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Significant Dates

Start of Michaelmas Term	22 September 2016
Start of Teaching	26 September 2016
Michaelmas Term Reading Week	31 October - 4 November 2016
Graduate Student-Staff Liaison Committee	9 November 2016 at 1pm
Candidate Examination Numbers Allocated	Early December 2016
End of Michaelmas Term	9 December 2016
Start of Lent Term	9 January 2017
Graduate Student-Staff Liaison Committee	25 January 2017 at 1pm
Lent Term Reading Week	13 – 19 February 2017
End of Lent Term	24 March 2017
Announcement of Examination Timetable	End of Lent Term
Start of Summer Term	24 April 2017
Sat Examination Period	Mid-May to June 2017
End of Summer Term	9 June 2017
Dissertation Due	17 August 2017
Graduation Ceremonies	Mid-December 2017

The School will be closed on English public holidays* as follows:

Christmas Closure	Thursday 22 nd Dec 16 – Monday 2 January 2017
Easter Closure	Thursday 13 April – Wednesday 19 April 2017
May Bank Holiday	Monday 1 May 2017
Spring Bank Holiday	Monday 29 May 2017
Summer Bank Holiday	Monday 28 August 2017

****Some facilities, such as the Library, may be open on some of these dates. The School will issue updates throughout the year.***

International Inequalities Institute Welcome



Dear student,

Welcome to this exciting new programme, which is administered by the LSE's new International Inequalities Institute which began in 2015. You will be in the second student group to study in this Institute, and I hope you enjoy the excitement of all of us who are putting this programme together, which involves many LSE colleagues from different Departments. The programme brings together an outstanding range of teaching units examining inequalities issues from across the LSE and our core course showcases leading academics and offers a unique interdisciplinary coverage of the social scientific analysis of inequality. Speaking on behalf of the team which put this MSc together, I can say we are all very excited about this programme and anticipate that you will find this intellectually stimulating.

You should be aware that formally the programme is housed by the Department of Sociology, and this MSc programme is regulated by the Sociology Department. For day to day purposes, this probably won't affect you, and the III manager, Liza Ryan is your first port of call. Fortunately, since I am both a Co-director of the III, and Professor of the Sociology Department, I can advise if you might need to speak to a member of the Sociology Department administrative staff.

Below we list all the contacts from different Departments who are involved in teaching, managing and acting as student advisors on our MSc. Please feel free to make contact with them if you have interests in the disciplines or ideas from these different Departments.

I wish you every success in the coming year and am sure you will enjoy your studies at the LSE.

Professor Mike Savage,
Martin White Professor of Sociology and Co-Director, III

About the III

The III began in 2015 as a means to pool expertise from across the LSE to support an interdisciplinary programme of research and teaching around the fundamental questions of understanding and analysing social inequality. The Institute brings together leading scholars drawn from most LSE Departments, including Economics, Gender Institute, Geography and Environment, Government, International History, Law, Media and Communications, Methodology, Philosophy, Social Anthropology, Sociology, Social Policy, and Statistics. Our orientation includes the following distinctive features:

An international vision. Our programme of work seeks to be fundamentally international and comparative in exploring how inequalities are organised at numerous levels, between individuals and between and within larger groups, and from the local through to the global, not only between and within nations. It will develop innovative modes of analysis to examine how population flows and intensified global communication contribute to such processes and explore how cosmopolitan formations are related to these.

Multi-dimensional perspective. We will describe and examine the significance of numerous aspects and drivers of inequality and its impacts, such as class, occupation, age, generation, gender, ethnicity, migration status, and space/location (and intersectionalities between them), including non-economic aspects as well as economic ones (such as earnings, incomes and wealth). We will construct theories and methodological approaches that can elaborate further the relationships between these various factors.

Structural and cultural aspects of inequality. Our research programme will measure and analyse durable and structurally embedded forms of inequality, alongside a consideration of the symbolic, cultural, media and political processes that contribute to, and legitimate, inequalities, for example through inequalities of media voice and access to digital resources. This dual focus will lead to the development of new interdisciplinary approaches that fully combine qualitative and quantitative approaches.

Theoretical pluralism and multiple methods. We seek to harness both our skills in quantitative methods for the measurement and analysis of inequality, including both economic and non-economic aspects, alongside our qualitative interests in ethnography and documentary analysis to provide a rich programme of work. Beyond orthodox approaches using class structural analysis (such as in sociology), we will reflect on the potential of a wider range of theorists, such as Amartya Sen; Pierre Bourdieu; John Rawls;

feminist scholarship (and others), to elaborate a more wide ranging perspective on the generation of inequalities.

Institutional aspects of inequality. Our research programme will focus on the role of institutions (political, economic, legal and social, including parts of civil society) in shaping, and addressing, inequality. In particular, it will include work examining complementarities between interlocking institutions in producing systematic differences between the capacities of differently ordered political-economic systems to avoid or tackle inequality or develop stable redistributive policies. It will explore the significance of political developments such as the restructuring of the public sector (within and across national borders) in shaping new forms of inequality and social polarisation. Important linkages between varieties of capitalism, financial markets, systems of macroeconomic management, education and training systems and the structure of companies will be examined. Looking beyond the market, we will develop a new understanding of the multiple sources of inequality through comparison between advanced, emerging and transnational economies with different political systems of social welfare and governance.

Relational approaches to inequality. Rather than focus on social divides within the middle ranges (e.g. between 'middle' and 'working' class), or analyses that rely on aggregate measures of inequality such as the Gini coefficient, we will recognise that patterns and dynamics of inequality are powerfully affected by outliers at both ends, including the top of the social hierarchy. We therefore plan programmes of research building on the growing literatures on top incomes and examining the constitution of powerful and wealthy elites who work in, and across, numerous specific local, national and international sites. We will place these in the context of wider analyses of social polarisation including studies of the poor and disadvantaged, and heterogeneity within specific disadvantaged or advantaged groups..

The III co-ordinates the MSc programme, as well as a doctoral programme (with funding from the Leverhulme trust) and will be hosting a dynamic seminar series on inequalities together with a range of other public events and discussions. Videos and podcasts of previous events can be found on the [III events webpage](#). Follow us at @LSEInequalities. The III connects research about inequalities from across the LSE on its [website](#) where you can find published research exploring inequality from leading academics across the School.

Programme aims

1. This Masters course will
2. Introduce students to a range of interdisciplinary approaches to the social scientific analysis of inequality
3. Develop theoretical awareness of different conceptions of the meaning of inequality and its various dimensions
4. Introduce students to different methods for the measurement of inequality, both quantitative and qualitative
5. Make students familiar with debates on the causes and consequences of increasing global inequality
6. Allow students to place issues of inequality in a fully international context
7. Give students the skills and awareness to go onto conduct research in the area of inequalities.

Successfully completed, the programme will lead to the following outcomes.

1. A knowledge of different understandings of the relationship between dimensions of inequality: class, gender, race and ethnicity, age, sexuality, disability,
2. Awareness of different measures of inequality, including macro measures such as the gini coefficient, use of income and occupational measures, definitions of poverty and wellbeing, and an appreciation of the use of both quantitative and qualitative methods for the study of inequality

3. A knowledge of the debates regarding the causal significance of economic, political, social and cultural processes in the generation of inequality
4. Knowledge of research examining the impact of economic inequalities on social, cultural and political issues
5. A knowledge of the global, spatial and historical aspects of analysing inequality
6. Understanding of issues posed by diversity and equality

International Inequalities Institute Contact Information

Liza Ryan

Tel: +44 (0) 7955 7308

Email: E.Ryan@lse.ac.uk
Inequalities.Institute@lse.ac.uk

Web: lse.ac.uk/InternationalInequalities

The III is based on 8th Floor, Tower 1, Clements Inn, (TW1)

Sociology Department Contact Information

The Department of Sociology is based on 2nd Floor, St Clements, Clare Market (STC)

Tel: +44 (0)20 7955 6828

Email: a.johnston@lse.ac.uk

Web: lse.ac.uk/sociology



Key Staff

The Co-Directors of the International Inequalities Institute are Professors John Hills (Social Policy) and Mike Savage (Sociology). The MSc Inequalities and Social Science is convened by Professor Mike Savage.

The ILL Manager is Liza Ryan, who can be your first port of call for any administrative issues, though if she is not available, you can also contact Anna Johnston who is the Sociology MSc programme administrator, or Louise Fisher, who is the Departmental Manager of the Sociology Department.

Department contacts

The MSc involves colleagues from numerous Departments at the LSE. The following lists those colleagues who are involved in planning this MSc, and you should feel free to contact any of them about issues arising on this MSc, especially as they affect their particular Departments. You will also be allocated to one of these colleagues to be your personal advisor.

ANTHROPOLOGY

Laura Bear (L.Bear@lse.ac.uk, 020 7955 7409, OLD 6.09) is Associate Professor in Anthropology and has a PhD in anthropology and history from the University of Michigan. She specialises in ethnographies of economy, time, the state and urban ecology. Her first project was in a railway company town, Kharagpur, particularly among Anglo-Indian families. Her book *Lines of the Nation* recasts the history of capitalism by tracing the technological project of the Indian railways and its effects on politics, timespaces and intimate identities. She later followed these themes among international call centre workers in Kolkata. More recently she has carried out research with boatmen, shipyard workers, hydrographers, port bureaucrats and river pilots on the river Hooghly in Kolkata (funded by the ESRC).

ECONOMICS

Frank Cowell (f.cowell@lse.ac.uk, 020 7955 7277, 32L 2.25A) is Professor of Economics and President of ECINEQ, the international Society for the Study of Economic Inequality. His interests are in theoretical and practical issues in the measurement of inequality, mobility and poverty, the analysis of income and wealth distributions and the formation of people's attitudes to redistribution. Recent and forthcoming papers include *Inequality with Ordinal Data*, *Mobility in China*, *Wealth Inequality*, and *European Identity and Distributional Preferences*.

GEOGRAPHY AND ENVIRONMENT

Neil Lee (n.d.lee@lse.ac.uk, STC 6.01e) is an Assistant Professor in Economic Geography in the Department of Geography & Environment. He is also Director of the MSc in Local Economic Development and the BSc in Geography with Economics. His research considers cities and the spatial dimensions of economic change and his recent papers have investigated the links between high-technology industries and poverty in US cities, sub-national measures of inequality in the UK and relationship between growth and poverty reduction. He holds a PhD in Economic Geography from the LSE and was a visiting scholar at Columbia University. Neil recently led a study for the Joseph Rowntree Foundation on the links between cities, growth and poverty. Before joining the LSE he was Head of Socio-Economic Research at The Work Foundation, a think-tank. His media appearances have included the Today Programme, BBC News and World at One. His research has been featured in newspapers including the FT, Telegraph and Guardian.

GENDER INSTITUTE/ LAW

Nicola Lacey (N.M.Lacey@lse.ac.uk, 020 3486 2966, NAB 6.12) is School Professor of Law, Gender and Social Policy, attached to the Departments of Law and Social Policy and to the Gender Institute. From 1998 to 2010 she held a Chair in Criminal Law and Legal Theory at LSE; she returned to LSE in 2013 after spending three years as Senior Research Fellow at All Souls College, and Professor of Criminal Law and Legal Theory at the University of Oxford. She has held a number of visiting appointments, most recently at Harvard Law School. She is an Honorary Fellow of New College Oxford and of University College Oxford, and a Fellow of the British Academy. In 2011 she was awarded the Hans Sigrist Prize by the University of Bern for outstanding scholarship on the function of the rule of law in late modern societies. Nicola's research is in criminal law and criminal justice, with a particular focus on comparative and historical scholarship. Over the last few years, she has been working on the development of ideas of criminal responsibility in England since the 18th Century, and on the comparative political economy of punishment. In addition to her independent work in these fields, she is currently working with David Soskice (LSE) on American Exceptionalism in crime, punishment, and social inequality; and with Hanna Pickard (Oxford) on how criminal justice

institutions may be designed so as to hold offenders responsible without engaging in stigmatising blame. Nicola also has research interests in legal and social theory, in feminist analysis of law, in law and literature, and in biography.

GENDER INSTITUTE

Diane Perrons (d.perrons@lse.ac.uk, 020 7955 7899, COL5.01B) is Professor of Economic Geography & Gender Studies. Her research focuses on the gender dimensions of economic inequality and the social and spatial implications of economic change paying particular attention to economic crises, austerity and socially equitable recovery. She is currently co-directing the LSE Commission on Gender, Inequality and Power and on the management Committee of the Women's Budget Group

GOVERNMENT

David Soskice (d.w.soskice@lse.ac.uk, 020 7852 3637, CON 4.05) is LSE School Professor of Political Science and Economics at the London School of Economics. Within his research area, Political Economy, he focusses on the study of labour markets, systems of Vocational education and production regimes. His 2001 published book *Varieties of Capitalism*, written/edited by Soskice and the Harvard professor Peter A. Hall enjoyed large popularity both in Political Economy (due to its macroeconomic implications) and Business (because of its analytical focus on the organizational structure of the individual firm). The book typecasts and analyzes two distinct types of capitalist economies: the liberal and coordinated market economies.

MEDIA AND COMMUNICATIONS

Ellen Helsper (e.j.helsper@lse.ac.uk, 020 7955 6420, STC S119c) is Associate Professor in the Media and Communications Department at the LSE. Her current research interests include new media audiences; digital inclusion; mediated interpersonal communication; and quantitative and qualitative methodological developments in media research. The three main research projects she is involved in are the From Digital Skills to Tangible Outcomes Project; the Impact of marketing through social media, online games and mobile applications on children's behaviour and the EU Kids Online project. These inform the development of an index for digital

inclusion for the UK's Government Digital Services and Go On UK campaign. Other projects she is currently involved in are the longitudinal analysis of the World Internet Project and the evaluation of the Impact of BBC Media Action programming. Other studies she has been involved in include Wisekids Wales; Youth at risks and ICTs; Social Impacts of ICT; Net Addiction; Me, My Spouse and the Internet; and Online Gambling. .

SOCIAL POLICY

John Hills (j.hills@lse.ac.uk, 020 7955 7419, 32L 3.32) is Richard Titmuss Professor of Social Policy, Director of the Centre for Analysis of Social Exclusion and Co-Director of the LSE International Inequalities Institute. He was a member of the UK Pensions Commission and has led independent reviews of social housing and fuel poverty for government in recent years. His research interests include the welfare state, social security, poverty, and inequality. His most recent book is *Good Times, Bad Times: The welfare myth of them and us*.

SOCIOLOGY

Mike Savage (m.a.savage@lse.ac.uk, 020 7955 6578, STC S210) is Professor of Sociology and Head of the Sociology Department. He has long standing interests in social class inequalities, and on their inter-relationship with gender, age and locality. He has been an exponent of 'cultural class analysis' which has sought to use Pierre Bourdieu's thinking to update analyses of social class, and was one of the Directors of the BBC's *Great British Class Survey* and his recent books include *Social Class in the 21st Century* and *Identities and Social Change in Britain since 1940: the politics of method*.

STATISTICS

Fiona Steele (f.a.steele@lse.ac.uk, 020 7955 6236, COL 7.08) is Professor of Statistics with interests in the development and application of statistical methods for social research. Her areas of expertise include the analysis of clustered data using multilevel models, longitudinal data analysis, event history analysis and structural equation modelling. She has experience of applying these methods in a range of areas, primarily in demography but also in education, epidemiology and psychology. Her personal website is <http://stats.lse.ac.uk/steele>

Programme Details

The MSc Inequalities and Social Science consists of four whole units, which are made up of compulsory and optional courses.

Compulsory Units

- SO478 Social Scientific Analysis of Inequalities (full unit)
- SO497 MSc in Inequalities and Social Science Dissertation (full unit)
- MY421 Qualitative Research Methods (half unit) **OR** MY451 Introduction to Quantitative Analysis (half unit) (or a more advanced quantitative methods course agreed with the Programme convenor] for those already with methods training)

Optional Courses

Optional full-unit and half-unit (H) courses, to value of 1.5 units, can be chosen from the list below:

- AN456 Anthropology of Economy (1): Production and Exchange (H)
- AN457 Anthropology of Economy: Development (2): Transformation and Globalisation (H)
- GI409 Gender, Globalisation and Development: An Introduction (H)
- GI425 Women Peace and Security (H)
- GV4D4 The Politics of Inequality and Redistribution (H)
- GV4D7 Dilemmas of Equality (H)
- GY413 Regional Development and Policy (H)
- LL4H8 Employment Law (H)
- MC421 Critical Approaches to Media, Communication and Development (H)
- MC428 Media Culture and Neoliberalism in the Global South (H)
- SA4X6 Welfare Analysis and Measurement
- SA429 Understanding Social (Dis)Advantage (H)
- SO454 Families and Inequalities (H)
- SO481 Class, Politics and Culture (H)
- SO482 Topics in Race, Ethnicity and Postcolonial-Studies (H)
- ST416 Multilevel Modelling (H)
- ST442 Longitudinal Data Analysis (H)

Please note that some optional courses may not be available each year. Please see lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters for details.

Course Guides and Programme Regulations

To find out more about optional courses and to read the programme regulations in detail please see lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters

Course guides for all courses are available at lse.ac.uk/resources/calendar/courseGuides/graduate.htm

Please note that because the list of options is long timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses. It is a good idea to consult with your Academic Adviser or Programme Convenor about your option choices.

You are also welcome to consider other appropriate masters options offered within the School, but please consult with your Academic Adviser or Programme Convenor first.

The Dissertation

Dissertation Abstract

Following discussions with your academic advisor, you are required to submit a topic proposal for your dissertation at the end of Michaelmas Term and a fuller dissertation proposal at end of Lent Term. The submission date for the completed dissertation is the third Thursday in August. Please refer to the online course guide for the compulsory Dissertation course (see previous page for the course code) for details.

Research Ethics

The School attaches great importance to high ethical standards in research undertaken by staff and students. Along with the title and abstract of your dissertation, you and your Academic Adviser are also required to review and complete the LSE Research Ethics Checklist. The ethics guidance and the checklist can be found at lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx

Purpose of the Dissertation

The dissertation is an integral part of the MSc programme. It is an opportunity to study in depth a topic of special interest to you and to apply the knowledge and skills that you have gained over the year. In your dissertation you will apply one or more research approaches covered in other parts of the MSc programme to a question within the field of sociology.

Your dissertation accounts for one quarter of your final grade. It should be logically structured, well researched and clearly written. Please allocate your time and effort accordingly, and plan your work in order to ensure that you meet with your supervisor within term-time, since academics may not be available during term breaks. You should start your planning in the Michaelmas Term and by the end of the Summer Term you will be expected to have fully developed the structure of your dissertation to allow you to complete by the submission date.

Content and Approach

The dissertation is an extended piece of written work that critically appraises evidence and opinion to reach a conclusion about a question related to inequality, using a disciplinary approach agreed with your Adviser. The key requirement is that the dissertation should demonstrate a high level of independent critical ability. You must show your ability to organise your material clearly and logically and to sustain

a reasoned and cogent argument from beginning to end. Where appropriate you should explain clearly the research method(s) that you have applied and the reasons for your choice of approach. You should show awareness of any shortcomings of your study in relation to methods employed and quality or quantity of the data.

Dissertations can take a number of forms:

- A library-based project utilising existing secondary sources;
- An empirical investigation using existing data-sets or published data;
- A research report based on the collection of primary data.

Where the Dissertation involves the collection of your own data, appropriate credit will be given. Whatever the nature of your dissertation, it is never appropriate to present merely an accumulation of disparate factual material, without placing this in the context of a body of relevant academic literature and debate, or using it in order to address a question, or applying it to assess a recognised theory or set of theories, or interpreting it with insights drawn from the relevant discipline(s).

Format and style

Whatever the form of the dissertation, you must demonstrate a thorough knowledge of the academic and professional literature relevant to the research topic and a critical awareness of the contribution of different writers or schools of thought. This will usually take the form of a literature review presented early in the dissertation.

The dissertation should be no more than 10,000 words (excluding title, sub-title, abstract, contents page, tables, diagrams, bibliography and appendices, but including footnotes/ endnotes). Five marks will be deducted for dissertations that exceed the word limit, and examiners are not required to read any material in excess of the word-limit. Include a declaration of word-length on the title or contents-page of your dissertation. The manuscript should be printed in double spacing using 12-point type, single or double sided, with page numbers. The finished product must be bound.

Please attach great importance to proper notation, grammar, spelling, footnotes and referencing, and adopt a consistent set of conventions. See lse.ac.uk/library/usingTheLibrary/training/citing_referencing.aspx for examples of recommended styles.

Assessments

Assessment Types

You are usually expected to do two types of assessment. Class or course work is submitted to the class teacher for *formative assessment*. These are usually essays, book reviews or discussion pieces that do not count towards your final mark. Their purpose is to provide you with feedback and help you develop your analytical and writing skills ahead of formally assessed essays and examinations. This is an opportunity to try out different ideas and approaches without the pressure of being 'examined'. Formative assessments are handed in to your class teachers. You will also be expected to participate in seminar presentations and discussions.

In addition, you are also required to produce assessed essays and take unseen written examinations for *summative assessment*, designed to evaluate your level of academic achievement (for grading). Each course will be summatively assessed as specified in its course guide. In planning for your summative assessment, please be aware that teaching staff are not available during the vacations. Queries and advice on assignments should therefore be obtained during term-time office hours.

Assessment Criteria

Your performance will be assessed across four modules or module equivalents. The general Postgraduate Mark Frame is as follows:

Distinction (70-100 per cent): The essay demonstrates clarity of analysis, engages directly with the question, and shows an independent and critical interpretation of the issues raised by it. The essay shows exemplary skill in presenting a logical and coherent argument and an outstanding breadth and depth of reading. The essay is presented in a polished and professional manner, and all citations, footnotes and bibliography are in the proper academic form. Essays in the upper range of this class (80 per cent and higher) may make an original academic contribution to the subject discussed and will be outstanding in terms of originality, sophistication and breadth of understanding of relevant themes and material.

Merit (60-69 per cent): Awarded when the essay offers a systematic analysis of the issues raised by the question and demonstrates independent thought. The essay shows appropriate skill in presenting a clear argument and draws on a good range of relevant literature. The essay is well-presented and citations, footnotes and bibliography are rendered in the proper academic form.

Pass (50-59 per cent): This is awarded when the essay shows understanding of the issues raised

by the question, and demonstrates an engagement with relevant literature. The discussion may rely more heavily on description than on independent analysis. There may be some inconsistencies, irrelevant points and unsubstantiated claims in the argument. Presentation and referencing is adequate but may contain inaccuracies.

Fail (40-49 per cent): The essay shows limited understanding of the subject and lacks evidence of an independent response to the question. It may be based entirely on lecture material, poorly structured and contain significant errors of fact. The essay may be incomplete, including poor presentation and inadequate referencing, and fail to demonstrate an appropriate level of engagement with relevant literature.

Bad Fail (0-39 per cent): The essay is incomplete or fails to address the question under study. It offers little evidence of reading or understanding. It may be poorly presented and lack referencing.

Dissertations that are generally satisfactory but fall short of the required standard of presentation may be referred for emendation within one month of the examiners' meeting. In order to pass your whole MSc, you must pass the dissertation with a mark of at least 50.

Classification Schemes

Graduate degrees are awarded according to the classification scheme applicable to the year in which you started your programme, and are applied by the Boards of Examiners. See lse.ac.uk/resources/calendar/taughtMasters.htm for details of the School's schemes of award. Staff in the Student Services Centre can provide you with guidance on the School's academic regulations and degree classification schemes.

Word Length

Assessed coursework must not exceed its applicable word length (excluding title and sub-title, abstract and contents page, tables, diagrams, bibliography and appendices, but including section headings and sub-heads, footnotes/ endnotes). Five marks will be deducted for coursework that exceeds this limit, and examiners are not required to read any material in excess of the word-limit.

Submission of Assessed Work

Two hard copies of all formally assessed work, including the Dissertation, must be submitted. Work for the core course and the Dissertation should be submitted to the III office. Submissions of work for optional courses run by other departments should be made as instructed by

those courses. A third copy must be uploaded to Moodle the same day. Please refer to specific course guides for the precise deadlines.

Hard copies of assignments should be stapled, and in the case of the dissertation spiral bound. On both dissertation copies, the front cover should be transparent to allow the title and your candidate number (but not your name) to be read without opening. The title page must include the word count. Submitted copies must be identical in every respect. Submitted hard copies will not be returned to you.

When you submit your two hard copies, you must complete and attach the *Summative Assessment Submission Form* and also ensure you have ticked the Declaration on Plagiarism/Academic Dishonesty. This form can be found on Moodle. You will receive an email acknowledging receipt of your assignment within two working days of submission.

Late Submission

Missing an assessed coursework or dissertation deadline is treated identically to missing an exam: Just as an exam date cannot be moved, the deadline for essay submissions is fixed.

If you miss a deadline, the relevant exam board looks at the reasons offered and documented by you (your 'mitigation') and decides whether or not the mitigation offered allows the Board to waive the normal penalties. Normally, these are only waived where there is evidence of either medical issues (mental or physical) or critical situations amongst the very immediate family or friends (e.g. bereavement) that can be directly connected to the failure to meet the deadline.

If you cannot meet your deadline, you must immediately raise the matter with the appropriate administrator and the Chair of the Examinations Sub-Board. Normally this will include at a minimum a mitigation form submitted via the Student Services Centre, a cover letter explaining your circumstances and documentary support (e.g. a medical certificate).

If you fail to submit coursework by the set deadline, five marks out of 100 will be deducted for each 24-hour period (working days only) until the coursework is submitted. After five working days, coursework will only be accepted with the permission of the Chair of the Exam Sub-Board. Bad time management, software or hardware issues do not count as mitigation. School policies and forms on mitigating circumstances are at lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/Exceptional%20Circumstances/Mitigation.aspx

These procedures are not narrowly bureaucratic but are matters of equity and fairness: no student should get an unfair advantage over their peers

by being allowed an extra few days.

There is one exception to these policies: if you have been granted an ISSA by the Student Services Centre this allows, and in fact requires, the Department to make adjustments of both coursework deadlines and examination conditions in view of chronic health issues. In this case, your degree convenor and the Chair of the Examinations Sub-Board are empowered to move the deadline to an extent appropriate to the condition covered by the ISSA.

Interruption / Deferral / Withdrawal /

If you experience any difficulties during your time at LSE you should make sure that you keep in regular contact with your Academic Adviser. He/she will be able to help signpost you to appropriate services within the School so that you receive the support to enable you to continue studying successfully. However, if this isn't the case, you may wish to consider the following options:

- Interruption: with approval from your department you can interrupt your programme by taking a break, normally from the end of one term and for one calendar year.
- Deferral: if you complete the teaching year but have difficulties during the exams then in exceptional circumstances you can apply to defer an examination(s) to the following year.
- Withdrawal: withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

Please see lse.ac.uk/registrationChanges for more information.

Feedback

Feedback is fundamental to learning. It is best seen as a process of dialogue – putting your ideas, arguments, evidence and sources forward and seeing how others see them. Feedback also helps you to understand what standard of work you need to achieve to progress and ultimately pass your programme.

Feedback on formative coursework

Practice varies between departments, but you will usually receive feedback on formative coursework, including ongoing dissertation work as follows:

- Verbal feedback during office hours, tutorials, supervisions, class presentations and dissertation workshops;
- Written feedback in hard copy, or via e-mail, Moodle or LSE for You.

The Institute's policy is to provide feedback within four weeks of submission for the core course.

Feedback on summative coursework

Please note that the provision of qualitative feedback is a separate process from the formal marking process for coursework, which is completed by two internal examiners and moderated by an external examiner.

You will receive written feedback on all summative assessment in the form of qualitative comments and an indicative mark range. The Department aims to provide feedback within four weeks of the essay submission deadline. This applies to all courses that are examined by coursework and examination, or, by two pieces of summative coursework. While teachers should adhere to the four week feedback policy deadline, the deadline for all feedback is the last day of Summer Term.

For courses that are assessed by one summative essay, the deadline for feedback is the last day of Summer Term.

Dissertation feedback in the form of qualitative comments will be provided to students before the first week of Michaelmas Term.

Plagiarism

Any work you submit for assessment must be your own. If you try to pass off the work of others as your own, whether deliberately or not, you will be committing plagiarism.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such, being placed

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

You must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on your behalf. For information and the School's Statement on Editorial Help, see lse.ac.uk/resources/calendar/academicRegulations/statementOnEditorialHelp.htm. Any breach of the Statement will be treated as plagiarism.

A piece of work may only be submitted for assessment once. Submitting the same piece of work twice will be regarded as an offence of "self-plagiarism" and will also be treated as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing plagiarism may be referred to an Assessment Misconduct Panel which may result in severe penalties.

The Regulations on Plagiarism can be found at lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm. If you are unsure about the academic referencing conventions you should seek guidance from your tutor or the Library at lse.ac.uk/library/usingTheLibrary/training/citing_referencing.aspx

Academic Advisers

During your year at the LSE you will be assigned a supervisor (Academic Adviser) who will oversee your progress. You should meet your supervisor at regular intervals for advice and feedback and to discuss the progress of your work, as well as any problems of a more personal nature that may arise. As well as overseeing your general progress, your supervisor will help you develop your dissertation topic. However, we also encourage you, during the course of preparing for your dissertation to approach other members of staff who may be able to help you with your dissertation.

You will be allocated a provisional supervisor, normally someone from your undergraduate discipline, when you register. This will be someone from the list of departmental representatives listed above, and we will endeavour to match you with someone who matches your academic background. You will have the opportunity to change supervisors as your interests develop during the course. A list of supervisors and students will be prominently displayed on the III notice board (located temporarily at Room 3.34 32L) during the second week of the Michaelmas Term. As soon as you know the name of your supervisor, please make contact with them and arrange an appointment. It is important to do this as soon as possible, especially if you are uncertain about the options course that you wish to take. All staff have allocated office hour/s which are displayed on their door. However, staff are also happy to arrange appointments for supervision discussions to be held at other, mutually acceptable, times. You can contact staff via email, telephone or by leaving a note in their pigeon hole in the Student Drop-In Centre.

There is no single model for the relationship between you and your MSc supervisor. However, the relationship is important when you are preparing your MSc dissertation. We strongly recommend students start thinking about their dissertation early in the course and seek assistance in doing so. We will hold dissertation workshops in each term to help prepare you. We ask students to produce a dissertation title and abstract by week 8 of the Lent term.

You have the right to expect your supervisor to be available to see you during term-time but not outside term-time. This is especially the case during the Summer vacation when you are writing up your dissertation. You should therefore plan your work so that you are in a position to receive final advice on your dissertation before the end of the Summer Term. In the interest of equity between students your supervisor may comment on your early efforts on your dissertation before the end of the Summer Term. You cannot expect your supervisor to read, or offer extensive comments on, your final dissertation draft.

Should any problems arise concerning supervision, you should in the first instance consult your supervisor or alternatively your programme convenor.

Study Guidelines

New Arrivals Information and Registration

Please refer to the **Welcome Guide 2016** for information.

Programme Registration

At the start of the academic year all new and continuing students need to formally register on their programme of study. New students need to do this in person, whilst most continuing students will be able to do so online.

To ensure that new students are able to complete this process as quickly as possible, each programme is allocated a time slot (for large programmes these slots are further split by surname). At registration, you will be asked to provide proof of your eligibility to study in the UK in order to receive your LSE ID.

For more information, including schedules, further details about how to provide your eligibility to study in the UK, and information about registration for continuing students, please see lse.ac.uk/registration.

Course Choice, Seminar Sign Up and Personal Timetables

You will need to choose all of your courses, including any compulsory ones and your dissertation, in LSE for You.

Course choice opens for browsing during WelcomeWeek so that you can get used to the system however you will not be able to make any choices during this period. The system opens fully from **23rd September 2016** but you will only be able to access the 'Graduate Course Choice' option in LSE for You when your admissions paperwork is completed. The deadline for course choices for postgraduate students is **10th October 2016**. The system will re-open at the beginning of Lent Term so you can make any changes that are needed for Lent Term.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to use the Graduate Course Choice system.

Many courses have 'controlled access' and you will need to apply to the department teaching the course for permission to take it before you can select it. If such an application is required, it will be indicated in the system. You can make applications to take these courses within the system. Your overall diet of courses is also subject to the approval of your home department. Some departments allocate places to seminars centrally whilst others permit you to

choose using the seminar signup facility in LSE for You. Personal timetables can then be viewed in LSE for You.

Communication

You are expected to check your email regularly using your LSE email address, since both academics and administrators routinely use this medium in order to communicate with you. Notices of interest to students and staff will also be placed on the departmental notice boards.

Class Changes

If you have circumstances which prevent you from attending your scheduled class, you should include in your request full details of the dates and times that you are unavailable. Your request will be considered by the department responsible for teaching the affected course. You may be asked to provide evidence in support of your application. Once a decision has been made, you will be notified via your LSE email account. If your request has been approved, it will be reflected in your LSE for You personal timetable within three working days of the date of approval.

Change of Address

If you change your term-time address you must inform the Registry (via LSE for You) and your Academic Adviser. Your address will not be disclosed to a third party without your permission unless it is for reasons of official School business. Please keep us informed of your private address and telephone number.

Course Readings

All books marked as essential reading on reading lists can be found in the Course Collection in the Library. The books in this section can be borrowed for 3 days and are restricted to LSE staff and students. Please be aware that there is a fine 30p per day for books returned late (or £1 per day if a book is requested by another student). Most current journal articles can be accessed online. It is worth checking if articles on your course reading lists are available this way, since printing these is cheap and straightforward. In addition to the Library main collection and course collection, many teachers will have created online versions of important chapters or articles. You can find the link to these materials in your reading list.

Reading Weeks

You are expected to be at the LSE and actively engaged in studying during reading weeks.

Timetables Office

The Timetables Office is responsible for scheduling and allocating rooms to all of the School's taught courses. The Timetables web page includes information for students and staff.

lse.ac.uk/intranet/diaryAndEvents/timetables/

Auditing Courses

You may wish to audit some courses which are not part of your programme, and for which you will not gain credit. You may audit the lectures of any courses in the School subject to the approval of the teacher responsible, but you may not normally attend the associated seminars if you are not registered on the course. It is courteous to introduce yourself to the teacher responsible for any course you intend to audit regularly. You should request permission to audit from your Programme Convenor.

Graduate Staff-Student Liaison Committees (SSLC)

At the start of the year you will be asked by your department if you would like to represent your programme on the Staff Student Liaison Committee. These are important Committees as they provide a forum for feedback from students both 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; and those elected or chosen as a representative will be given training.

The SSLC also elects one representative to attend the relevant School level Students' Consultative Forum. More information on the Consultative Fora can be found at: lse.ac.uk/studentrepresentation.

Moodle

Moodle is LSE's Virtual Learning Environment. It is a password protected web environment that contains a range of teaching resources, activities, assignments, information and discussions for your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course; not all teachers choose to use Moodle.

You can access Moodle from any computer on and off campus. Go to <http://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 helpdesk at it.helpdesk@lse.ac.uk.

The Library

Your LSE student card is also your Library card. You are welcome to ask Library staff for general information, your Library guide and other

information. You can download a podcast and get started with all the information you need at lse.ac.uk/library/news/orientation/audiotour.aspx

Use Summon (lse.summon.serialssolutions.com/) and the Library Catalogue (catalogue.lse.ac.uk/) to find print and electronic resources. Locations in the Library are illustrated on an electronic map.

You can sign up to a course on how to find items from your reading list, and other training events at apps.lse.ac.uk/training-system/.

Staff at the Help Desk on the first floor are available for any enquiries you may have about using our collections and electronic resources.

When inside the Library, please remember:

- Keep noise to a minimum in Quiet and Silent zones.
- Do not consume food except in the Escape area before the turnstiles; drinks with lids may be brought into the Library.
- Vacate your study space for others when taking a break.
- Do not leave your bags unattended.

Follow the Library at twitter.com/LSELibrary and facebook.com/LSELibrary. You can also use the online enquiry form lse.ac.uk/library/enquiriesandfeedback/email.aspx.

Finding Your Way around LSE

The geography of the School can seem complicated at first, but you will find direction signs spread around the buildings, and maps and diagrams in various School publications. Find maps at lse.ac.uk/resources/mapsAndDirections

Paid Employment during Your Studies

Paid employment will not normally be accepted by examiners as a mitigating circumstance in the event of a performance at a lesser level than could otherwise have been expected. If you have no choice but to take some paid employment, under School regulations the total hours cannot exceed 20 per week for a full-time student.

Public Lectures

Throughout the year there are special School lectures, which are open to everyone. Upcoming lectures are advertised on the large computer screens around the School and on the School homepage under 'Events'. You can also keep up to date with the latest information through the LSE Events email information service which enables you to receive email notification of new events and public lectures at LSE when they are announced. See lse.ac.uk/publicEvents/.

The Inequalities Institute will hold a series of [events](#) with internal and external speakers through the year, which you will find useful and will be very

welcome to attend. Other departments and research centres (such as the Centre for Analysis of Social Exclusion) linked to the institute have regular seminar series and event, and you may well find it helpful to get yourself on the mailing list for those related to your interests.

Evaluation

We want you to get the best out of your programme, and evaluation is an important element of this. At key stages during the year we will ask you to complete anonymously course evaluations. The information provided from these is invaluable in terms of developing the course for future years. You do not need to wait for evaluations however to express your feelings about the course (either good or bad!) and we will do our best to respond to your comments.

Requesting Written References

If you are asking an academic to write a reference for you, please give them at least three weeks' notice before the reference is due. Senior members of staff may well be asked to write scores of references every term. Often each reference requires updating or adaptation to a specific job or scholarship. It is in your own interest to give the referee enough time to do it justice.

Never put down someone's name as a referee without asking them in advance.

Provide all the information needed to write the reference. Make sure that you have filled out your part of any form you submit.

It is helpful if you include all the information your Academic Adviser will need in a single email, with a clear subject line. You might, for example, wish to remind your Academic Adviser of scholarships awarded or internships undertaken.

Sometimes an application requires a reference from the programme convenor. If so, the usual practice is for your Academic Adviser to produce a draft which the programme convener will sign.

Once someone agrees to be a referee, he or she has the obligation to do the job on time.

By putting your CV on the CV builder on LSE for You, your referee will be able to see your work experience and extra-curricular activities, so enabling them to write a fuller reference for you.

Fieldwork Safety

If you are planning fieldwork or any other off site activity please complete the relevant risk assessment on our website:

<http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx>

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.

Please read the Fieldwork Health and Safety Guidance document for further information: <http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/Fieldwork-H&S-Guidance-May-2014.pdf>

For any further information or advice, please contact the Health and Safety Team
Telephone: 020 7852 3677
Email: Health.And.Safety@lse.ac.uk

General School and Programme Regulations:

The School has regulations, policies and procedures covering many aspects of student life and you should familiarise yourself with them.

Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

The following web searches/web links detail the School's Programme Regulations.

- [Regulations for the consideration of appeals against decisions of boards of examiners for taught courses](#)
- [Regulations for Taught Masters degrees \(entering in or after 2009/10\)](#)
- [Regulations on assessment offences: other than plagiarism](#) (i.e. Exam Misconduct)

And the following web link gives you an A-Z list of relevant regulatory documents where you can find further details of all School Regulations.

<http://www2.lse.ac.uk/intranet/LSEServices/policies/home.aspx>

What to do if you are ill during your studies:

Information about the School's procedure can be found here:

- <http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/exceptionalCircumstances/illnessExceptionalCircumstances.aspx>

Codes of Good Practice

The Codes of Practice for Undergraduates and Taught Masters Programmes explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your departments – and what departments are expected to provide – in relation to the teaching and learning experience. The Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you. See:

<http://www.lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeForTaughtMastersProgrammesTeachingLearningAndAssessment.htm>

We recommend that you also read the School's [Student Charter](#) and [Ethics Code](#). The Student Charter sets out the vision and ethos of the School, while the Ethics Code highlights the core principles of LSE life.

Student Support Services

LSE Careers

LSE Careers offers a wide range of seminars, employer presentations, fairs and face-to-face career discussions to help you at every stage of your career planning process - from deciding what you want to do to preparing for interviews and settling into your first job. LSE Careers also works with your department to deliver events and services tailored to you.

LSE attracts top recruiters in many sectors who use our vacancy board to advertise hundreds of internships, voluntary, part-time and graduate positions. You can access the vacancy board and book career discussions and events through LSE CareerHub at careers.lse.ac.uk.

The LSE Careers website lse.ac.uk/careers and blog are also full of tips, advice and information about every stage of the careers process from CV writing to interviews, and information about a wide range of employment sectors.

You can also browse our Graduate Destinations website (lse.ac.uk/GraduateDestinations) to find out what LSE graduates have gone on to do, organised by department or subject.

For up-to-date information about events, booking, resources, news and vacancies follow us on Facebook facebook.com/lsecareers and Twitter [@LSECareers](https://twitter.com/LSECareers).

LSE Volunteer Centre

The LSE Volunteer Centre is based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part-time internships with charities. The annual Volunteering Fair takes place at the beginning of Michaelmas term and is a great opportunity to meet a wide range of charities and get a feel for the work they do. You can find out more, as well as tips and advice about volunteering, on the LSE Volunteer Centre website lse.ac.uk/volunteercentre or [@LSEVolunteering](https://twitter.com/LSEVolunteering)

Volunteering with LSE's Widening Participation (WP) team

WP aims to raise aspiration and attainment in young people from London state schools. We deliver a number of projects that encourage young people from under-represented backgrounds to aim for a university education. We need enthusiastic LSE students to be inspiring role models and to contribute to the success of our programmes.

Visit lse.ac.uk/wideningparticipation or email widening.participation@lse.ac.uk for more information.

International Student Immigration Visa Advice Team (ISVAT)

ISVAT provides detailed immigration advice for International Students on their website which is updated whenever the immigration rules change. They can advise you by e-mail (if you complete an online query form on the [ISVAT web pages](#)) or at the drop-in service at the Student Services Centre. ISVAT run workshops to advise students applying to extend their stay in the UK; and in complex cases, they will make individual appointments.

For more information including drop in times and dates of workshops go to: lse.ac.uk/isvat.

ISVAT also manages staff and student exchanges through the Erasmus + programme at LSE. For more information on our exchanges, go to lse.ac.uk/Erasmus

Fees

The School offers two options for payment of fees. You can either pay them in full prior to Registration or via a payment plan. Full fee information, including how to pay, can be found here:

http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx

If you do not know the cost of your fees, please see the [Table of Fees](#) at lse.ac.uk/feesoffice.

Students on executive courses should refer to the Fees website for further information on payment plans.

Certificate of Registration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at LSE.

Once you are formally registered with the School you will be able to print out your certificate via LSE for You. The 'Certificate of Registration' option can be found in the 'Certification and Documentation' section of LSE for You. Please be aware it can take up to 4 hours for your change in Registration Status to be picked up by LSE for You so you may have to wait a short time if you've just registered. If you require this certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you.

If you require a certificate with information beyond what is on the Certificate of Registration please see lse.ac.uk/registrydocuments.

Student Study Advice

The LSE Teaching and Learning Centre offers study advice, with specialist provision for undergraduate and taught Masters students. There is a series of lectures and workshops throughout the academic year covering essay writing, time management, preparing for exams, dealing with stress, etc. A limited number of one-to-one appointments can also be booked with a study adviser to discuss strategies for quantitative/ qualitative subjects or with the Royal Literary Fund Fellow to improve writing style. Email studentsupport@lse.ac.uk for further details.

Services for Disabled Students

LSE acknowledges that disabled students have often overcome additional barriers in order to gain a university place, and is committed to eliminating further unnecessary obstacles and to facilitating equal access to study and university life. The Disability and Well-being Service (DWS) runs three specialist services, all of which are free and confidential:

- The Disability Service, for students with physical/sensory impairments and those with long-term or chronic medical conditions
- The Neurodiversity Service, for students with dyslexia, dyspraxia, Asperger syndrome and other neurodiverse conditions
- The Mental Health and Well-being Service, for students with mental health concerns

The DWS can also set up Individual Student Support Agreements (ISSAs), outlining reasonable adjustments such as extended library loans, negotiated deadlines and rest breaks in exams. It runs several interest and support groups, for example the Neurodiversity Interest Group and the Circles Network. For further information please visit lse.ac.uk/disability or email disability-dyslexia@lse.ac.uk.

The Language Centre

If English is not your first language the Language Centre is on hand to give you free advice and support. There are specific classes for academic units and information sessions are held during the first days of term to advise you on the most appropriate classes to take. Classes begin in week 2 of the Michaelmas Term. As well as degree options the LSE Language Centre provides a comprehensive programme of support if English is not your first language and a range of extra-curricular courses designed for students of the social sciences.

The Language Centre also offers an extra-curricular

programme in a range of languages for a fee. Information sessions and individual appointments are held during the first weeks of term. Courses start in week 5 of Michaelmas Term.

Please see lse.ac.uk/languages for information on the English for Academic Purposes (EAP) In-session Support Programme and the Modern Foreign Language (MFL) Certificate Course.

Teaching and Learning Centre

TLC offers study skills events throughout the year, along with useful resources for study support. The Centre's Learning World Moodle site provides further details, as well as links to other related training across LSE. For more personalised support, a limited number of one-to-one tutorials with experienced study advisers, in both qualitative and quantitative subjects. For one-to-one sessions with a study adviser or the Royal Literary Fund Fellow, you'll need to book in advance. Come to the Teaching and Learning Centre office (KSW G.507), email studentsupport@lse.ac.uk or call 020 7852 3627.

Welfare Services

The Student Counselling Service offers you the opportunity to talk confidentially about any issues that are causing you concern. lse.ac.uk/counselling

The Disability and Well-being Service can set up an Individual Student Support Arrangement for any students with a disability, including dyslexia. This support can cover issues such as travelling to LSE, getting around campus, coursework deadlines, class materials, and examination arrangements. lse.ac.uk/disability

The Students' Union has an Advice and Support Centre which provides legal advice on housing, immigration, visa extensions, employment problems, welfare benefits, grants, fee status and disability rights. sesu.com/support/

The Chaplaincy is available to all students of any faith, or none, to confidentially discuss anything and everything. lse.ac.uk/chaplaincy

Nightline is a free and confidential listening service run by students for students from 6pm to 8am. <http://nightline.org.uk/>

St Philips Medical Centre is an on campus NHS medical practice available to students living locally to the School. lse.ac.uk/medicalCentre

Dean of Graduate Studies

The Dean, Dr Sunil Kumar, has a wide range of duties relating to the School's graduate community. He is available to any graduate student who wishes to discuss academic or personal issues. The Dean works closely with members of academic staff, including Supervisors, Programme Directors, Heads of Department, and with other support services

across the School, such as the Disability and Wellbeing Service and the Teaching and Learning Centre, to help maximise graduates' learning potential and enhance the student experience.

To arrange an appointment with the Dean of Graduate Studies contact pg.dean@lse.ac.uk.

LSE Students' Union

www.lsesu.com. We believe that LSE has one of the most active student communities at any university, and is being led by students. The Student's Union is independent from the School. We'll help you out if you get into trouble, tell you how you can meet students with similar interests and views, and provide opportunities to have the sort of student experience you want.

Here are some of the ways in which we do it:

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising
- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society
- Representation: led by a Student Executive, working with representatives across the School, you influence and shape the decisions and direction of the School
- Welfare and student support – our independent, legally-trained advice workers offer free, confidential advice when things go wrong or you need help
- The Union runs a bar, some shops and the only gym on campus.

You will be part of one of the most important chapters in our history, where we go now and what happens next for your union is up to you.

Chaplaincy and Faith Centre

2014 saw significant changes in provision for religion and belief at LSE with the opening of the new Faith Centre in the Saw Swee Hock Building. This will bring together multi-faith facilities for prayer, worship and faith society meetings as well as providing a contemplative space on campus available to all staff and students. The Chaplain is also available to provide pastoral support to anyone seeking non-judgemental conversation or advice and to support religious life and cohesion within the wider School community.

To find out more about the Chaplaincy visit lse.ac.uk/chaplaincy.

Student Counselling Service

This free and confidential service aims to enable you to cope with any personal or study difficulties that may be affecting you while at LSE. As well as one-to-one appointments, there are group sessions

and workshops throughout the year on issues such as exam anxiety and stress management. For full details, please see lse.ac.uk/counselling.

All counselling sessions need to be booked in advance, but there are also a number of drop-in sessions available each day at 3pm (see the website). You can make appointments by email (student.counselling@lse.ac.uk), phone (020 7852 3627) or by coming in to the Teaching and Learning Centre Reception (KSW 5.07, 5th floor, 20 Kingsway).

Peer Support

The Student Counselling Service runs a Peer Support Scheme. A group of 16 undergraduate students are trained at the end of their first year to offer emotional support to all other LSE students (especially new first year students). The scheme is mainly based within the halls of residences, but there are also a number of campus based Peer Supporters. Peer Support provides students with an informal space to talk to a specially selected non-judgmental peer. It can sometimes be hard to talk to friends and family about certain issues, and some students prefer to see a Peer Supporter to talk about anything that is troubling them. Peer Supporters are not counsellors, but have been specifically selected and formally trained in listening, questioning and responding skills to ensure they are able to help other students to reach their own solutions. They are also able to provide students with information and point them in the direction of further help. For further information, or to contact a Peer Supporter, see lse.ac.uk/collections/studentCounsellingService/peersupport or facebook.com/LsePeerSupport

LSE Day Nursery

The LSE Day Nursery is registered under the Early Years sector; and our Ofsted registration allows us to provide care and learning for 63 children aged between 3 months and 5 years.

We are located in the basement of an LSE Hall of Residence on Wild Street. We primarily serve students and staff of the LSE. We offer full-time and part-times spaces. We base our curriculum on the Revised Early Years Foundation Stage Framework (EYFS). The nursery was rated Good on the last Ofsted Inspection in January 2012.

The nursery has four main rooms: two baby rooms, which can take up to 23 babies aged 3 months to 2 years. We can accommodate up to 26 toddlers aged between 2 to 3 years, and 16 pre-school children aged between 3 to 5 years.

The nursery is opened from 8:45am-6:15pm. It is open for 50 weeks of the year, except for bank holidays and a week at both Christmas and Easter. There are always places available and we welcome enquiries from interested parents, both students and staff.

The Nursery welcomes viewings any week day at 10.30am or 3.00pm by appointment, please email nursery@lse.ac.uk or call 0207 107 5966.

Student Services Centre (SSC)

The Student Services Centre is located on the ground floor of the Old Building. It provides advice and information on the following services

- Certificates of registration
- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques (drop-in service)
- Financial Support – advice on scholarships, awards, prizes, emergency funding and studentships (drop-in service)
- Graduate Admissions (drop-in service)
- Graduation ceremonies
- Information for new arrivals
- Programme registration
- Transcripts and degree certificates
- Visa and immigration advice (drop-in service)

The SSC provides a general enquiry service for students between 11am and 4pm every weekday.

You can also contact us by telephone. Details of who to contact and more information can be found on our website: lse.ac.uk/ssc

Advice, Communications & Operations

The Advice, Communications & Operations provide advice to students on academic matters (particularly around non-progression, interruption and withdrawals), run the Student Services enquiry counter, co-ordinate Welcome Week and co-ordinate Student Services Centre communications: Their specific responsibilities include:

- Providing the first point of contact for enquiries and signposting enquirers to the appropriate school services
- Coordinating all School Welcome Week events, maintaining the [Your First Weeks](#) web pages and managing the [Off Campus Support Scheme](#)
- Providing one-to-one advice on [School Regulations and Codes of Practice](#)
- Processing applications to the [Repeat Teaching Panel](#) and monitoring attendance
- Producing replacement student ID cards for undergraduate and taught masters students
- Administering the School's student consultative fora and the Departmental Tutors Forum

Contact the Advice, Communications & Operations team with a general enquiry

- In person: at the SSC counter during opening hours
- By email: ssc.advice@lse.ac.uk

- Over the telephone: 020 7955 6167

Financial Support

The Financial Support Office is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located in the Student Services Centre with a daily drop in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary.

LSE for You

LSE for You is a personalised web portal which gives you access to a range of services. For example, you can:

- view or change your personal details
- reset your Library and network passwords
- monitor and pay your tuition fees online
- check your exam results

You can also access online tutorials on how to navigate and personalise LSE for You via its login page. Use your LSE network username and password to login. via lse.ac.uk/lseforyou.

Email

The School will use your LSE email address to communicate with you so you should check it regularly. The email program Microsoft Outlook is available on all student PCs on the LSE network. You can also access e-mail off-campus using webmail and remote desktop, or on the move using email clients for laptops and mobile phones. For instructions on how to access your e-mail off campus, visit

<http://www2.lse.ac.uk/intranet/LSEServices/IMT/remote>.

LSE LIFE

LSE LIFE is the School's centre for academic, professional and personal development. They can help you find your own 'best' ways to study, think about where your studies might lead you, and make the most of your time at LSE.

LSE LIFE offers

- guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking
- workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
- a place to meet and work together with your peers on interdisciplinary group projects and research
- support in making the transition to (or *back to*) university life;

- advice and practice on working in study groups and on cross-cultural communication and teamwork
- ideas and inspiration about academic pursuits and pathways into professional life and much more ...

LSE LIFE is located on the ground floor of the library and is your first port of call to discover what is available for you. The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in. For more information you can also visit lse.ac.uk/lselife

Personal Development

There are many ways in which LSE supports the personal development and wellbeing of students, both on and off campus.

Personal development events

There are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism and coping with personal difficulties. See <http://www.lse.ac.uk/tlc/development> and <http://www.lse.ac.uk/counselling>

Student Wellbeing Service: One to One Support

LSE's Student Counselling Service (<http://www.lse.ac.uk/counselling>) offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme <http://www.lse.ac.uk/peersupport> enables students to talk with fellow students if they have any personal worries. The Disability and Wellbeing Service <http://www.lse.ac.uk/disability> provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments.

LSE Personal Development Aide Memoire (PDAM)

This is a record that you can access and build in LSE for You and which enables you to keep track of the skills and experience you gain through any extra-curricular activity you undertake while you are at LSE, both within and beyond the School. The PDAM is automatically populated from a number of different LSE systems and can also be updated manually. Once completed, it will enable you to provide information and evidence about what you have done beyond your studies, making it useful for volunteering, internship and job applications. To find out more, see <http://www.lse.ac.uk/apd/PDAM>

IT Support

Student IT Help Desk (first floor, Library): Contact the IT Help Desk (it.helpdesk@lse.ac.uk) for support for School-owned hardware and software on the LSE network, network and email account issues, and general IT queries.

Virtual IT Assistance: Click on the 'Virtual IT Assistance' icon on the desktop of a campus PC or visit lse.ac.uk/vita to get real-time assistance from an IT Adviser during opening hours.

Laptop Surgery (Room S198): Visit the Laptop Surgery for free advice and hands-on help with problems connecting to LSE resources from personally-owned laptops and mobile devices.

LSE Mobile: Download the LSE Mobile app to access your course timetable, library information, LSE information, maps, guides and more. Search 'LSE Mobile' on the App Store or Google Play to download.

IT Support for students with disabilities: PCs and printing facilities for students with disabilities are provided in the public computer areas in the Library. Other facilities are available in three dedicated PC rooms in the Library (LRB.R25 and LRB.R26) and St Clements Building (S073). We also provide one-to-one support for students with disabilities who wish to become familiar with assistive technologies and software. This can be arranged by contacting Sebastiaan Eldritch-Böersen via its.disabilities.support@lse.ac.uk.

Social Media: The School has outlined guidance on the use of social media, which can be found at lse.ac.uk/intranet/LSEServices/policies/pdfs/school/guidSocMedStu.pdf

For contact details and further information about our support services visit: lse.ac.uk/intranet/LSEServices/IMT/

Quality Assurance

The School's approach to quality assurance is set out in the document "Strategy for Managing Academic Standards and Quality": <http://www.lse.ac.uk/intranet/LSEServices/TQARO/InternalQualityAssurance/StrategyForManagingAcademicStandards.aspx>

It sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

Student Teaching Surveys

The Teaching Quality Assurance and Review Office (TQARO) conducts two School-wide surveys each year to assess students' opinions of teaching, one in each of the Michaelmas and Lent Terms.

Teaching scores are made available to individual teachers, Heads of Departments, the Director of the Teaching and Learning Centre and Language Centre, and the Pro-Director (Education). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators. These can be found on the TQARO website:

<http://www.lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results/Home.aspx>

Results of the 'course' section of the surveys are made available to students through the online course guides.

Equity, Diversity and Inclusion at LSE

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no-one will be treated less favourably because of their role at the School, age, disability, gender (including gender identity), race, religion or belief sexual orientation, marriage and civil partnership, pregnancy and maternity and social and economic background.

In practice, this means we expect you to:

- Treat all members of the School community fairly and with respect;
- Act courageously and openly, with respect for the knowledge and experience of others;
- Play your part in creating an environment that enables all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity; and
- Actively oppose all forms of discrimination and harassment, including challenging and/or reporting unacceptable behaviour.

The School is committed to embedding and mainstreaming equity, diversity and inclusion. For further advice or information, please visit the School's Equality and Diversity website (<http://www.lse.ac.uk/equityDiversityInclusion>), see our blog, and follow us on Twitter @EDI_LSE.

Access Guides to LSE buildings

DisabledGo have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These are available at lse.ac.uk/DisabledGo

Business Continuity Management

This is concerned with:

- Anticipating and preventing avoidable interruptions to the work of the School
- Planning for recovery from low likelihood/high impact major incidents or events, such as the loss of a building or a terrorist attack
- Managing less serious events which may adversely affect the work of the School, such as pandemics, power failures, severe weather conditions or disruption to travel from the weather or other causes. These occur from time to time and we do all we can to keep the School running and keep you informed about what action is being taken.

The main method of communication with students and staff during all disruptive incidents is the LSE website and it is therefore important that you check the website regularly. We may also try to contact you by other means, such as LSE mobile, text or e-mail. Departments will be informed of developments and we may advise you to contact staff in your department during these periods.

In any emergency the key messages are to keep calm, follow instructions issued by the School, and to remain in touch with your department. The School seeks to manage all disruptive incidents swiftly so that work can return to normal as quickly as possible.

Graduation and Alumni Association

Results and transcripts of results

The School releases confirmed marks once the relevant School Board of Examiners has ratified them. For further information, please see lse.ac.uk/results.

To ensure that your results are released as scheduled, please check your balance on LSE for You to see if you have any outstanding fees. You should contact the Fees Office on fees@lse.ac.uk if you have any queries, as the School will not release your results if you have an outstanding debt.

Transcripts for finalists are issued digitally within ten working days of publication of final results. Continuing students will be able to request an 'intermediate transcript' of results as soon as they are officially published.

For more information, please see lse.ac.uk/transcripts.

Graduation Ceremonies

Graduation ceremonies are held twice a year: in July for students who have followed undergraduate or nine or ten month taught postgraduate degree programmes and in December for students who have followed twelve month taught postgraduate degree programmes. MPhil/PhD research students are presented at both the July and December ceremonies - July for those awarded by 30 April and December for those awarded by 30 September. For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see lse.ac.uk/ceremonies.

Degree Certificates

The degree certificate gives your full name, level of award, programme of study, and class of degree or other award obtained.

It will be available for collection on the graduation ceremony days for the relevant graduation period in July or December. If you don't collect it at the ceremony, it will be posted to your home address within four to six weeks. It is therefore essential

that you keep your details up-to-date on LSE for You.

For more information, please see lse.ac.uk/degreeCertificates.

Alumni Association

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups. Its primary role is to support the alumni programme co-ordinated by the LSE Alumni Relations team by developing and supporting the network of international and special interest alumni groups and contact networks, and representing the voice of the alumni community within the School.

You automatically become a member upon graduation and membership is free. By registering with the [LSE Alumni Online](https://lse.ac.uk/alumni) community, you will be able to stay connected with former classmates and the School after your graduation. You will also receive the monthly *LSE Alumni Echo* e-newsletter and the annual *LSE Connect* alumni magazine.

LSE alumni also have access to:

- Alumni Professional Mentoring Network
- LSE Careers for up to five years after graduation
- An email forwarding address to continue using an LSE email address
- The Library's printed collections on a reference basis, and can borrow free of charge

For more information about the benefits and services available to alumni, please visit [LSE Alumni Online](https://lse.ac.uk/alumni) or contact the Alumni Relations team on alumni@lse.ac.uk.

International Inequalities Institute Alumni Network

You can keep in touch with us on Twitter [@LSEinequalities](https://twitter.com/LSEinequalities) where we will share our news and celebrations with you.