of the first year, you should make an appointment to see the Doctoral Programme Director, your supervisor(s) and advisor.
- By week 10 of the Autumn Term (**30 November 2023**) you should submit a brief (1,000 word) essay to your supervisor(s) on the research questions that you intend to address, the significance of the topic, and the sources you intend to use.
- Your supervisor(s) will then add a paragraph of her/his own confirming that she/he is convinced of the viability of the topic. The intention behind this exercise is to encourage students at an early stage in their studies to think about their project as a whole and to consider what work they can reasonably expect to complete within a maximum of four years. It will also help to focus minds in good time before the upgrade process from MPhil to PhD status. Once approved by your supervisor, your Research Questions Report should be forwarded to Prof. Lewis and Dr Edlira Gjonca.
- You should attend the PhD-led History Research Seminar (HY509) and/or the LSE-Sciences Po Seminar in Contemporary International History (HY510) in person or online.
- On **Thursday 23rd May 2024** you should submit an electronic version of your upgrade dossier to the Doctoral Programme Administrator, Dr Edlira Gjonca ([e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk))
- By the end of June you should complete an Annual Progress Review Form and meet with your supervisor(s) to discuss it along with your plans for the following year.

## Second year

- As well as normal supervisory meetings, making progress on your research and writing throughout the year, you should have a formal Annual Progress Review with your supervisor(s) no later than 30th June.
- You should attend the PhD-led History Research Seminar (HY509) and/or the LSE-Sciences Po Seminar in Contemporary International History (HY510) in person or online and consider presenting a paper at it and/or convening it.

## Third year and beyond

- As well as normal supervisory meetings, making progress on your research and writing throughout the year, you should have a formal Annual Progress Review with your supervisor(s) and one other member of staff (usually your advisor) no later than 30th June laying out a clear schedule for completion.



- At least **two months before submission** of your thesis, usually in your 4th year, you should prepare and deliver your Examination Entry Form.
- The final stage of the PhD is an oral examination – the viva.
- You should attend the PhD-led History Research Seminar (HY509) and/or the LSE-Sciences Po Seminar in Contemporary International History (HY510) in person or online and consider presenting a paper at it and/or convening it.

## Key Milestones and Targets for Part-Time PhD Students

### First Year

- As soon as you can, at the beginning of the first year you should make an appointment to see the Doctoral Programme Director, your supervisor(s) and advisor. By week 10 of the Autumn Term (**27 November 2024**) you should submit a brief (1,000 word) essay to your supervisor(s) on the research questions that you intend to address, the significance of the topic, and the sources you intend to use. Your supervisor(s) will then add a paragraph of her/his own confirming that she/he is convinced of the viability of the topic. The intention behind this exercise is to focus students at an early stage in their studies, to think about their project as a whole and to consider what work they can reasonably expect to complete within a maximum of four years. It will also help to focus minds in good time before the upgrade process from MPhil to PhD status. Once approved by your supervisor, your Research Questions Report should be forwarded to Prof. Joanna Lewis and Dr Edlira Gjonca.
- You should attend the PhD-led History Research Seminar (HY509) and/or the LSE-Sciences Po Seminar in Contemporary International History (HY510) in person or online

### Second Year

- 1 March 2024 you should submit an electronic version of your upgrade dossier to the Doctoral Programme Administrator, Dr Edlira Gjonca ([e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk))
- As well as normal supervisory meetings, making progress on your research and writing throughout the year you should have a formal Annual Progress Review with the supervisor(s) no later than 30th June.
- You should attend the PhD-led History Research Seminar (HY509) and/or the LSE-Sciences Po Seminar in Contemporary International History (HY510) in person or online and consider presenting a paper at it and/or convening it.





## Third Year and Beyond

- As well as normal supervisory meetings, making progress on your research and writing throughout the year, you should have a formal Annual Progress Review with the supervisor(s) no later than 30th June laying out a schedule for completion.
- At least **two months before submission** of your thesis you should prepare and deliver your Examination Entry Form.
- The final stage of the PhD is an oral examination – the viva.
- You should attend the PhD-led History Research Seminar (HY509) and/or the LSE-Sciences Po Seminar in Contemporary International History (HY510) in person or online and consider presenting a paper at it and/or convening it.

## Staff-Student Liaison Committees

At the start of the year, you will be asked if you would like to represent your cohort of the programme on the Staff Student Liaison Committee (SSLC). This is an important Committee as it provides a forum for feedback from students on their programme and for discussion of issues which affect the student community as a whole. The role of an SSLC representative is therefore central to ensuring that courses and programmes in the School work efficiently. Election/nomination to become a student representative will take place after the Induction week in late September or early October. SSLC meetings are attended by one representative for each year of the programme (cohort), the DPD – Professor Joanna Lewis and Dr Edlira Gjonca. The time, place and agenda of the committee meetings will be announced via e-mail.

The SSLC also elects one representative to attend the LSE's Research Student's Consultative Forum (RSCF). More information on the Consultative Forum can be found by following at: [lsesu.com/voice/academic-reps/consultative-forum/](https://lsesu.com/voice/academic-reps/consultative-forum/)



## Departmental Events

### Annual Lecture

The department hosts an annual lecture as part of the LSE Events programme.

The speaker is a renowned historian invited by the department; speakers in recent years include Professor Avi Shlaim, Professor David Blackbourn, Professor Fredrik Logevall, Professor Dominic Lieven, Professor Joya Chatterji, Professor Patricia Clavin and Professor Kris Manjapra.

The speaker, the topic and the details of online annual lecture for 2023-24 will be announced during Autumn Term.

Please check the Department Virtual Office on Moodle for information on other online events held throughout the academic year.

### Staff/PhD Student Research Forum and Seminars

You are encouraged to attend the Department's Staff/PhD student research forum, where members of staff present papers on their own research; the PhD student-led LSE History Seminar (HY509); the LSE-Sciences Po Seminar in Contemporary International History (HY510) hosted jointly by the International History Department, LSE IDEAS and Sciences Po. These forums are valuable opportunities to engage in a constructive dialogue about research and represent an important part of the research culture of the department.

## Teaching Opportunities for PhD Students

It is the policy of the School to provide part-time teaching opportunities to current research students wherever possible. The Department invites all PhD students to apply for undergraduate class teaching. Teaching does not formally constitute part of the Department's PhD training as the Department cannot guarantee the availability of teaching opportunities for all students. However, the Department does encourage PhD students to gain teaching experience especially if they are interested in pursuing an academic career.

The Department is open to receiving applications for part-time teaching at any time in the academic year. The selection of graduate teaching assistants (GTAs) is based on a joint decision between the Teaching Allocation Meeting and the teacher responsible for the course (TRC). This meeting usually takes place in early Spring Term.

The decision is also governed by budgetary restrictions. Applicants should note that preference will be given to those students doing the Postgraduate Certificate in Higher Education (PGCertHE). For more information on this qualification please refer to this link [info.lse.ac.uk/staff/divisions/Eden-Centre/Supporting-and-accrediting-your-teaching](https://info.lse.ac.uk/staff/divisions/Eden-Centre/Supporting-and-accrediting-your-teaching)



Preference is also given to students from the International History Department over outside applicants. Please note that having taught on a particular course one session does not guarantee teaching in the subsequent session.

To apply please submit via our website: [lse.ac.uk/International-History/CurrentStudents/Secure/GraduateTeachingOpportunities](https://lse.ac.uk/International-History/CurrentStudents/Secure/GraduateTeachingOpportunities)

This captures all the information we need from you to facilitate your application. The following link will give you information on courses running next session:

[lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/updatedUGProspective.htm](https://lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/updatedUGProspective.htm)

We aim to let applicants know if they will be offered part time teaching in June. Successful applicants will receive an initial holding letter. Offers will remain provisional until the start of Autumn Term. Unsuccessful candidates will also be notified.

Once term commences, Graduate Teaching Assistants (GTAs) are required to attend a Departmental training session at the beginning of the academic year, and encouraged to attend the School-wide courses offered by the LSE's Teaching and Learning Centre. GTAs are monitored by the GTA Tutor, and advised by the members of staff responsible for the courses that they teach. This includes advice on marking essays and may include observing a class. In addition all GTAs are subject to a school-wide questionnaire of student opinions on teaching conducted annually in the Autumn Term. The results are made available to the Head of the Department, the DHOD and the teachers responsible for courses for discussion with their GTAs.

## Research Student Travel Bursary

A Research Student Travel Bursary may be used for travel to the archives or for travel to conferences for the purpose of presenting a written paper. Students may currently apply for grants up to **£450**.

Students should apply by completing a Research Student Travel Bursary Application Form and submitting it to the Doctoral Programme Director Prof. Joanna Lewis ([j.e.lewis@lse.ac.uk](mailto:j.e.lewis@lse.ac.uk)) with a budget outlining how the money is to be spent and, in case of conference travel, documentation showing the applicant's role at the conference. Applications can be submitted at any point in the year **before** the start of the Spring Term.

If your application is successful, please take note that payment of the grant can only be made upon evidence of receipts, so be sure to keep originals or photocopies of all train/air/bus tickets and other outlays on your research or conference travels. As well as the internet booking confirmation print outs, please ensure that there is an accompanying credit statement, boarding pass stubs to prove you travelled on the dates booked. For further information email Edlira Gjonca [e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk)



## 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://www.lse.ac.uk/current-students/lse-life/events/english-language-skills)

For more information visit: [lse.ac.uk/language-centre](https://www.lse.ac.uk/language-centre)

## Language Training Reimbursement

The Department of International History can assist all its PhD students with the cost of language study. The department will reimburse students studying a language related to their research either at the LSE or outside it up to a maximum of £1000 over 4 years. Students have to demonstrate that the language training relates to their research and prove they have successfully enrolled on the course to be reimbursed.

To qualify for reimbursement, students should also inform Edlira Gjonca via e mail ([e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk)) at the start of the year or as soon as possible that they have signed up to learn a language and intend to apply for this reimbursement.

For more information on language training at the LSE visit [lse.ac.uk/languages](https://www.lse.ac.uk/languages)

**Please note that students are also encouraged to look at language training offered by the London Arts and Humanities Partnership (LAHP): [lahp.ac.uk/research-training/lahp-workshop-programme/](https://www.lahp.ac.uk/research-training/lahp-workshop-programme/)**

## International History PhD lounge/study space

The PhD lounge is situated on the 1st floor of Sardinia House. To gain access please contact Edlira Gjonca via e mail ([e.gjonca@lse.ac.uk](mailto:e.gjonca@lse.ac.uk))

## Department's Staff Pigeonholes

Staff pigeonholes are located in SAR 1.03 (1st floor, Sardinia House). Should you wish to leave mail for your supervisor(s) or any other staff member of the Department, please leave it in the relevant pigeonhole.



## Student Pigeonholes

Internal mail for students is placed in the student pigeonholes located on the second floor in Sardinia House, However, please note that the Department cannot manage mail on behalf of students and cannot guarantee that items that are addressed to students will be routed to the student pigeonholes.

## Student Notice board

Take a regular look at a departmental notice board for general information, news of special lectures and other events (both inside and outside the School), scholarships, careers, etc. This board is located outside SAR 2.06 (second floor, Sardinia House). You will also be able to find this kind of information on the Department of International History's website.

## Fieldwork Training

In collaboration with Health and Safety the PhD Academy provides training sessions for students who will be going off on fieldwork. These are either one or two days and cover the following areas: Travel Safety and Security, Personal Safety and Security and First Aid in the Field. These sessions are essential for any student who will be undertaking fieldwork during their programme of study. If you are planning fieldwork or any other off site activity please complete the relevant risk assessment on our website: [lse.ac.uk/current-students/phd-academy/phd-journey](https://lse.ac.uk/current-students/phd-academy/phd-journey)

Where there is doubt, advice should be sought from the Research Governance Manager and or the Chair of the Research Ethics Committee (via [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk)).

We recognise that you may want 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 with Foreign and Commonwealth Office warnings. If you do, we are there to help you achieve your aims. We can help provide specialist county or area threat assessments to help you make an informed decision about the viability of traveling to your destination of choice. We can also provide specialist training and equipment to help keep you safe. Please note that the Health and Safety Team may not cover the costs of additional specialist control measures and you may have to secure your own funding.





## Travel-and-Off-Site-Activities

If you are travelling (e.g. to attend a conference or visit another academic institution) you must give full details to the research administrator before the start of your trip.

Please familiarise yourselves with the [LSE guidelines and travel and the terms of the LSE travel insurance policy](#). Please pay particular attention to information about “leisure days” when travelling.

## Department of International History Policy for Student Conduct on Social Media

### Things to be aware of:

Social networking platforms are in the public domain and it is not possible to be sure what is being viewed, shared or archived, even if material is posted on a closed profile or group. There can be no reasonable expectation that posts will remain private and will not be passed on to other people, intentionally or otherwise.

Social media is sometimes used for bullying and harassment. Such behaviour from our students will not be tolerated. Bullying and harassment contravenes the School’s expected standards of conduct and could result in disciplinary action.

You should be very mindful that posting offensive comments on a public site can damage your reputation. These may be seen by potential contacts and employers and could bring into question your judgement and character. In some cases, social media may also cause damage to the School’s reputation and, where this is the case, the School may consider disciplinary action.

It is now standard practice for prospective employers to Google candidates, so you should assume that any references or images relating to drug taking, excessive alcohol consumption or other inappropriate behaviour could be around and attached to your name for many years.

### Actions

Remember that there is no such thing as an entirely private social media account – you will always leave a trace of your actions online.

Clean up your profile and ensure nothing is available that you wouldn’t want your parents, relations or potential employers to see.

Do not use language or phrases that could be considered, sexist, racist, homophobic, or any other type of offensive language.



Think about others' feelings before posting comments and consider whether you may cause offence or embarrassment.

Ask permission before sharing videos or photos of others.

Be careful about the information you post online such as your address or whether you're going away.

## LSE Regulations

The School's regulations provide definitions of unacceptable behaviour:

### Bullying

Bullying may be physical or psychological in nature and conducted in an open environment or a secretive manner. It is behaviour that is often repetitive and intended to dominate another person or group by making them feel degraded, humiliated, intimidated or offended. It can cause a person to lose respect and confidence.

The types of behaviour may include:

- unmerited criticism, exclusion, isolation and/or gossip;
- gossiping campaigns or spreading rumours about a person;
- stalking or persistently displaying unwanted conduct to a person face-to-face, online or by another means of communication;
- taunting, teasing, ostracising or ridiculing a person either directly or to a third party;
- shouting at or berating a person in a public environment, such as in an office, during a committee session or in a classroom;
- taking or hiding another person's property;
- undermining a person's ability to carry-out or take credit for their work by unfairly
- overloading them with menial tasks, taking their work away from them, or stealing
- or copying their work;
- physically or verbally threatening or intimidating a person
- making unwelcome sexual advances.

### Harassment

Like bullying, harassment can occur in many different forms: orally, in writing, in person or on social media. The School considers any unwelcome behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment to be a breach of its Anti- Harassment Policy. Unwelcome behaviour may relate but is not restricted to a person's age, disability, gender identity, ethnicity, race, religion or belief, sex and/or sexual orientation.



The kinds of actions or behaviour that is considered to be harassment include:

- jokes, offensive remarks or intimate questions conveyed orally or in writing directly to a person or about a person to a third party;
- producing, sending or displaying inappropriate and/or offensive images or other material to, or about, a person or group;
- abuse, threats or intimidation towards a person or group;
- damaging, defacing or removing a person's or group's property;
- breaching a person's confidentiality by disclosing their sensitive personal information;
- less favourable treatment by excluding a person from a benefit or opportunity that is open to others;
- unwanted physical conduct such touching, staring at or hitting a person;
- sexually assaulting or making sexual advances towards another person.

For the full policy, please see: [info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/harPol.pdf](https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/harPol.pdf)

## 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. Find out more at [info.lse.ac.uk/Making-a-choice/Safe-Contact-Sexual-Violence](https://info.lse.ac.uk/Making-a-choice/Safe-Contact-Sexual-Violence)

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. Find out more at [lse.eu.qualtrics.com/jfe/form/SV\\_29V7bMbu2r00dM1](https://lse.eu.qualtrics.com/jfe/form/SV_29V7bMbu2r00dM1)





**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.

**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

For further advice or information, please visit [lse.ac.uk/EquityDiversityInclusion](https://lse.ac.uk/EquityDiversityInclusion) and follow the EDI Office on Twitter [@EDI\\_LSE](https://twitter.com/EDI_LSE)

## Equity, Diversity and Inclusion in the Department of International History

LSE's diverse mix of people and ideas, with students and staff from over 140 countries, underpins its global reputation for excellence. It is the School's dynamic community that makes studying and working here a unique experience. Within this setting, the Department of International History is committed to promoting inclusivity and equity, and to creating an environment of mutual respect and dignity. We pride ourselves on providing a welcoming academic atmosphere for students and staff alike, one where lively intellectual discussions result from encounters with difficult, challenging and sometimes controversial subjects.

History is an ongoing conversation, and new generations of historians ask new questions, bringing their own experiences and perspectives about the past and the present to bear on their work. Our curriculum and sources are chosen on intellectual grounds and are closely linked with staff's research and expertise. In studying history, students are given the chance to discuss and critically engage with varied material.

And in doing so we believe that students will have the best opportunity to thrive and reach their full academic potential. As a departmental community we cherish the chance to work with each individual student to achieve a meaningful learning experience.



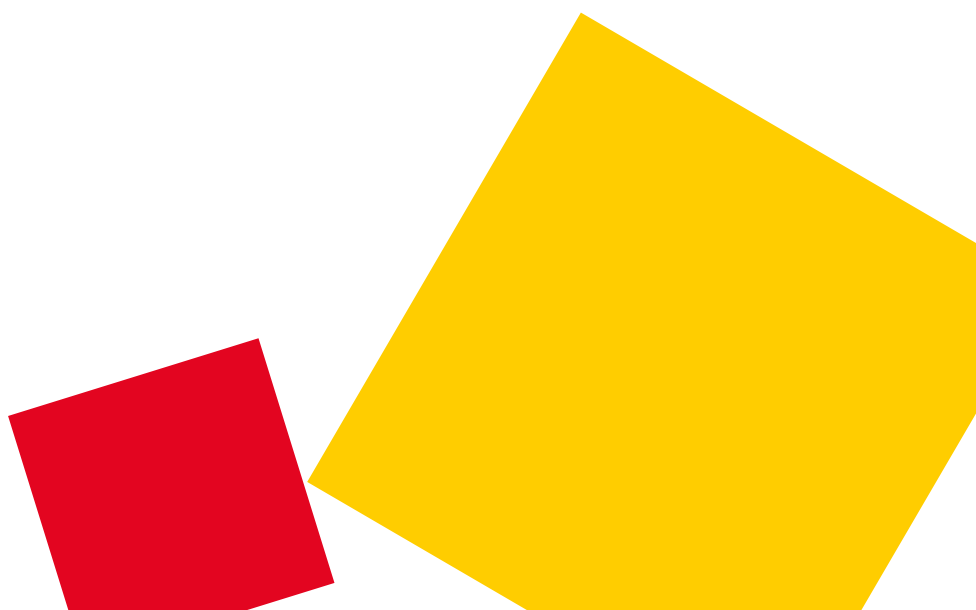
Our environment of open academic dialogue is fundamentally important to the Department. Learning how to place history in context and critically analyse historical sources is an essential part of studying history. Historians very often have to deal with subjects that they might find disturbing, both written and visual, and that primary material from the past often deals with contentious subjects and may contain discriminatory or prejudiced views. However, there is a sharp distinction between encountering offensive views in the context of historical study and endorsing them in the present. The latter is unacceptable; the former is part of being an historian and a social scientist. Recognising the legacies of racism in the present, for example, is vital to understanding how structures of inequality built in the past continue to shape the contemporary world.

The Department continues to build an inclusive community, and has convened an Equity, Diversity and Inclusion Committee for this purpose. This EDI Committee meets regularly and welcomes input from students and staff at any point in the year. It also has a special fund to support events, groups or societies in the Department dedicated to fostering equity, diversity and inclusion in the Department.

## Report it. Stop It.

LSE's [Report it. Stop it](#) website is specifically designed to report any type of discrimination, bullying and harassment encountered on campus, including racism.

It also offers helpful explanations of how these issues are defined and should be understood. Racism, discrimination, bullying and harassment are all unacceptable and will not be tolerated. It is therefore very important that you let the Department and LSE know if these issues affect you or anyone you know. If you have any concerns or questions, you can also contact the Department's EDI Committee representative, Dr Jake Richards ([j.richards@lse.ac.uk](mailto:j.richards@lse.ac.uk)) or anonymously by leaving a message in his pigeonhole. All messages will be discussed by the Department's EDI Committee confidentially. In addition, you are welcome to email the Head of Department, Professor Marc Baer directly ([m.d.baer@lse.ac.uk](mailto:m.d.baer@lse.ac.uk)). For more information on the LSE's policies and sources of support, see: [info.lse.ac.uk/Making-a-choice](https://info.lse.ac.uk/Making-a-choice)





## Codes of Good Practice

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

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. "LSE Research Ethics and Guidance" [info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics](https://info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics) - 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)



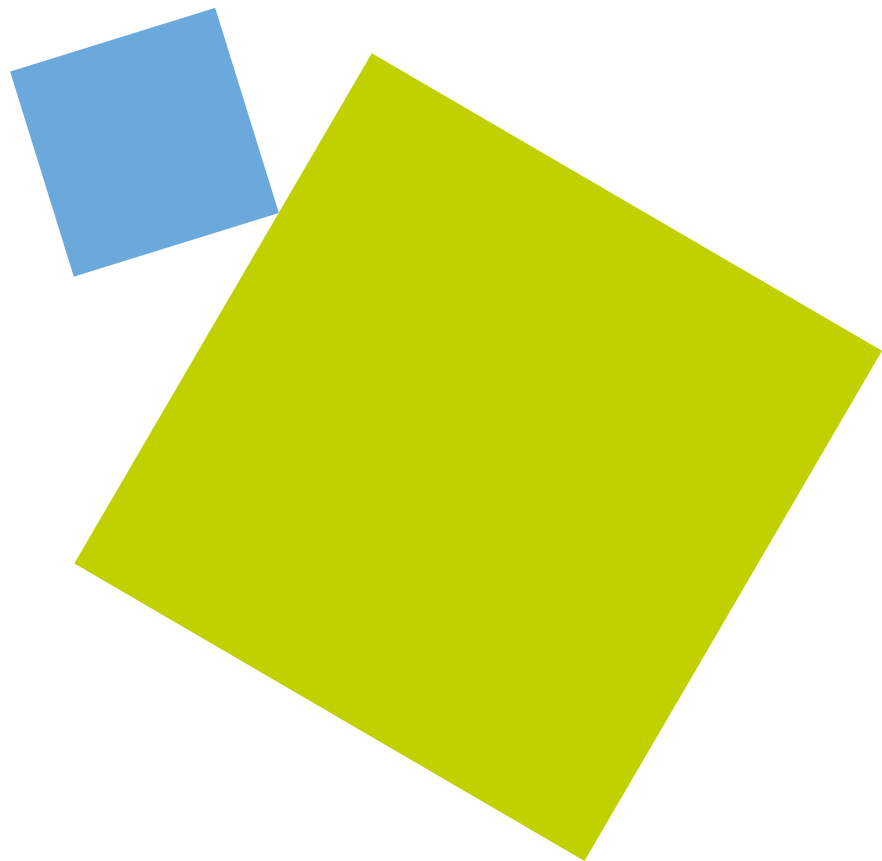
## Plagiarism, iThenticate and Editorial Help

The School treats plagiarism very seriously and it is your responsibility to ensure that in your work you do not commit plagiarism, either intentionally or through carelessness. In serious cases, plagiarism can lead to expulsion from the School without the award of a degree. Please make sure you read the Regulations on Assessment Offences and Plagiarism and seek advice if you are in any doubt about the requirements: [info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-Plagiarism.pdf](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-Plagiarism.pdf)

During the formative stage of your programme (e.g., when writing essays or drafting chapters of your thesis) you are encouraged to use a text-matching software (iThenticate) to check that your referencing system is careful and robust.

Further information on setting up an account and using the software can be found at: [info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

If you need editorial help with your writing, you should be aware of the School's statement on editorial help: [info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/StatementOnEditorialHelp.pdf](https://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/StatementOnEditorialHelp.pdf)





## Regulations and Procedures

You are advised to read through the relevant regulations as listed below as they will outline what you can expect from your programme of study and what is expected of you while you are registered at the School. You should direct any questions you have on the regulations to the PhD Academy. For all programme and regulatory information please consult the School Calendar: [lse.ac.uk/resources/calendar](https://lse.ac.uk/resources/calendar)

The School Regulations (entitled Regulations for Research degrees); Programme Regulations; Appeals Regulations for Research Students; PhD Progress, Remediation and Withdrawal Policy; Statement on Editorial Help for students' written work can be found via [lse.ac.uk/resources/calendar/research.htm](https://lse.ac.uk/resources/calendar/research.htm)

The School has regulations covering many aspects of your doctoral studies. These can be accessed on the PhD Academy website: [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)

## Examination Entry

At least two months before you plan to submit your thesis you should start completing the Examination Entry Form with your supervisor Visit: [info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

Your supervisor(s) is responsible for nominating your examiners although it is likely that he/she will discuss possible nominations with you to ensure they are the most appropriate choice.

Completed entry forms should be returned to the Research Degrees Unit 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). If you are unable to meet this deadline, please seek advice from a member of the RDU team.

Once we have received your completed examination entry form, the examiner nominations are sent to the relevant subject panel for approval. We will then formally invite the examiners to act. **Until the examiners have confirmed with the RDU 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.



## Submitting Your Thesis

The easiest way to submit the electronic version of your thesis to the PhD Academy by emailing [phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk). If you are using the Microsoft One Drive to submit your thesis then you will need to send this by email to [A.Iniongo-Eloko@lse.ac.uk](mailto:A.Iniongo-Eloko@lse.ac.uk). You must submit your thesis by the deadline.

You should refer to the 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 and you should refer to the Template for the front pages of your document for further guidance visit: [info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

Examiners are not permitted to accept a thesis, in any format, from any source other than from the Research Degrees Unit.

## Viva (oral) examination

Your viva examination will take place at the LSE or online 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. You will find further information about the viva and other examination arrangements in the: [Guidelines for MPhil/PhD examinations](#) [PDF]

## Confirmation of your examination outcome

After your examination, the Research Degrees Unit will email you to confirm the examiners' decision and give full details of what you will then be required to do.

We ask examiners to confirm their decision to us within two weeks of your viva and we will normally email you confirmation of the examination outcome within two weeks of receiving the examiners' decision. If you require notification urgently please email [researchdegrees@lse.ac.uk](mailto:researchdegrees@lse.ac.uk) or phone 020 7955 7761. You can find the possible outcomes from the examination at paragraphs 52 (for PhD awards) and 54 (for MPhil awards) of the [Regulations for Research Degrees](#). We cannot confirm an examiners decision with you until we have received the relevant information from both of your examiners. You are welcome to contact the RDU to discuss the outcome of your viva examination at any stage and we will share with you the information we have at that time.



## Providing a final copy of your thesis

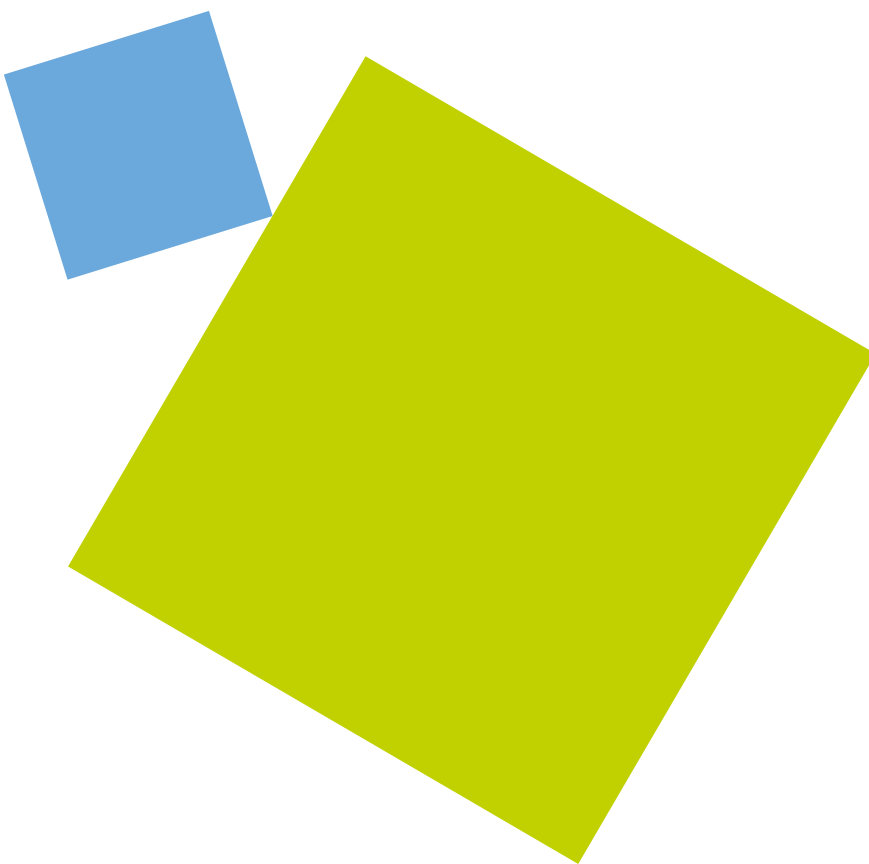
When you have successfully completed your MPhil or PhD (i.e. once you have completed your viva examination and any revisions your examiners have required you to make in your thesis) and in accordance with the School's [Regulations for Research Degrees](#) (paragraphs 39.3, 41 and 56), we will ask you to provide a final electronic copy of your thesis for deposit in [LSE Theses Online](#). Please note we cannot make an award to you until we have received a final copy of your thesis..

## Editorial help with your thesis

You might wish to seek help from a third party in editing your thesis before you submit it for examination. You will need to read the [School's Statement on Editorial Help](#), provide a copy of it to any third party you use and declare what help you have received from a third party in the front pages of your thesis.

To ensure that the levels of outside help are within acceptable norms all students must:

1. Discuss with your supervisor(s) any help you are considering using with any aspect of the research process;
2. Discuss with your supervisor(s) any advice you are seeking from other departments within the School or from sources outside of the School.
3. Any help you receive should be credited clearly and appropriately within your work.





## Graduation Ceremonies

The School's graduation ceremonies take place in July and December each year.

In order to attend the July ceremony you will need to have been awarded your degree by 30 April and to attend the December ceremony you will need to have been awarded your degree by 30 September.

To be awarded your MPhil or PhD degree you must have completed the following:

- the viva examination;
- all revisions to your thesis required by your examiners following your viva examination;
- received confirmation that your examiners are now satisfied that the
- required revisions have been made; and
- Submitted the final copy of your thesis to LSEthesesonline in accordance with the School's requirements.

These steps will need to have been completed by the deadlines above in order for you to be able to attend the relevant graduation ceremony. If you have further questions about how an award is made please contact us [researchdegrees@lse.ac.uk](mailto:researchdegrees@lse.ac.uk)

## Examination Re-entry Procedures

If your examiners decide that you require a further period (of between 7 and 12 months) in which to revise and resubmit your thesis, you will need to re-enter for the examination. When the Research Degrees Unit confirms the outcome of your original examination, we will also confirm the date by which you will need to submit your revised thesis. One month in advance of that deadline you should complete the Examination re-entry form and submit it to the Research Degrees Unit. You will also need to pay the £200 re-entry fee using eshop at the same time: [LSE eShop](#)





# A Guide to Writing

## 1 Organisation

History essays and examination answers normally consist of three parts:

- 1 An analytical introduction of at least half a page that familiarises the reader with the issue you will address; makes clear your attitude toward it; and mentions in passing the sub-topics through which you will address it. Try to break the issue down into its component parts, and make each part a sub-topic.
- 2 The body of the paper: a carefully structured series of logically linked paragraphs that develops each of your sub-topics using specific evidence and examples.
- 3 An analytical conclusion that flows logically from your argument and sums it up, with reference to the evidence deployed in the body of your paper.

## 2 Paragraphs

A paragraph must contain the following three elements:

- 1 A 'topic sentence' that makes clear the paragraph's subject, and provides a logical transition from the preceding paragraph.
- 2 Several sentences of development of the thought of the topic sentence.
- 3 A concluding sentence that ends the train of thought appropriately, and helps provide a logical transition to the following paragraph.

## 3 Avoiding non-sentences

Sentences must have at least a subject and a verb:

No: 'A secret organisation called Mau Mau with no clear leader nor single definition'.

No: 'It is easy to see that due to Germany's aims at any cost to become a world power unleashed the forces causing World War I.'

## 4 Perfect spelling

Please always use a spelling checker or a dictionary! And always proof-read carefully.

## 5 Crack the use of the apostrophe to show plural or something belonging to something

The Queen                      The four Queens

The Queen's Crown      The Queens' Palaces

'It's' is a short version of 'It is', and better not used.

## 6 Avoid the passive voice, non-specifics and generalisations

PASSIVE VOICE: 'There was a view that the Congo might break-up in 1960 and the Prime-Minister was assassinated.'



ACTIVE VOICE: 'Western powers feared the Congo might break-up in 1960, and used proxies to assassinate Lumumba.'

The phrase 'there was' – is best avoided.

## 7 Ditch present participles

Present participles are verb forms ending in -ing that designate continuing action. Use them as sparingly as possible.

Eg: 'Seeing the French Navy approaching, Nelson's tactics shifted.'

Better: 'As the French Navy approached...'

## 8 Write impersonally

'I' 'Me'. 'We'. Use sparingly.

Make the historical actors or forces the subjects of your sentences – even introductory ones.

## 9 Verb tenses

Deal with past events using the past tenses.

NB:

- 1 The past tense of 'to lead' is 'led'.
- 2 would, when used to designate a past time closer to the present than the past time you are discussing (i.e. '...would occur...') is awkward, Always use a past tense instead.
- 3 might is the past tense of 'may'.

## 10 Singular or plural?

Never mix singular subjects with plural verbs or pronouns (or vice versa): 'Even in making the treaty, Germany felt it should be made on their terms.'

(Germany is singular, their is plural).

## 11 Gender and numbers

Pronouns that refer to countries should always be neuter ('its') not feminine ('her'). The United States – since 1865, is a unit; please consider it singular for purposes of pronoun agreement. In general, collective nouns ('government'; 'Nazi Party'; country names such as 'Germany' or 'France') are singular and therefore take singular verbs and pronouns.

## 12 Don't use pronouns without a clear antecedent

Beware of using sentences or paragraphs that begin with 'this'.

For instance: 'This was the basic idea of French policy...' (beginning a paragraph)

The reader may be left confused.



### 13 Commas

Commas are pauses: they halt the flow of the sentence. Do not use a comma unless you really want a pause. Read your sentences out loud to detect excessive use of commas. Shorter sentences are good for clarity. Don't glue separate sentences together with a comma.

### 14 Abbreviations, colloquialisms, jargon

Contractions (can't, won't, it's, and so on) are unacceptable in formal writing. Colloquialisms (slang) and jargon are not a good idea either. Do not use eg. Avoid phrases such as:

- 'at that time' [be specific - use the date instead]
- 'time period' [redundant - what is a period if not a period of time?]
- 'So,' (beginning a sentence)

### 15 Verbosity, redundancy, repetition

Make every word count. Never say the same thing twice in successive sentences. Do not even repeat the same word in successive sentences unless you wish to emphasise it, cannot find a substitute, or the word is the subject of the sentence. But when in doubt, choose repetition over lack of clarity.

### 16 Frequently misused or mis-spelled words

Affect (as a noun) : do not confuse it with 'cause and effect'. The verb 'to affect' means 'to influence'; 'to effect' is an archaic way of saying 'to do'. Do not confuse the two.

Advancement as a noun, except when meaning career advancement: the noun is 'advance' (as in 'advances in science')

Aggression: double g

As, in a causal sense, is stuck up and unclear. Use 'because' or 'since'. Ascendancy when you mean 'ascent' or 'accession' (to the throne)

Disinterest, disinterested means not having a stake in; if you mean lack of interest, uninterested, Expansionary is not a word; the word is expansionist

Like with a verb, as in the slogan 'like a cigarette should'. Use like only to compare nouns; with verbs, substitute 'as' for 'like.'

Quote is a verb and nothing else; the noun is 'quotation'.

Tenet, a fundamental principle of a religion or ideology, from the Latin tenere, to hold (often misspelled as 'tenent' or 'tenant' or simply garbled).

To, too: the difference is great: be especially careful in proofreading

Whilst, while not incorrect, if you can bear to use while, please do so.



## 17 Quotations

Quotations from secondary sources – with rare exceptions – clutter the text to no purpose except as padding. Therefore, do not quote, except when citing primary sources such as the words of historical figures, or when taking issue with a secondary source on a point of interpretation.

If you use a long quotation that runs over two lines, then you must indent it as a mini paragraph and you do not use quotation marks.

All other quotes should conform to either the UK style (single quotes inside the sentence)

The tsar insisted 'Napoleon's use of the word "constitution" is wrong'. OR the American style (double quotes outside the sentence):

The tsar insisted "Napoleon's use of the word 'constitution' is wrong."

Be consistent. For further elaboration on footnoting see the Dissertation Guidelines

## 18 Capitalisation

Use capitalisation sparingly – a little goes along way. As a general rule, only capitalise proper nouns, including full names of institutions. Do not capitalise titles ('president,' 'king,' 'queen') unless they immediately precede the name of an individual. One exception: always capitalise German nouns (Dolchstoß, Blitzkrieg, Geist, etc.)

## 19 Reference works

The following may be particularly useful in refining style and organisation:

- [economist.com/research/StyleGuide/](http://economist.com/research/StyleGuide/)
- Christopher Lasch, Plain Style: A Guide to Written English (2002) PE1408 L34  
Christopher Lasch, Plain Style: A Guide to Written English (2002) PE1408 L34
- William Strunk, Jr and E. B. White, The Elements of Style PE1408 S92
- W. H. Fowler, A Dictionary of Modern English Usage (1965) PE1625 F78
- Wilson Follett, Modern American Usage: A Guide (1966) PE1460 F66
- Should you seek a historian as a model for your writing, do peruse Ronald Syme, The Roman Revolution (1939 – but still in paperback; also DG254 S98). It covers matters not taught in this Department, but is the closest thing to Tacitus in English: a brilliant and lasting historical work.

## 20 Common errors to search for

(search and correct the highlighted word)

- it's (USE ' It is...' 'The Amristar Massacre was imperial policy at its worst.')
- ELIMINATE 'it's'!
- lead (make absolutely sure that you do not mean led)



- like with a verb (substitute 'as' for 'like': see Section 15, above)
- may (change to might? - see Section 7.3, above)
- now, then, at that point, at that time (BE SPECIFIC)
- them, their (check pronoun agreement)
- This, this (check for clear antecedent)
- time period, period of time (REDUNDANT; BE SPECIFIC)
- quote (must be a verb; the noun is 'quotation')
- utilise (or utilize) (ick!)
- would (when referring to a later past time - see Section 7.2, above)
- Yet, and But (NO COMMA - ever - after an initial 'Yet' or 'But')

## 21 Spelling errors

Your spelling checker should pick up the following errors, but please be aware of them; these are some common errors:

- Britian (Britain)
- Bismark (Bismarck)
- Napoleon (Napoleon)
- guerilla (guerrilla = little war', from guerra [war, Spanish])
- emporer (emperor)

It is a really good idea to leave enough time at the end of your final draft to:

- 1 run all papers attentively through the spelling checker
- 2 proof-read carefully after spell-checking to ensure that your sentences make sense, and to eliminate the innumerable errors that spelling checkers cannot catch (i.e. 'form' for 'from,' 'too' for 'to').

And finally, a couple of the most abused grammatical devices: the semi-colon, colon and dash.

## 22 Semi-colons

A semi-colon creates more separation between thoughts than a comma but less than a full stop. Two main uses:

- 1 To help separate items in a list, when some of those items already contain commas.  
I bought shiny, ripe apples, small, sweet, juicy grapes, and firm pears.

Better:

I bought shiny, ripe apples; small, sweet, juicy grapes; and firm pears.



## 2 To join two sentences.

An independent clause is a group of words that can stand on its own (independently)— it is a complete sentence. Semi-colons can be used between two independent clauses. The semi-colon keeps the clauses somewhat separate, as a full-stop (period) would do, so we can easily tell which ideas belong to which clause. But it also suggests that there may be a close relationship between the two clauses—closer than you would expect if there were a full-stop between them.

Examples:

I went to Waitrose today; I bought a ton of fruit. Apples, grapes, and pears were all on sale.

OR

I went to Waitrose today. I bought a ton of fruit; apples, grapes, and pears were all on sale.

BUT NOT:

I went to Waitrose today; I bought a ton of fruit; apples, grapes, and pears were all on sale.

## 23 Colons

Colons follow independent clauses (clauses that could stand alone as sentences) and can be used to present an explanation, draw attention to something, or join ideas together.

**1 To announce, introduce, or direct attention to a list, a noun or noun phrase, a quotation, or an example/explanation.** You can use a colon to draw attention to many things in your writing. The categories listed below often overlap, so don't worry too much about whether your intended use of the colon fits one category perfectly.

Lists/series:

We covered many of the fundamentals in our writing class: grammar, punctuation, style, and voice.

Nouns:

My roommate gave me the things I needed most: companionship and quiet.

Quotations:

Shakespeare said it best: 'To thine own self be true.'

**2 To join sentences.** You can use a colon to connect two sentences when the second sentence summarizes, sharpens, or explains the first. Both sentences should be complete, and their content should be very closely related. But if you use colons this way too often, it can break up the flow of your writing: do not get carried away!

Example:

Life is like a puzzle: half the fun is in trying to work it out.



**3 To express time, in titles, and as part of other writing conventions.** Colons appear in several standard or conventional places in writing.

With numbers. Colons are used to separate units of time (4:45:00 expresses four hours, forty-five minutes, and zero seconds); ratios (2:1), and Bible verses and chapters (Matthew 2:24). In bibliography entries. Many citation styles use a colon to separate information in bibliography entries.

Example:

Kurlansky, M. (2002). *Salt: A World History* (New York, NY: Walker and Co).

## 24 To dash or not to dash...

The dash is not one of the basic building blocks of grammar but now and again it can be perfect. Overusing dashes can break up the flow of your writing, making it choppy or even difficult to follow, so don't overdo it.

Dashes are not hyphens, which are shorter lines (-) and are most often used to show connections between words that are working as a unit (for example, 'well-intentioned').

Dashes do the following and are used by writers

**1** To set off material for emphasis. Think of dashes as the opposite of brackets (parentheses). Where parentheses indicate that the reader should put less emphasis on the enclosed material, dashes indicate that the reader should pay more attention to the material between the dashes. Dashes add drama—parentheses whisper.

**2** Dashes can be used for emphasis in several ways:

A single dash can emphasize material at the beginning or end of a sentence.

Example:

After eighty years of dreaming, the elderly man realized it was time finally to revisit the land of his youth—Ireland.

Example:

'The Office'—a harmless television programme or a dangerously subversive guide to delinquency in the workplace?

Two dashes can emphasize material in the middle of a sentence.

Example:

Everything I saw in my new neighbourhood—from the graceful elm trees to the stately brick buildings—reminded me of my alma mater.

Two dashes can emphasize a modifier. Words or phrases that describe a noun can be set off with dashes if you wish to emphasize them.

Example:

The fairgrounds—cold and wet in the October rain—were deserted.



**3** To indicate sentence introductions or conclusions. You can sometimes use a dash to help readers see that certain words are meant as an introduction or conclusion to your sentence.

Example:

Books, paper, pencils— in nineteenth-century America many students lacked even the simplest tools for learning.

**4** To mark ‘bonus phrases’. Phrases that add information or clarify but are not necessary to the meaning of a sentence are ordinarily set off with commas. But when the phrase itself already contains one or more commas, dashes can help readers understand the sentence.

Slightly confusing example with commas but with a dash

Example:

Even the simplest tasks—washing, dressing, and going to work—were nearly impossible after I broke my leg.

**5** To break up dialogue. In written dialogue, if a speaker suddenly or abruptly stops speaking, hesitates in speech, or is cut off by another speaker, a dash can indicate the pause or interruption.

Example: ‘I—I don’t know what you’re talking about’, denied the politician.

**For your ultimate guide to good writing style consult either:**

The Oxford University Style Guidelines

[ox.ac.uk/sites/files/oxford/University%20of%20Oxford%20Style%20Guide%20%28updated%20Hilary%20term%202016%29.pdf](https://www.ox.ac.uk/sites/files/oxford/University%20of%20Oxford%20Style%20Guide%20%28updated%20Hilary%20term%202016%29.pdf)

Or

Turabian’s Chicago Manual of Style for writers of theses, dissertations and academic papers  
[press.uchicago.edu/books/turabian/turabian\\_citationguide.html](https://press.uchicago.edu/books/turabian/turabian_citationguide.html)

This document is based on one prepared earlier by Emeritus Prof M. Knox. Please let us know of any useful additions we can make.

**Joanna Lewis**

Department Tutor

May 2016





## Information on Welcome Week

As a new student you will receive a lot of information about the School and your programme of study. To help you in your first few weeks a 'your first weeks' webpage is provided to new students at [lse.ac.uk/yourFirstWeeks](https://lse.ac.uk/yourFirstWeeks). This webpage provides comprehensive information to help you settle into life at LSE. These pages will refer you to information regarding what to expect after you arrive, how to open a bank account, what to do if you arrive early or late to LSE, crucial health information, how to set up your LSE IT account, School support services and much more.

**The PhD Academy organises an induction session for PhD Students. You will receive an invitation to this and will be able to find out about various support services who are here to help you throughout your degree. [info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)**

## Course Registration

As a research student you will be taking taught courses as part of your research training (in the case of IH PhD students, HY501). Taught course requirements are listed in your MPhil/PhD programme regulations at: [lse.ac.uk/resources/calendar/research.htm](https://lse.ac.uk/resources/calendar/research.htm)

You need to register your courses (modules) via LSE for You. Courses will be available for selection if they fall within the programme regulations. If a course is unlisted within your programme regulations, you can request it via the 'request unlisted course' button within LFY. Unlisted courses will require approval by your Department. Graduate Course Choice will be open for browsing during Welcome Week so that you can get used to the system; during this period, however, you will not be able to make any choices yet. Please check the Course Selection webpage for instructions on how to select a course, the dates when the course selection opens and the deadline by which you need to make your selection: [info.lse.ac.uk/current-students/services/course-choice/course-selection](https://info.lse.ac.uk/current-students/services/course-choice/course-selection)

Please note that when you register for a course on the Graduate Course Choice, the system will automatically enter you for the examination. Note that you can also indicate any courses you are auditing for the upcoming academic year; this will mean that your name will appear on your teachers' seminar lists, but you will not be registered for the examination. If you wish to only audit a course, please make sure you tick the relevant audit-only box. If you wish to amend your course choice after the online system has been switched off, you will need to request this by emailing [Phdacademy@lse.ac.uk](mailto:Phdacademy@lse.ac.uk). For more information, including a tutorial on how to select courses via LSE for You, please see: [info.lse.ac.uk/current-students/services/course-choice](https://info.lse.ac.uk/current-students/services/course-choice)



## Length of Registration

Your PhD registration is for four years if you are a full-time student or eight years if you are a part-time student. It is your responsibility to manage the progression and completion of your work within this time frame. Extensions, or interruptions, will only be granted in exceptional circumstances. The PhD Academy can provide advice or signpost you to the appropriate support if you have issues around progression or need additional support. Please see the Regulations for Research Degrees (**[LINK TO DOCUMENT IN THE APPENDICES](#)**) for further information.

## Your Studies

As a registered MPhil/PhD student, you are required to be in regular attendance at the School for the purpose of meeting your supervisors, attending courses, and taking advantage of training and career development opportunities.

There are of course research-related reasons why you might need to be away from the LSE, for example to undertake field work, archival work, data gathering, or a visit to another academic institution. In all of these cases, you need to apply for permission in advance of your travels.

Special considerations must be given if you plan to carry out field research in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas with Foreign and Commonwealth Office warnings. You should contact the School's Health and Safety Team well in advance of your planned research trip; they will be able to provide specialist country or area threat assessments to help you make an informed decision about the viability of travelling to your destination. In addition, the PhD Academy provides training on researcher safety and security. You are strongly encouraged to attend one of the training sessions. Please refer to the "Academic and Professional Development Programme" of this handbook for further information.

Please read the Fieldwork Health and Safety Guidance for further information: **[info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel/Travellers-Pages/Travellers-Homepage](https://www.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel/Travellers-Pages/Travellers-Homepage)**. For further information or advice, contact the Health and Safety Team by telephone: **+44 (0)20 7852 3677** or email: **[Health.And.Safety@lse.ac.uk](mailto:Health.And.Safety@lse.ac.uk)**

Should you wish to study at another institution for a short period whilst continuing your research programme at the School (for example, on a placement at another university) you should seek the support of your supervisors in the first instance.

Since there are a variety of ways in which you can arrange a period of study away from the School, depending on your plans and the institutions involved, you are encouraged to seek advice from the PhD Academy regarding the procedures which apply to your specific case. In exceptional circumstances, you might apply for non-resident registration status, that is, to reside away from easy access to the LSE. Your request will be considered by the Chair of the Research Degrees Subcommittee (who is



responsible for all regulatory matters pertaining to your programme of study). Permission is not normally granted in the first year or in any subsequent years when you are required to attend classes at the School or require access to on-campus resources and facilities. In all instances, advice on studying and researching away from LSE can be obtained from the PhD Academy and all forms can be downloaded from the PhD Academy webpage: [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)

## Moodle

Moodle is LSE's Virtual Learning Environment (VLE). It is a password protected web environment that contains a range of teaching resources, activities, assignments, information and discussions related to your courses and other aspects of your studies at the LSE. You can access Moodle from any computer connected to the internet, on and off campus. Go to [moodle.lse.ac.uk](https://moodle.lse.ac.uk) and use your LSE user name and password to log in. This page also has links to help and advice on using Moodle. You will also find links to Moodle from a number of web pages, including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the IT Helpdesk: [info.lse.ac.uk/staff/divisions/dts](https://info.lse.ac.uk/staff/divisions/dts). The PhD Academy has its own Moodle page where you can access resources/handouts/slides from training sessions offered by the PhD Academy. Please search for "PhD Academy" in the main Moodle page.

If you are an ESRC funded student, you can also explore the ESRC Moodle page where you can find information specific to your grant.

## 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 facilitate the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provide 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 an Inclusion Plan 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 visa and have paid the immigration health surcharge
- You are an EU/EEA student with a European Health Insurance Card (EHIC)
- 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 [www.stphilipsmedicalcentre.co.uk](https://www.stphilipsmedicalcentre.co.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 in to 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)

The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place on campus for reflection. This space cannot be booked but is open to all throughout the week.

### 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.

### Student Counselling Service

This is a free and confidential service which aims to enable students to cope more effectively with personal or study issues they might face while at LSE. The Student Counselling Service offers individual pre-booked appointments, daily drop in sessions and a series of group workshops and other events throughout the year.



## My Adjustments

Your My Adjustments will enable staff to make necessary adjustments. My Adjustments (MAs) are LSE's system of recording the adjustments and support which are deemed necessary to meet the needs of a disabled student. It is a document tailored to your individual circumstances and needs, and outlines the reasonable adjustments which the School will put in place to support your study.

Your My Adjustments is based on formal medical evidence and completed in collaboration with you. We will work with you to establish how best we can provide appropriate support.

With your permission, your My Adjustments will be sent to teaching and other relevant staff on a need-to-know basis, allowing for them to make the necessary adjustments. Further information here: [info.lse.ac.uk/current-students/student-wellbeing/my-adjustments](https://info.lse.ac.uk/current-students/student-wellbeing/my-adjustments)

## LSE Students' Union (LSESU)

LSESU can provide advice on a variety of issues, including complaints, exceptional circumstances, accommodation or financial concerns. LSESU also supports a range of activities and services including societies, sports, fundraising, social spaces and a gym.

## LSE Library

**LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.**

Most items are split into collections to help you find what you are looking for:

- The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.
- The main collection is housed 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've 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. Taught students can borrow up to 20 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.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at [lse.ac.uk/academicSupportLibrarian](https://lse.ac.uk/academicSupportLibrarian)

Subject Guides are useful online introductions to finding resources, read yours at [lse.ac.uk/library/subjectGuides](https://lse.ac.uk/library/subjectGuides)

## 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
- Book one-to-one discussions to talk about your career options and receive feedback on your application.
- Explore upcoming events including employer and alumni insights, professional development skills sessions and recruitment events.
- Record your experience.

You can access CareerHub at [careers.lse.ac.uk](https://careers.lse.ac.uk)

## The 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)

## Research Facilities in London

Outside of the LSE, there is a rich range of facilities available to historians in London. The list of other research collections is endless:

- British Library including the India Office Library
- National Archives
- Institute of Historical Research [history.ac.uk](https://www.history.ac.uk)
- Companies House
- City of London Library
- House of Lords Record Office
- Wellcome Library which specialises in the history of medicine

There are many other specialist libraries and archives covering national trade unions, trade associations, political parties, professional bodies, pressure groups, companies and other organisations whose location in London is vital to their purpose. Many of these remain private but permission can be granted on an ad hoc basis. For details of access arrangements you should consult your supervisor, or in the case of archives consult the National Register of Archives located at the Historical Manuscripts Commission, in Quality Court, off Chancery Lane a short walk from the School.

You may also be able to locate archives which are not listed here by approaching organisations or individuals directly.

In the case of archives, you have a responsibility to the scholarly community at large and especially to your successors for creating the right atmosphere. On a practical note, many archivists do not permit the use of ink so be sure to take a pencil when you visit. The use of laptops is often permitted but you are advised to check in advance.

There are also private subscriber libraries such as the London Library, which provide excellent lending facilities, but for most of the facilities entry is free though a note of recommendation from your supervisor is often required.





# 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](#) 

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[Campus Map](#) 

“ 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? ”



## 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.

## Online Pre-Enrolment and Campus Enrolment

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, is where we check your official documents and is the point at which you are issued with your LSE Card. Accordingly, it is very important that you attend Campus Enrolment. For more information, visit [info.lse.ac.uk/current-students/phd-academy/phd-journey/Campus-Enrolment](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/Campus-Enrolment)

Usually, you can re-enrol for subsequent years of study online. However, in some situations 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** 

**Changes in your circumstances** 

**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 document 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)

## Changes in your circumstances

Your PhD programme is expected to be a continuous programme of study. However, you can apply for adjustments to your enrolment in a number of circumstances, such as if you become ill or are going to become a parent, or if you need to conduct fieldwork or study away from the School.

An indicative, non-exhaustive list of potential changes to help manage these circumstances includes applications for permission to:

- interrupt your studies, and/or;
- change your study mode (from full- to part-time mode, or from part- to full-time), and/or;
- temporarily reside outside the UK.

The right adjustment will depend on your circumstances, including any visa conditions, and will require permission from your department. For more information on the PhD journey overall, change of circumstances processes and permission to conduct fieldwork, please visit the following pages:

[info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

[info.lse.ac.uk/current-students/phd-academy/Change-ofcircumstances-students](https://info.lse.ac.uk/current-students/phd-academy/Change-ofcircumstances-students)

[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)



## 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.

For information on appeals regulations, general academic regulations, assessment offences including plagiarism, the regulations for research degrees, the research ethics policy and procedure, visit [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

For a detailed set of guidance and policy documents governing the PhD journey, please visit the following pages:

[info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

[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)

You can also find a full A-Z listing 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.



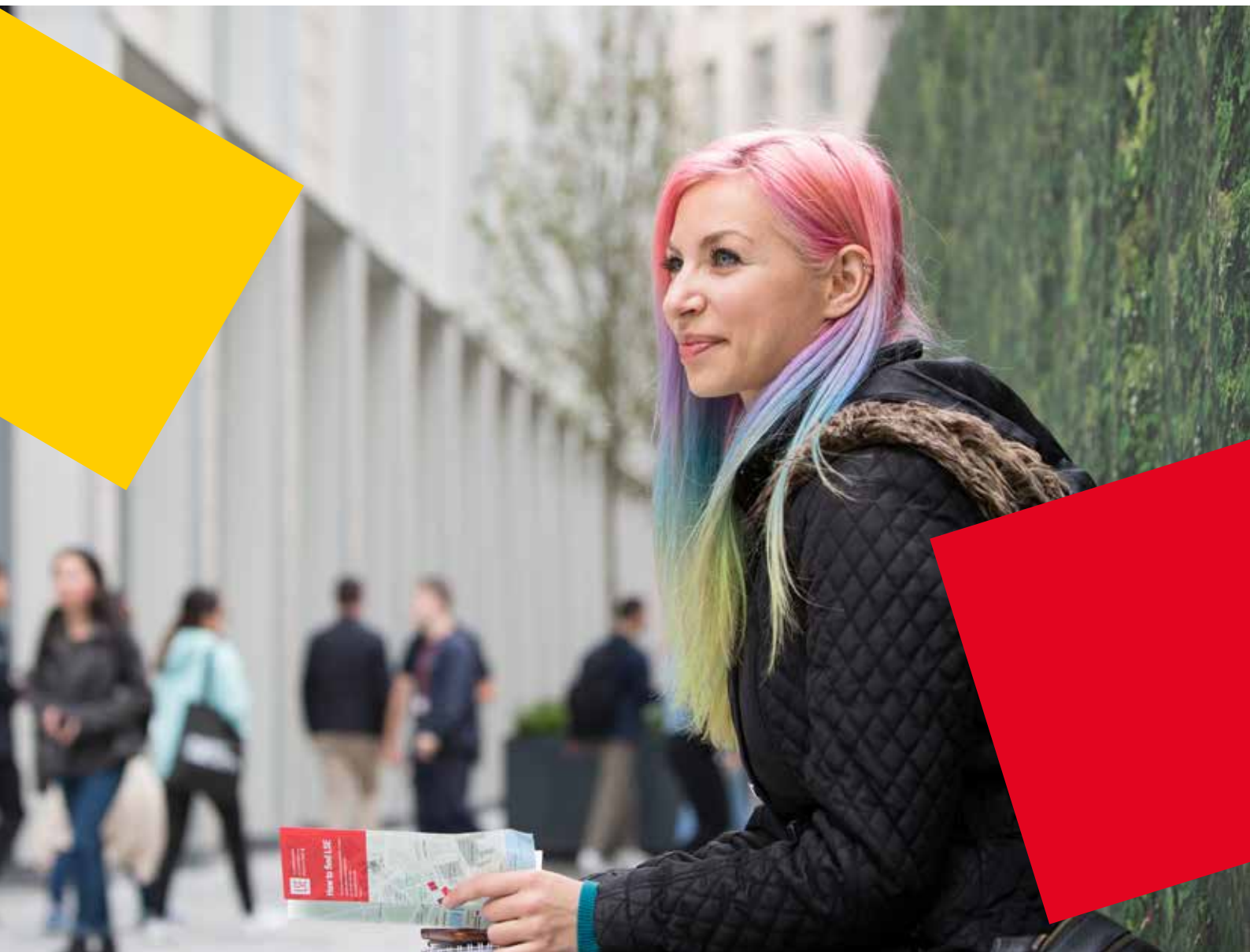


**LGBT+ Role Models and Allies Directory:** Being an LGBT+ role model at LSE is about being a visible member of the LGBT+ community and a champion for LGBT+ issues.

**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

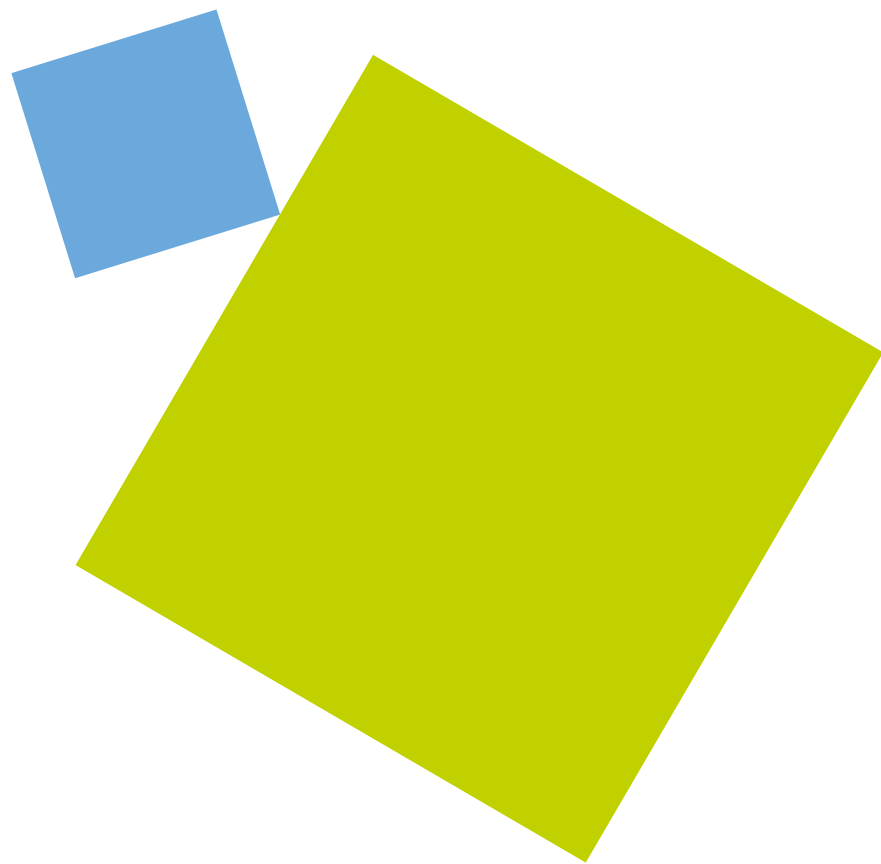
## Student Wellbeing Service (SWS)

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

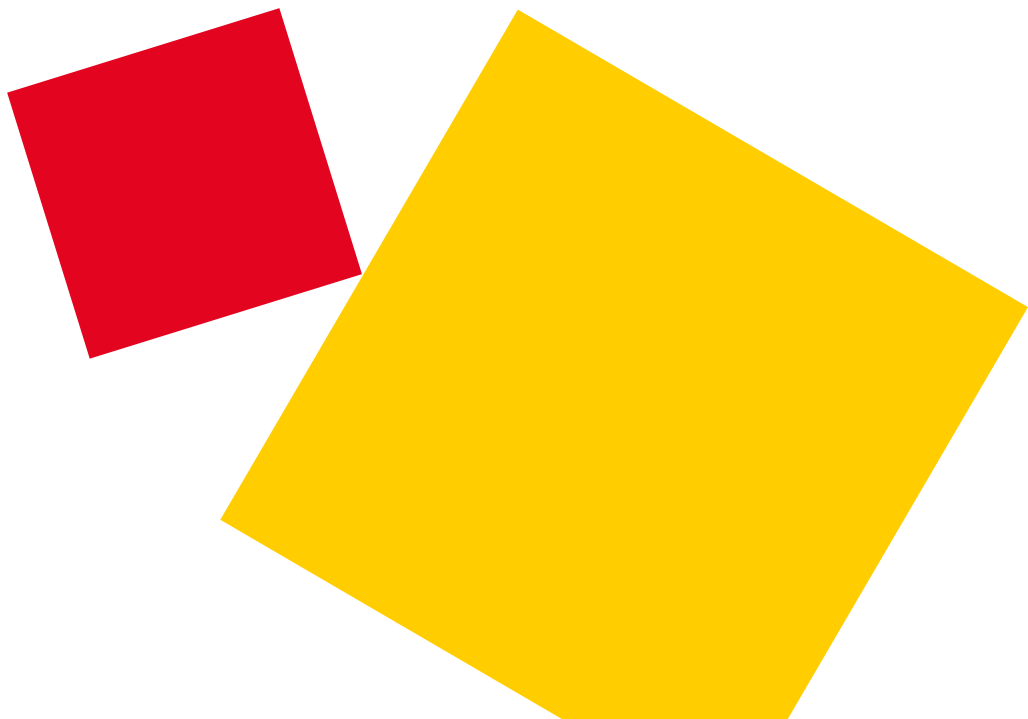
You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which may have affected your performance. These could include (but are not limited to):

- 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)





## 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-history](https://lse.ac.uk/international-history)



**Department of International History**

The London School of Economics  
and Political Science  
Houghton Street  
London WC2A 2AE

E: [n.bhatti@lse.ac.uk](mailto:n.bhatti@lse.ac.uk)

T: +44 (0)20 7955 7126

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

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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.