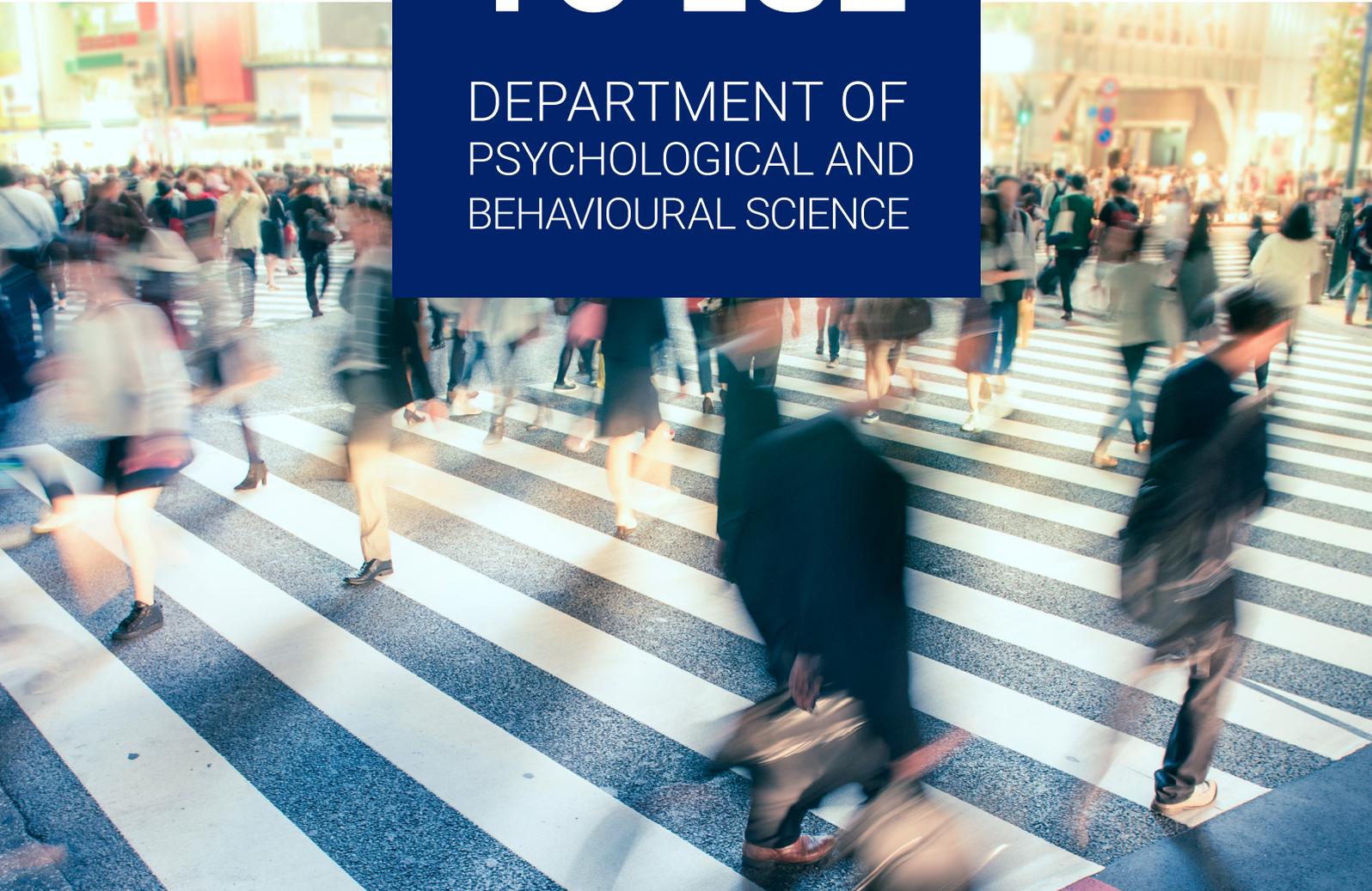




THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# WELCOME TO LSE

DEPARTMENT OF  
PSYCHOLOGICAL AND  
BEHAVIOURAL SCIENCE



MPhil/PhD Handbook ■

# Key dates

## Term dates and school closures – academic year 2019/2020

### Michaelmas Term (MT)

Monday 30 September – Friday 13 December 2019

#### Reading Week:

Monday 4 – Friday 8 November 2019

### Lent Term (LT)

Monday 20 January – Friday 3 April 2020

#### January Exams:

Monday 13 – Friday 17 January 2020

#### Reading Week:

Monday 24 - Friday 28 February 2020

### Summer Term (ST)

Tuesday 5 May – Friday 19 June 2020

#### Summer Exams:

Monday 11 May – Friday 19 June 2020

LSE will be closed during the following periods:

### Christmas Closure

Monday 23 December 2019 – Wednesday 1 January 2020

### Easter Closure

Thursday 9 April – Wednesday 15 April 2020

### May Bank Holiday

Friday 8 May 2020

### Spring Bank Holiday

Monday 25 May 2020

### Summer Bank Holiday

Monday 31 August 2020

# Key contacts

### PBS department and your MPhil/PhD programme

Rebecca Lee  
QUE 3.17  
+44 (0)20 7106 1423  
[R.J.Lee2@lse.ac.uk](mailto:R.J.Lee2@lse.ac.uk)

### Career advice

LSE Careers;  
Catherine Reynolds  
[C.Reynolds1@lse.ac.uk](mailto:C.Reynolds1@lse.ac.uk)

### Applying for a student visa

International Student Visa Advice Team (ISVAT);  
Email your questions at [lse.ac.uk/current-students/immigration-advice/secure/isvat-query-form](mailto:lse.ac.uk/current-students/immigration-advice/secure/isvat-query-form).

### PhD Academy

Lionel Robbins Building, fourth floor  
+44 (0)20 7955 6607  
[phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)  
[info.lse.ac.uk/current-students/phd-academy](http://info.lse.ac.uk/current-students/phd-academy)

### Housing in London

LSE Accommodation;  
[lse.ac.uk/student-life/accommodation/search-accommodation](http://lse.ac.uk/student-life/accommodation/search-accommodation).

### PBS Library contact:

Heather Dawson  
[h.dawson@lse.ac.uk](mailto:h.dawson@lse.ac.uk)

# Contents

<b>Welcome from the Head of Department</b>	3	<b>School Codes and regulations</b>	15
<b>Key Staff</b>	4	Equality, Diversity and Inclusion	15
<b>Campus map</b>	5	Codes of Practice	16
<b><u>The School</u></b>	6	Ethics	16
Registration	7	Student Charter	17
LSE for you	7	Fieldwork	17
Moodle	7	<b><u>The department</u></b>	18
Email	7	Key information	19
Student status	7	<b><u>The programme</u></b>	20
Course registration	8	The DPD	21
Teaching opportunities	8	Supervision	21
LSE card	9	PhD Academy	23
Changes to study	9	PhD log	23
<b>Student Services Centre</b>	10	Seminars and training	24
Advice team	10	Conferences and networking	26
Visa Advice	10	Publications	28
<b>Student representation</b>	10	<b><u>Assessment</u></b>	31
<b>Quality Assurance</b>	11	Deadlines	31
<b>LSE Study and Career support</b>	11	Extended essay	31
LSE Life	11	Upgrading	33
LSE Library	12	Annual Progress Reviews	34
Language Centre	12	<b><u>The thesis</u></b>	35
LSE Careers	12	Formats	35
<b>Fees and Finance</b>	13	Submission	36
<b>Wellbeing and Health</b>	14	The Viva Voce	36
Student Wellbeing Service	14	MPhil	37
Health care	14	<b>Plagiarism</b>	38
Faith Centre	15		

# Welcome from the Head of Department

I'm writing to welcome you to the Department of Psychological and Behavioural Science, and to share some helpful information before you join us.

LSE is a special place, and our department is a dynamic and growing community of academics and students investigating human psychology and behaviour. Our department conducts cutting-edge research that is applied to the real world, and your academic experiences here can contribute to this mission.

Our department has a specific approach to psychology and behavioural science, which is based on research questions from the real world, tested with academically rigorous methodology, and applied in society. "From the world to the lab and back again" is a phrase you'll hear often in this community of researchers, academics, and students. We use psychological insights to better understand human behaviour, cognition, communication, organisations, and cultures.

We will provide various updates, deadlines, and other information here and on our website at [www.lse.ac.uk/pbs](http://www.lse.ac.uk/pbs).

This department is currently growing and expanding to include new programmes, new researchers, and of course, new students, such as yourself. These changes reflect a sincere and considerable dedication to psychology and behavioural science here at LSE, and we're pleased that you're here to learn, grow, and research with us.



**Professor Paul Dolan**  
Head of Department

# Key staff



**Professor Paul Dolan**

[p.dolan@lse.ac.uk](mailto:p.dolan@lse.ac.uk)

Head of Department



**Champa Heidbrink**

[c.heidbrink@lse.ac.uk](mailto:c.heidbrink@lse.ac.uk)

Department Manager



**Prof Martin Bauer**

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

Programme Director for  
MPhil/PhD in Psychological  
and Behavioural Sciences



**Rebecca Lee**

[r.j.lee2@lse.ac.uk](mailto:r.j.lee2@lse.ac.uk)

PhD Programme Manager and  
Events Coordinator



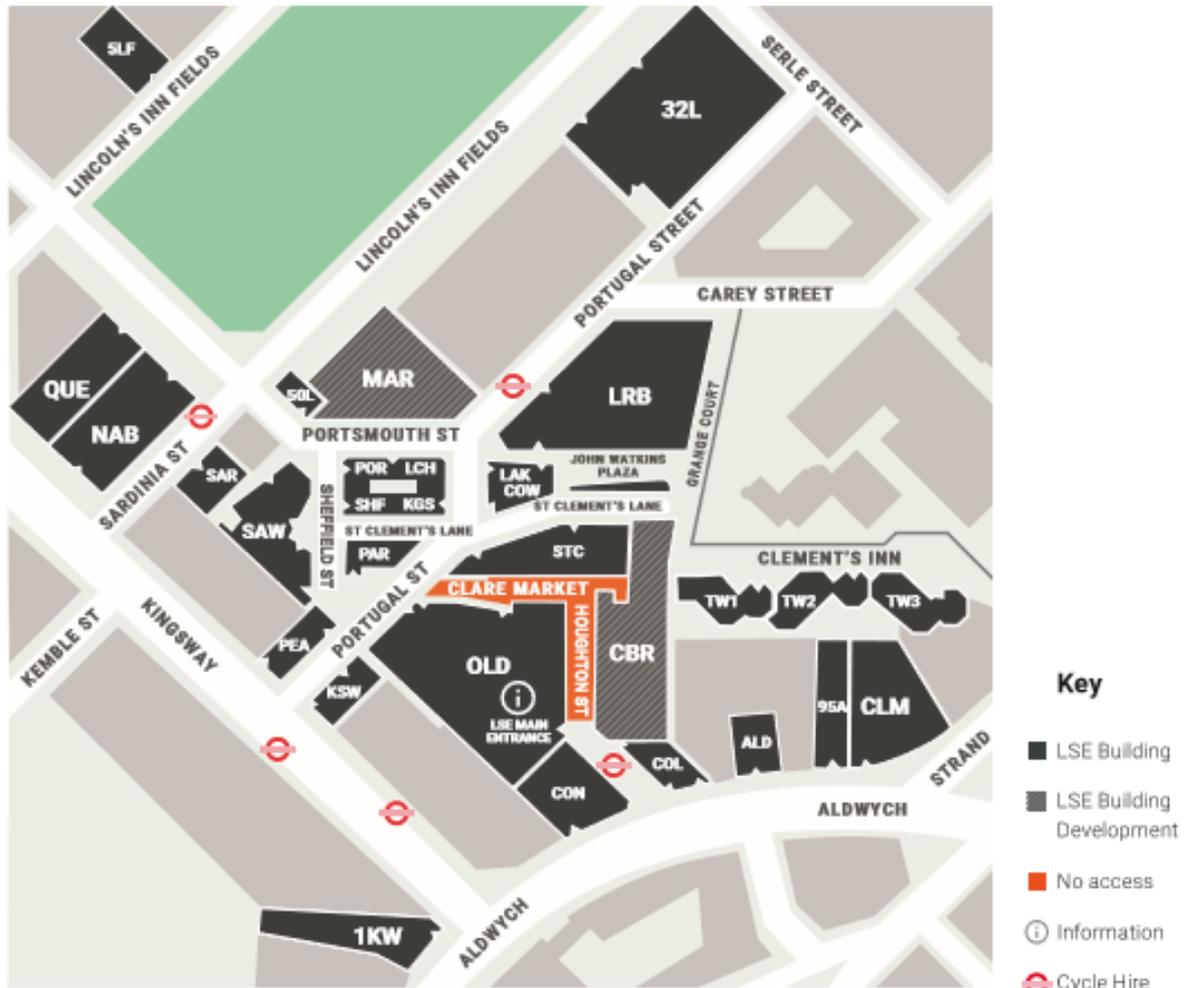
**Gemma Hutchinson**

[g.hutchinson@lse.ac.uk](mailto:g.hutchinson@lse.ac.uk)

Communications Officer

*Please check the departmental website for a full list of academic staff, their research interests, and contact details: [www.lse.ac.uk/PBS/People](http://www.lse.ac.uk/PBS/People)*

# Campus Map



 All buildings have wheelchair access and lifts, except , 95A, KGS, KSW\*, 5LF, 50L, POR\* and SHF. \*KSW 20 Kingsway (Language Centre accessible) \*POR 1 Portsmouth Street (Shops accessible).

<b>95A</b>	95 Aldwych	<b>LCH</b>	Lincoln Chambers	<b>PEA</b>	Peacock Theatre
<b>ALD</b>	Aldwych House	<b>5LF</b>	5 Lincoln's Inn Fields	<b>POR</b>	1 Portsmouth Street
<b>CBR</b>	Centre Building Redevelopment	<b>32L</b>	32 Lincoln's Inn Fields	<b>QUE</b>	Queens House
<b>CLM</b>	Clement House	<b>50L</b>	50 Lincoln's Inn Fields	<b>SAR</b>	Sardinia House
<b>COL</b>	Columbia House	<b>LRB</b>	Lionel Robbins Building, Library and The Womens Library	<b>SAW</b>	Saw Swee Hock Student Centre
<b>CON</b>	Connaught House	<b>MAR</b>	The Marshall Building (44 Lincoln's Inn Fields)	<b>SHF</b>	Sheffield Street
<b>COW</b>	Cowdray House	<b>NAB</b>	New Academic Building	<b>STC</b>	St Clement's
<b>KGS</b>	King's Chambers	<b>OLD</b>	Old Building	<b>TW1</b>	Tower One
<b>1KW</b>	1 Kingsway	<b>PAR</b>	Parish Hall	<b>TW2</b>	Tower Two
<b>KSW</b>	20 Kingsway			<b>TW3</b>	Tower Three
<b>LAK</b>	Lakatos Building				



Department of  
**Psychological and  
Behavioural Science**

# The School

# Essential Information

## Programme Registration

At the start of the academic year you will need to formally register on your programme of study. To ensure that you are able to complete this process efficiently, each programme/department is allocated a specific time slot in which to register.

For PBS, registration is **between 10:30 and 15:30 on Tuesday 24<sup>th</sup> September 2019**. You will need to do so in person at the **PhD Academy (LRB 4.03)**. Please see [info.lse.ac.uk/current-students/phd-academy/phd-journey/registration](http://info.lse.ac.uk/current-students/phd-academy/phd-journey/registration) for more details, including what you need to bring.

## Certificate of Registration

[lse.ac.uk/certificateofregistration](http://lse.ac.uk/certificateofregistration)

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 the School. It details your full name, date of birth, term time and permanent home addresses, student number, the title, subject, start and end dates of your programme, registration status and expected date of graduation. You can obtain a certificate of registration from the Student Services Centre during our opening hours which are normally 11am to 4pm, Monday to Friday (these may change during the year and you are advised to check [lse.ac.uk/SSC](http://lse.ac.uk/SSC) for correct times). Your department will not be able to produce a certificate of registration for you. If you are planning to use this document to open a bank account, you will normally need to specify which bank it needs to be addressed to. The Student Services Centre also offers a range of other documents to prove your student status including certificates of course choice and intermediate transcripts. Some can be produced immediately, and others need to be ordered in advance. For more information about the options available please visit [lse.ac.uk/studentStatusDocuments](http://lse.ac.uk/studentStatusDocuments).

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

## LSE for You

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

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

- view or update your personal details
- select your courses
- reset your Library and network passwords
- monitor and pay your tuition fees online
- access the PhD log

You can also access online tutorials on how to navigate and personalise LSE for You via the login page. Use your LSE network username and password to login.

## Moodle

[moodle.lse.ac.uk](http://moodle.lse.ac.uk)

Moodle is LSE's Virtual Learning Environment (VLE). Moodle is a password-protected web environment that may contain a range of teaching resources, activities, assignments, information and discussions relating to your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course. Moodle can be accessed from any computer connected to the internet, on and off campus. To access Moodle go to [moodle.lse.ac.uk](http://moodle.lse.ac.uk) and use your LSE username 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 [it.helpdesk@lse.ac.uk](mailto:it.helpdesk@lse.ac.uk)

## Student Hub

The Student Hub is LSE's app, designed to help you navigate your day-to-day life at LSE. Download the Student Hub app on iOS or Android, or you can access the web app at [studenthub.lse.ac.uk](http://studenthub.lse.ac.uk).

## Email

The School will use your LSE email address to communicate with you, so you should check it regularly. 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 visit:

[info.lse.ac.uk/staff/divisions/dts/help/guides-faqs/remote](http://info.lse.ac.uk/staff/divisions/dts/help/guides-faqs/remote).

## Need IT help?

- Visit the IT help desk on the first floor of the library
- Email [it.helpdesk@lse.ac.uk](mailto:it.helpdesk@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.

## Course registration

As a research student you may be taking taught courses as part of your research training. You need to register your courses (modules) via LSE For You using the Graduate Course Choice system (instructions below). 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.

## How do I choose my courses?

1. Go to [lse.ac.uk/courseChoice](http://lse.ac.uk/courseChoice) and navigate to "course choice for graduate students". Here, you can find a link to course guides for your available choices. If there is a large number of courses available, check the teaching timetable to avoid a potential timetable clash.
2. Once you have chosen, return to the graduate course choice webpage to read the "guide to course choice" and watch the "LSE for You Graduate Course Choice Tutorial".
3. Make your course choices using LSE for You.
4. Some departments allocate places to seminars centrally while others permit you to choose using the seminar signup on LFY.

You will automatically be given access to course materials on Moodle a few hours after selecting them on LSE for You

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: [lse.ac.uk/coursechoice](http://lse.ac.uk/coursechoice)

Graduate Course Choice will be open for browsing during Welcome Week so that you can get used to the system however you will not be able to make any choices during this period. Please note that by registering for a course on the Graduate Course Choice system will automatically enter you for the examination. You can also indicate any courses you are auditing for the upcoming academic year. This will allow you to appear on class lists but will not register you for the examination.

## LSE PhD Studentship Teaching Requirements

LSE PhD Studentship recipients are required to teach for 150 hours per year. Other students are not obligated to teach, however we do encourage those who are aiming for academic jobs to get

some teaching experience, and to do the PGCert qualification. We generally encourage this in the third or fourth year of study.

### Graduate Teaching Assistant (GTA) Opportunities

Academic employers will expect you to have developed teaching skills during your PhD career. It is more beneficial to your CV to develop your teaching experience in a range of areas and build a portfolio of experience. For example, an ideal portfolio will involve experience in:

- Class teaching on a large, introductory Undergraduate course (e.g.; PS102 Social Psychology)
- Discussion Group/Programme Support on a Master's courses.

Although classes tend to last for only one hour, they can amount to 4 or 5 hours of work (due to the planning, preparation and assessment involved plus one office hour per class). As a result, it is important to ensure that any teaching you do allows you sufficient time for your research. The maximum that would be advised in an academic session in three sessions (fewer in the first and final years).

Vacancies for teaching in any one academic year are usually publicised early in the Summer Term of the previous academic year by the Department Manager. If you are interested in becoming a graduate teacher, you will be expected to attend a 2 day introductory course organised by the School at the end of the September before the academic session in which you plan to teach.

### Interruption

You can take a year-long break in your studies (which we call an interruption) with approval from your department. You are usually required to return at the start of either Michaelmas or Lent as appropriate. Summer Term interruptions are not possible. For more information visit [lse.ac.uk/interruptions](https://lse.ac.uk/interruptions).

### Programme Transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by, and require approval from, both your current and new academic department and the School before being authorised. For more information visit [lse.ac.uk/programmeTransfers](https://lse.ac.uk/programmeTransfers).

### Change of Mode of Study

If your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable, and your course selection will be amended according to programme regulations. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. For more information visit [lse.ac.uk/changeMode](https://lse.ac.uk/changeMode).

### Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information visit [lse.ac.uk/withdrawal](https://lse.ac.uk/withdrawal).

# Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building and can provide advice and information about:

- Certificates of Registration (for bank accounts, travel, council tax etc.)
- Course selection and class changes
- Exams and assessment
- Results
- Graduation
- Support for new arrivals
- Registration (registration for new students normally takes place in Clement House)
- Transcripts and Degree Certificates
- LSE cards
- TfL 18+ Oyster Cards

The SSC is normally open between **11am and 4pm**, Monday to Friday. For the most up to date opening hours visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc).

The SSC also hosts a series of specialist drop-in sessions covering:

- Financial support
- Fees, income and credit control office
- Graduate admissions
- International student visa advice

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session. To find out more about the Student Services Centre visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc), follow our page on the Student Hub and follow [@lse\\_ssc](https://twitter.com/lse_ssc) on Twitter.

## What If...

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

## Advice Team

The SSC has a dedicate Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams). If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the advice team at [ssc.advice@lse.ac.uk](mailto:ssc.advice@lse.ac.uk) or by phone on 020 7955 6167.

## International Student Visa Advice Team (ISVAT)

ISVAT provide detailed immigration advice for international students on their website which is updated whenever the immigration rules change. The best way to contact ISVAT is to use the query form at [lse.ac.uk/isvat](https://lse.ac.uk/isvat) or to attend one of their drop-in sessions.

ISVAT also manage student exchanges to USC Berkley and through the Erasmus+ scheme. For more information about this visit [lse.ac.uk/erasmus](https://lse.ac.uk/erasmus).

# Student Representation

## Staff Student Liaison Committees

Staff Student Liaison Committee (SSLC) are important committees because they provide a forum for feedback on your programme and also

provide a space to discuss issues which affect the student community. The role of an SSLC representative is central to ensuring that courses and programmes at LSE work effectively. In PBS, our SSLC representatives are also part of our PhD

Committee, and SSLC meetings are held as part of the PhD Committee meetings.

Each SSLC also elects one representative to attend the Taught Graduate Student Consultative Forum which is a School-level forum. Here representatives from around LSE will discuss matters that impact on students.

### Student Only Forums

The forums allow the Director to “feel the pulse” of LSE’s students and give you the chance to voice your concerns and raise suggestions. Look out for details of where and when forums will be happening.

## Quality Assurance

### Quality Assurance Strategy

LSE’s approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards which can be found online at [lse.ac.uk/tqaro](http://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 strategy is managed by the Teaching Quality Assurance and Review Office (TQARO).

### Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conducts surveys to assess students’ opinions of teaching. Results relating to courses are made available through the course guides in the Calendar.

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre and the Pro Director (Education). In addition to producing reports for individual teachers TQARO produce aggregated quantitative data for departments and School-wide bodies. The results can be found online at [lse.ac.uk/tqaro](http://lse.ac.uk/tqaro).

## LSE Study and Career Support

### LSE LIFE

LSE LIFE is the place to develop the skills you’ll need to reach your goals at LSE, whether it concerns 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 where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.
- Workshops related to how to adapt to new or difficult situations, including the development of skills for leadership, study/work/life balance, and preparing for the working world
- Drop-in sessions from our partners around LSE covering areas like CV writing, English language advice, finding and referencing academic sources and statistics support.
- A space to meet and work together with students from other courses and departments.
- Special events 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.

## 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).

## Language Centre

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

If English is not your first language, the English In-session Support Programme can offer help and advice throughout your degree. You can attend an English for Academic Purposes information session to see what support is available for you. You can also register for your academic cluster in the Language Centre which groups together students from the same department with similar support needs.

As an LSE student you can also sign up for an extracurricular MFL Certificate Course at a discounted rate. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have foreign language at GCSE Grade C (or equivalent); you are eligible to take an MFL certificate 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 and support you throughout your time at LSE. We provide a range of careers services and events both online and in one-to-one appointments. We have a jobs board and offer bespoke services for students with disabilities.

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 options and insight into employment sectors and recruitment processes
- CV, cover letter and application form advice and examples
- Details of what graduates have gone on to do

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

- Search for jobs and opportunities

- Book one-to-one discussions to talk about your career options and get your applications checked
- Explore upcoming events including seminars, careers fairs and employer presentations

You can log into Career Hub at [careers.lse.ac.uk](https://careers.lse.ac.uk).

The LSE Volunteer Centre is part of LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. The Volunteer Centre advertise volunteering opportunities within LSE, at different charities across London and internationally. Positions range 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 their work. You can find out more, as well as get

tips and advice about volunteering at [lse.ac.uk/volunteerCentre](https://lse.ac.uk/volunteerCentre) or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).

### 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).

## 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 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 2019
- 28 January 2020
- 28 April 2020

If you do not know your fees please visit [lse.ac.uk/tableoffees](https://lse.ac.uk/tableoffees). Visit [lse.ac.uk/feepayments](https://lse.ac.uk/feepayments) to find out about the different payment methods available. Unfortunately, it is not possible for you to pay in person.

The Finance Hub is your one stop shop for fee administration, visit [financehub.lse.ac.uk](https://financehub.lse.ac.uk) to:

- View your tuition fees
- Make payments
- Submit and track enquiries
- Present forms for confirmation and completion

- Request invoices and receipts

### 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 funds such as the Student Support fund and the LSE Access. 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 PhD Academy (see ([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))), and can be contacted by phone on 020 7955 6609 or by email at [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk).

### Cheque Collection

Some payments are made using cheques. If you are asked to collect a cheque then you can collect it from the Student Services Centre during normal opening hours (usual 11am to 4pm, Monday to Friday). You do not need to wait for a drop-in session.

# 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 is 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 create an Inclusion Plan with you 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).

## Inclusion Plans

If you have a disability, long-term medical or mental health condition you are advised to apply for an Inclusion Plan (IP) as soon as possible. The sooner that you let the Disability and Wellbeing Service (DWS) know about your condition the sooner 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. To find out how to apply for an Inclusion Plan visit [lse.ac.uk/inclusionPlans](https://lse.ac.uk/inclusionPlans).

## 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)

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 - [www.ukcisa.org.uk](http://www.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 Tower 3. This surgery will register most LSE students. For more information about the services offered and how to register please visit [www.stphilipsmedicalcentre.co.uk](http://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 [www.nhs.uk](http://www.nhs.uk).

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a

pharmacy and ask to speak to the duty pharmacists. In an emergency you should dial 999 to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

There is lots 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 a space for prayer, worship and quiet reflection. The Faith Centre provides a space for student faith societies to meet and worship. The Faith Centre produces a Religion and Belief Guide each year which provides information and contact details for faith groups, you can collect a copy from the Faith Centre reception on the second floor of the Saw Swee Hock Student Centre.

The Faith Centre host a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Aoga and Tai Chi. Class details can be found online 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 for reflection. This space cannot be booked but is open throughout the week.

The Faith Centre runs three acclaimed interfaith leadership programmes which are your chance to explore, question and challenge religious differences by visiting the Programmes page at [lse.ac.uk/faithCentre](https://lse.ac.uk/faithCentre).

The Faith Centre Director and Chaplain to the LSE, Reverend Dr James Walters, can be contacted on [j.walters2@lse.ac.uk](mailto:j.walters2@lse.ac.uk) for confidential support regardless of religious affiliation. Contact details for our team of Associate Chaplains can be found at [lse.ac.uk/faithCentre](https://lse.ac.uk/faithCentre).

## School Codes and Regulations

### Equality, Diversity and Inclusion (EDI) [lse.ac.uk/equalityanddiversity](https://lse.ac.uk/equalityanddiversity)

As part of the School's commitment to equality of respect and opportunity, and as set out in our Ethics Code, we are all responsible for treating everyone at LSE with dignity and respect. This entails ensuring that no one is treated unfavourably because of their age, sex, disability, gender identity, race, religion or belief, sexual orientation, marital or civil partnership status, pregnancy and maternity status, social or economic background, or their role at the School.

In practice, this means that we are all expected 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 our 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

- Actively oppose all forms of discrimination and harassment, including challenging and/or reporting unacceptable behaviour.

If you experience or witness bullying or harassment, please visit

[lse.ac.uk/ReportIt](https://lse.ac.uk/ReportIt) to access information on how to report an incident and reach support.

All members of the School are encouraged to complete the "Consent Matters" module to learn about how you might positively intervene as a bystander, and to signpost anyone who has experienced any form of bullying or harassment to the support available on the Making a Choice hub.

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).

## Regulations and Codes of Practice - The Calendar

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

### 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.

[This web link](#) gives you an A-Z list of relevant regulatory documents where you can find further details of all School Regulations. 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.

### Research Ethics

All students are expected to discuss the ethical implications of their research with their Academic Adviser. Where appropriate, a research ethics checklist and a research ethics review questionnaire should be completed and submitted to the Department.

### The Ethics Code

The LSE research ethics policy and associated ethics review forms can be viewed at [info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-Code](http://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-Code).

All students who plan to undertake research as part of their programme of study must read the LSE Research Ethics Policy and discuss any ethical implications with their Academic Adviser, before undertaking any research. Ensuring the ethical propriety of their research is a requirement of all academic staff and this is something to which a variety of bodies concerned with the governance and funding of research are increasingly attentive – not only in the UK, but also in many other countries in which LSE based researchers may seek to conduct their investigations. Certain overseas governments have procedures for the

approval of all or any research that directly involves their citizens. Collaborating agencies may require that proposed research be independently vetted. In such instances the School has a Research Ethics Committee that may be consulted.

There are certain circumstances in which a piece of research may have to be subject to prior independent ethical scrutiny and approval. For example, any research that involves patients of the UK National Health Service must have approval by a Local Research Ethics Committee.

In addition, the following research would also need ethical approval:

- research involving vulnerable groups; sensitive topics
- research involving groups where permission of a gatekeeper is required for access to members
- research conducted without full informed consent
- research involving access to records of confidential information
- research which would induce unacceptable psychological stress, anxiety, pain or humiliation.

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

The School expects the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the ethics principles of Responsibility and Accountability; Integrity; Intellectual Freedom, Equality of Respect and Opportunity, Collegiality and Sustainability. You can find the code, guidance and link to the online ethics module Ethics at LSE at [lse.ac.uk/ethics](http://lse.ac.uk/ethics).

### LSE Academic Code

LSE has introduced a new Academic Code that sets out what we are doing to deliver a consistent student experience across the School and clarifies what students can expect from their 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 code covers teaching; assessment and feedback; academic support and student voice. To find out more search online for "LSE Academic Code".

### 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".

### 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; the structure of teaching at LSE; examinations and assessments. The codes also lay out your responsibilities ie, what LSE expects of you. You can find the codes of practice at [lse.ac.uk/calendar](http://lse.ac.uk/calendar).

### Fieldwork

All students are required to be in regular attendance at the School for the purpose of attending courses, supervision and other seminars required by their programme. The Research Degrees sub-committee Chair may

allow students to be absent from the School for fieldwork or study elsewhere and will set the conditions which will apply. These will include regular contact with their supervisor(s). Absence from the School will not normally be allowed in the first year of registration. **ALL** students need to let the department know when they are planning to go on fieldwork (for any amount of time) or be away from LSE for more than 4 weeks. Please contact Rebecca Lee at [R.J.Lee2@lse.ac.uk](mailto:R.J.Lee2@lse.ac.uk) or drop in to see her in Room QUE 3.17.

The School's Travel Insurance policy covers students for travel on School Business, including fieldwork, attending conferences, etc.

Please see [info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel/Travellers-Pages/Travellers-Homepage](http://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel/Travellers-Pages/Travellers-Homepage) for further information on fieldwork and other off-campus academic related activities, including the risk-assessment form.

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 country 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.

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

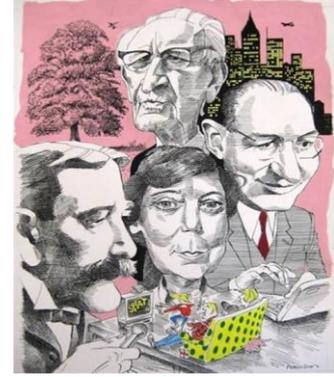


Department of  
**Psychological and  
Behavioural Science**

# The Department

# About the Department

The Department of Psychological and Behavioural Science (PBS) is a growing community of researchers, intellectuals, graduate and undergraduate students who investigate the human mind and behaviour in a societal context. Our department conducts cutting-edge psychological and behavioural research that is both based in and applied to the real world.



What began over 50 years ago as a group of researchers studying psychology and society has expanded to become the focal point of psychological and behavioural science at the London School of Economics and Political Science (LSE). A clear and determined focus on the real world sets our department apart. This focus enables us to conduct social science research that is not only theoretically well-informed, but firmly rooted in questions from beyond the ivory tower, producing results that impact policy, business, and society at large. By maintaining a focus on real world questions and societal impact, our department has been leading the way on innovative research techniques in the field, the lab, and everywhere in between.

## Department Web Pages

Please refer to the Department website, [lse.ac.uk/pbs](http://lse.ac.uk/pbs) for staff details, programme and course information, news and events, and links to other useful sites.

## Social media

For news and views follow us on Twitter [@PsychologyLSE](https://twitter.com/PsychologyLSE) or on [Facebook](https://www.facebook.com/PsychologyLSE).

## Departmental events

We have a **social event** with students, faculty, and staff at the end of every term. Throughout the year, we host **public lectures**, as well as a weekly seminar series in the Michaelmas and Lent terms. We'll notify you about these events via email and social media. See information about all of LSE's public lectures at [lse.ac.uk/events](http://lse.ac.uk/events).

## Departmental spaces

Students are invited to use the Freud Lounge in Queen's House from 9 am to 6pm, Monday to Friday. No alcohol is allowed in this space without the presence of a faculty or staff member.

## Hot-desking

Desk allocation is on a hot-desking basis in the PhD area within the department.

## Noticeboard

There is a large magnetic whiteboard for the use of PhD students within the department.

## Printing

Printers are available for your use in the PhD area. The photocopier is located outside of QUE 3.06.

## PhD Contact

The PhD Programme Manager, Rebecca Lee, is available on Tuesdays, Wednesdays and Thursdays in Room QUE 3.17 during term times, or by email on [R.J.Lee2@lse.ac.uk](mailto:R.J.Lee2@lse.ac.uk). Rebecca can advise on any non-academic queries, procedural issues or personal matters that are affecting your studies.

## PhD Committee

The PhD Committee deliver PhD-led activities to the cohort (usually in the community hour). It is comprised of the Y1 and Y2 PhD reps (chaired by Y2 rep), and other students from Y1, Y2 and Y3.



Department of  
**Psychological and  
Behavioural Science**

# The Programme

# The MPhil/PhD

## Supervision and Support

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### The Doctoral Programme Director

The Doctoral Programme Director (DPD) has a general pastoral and intellectual tutorial role for all MPhil/PhD students. The role involves overseeing the admissions process, ensuring that supervisors are allocated to students and ensuring that School regulations relating to research students are complied with. They are also responsible for the review of progress of research students, and ensuring that support mechanisms, including training and pastoral care, are in place for students.

Discussions with the DPD can be off-the-record and confidential, and matters discussed will only be raised with your Supervisor with your express permission. The Programme Director is available to see students without a prior appointment during his office hour either posted on the door. He may also be approached directly or by telephone or email.

### The Supervisor Role

The supervisor's role is both intellectual and pastoral. Please consult the Code of Practice at: [info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForResearchDegrees.pdf](http://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsForResearchDegrees.pdf) for Research Students and their Supervisors for details of the formal requirements on supervisors, and for details of the reciprocal obligations of being supervised. Additionally, here are some of the important aspects of the supervisor's role:

#### Specialist knowledge:

- Your Supervisor should have knowledge of your research area;
- If your research field touches on areas outside the Supervisor's sphere of

competence, your Supervisor is responsible for putting you in touch with specialists who could help you;

- Reciprocally, if you do receive advice and feedback from someone other than your Supervisor, you should let your Supervisor know about this, and discuss lines of demarcation of responsibility for advice.

#### Your supervisor should:

- after discussion with you and taking into account your past experience, qualifications and research area, determine precisely which courses you should take;
- ensure that you are not socially isolated on arrival and give advice on accommodation and related issues;
- help you to formulate an explicit plan of work for the first year, aiming towards the Research Proposal/Extended Essay submission;
- provide you with academic guidance and feedback on progress and performance, and to discuss any academic problems you may experience;
- provide pastoral support on non-academic issues and to refer you, as necessary, to the appropriate support agencies within the School;
- liaise with the School's Disability Office regarding Inclusion Plans for students with disabilities;
- maintain regular contact with you regarding academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails;
- inform the Doctoral Programme Director and the School of any students whose progress is not satisfactory.

#### Frequency of meetings:

- you should meet with your Supervisor for

formal supervision meetings **at least three times per term**;

- Responsibility for arranging meetings falls jointly on you and your Supervisor;
- The actual number of times that you meet your Supervisor for formal supervisions over a term should not fall below the minimum set in the Code of Practice (twice a term outside the first year, on average), but should be flexible enough to cope with the ebb and flow of research work:
- if you have an urgent problem, it is your supervisor's responsibility to arrange a meeting at short notice;
- it is usually easier to arrange the date and time of the next meeting at the end of each supervision;
- if your Supervisor is planning to be absent from the School for a period of time, the Supervisor should make arrangements for maintaining contact for that period, or come to an agreement with you over work to be completed in that period, so that the research does not suffer as a consequence;

### The Student-Supervisor Relationship

The supervisor's role is both academic and pastoral, providing support that ranges from the intellectual through the practical to the personal. There is no single correct type of supervisory relationship; how the supervisory relationship works effectively depends very much on the individuals involved. The key to a successful supervisory relationship is communication.

You should be proactive in the relationship – supervision is a joint responsibility. Some expectations of the student include:

- being active in arranging meetings
- framing ideas and issues for discussion so as to ensure that you derive maximum benefit from the meetings
- starting a meeting with your Supervisor with a clear idea of what you want to gain from that meeting (a

formal or informal agenda), and leave it with an equally clear idea of whether you have achieved what you wanted to

- sending documents to be discussed in advance
- keeping track of the recommendations of your supervisor (in the PhD log)
- being punctual to meetings
- ensuring adequate notice is given if you need to cancel or change an appointment
- welcoming critical feedback as well as encouragement

Some students also send their supervisor regular progress reports by e-mail.

### Supervision Problems

We hope that you will not experience any problems in your relationship with your Supervisor. However, even the best regulated systems and the best intentions will occasionally produce difficulties. In such a case, the people to whom you might have recourse to discuss any problems or grievances, in the order in which they should be approached, are as follows:

First Supervisor (if this is possible)

If this is not possible, or it fails to provide a solution, then:

Second Supervisor (if this is possible)

If this is not possible, or it fails to provide a solution, then:

The PhD Programme Director

If this is not possible, or it fails to provide a solution, then:

The Head of the Department

If this fails to provide a solution, then:

The Dean of Graduate Studies

If you would like to speak with someone informally about any pastoral issues, you can also speak with our PhD Programme Manager, Rebecca Lee, who can help you to think about the next steps.

### The PhD Academy

<https://info.lse.ac.uk/current-students/phd-academy>

The PhD Academy is located on the 4th floor of the Lionel Robbins Building. It provides a dedicated space and services hub for doctoral candidates. At LSE we place doctoral candidates at the heart of our research culture and community. Our doctoral programmes are designed to nurture the next generation of influential scholars, policy makers and leaders. All students will be invited to visit the Academy and find out more about it once welcome at Departmental level is complete. If you have any queries about registration, being an ESRC student, finance and professional development please come to the office in the Academy. Academy staff are operating an open door policy for all students and aim to resolve any queries and problems on the spot where possible.

### 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. **This is a School requirement to meet its statutory obligations.**

Activity on the log will be checked at the end of each term. Re-registration is dependent on the satisfactory completion of the log. **Failure to update the PhD Log could result in the student being unable to re-register for the following year of their programme.**

The PhD log has been developed to make PhD student record-keeping simple and more efficient.

It also acts as a record of attendance on the programme. The advantages are numerous:

- Having a record of what was discussed and agreed helps the student have a clear idea of how to move forward effectively.
- Any misunderstandings/miscommunications can be identified before they may become problematic.
- Records help to structure subsequent meetings and give supervisors a useful aide memoire about students whom they may not have seen for a month or so.
- Records can be viewed by the supervisory team, so that everybody is kept aware of progress and/or problems.
- Where a new supervisor takes over or joins an existing supervisory team, the record can provide useful background information and help them see what advice and support has been offered earlier in the process.
- If complaints arise about the frequency or quality of supervision, records of meetings or other contact can be used in support of a supervisor's position where necessary.
- For international students on visas, records of meetings can function as proof of contact points.
- The log acts as a source of information about the student and supervisors. It provides supervisors' names, registration status, mode of attendance, research title, date of enrolment, expected completion date, interruption of study dates, and fieldwork dates.
- 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.

If you need any help in using the log, please contact Rebecca Lee ([R.J.Lee2@lse.ac.uk](mailto:R.J.Lee2@lse.ac.uk)) or Matthew Brack from the PhD Academy ([m.brack@lse.ac.uk](mailto:m.brack@lse.ac.uk)).

## Seminars and Training

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### Seminars (PB500)

PB500 is a compulsory seminar for all research students in the department. It takes place every Tuesday in term-time from 12:00 – 13:00 in QUE 3.28. Information about the seminars will be available on Moodle and will also be communicated via email.

### PhD Community Hour

Following on from each seminar (13:00 – 14:00) on Tuesdays during term time in QUE 3.28, there is the PhD Community Hour. The PhD Committee develop a student-led programme for this hour. Lunch will be provided twice per term by the department, and other sessions will be a 'bring your own' lunch. Events include a deep reading seminar, debates and guest speakers. Please check your emails for updates.

### Research Training

In addition to the weekly seminar, it is expected that you attend a minimum of **10 hours** of research training and professional development per year, alongside attendance of a LSE-provided ethics course prior to conducting empirical research. Together with your Supervisor, you will develop an individually tailored package of taught courses and training sessions. These can be drawn from the range of MSc courses provided in the Department of Psychological and Behavioural Science, those provided by the Department of Methodology, the PhD Academy, Careers Service, IT workshops and attendance at the Departmental Seminar Series. Please see below for more details of the training available.

### Department of Methodology Courses

The **Department of Methodology** provides training for PhD and MSc students across departments in the design of social research, and in qualitative and quantitative analysis.

Courses running in 2019/20 are outlined on at <http://www.lse.ac.uk/Methodology/Methods-training>.

The Department of Methodology also offers a walk-in Methods Surgery where staff and students can drop in with methods-related problems for which they seek advice. Two members of staff, covering both quantitative and qualitative approaches, will be present during each session to help with a potentially large range of methodological problems. The 'Methods Surgery' is offered weekly **during term time on Thursdays 10:00-12:00 in the PhD Academy offices**. This service is based on a first-come, first-served policy: no appointment is necessary. Please see [www.lse.ac.uk/Methodology/Methods-training/Methods-surgery](http://www.lse.ac.uk/Methodology/Methods-training/Methods-surgery).

In addition to the 'Methods Surgery', the Department of Methodology is starting to compile a knowledgebase, online accessible on at [blogs.lse.ac.uk/methodology/about-2/](http://blogs.lse.ac.uk/methodology/about-2/), where frequently asked questions are posted along with detailed answers.

### Academic and Professional Development – PhD Academy

The PhD Academy offers a range of development and training opportunities for PhD students. The Academic and professional development programme includes sessions such as coaching for completion, coaching for the Viva, writing coaching group and coaching for completion group.

Additional courses are also advertised on the PhD Academy webpages at: [info.lse.ac.uk/current-students/phd-academy/events-courses-and-training](http://info.lse.ac.uk/current-students/phd-academy/events-courses-and-training).

## IT Training

Information Management and Technology provides the IT services, facilities, support and training to enhance the teaching, learning, research and administrative activities of the School. Details are found at: [www.lse.ac.uk/intranet/LSEServices/trainingAndDevelopment/home.aspx](http://www.lse.ac.uk/intranet/LSEServices/trainingAndDevelopment/home.aspx).

Other IT training courses designed especially for MPhil/PhD students are provided in conjunction with the LSE's Learning Technology and Innovation - [lti.lse.ac.uk](http://lti.lse.ac.uk). The courses are designed to support MPhil/PhD students accessing electronic and online sources, resources and tools for research and research dissemination.

## LSE Careers

[careers.lse.ac.uk](http://careers.lse.ac.uk)

LSE Careers provide a comprehensive careers service for PhD students and recent graduates during and after your PhD; helping them to make the most of their PhD experience, to research career options, network with employers, and find vacancies for jobs and part-time work. LSE Careers work completely confidentially with students to help them make the best decisions about their career and develop their future plans. Students can book an appointment with Catherine Reynolds on [c.reynolds1@lse.ac.uk](mailto:c.reynolds1@lse.ac.uk), the PhD careers consultant for PhD students, at any stage of their PhD.



Careers events include one hour seminars on issues relevant to PhD students, which are run throughout the year. You can search these events on the LSE CareerHub at [careers.lse.ac.uk/students](http://careers.lse.ac.uk/students).

The PhD Careers consultant also delivers seminars for the Teaching and Learning Centre (TLC) programmes for PhD Students and post-doctoral staff. For more information, contact TLC on [tlc@lse.ac.uk](mailto:tlc@lse.ac.uk).

## Departmental Seminar Series

The departmental Seminars take place every Wednesday in term time from 12:00 – 13:00 in Room QUE 3.28. Visiting academics will present their research and give lectures, and there will be the opportunity to arrange a short one to one question and answer session with some of the speakers.

PhD students are expected to attend departmental seminars. The speakers will be announced by email, so ensure that you check.

## Training at Member Institutions

We are also members of the BPSN and our students are able to attend training at member institutions.

<https://doctoral-skills.ucl.ac.uk/bloomsbury/>

## 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](http://apps.lse.ac.uk/training-system) and login using your LSE username and password.

## Other information

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### Ethical Standards and Research by Students

In preparation for your research report all students, MSc and MPhil/PhD, are given an introduction to ethical considerations in research, in the form of a lecture or part lecture. It is compulsory to take an ethics training class each year.

### Seeking outside help

PhD students are encouraged to seek outside advice on their research, such as consulting experts and obtaining feedback on presentations and written material. However, the extent of this outside support should be within the normal range of 'peer review' processes. Any outside support can comment on ideas, plans, and written material, but such support should not extend to actually producing the material to be commented on. There should always be key aspects of the research that the candidate has conducted themselves and thus which comprise their own original work.

To ensure that any outside help is proportionate, candidates should discuss with their supervisor(s):

- any help that they plan to receive (from data collection to write up)
- any advice they are seeking from other academics, from within LSE or beyond
- the most appropriate way to credit any help which has been received"

Please see:

[info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/StatementOnEditorialHelp.pdf](http://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/StatementOnEditorialHelp.pdf) for the LSE Statement on Editorial Help for Students' Written Work.

### Conferences, Publications and Networking

One of the main career choices made by students undertaking the MPhil/PhD programme is to obtain an academic post at a university.

To be successful in applying for an academic post, it is usually necessary to:

- Complete a successful thesis on time
- Attend conferences and present papers whilst completing the thesis
- Publish papers in academic journals whilst completing the thesis
- Engage in the teaching of other students whilst completing the thesis

The skills that these involve are also of value in non-academic settings.

### Academic Conferences and Networking

At any one time, there will be fewer academic posts advertised than there are candidates who would like to fill them. In order to maximise your chances of success, it is important that potential employers are aware of your availability and area of expertise well in advance of your completing your thesis. At conferences you can make contacts with others working in your field and in related fields, exchanging ideas and obtaining feedback. It is always worthwhile to try to obtain feedback from others in your field: they can provide different perspectives from those offered by your Supervisor or by your Thesis Committee, suggesting alternative explanations or investigations.

Early in your PhD career, it is probably useful to just **attend** a conference in order to gauge the way conferences work, to get an understanding of some of the current ideas

and debates in the field, and to make contacts with others working in your field.

A later step is to submit some of your work to a conference in order to present a **Poster**. This involves printing your ideas onto sheets of paper that can be pinned onto a poster board around 2 metres wide by 1 metre high. During appropriate sessions, the poster presenters stand next to their posters, and conference participants read the posters, providing a chance to discuss your ideas.

Submitting work as a **Paper presentation** at a conference is the next step. Most paper presentations last 20 minutes, with 10 additional minutes for questions.

Another option, available at some (though not all) conferences, is to propose a **Symposium** on the general topic of your thesis. A Symposium is a series of Papers on a single theme, often culminating in a general discussion led by invited discussants. One way of arranging a Symposium is to co-organise it with another research student in your field, and then contact other researchers in your field (not restricted to research students) who, along with you, will give a Paper presentation.

Some conferences publish Conference Proceedings; usually this involves publishing the Papers in a volume edited by the conference organisers. Occasionally the Poster contributions are also published in proceedings. If a conference does publish its proceedings, it is important to find out whether those Proceedings will have an ISBN/Library of Congress book number. If it does not, then the publication is less useful as a part of your CV; similarly, if the conference and its proceedings are properly refereed, such a publication will be more useful to your CV than a publication where all contributions being accepted regardless of quality.

If you do want to get involved in a Conference, you **should discuss this well in advance with**

**your Supervisor**; bear in mind that the deadline for submitting contributions will usually be 6 months before the conference takes place

The Department has audio-visual facilities which can be employed by students in preparation for major conferences: for example, rehearsal presentations can be videotaped and discussed in order to refine your presentation skills.

### **Which conference?**

Deciding which conference is appropriate to your research is a matter for discussion with your Supervisor. The basic place to begin is with the conferences organised by the British Psychological Society (BPS). The BPS organises two general conferences each year – its Annual Conference around Easter, and its London Conference around Christmas. It also has a range of different Sections, each of which organises its own conference annually – for example, the BPS Social Section, the BPS Cognitive Section, the BPS History & Philosophy of Psychology Section, the BPS Mathematical and Statistical Section. You should consult the BPS website (<http://www.bps.org.uk/>) and its monthly publication *The Psychologist* for details of the different Sections, and of each conference. In general, for academic posts in the United Kingdom, the BPS conferences are the most important places to make contacts and have one's ideas heard: it is advisable to attend at least one appropriate Section Conference and a general Conference in the second and third years of your PhD career.

We advise that you become a member of the BPS.

**The Department provides a fund of £400 per year per student (may be subject to review) for expenses related to attendance at a conference.** For further information, please contact the PhD Programme Manager.

## Publications

Presenting a paper at a conference is often a useful step in receiving feedback before submitting a modified and elaborated version of the paper to an academic journal. However, a full paper written solely by you will often not be the first form of publication that you should seek.

## Reviews, Comments and Journal Articles

Before embarking on submitting a full paper to a journal, you should try one or two other avenues. One is to review new books. A timely and incisive critique of a book that is relevant to your field is a useful publication. There are several ways in which such reviewing might be organised.

One is to contact a non-academic publication that regularly reviews books – for example, the Times Higher Education Supplement publishes reviews weekly. A slight step up is to review books for the BPS magazine *The Psychologist* – normally, such reviews are offered to academics; your Supervisor might nominate you to review a book that they have been offered, for example. Similarly, many journals publish book reviews, and your Supervisor will often be the first point of contact for books to be reviewed in your field. Of course, you are at liberty to write to the Reviews Editor of a journal to offer your reviewing services in connection with any volume that you feel capable of reviewing.

Having had experience of reviewing, another area to investigate is providing a comment on a 'target' published article. Several journals (e.g. *Behavioural & Brain Sciences*) publish target articles for which they solicit comments of about 1000 words from researchers in the area; if there is a target article that is about to be published in your area, you might consider writing a comment of this kind. Here, you are able to briefly criticise the target's approach

and advance your own view, and gain some critical feedback from the target author's reply to your comment. You need to register with *Behavioural & Brain Sciences* to be emailed about target articles.

Additionally, if you begin reviewing articles submitted for publication to a Journal, then, sometimes, these can grow into critical commentaries. If you see an article you want to comment on, consider writing a short email to the Journal Editor asking if they would accept a critical commentary.

When you come to consider submitting a paper or article to a journal, there are several factors to bear in mind:

- most papers in psychology are a maximum of 7500 words long;
- few journals welcome general theoretical disquisitions, but usually require the presentation of data;
- since social science is incremental, you should write a paper that intersects with ongoing concerns and debates;
- Remember that different journals are of varying status within their fields:
- the higher status the journal, the harder it will be to have a paper accepted for publication by that journal.;
- it is, on the whole, better to have one paper in a top-flight journal than several in low-ranking ones.

Where your papers are published will tell prospective academic employers about:

- your research orientation (methodological and theoretical);
- your intellectual ambitions;
- whom you view as competing and complementary researchers.

Selection of appropriate target journals is especially important for students whose research spans different areas of social psychology or spans different areas of the social sciences. In general, if your goal is to obtain a position in a Psychology Department,

then you should aim to publish in psychologically-oriented journals.

Wherever you aim, do make sure that your paper is appropriate to the aims of the journal.

- check the remit of the journal in the 'instructions to authors';
- look back at recent issues over the last couple of years to ensure that the publishing direction has not changed from the journal's remit as a result of recent changes in Editor.

You should submit your paper to the journal in the precise format which they request (usually a variant on the APA format – the American Psychological Association format – and given in a section entitled 'instructions to authors'), otherwise it might be sent back to you without being reviewed.

Your paper will then undergo peer review, which is:

- by 2 or more academics working in the same area (often, the more prestigious the journal, the greater the number of reviewers);
- usually, though not always, blind (i.e., your name is not made known to the reviewers).

The Editor will then write to you with the decision, and enclose the reviews of the reviewers. The time period of the decision process varies from one journal to another – some make their decisions within 2 months, others can take 6 months or more. If you are concerned about delays in the reviewing process, you should be happy to write to the Editor to request information.

There are several decisions which the Editor may make, based on the reviews:

- Accept for publication without modifications
- Accept for publication if certain (usually, minor) modifications are made
- re-analyse the data in a given way

- Request you to make major revisions and re-submit the paper to be reviewed again (at which point it might be treated as an entirely new submission)
- restructure the paper along certain lines
- collect more data to exclude an alternative explanation
- Reject the paper completely

People who submit papers to academic journals for the first time are often surprised by the nature of the reviews they receive:

- They may be very critical
- They may be intemperate and badly argued
- They may appear to wilfully misinterpret the paper
- They may make ad hominem comments.

However, there are also many cases in which the reviews are:

- Constructively critical;
- Carefully considered and calmly lucid;
- Generous and supportive in their interpretation of the paper;
- Entirely dispassionate and fair.

The modal case is somewhere between the two.

Learning how to interpret reviewers' comments (e.g., learning when apparent rejection does not really mean rejection), how to respond to those comments, and exactly how to modify a paper in response to the review process, is really a matter of time. If you have any doubt at all about how to deal with such matters, you should not hesitate to contact your Supervisor. The PhD seminar will provide you opportunities to participate in review processes.

If you are lucky enough to have a paper accepted for publication, you will be sent the proofs of the paper prior to publication. It is usual for publishers to require a very rapid return of the proofs once you have corrected them (e.g., anything between 24 hours after receipt to a week). There is then a substantial

time lapse before publication – anything between 6-18 months.

### Joint Publications

Preparing a manuscript for publication with your supervisor will provide an apprenticeship through the publication process, from making basic judgments about what constitutes a contribution, to how much can fit in a paper, to formatting, submitting and responding to critical comments. We require that the paper you write are co-signed with your Supervisor, in accordance with the rules of good practice for authorship, since normally they would have had “a significant intellectual input” in your work.

Aside for publishing with supervisors, some PhD students co-author with other academics or even other PhD students. Such joint publications can be both fun and educative and are also encouraged.

Psychology is a discipline in which collaborative research is common – some of the most productive ideas have emerged from collaborations. In the context of your PhD thesis, there are several factors to bear in mind concerning joint research and publications:

- As stressed in this Handbook, a PhD thesis is required to be a report of an **original contribution** to the discipline, which is confirmed as the candidate’s own work. The regulations governing the PhD do allow for this to include reports of joint work.
- Students are allowed to include work produced jointly with others if it forms an integral part of the thesis.  
For further information please see [www.lse.ac.uk/resources/calendar/research.htm](http://www.lse.ac.uk/resources/calendar/research.htm).
- The student and other person(s) involved will, when you submit your PhD, have to provide written statements saying how

much of the work they contributed, but the writing up of the section concerned in the thesis has to be done by the student.

- Where the work is integral to the thesis it is essential that the PhD candidate is the first author.

In the Department, the general policy is that joint publications should be an equal arrangement freely entered into by both parties:

- Where the topic is that of the Student’s thesis, it is often best for the first author to be the Student, and not the Supervisor (regardless of their alphabetical ordering)
- In cases where alphabetical ordering is used (implying that the authors have equal status), this should be explicitly stated – if possible in a footnote on the first page of the paper
- Where the topic is not that of the Student’s thesis, then the order of authors becomes a matter of discussion between the authors and should be explicitly agreed before writing begins.

In all cases, you should not enter into collaborative arrangements without first being as explicit as possible about:

- The order of authors;
- The responsibility of each author concerning the production of the research and the writing of the paper.

Co-authoring is central to contemporary academic life, so you should learn about it by discussing it with your supervisor, academics and your colleagues on the PhD programme.

### Publicising your research

Please contact our Communications Officer, Gemma Hutchinson, to discuss how we can promote your research on social media and other channels ([G.Hutchinson@lse.ac.uk](mailto:G.Hutchinson@lse.ac.uk))

# Assessment

It is important to note that the MPhil and PhD are different research qualifications. Although the PhD is widely taken to be the basic qualification for an academic career, this is by no means the case for other research careers. An MPhil is a substantial and valid qualification in its own right.

An MPhil thesis is required to be:

- “a record of original work or an ordered and critical exposition of existing knowledge in any field”;
- not more than 60,000 words in length;
- completed by a full-time student (normally) within two years, a part-time student in three years.

A PhD thesis should be:

- “a distinct contribution to knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power”;
- not more than 100,000 words in length;
- completed by a full-time student (normally) within three years and not more than four years, a part-time student (normally) within five and not more than six years.

These word lengths are inclusive of notes and essential appendices, but not of references or non-essential appendices.

## Deadlines

Month of Study	Deadline
≤ 4	<b>Submit Extended Essay</b> <b>1st day of Lent Term, Year 1</b>
≤ 12	Re-register (after successful progress review)
≤ 14	<b>Submit Upgrading Materials</b> <b>1st day of Lent Term, Year 2</b>
≤ 24	Re-register (after successful progress review)
≤ 30	First Draft of Thesis
≤ 33	Second Draft of Thesis
≤ 36	<b>Submit Completed Thesis</b>

## The extended essay

This is a 6000 word essay, submitted on **first day of Lent Term**.

The extended essay is the outcome of the early stages of your research. During the first months of the programme, you should begin the initial development of your research and

complete a literature survey. Through discussions with your supervisor, the weekly seminars and the research training available within the school, you will develop a clear research question and a concise ‘elevator brief’.

The outcome of this work must be written up as an **Extended Essay of 6000 words** to be submitted on the **first day of Lent Term**. It will be evaluated by the Thesis Committee for your research. The Thesis Committee is unique to each student and comprises:

- Your Supervisor
- Two other members of the Department's academic staff

Either of the non-Supervisor members of the committee may act as Chair. These members of the committee will not be able to be your viva examiners.

To **be confirmed as an MPhil/PhD** student, your Extended Essay should have certain key qualities. A satisfactory Extended Essay should incorporate the following three sections:

### **1. A Literature Survey of 4000 words**

In this you will outline your research question, and show how your research question arises from problems or gaps in the existing theoretical and/or empirical research literatures. This survey should pay attention to the following issues:

- What is the problem or question under investigation?
- What theoretical issues will be raised and what concepts or framework will be employed?
- What empirical issues will be raised?
- Why is the problem or question theoretically and/or empirically important or interesting?
- **For an MPhil proposal:** argue why it will be "a record of original work or an ordered and critical exposition of existing knowledge in any field"
- **For a PhD proposal:** argue why it will be "a distinct contribution to knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power"

### **2. A precisely formulated Research Proposal of 2000 words**

This should address the following points:

- How is the problem to be tackled or the question answered? i.e., What methods are to be employed and why are they chosen in relation to the research question and its theoretical dimensions?
- What kind(s) of data do you anticipate collecting?
- Provide an overview of how you will select your sample/ data sources; what data-collection instruments/ techniques you will use; how you intend to analyse your data.
- It is impossible to know the outcomes of a course of research before it is undertaken, and accordingly, the proposal can discuss contingencies

### **3. A timetable or project management plan, showing the major tasks to be completed and their timescales**

**You should submit three copies of your extended essay to the PhD Programme Manager on the first day of Lent Term, Year 1 as well as email an electronic copy.**

### **NB. Accompanying your Extended Essay, you also need to submit an Ethical Approval Form.**

If this work is satisfactory, then the Thesis Committee will recommend that you be allowed to continue with the MPhil/PhD programme.

If your Thesis Committee judges that your work is not satisfactory, then they will recommend that you not be allowed to continue your registration as an MPhil/PhD student. The Extended Essay is your chance to stop if you, or the Committee, decide at that point that a PhD is not the right path for you.

*In such a case, if you disagree with this judgement, there are Appeals Procedures laid down and specified in the Code of Practice for Research Students and their Supervisors.*

## Upgrading from MPhil to PhD status

The next major stage in your research will be Upgrading from MPhil to PhD.

*If it is your aim to research for an MPhil, you would still produce the same amount of work to be considered by your Thesis Committee, and still have a viva voce meeting with them, but the outcome will be advice about how the work should be developed in order to be adequate for the MPhil, rather than for the PhD.*

The upgrade material should include:

- **two draft chapters from your thesis (up to 10,000 words each)**
- **at least a 1000 word outline of methodology, synopsis of remaining chapters**
- **a timetable for completion.**

Although the content of the two chapters will vary according to research area (this should be discussed with your Supervisor), they will typically include:

- an introduction or theoretical chapter
- an empirical chapter

For candidates pursuing an 'article format' PhD, one or both of these chapters can be a publishable article. The content of the upgrade material should be discussed beforehand with the supervisor.

**You should submit three copies of your Upgrading material to the PhD Programme Manager on the first day of Lent Term, Year 2 as well as email an electronic copy.**

**NB. Accompanying your Upgrade chapters, you also need to submit an Ethical Approval Form.**

This work is read by your **Thesis Committee**, who then discuss it with you in a **viva voce examination**, usually four to six weeks after

submission.

**The Upgrading viva voce** has two aspects:

- an examination to assess whether your work can be expected to lead to a successful PhD thesis
- an opportunity for constructive discussion and feedback on your research.

The examination is carried out through the discussion and constructive feedback.

**To obtain upgrading to PhD status, your written work and the viva voce discussion must:**

- Clearly satisfy the why, what and how requirements on the Research Proposal included in the Extended Essay (though, as a result of the flow of research activity, the precise way in which it does so may differ to some degree from that anticipated in your original Research Proposal)
- Demonstrate that the research has the potential to make an original and scholarly contribution to knowledge of the subject.
- Demonstrate that you have the requisite skills and knowledge, together with a precise and realistic timetable in order to bring the thesis to completion in a timely manner.

The committee will discuss with you the justification for each step of the work, e.g.:

- Why is the topic interesting?
- Why is the theoretical apparatus chosen appropriate, and what are the explanatory opportunity costs of that choice?
- Why is the method chosen appropriate?
- How and why were decisions in the method(s) made (e.g., sampling, coding frames, etc)?
- What is the relationship between theory and data?
- Where any aspect of these steps is unclear, the committee will offer alternative ways of framing the issues.
- **A key question that will be discussed is: To which literature(s) will the work make a contribution?**

The committee will expect a precise statement of a plan for completion:

- Articulation of the theoretical and empirical work to be completed
- A timetable for completion

In addition to suggestions for addressing residual imprecisions and uncertainties, the committee will offer advice concerning decisions in completing the research and writing up the thesis: e.g.,

- The balance and nature of the theoretical ideas
- How the data might be best analysed
- Whether the research requires any further empirical work beyond that already planned.

Other issues that you might discuss may concern:

- Locations for publishing parts of the completed or future work
- Appropriate internal and external examiners for the thesis.

**There are three possible outcomes of the Upgrading viva voce.** The committee can decide that:

1. The Student has successfully been upgraded from MPhil to PhD registration, retrospectively from the date of the viva voce
2. The Student has been unsuccessful in being upgraded from MPhil to PhD registration, and the committee recommends that the Student resubmit suitably modified material for a second and final attempt at upgrading, by a specified date (usually, around six months after the viva voce)
3. The Student has been unsuccessful in being upgraded from MPhil to PhD registration, and the committee recommends that the Student resubmit suitably modified material as a thesis for the MPhil qualification, by a specified date (usually, around six months after the viva voce) for a second and final attempt

You are expected to send an email to your Thesis Committee members outlining your next steps, as agreed during your Upgrading viva voce.

*If your Thesis Committee judges that you should not be Upgraded to PhD status, and you disagree with this judgement, there are Appeals Procedures specified in the Code of Practice for Research Students and their Supervisors.*

### Annual Progress Reviews

These are completed at the end of the Summer Term in years 1, 2 and 3.

Your supervisor will also make comments and recommendations. **This must be completed and reviewed by the Doctoral Programme Director in order for you to be re-registered for the following year.**

In reviewing your progress, your Supervisor will consider four main areas:

- the quality of your written work produced over the academic year
- your progress towards, or the outcome of, the submission of the next milestone
- your progress towards completing your research
- your attendance and contributions to the Current Research Seminar, the research community and your research training

You will be expected to provide a timetable of your work for the following year.

### Staff Meeting Reports

At the beginning and end of each academic session, Supervisors make a brief verbal report on the progress of each of the students at a Staff Meeting.

# The Thesis

## PhD formats: Thesis and series of publishable articles

The Department of Psychological and Behavioural Science allows for two formats of PhD:

1) The **'thesis (aka monograph) format'** is the traditional PhD format. Candidates produce several chapters examining a single subject in an integrated way, similar to the format and structure of a book. This remains the most common format, and it is expected that most PhD candidates will use this format.

2) The **'article format'** is a more recent PhD format which has become common in experimental domains. Candidates produce distinct papers which are combined with integrative material to address a single subject. The defining feature of this format is that some of the 'chapters' can be articles *which either have been published or prepared for publication*. This format tends only to be suitable for PhD projects which comprise a series of distinct (but inter-related) empirical studies.

### *Extra guidelines for 'article format' PhD:*

The thesis should comprise three to six publishable articles minimally framed by an introduction, critical discussion and conclusion. Articles should be co-authored with supervisors (this is a more general requirement about the papers written on your PhD topic while being under supervision). Articles and chapters both count as 'papers' – the most important part is that they are publishable quality. They do not have to have been submitted, and even if they have been submitted and accepted this does not automatically entail that the Committee will find them suitable within the larger context of the project.

The framing material (about 20,000 words) should consist of:

1) Introduction: This should include a self-narrative of how you scoped and formulated your research question(s) and how you narrowed down your topic.

2) Methods: This chapter should be a "meta-narrative" of the methods, defining why you chose the methods used. This section includes the coding frameworks, the coding process, the problems you found along the way, and how you addressed them. You should demonstrate you are suitable to conduct independent research.

3) Critical discussion: This is the conclusion. This chapter has to answer the "so what" question. The answer to that question is crucial to produce relevant research.

The final decision about which format a PhD candidate should pursue will be made by the first supervisor, taking account of the norms of the sub-field and the interests of the candidate. Some topics are suitable for a PhD by articles, some less or not at all. Committees assessing candidates at the Extended Essay and Upgrading will also advise on this. The thesis, in either format, should satisfy the criteria of the BPS. You can find more information at [www.bps.org.uk/news-and-policy/guidelines-assessment-phd-psychology-and-related-disciplines](http://www.bps.org.uk/news-and-policy/guidelines-assessment-phd-psychology-and-related-disciplines).

## Submission of thesis title and selection of examiners

You should keep your Supervisor, the PhD Academy and MPhil/PhD Co-ordinator informed of any major changes to the working title of your thesis.

**The final title for the thesis must be submitted to the University through the PhD Academy as part of the Examination Entry form at least two months before submission.**

The Exam Entry form and guidelines for completing it are available at [info.lse.ac.uk/Current-Students/phd-academy](http://info.lse.ac.uk/Current-Students/phd-academy)

The thesis is examined by **two examiners**: one Internal Examiner (who is not the Supervisor) and one External Examiner (from outside the University). Both should be specialists in your field of research, and you may well know them both, though ordinarily you should not have collaborated with either of them on research.

Although you may make suggestions to your Supervisor concerning possible examiners, and your Supervisor will make recommendations to the University about appropriate examiners, the decision on selecting examiners rests formally with the Subject Area Board of the University.

### Submission of thesis

You are required to submit **two bound copies of the thesis to the PhD Academy**, along with an abstract and declaration of word count form.

You should also submit an **electronic copy to the Library** at [Lsethesesonline@lse.ac.uk](mailto:Lsethesesonline@lse.ac.uk).

It is also advisable to retain two additional copies; one for you and one for your supervisor. Please do not send anything directly to your examiners.

Guidelines for binding your thesis are available on the PhD Academy webpages.

**You will also be required to submit your thesis to a plagiarism software (iThenticate).** This software is available to any registered research student by emailing to request an account.

### Final Viva Voce examination

Your two Examiners will read your thesis and then you will be examined by a viva voce examination, at which your Supervisor may or may not be present as an observer (but cannot participate).

The viva voce is designed to test your ability not only to express your ideas on the specifics of your research, and to defend the viewpoints that you advance in your thesis, but also to debate the implications and scope for future development of those ideas, and to consider where and in what form the ideas might be published. You should discuss your preparations for the viva voce with your Supervisor well in advance of it taking place.

The outcome of the viva voce will be a judgment by the Examiners, who compile a Final Examiners' Report, and make one of several recommendations, which are detailed at

[www.lse.ac.uk/resources/calendar/research.htm](http://www.lse.ac.uk/resources/calendar/research.htm)

and also on the form you completed in registering for the degree.

It is reasonably rare for a PhD thesis to be passed with no modifications or alterations at all. At the very least, there may be some typographical errors to put right; in other cases, more substantial modifications are necessary.

Where there are more substantial modifications, these will be given a precise deadline for completion by the Examiners, and you should be careful to follow precisely the instructions of the Examiners, and discuss the matter in detail with your Supervisor. In these circumstances it helps if your Supervisor was present during the viva voce examination.

## The Assessment of the PhD Thesis

The British Psychological Society have published Guidelines for Assessment of the PhD in Psychology and Related Disciplines (revised version, April 2017) can be found at [www.bps.org.uk](http://www.bps.org.uk).

This summarises the considerations that are used in best practice in assessing PhD theses. The considerations are divided into two kinds of desirable attributes – *general attributes* (qualities of the thesis as a whole), and *sectional attributes* (qualities of sections or divisions of content).

The Programme Director strongly recommends you to read this document because it serves as a guideline to the examiners.

These are general guidelines that may be useful in producing your thesis. The specifics of any one case may, of course, vary around these guidelines to some degree (in particular, concerning the sectional attributes, since the precise way in which contents of a thesis are divided very often depends on the flow of the research). If in doubt, you should discuss the issue with your Supervisor before writing a draft.

## The MPhil degree

The MPhil is a substantial qualification in its own right. There are two ways in which you might find yourself on track for submitting a thesis for an MPhil rather than a PhD:

1. You might have decided that this is a suitable qualification for your purposes, e.g. if you are not interested in an academic career.
2. The outcome of your Upgrading viva voce might be a recommendation that you write up your work as an MPhil thesis, since your Thesis Committee judges that it fails to

meet the theoretical, methodological, and/or empirical requirements for the award of a PhD. In the latter case, if you disagree with this judgment, there are Appeals Procedures laid down by the Graduate School, and specified in the Code of Practice for Research Students and their Supervisors.

# Plagiarism

The School and the Department take plagiarism very seriously. Please read the information below carefully. It is your responsibility to understand the School's definition of plagiarism and the regulations on assessment misconduct and plagiarism. The Regulations on Assessment Offences: Plagiarism can be found at [lse.ac.uk/calendar](https://lse.ac.uk/calendar).

## Defining Plagiarism

The School regulations state that: 'All work for classes and seminars as well as scripts (which include, for example, essays, dissertations and any other work, including computer programs) must be the student's own work. Quotations must be placed properly within quotation marks or indented and must be cited fully. All paraphrased material must be acknowledged. Infringing this requirement, whether deliberately or not, or passing off the work of others as the work of the student, whether deliberately or not, is plagiarism.' 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.

## What does plagiarism look like?

The most obvious form of plagiarism is to use someone else's words verbatim without any acknowledgment whatsoever. However, inadequate referencing is also considered to be plagiarism. For example, inserting a section of text (of any size) from someone else's work in to your own without quotation marks and a page reference would be plagiarism even if the source were acknowledged. If you use verbatim material from other sources it must both be in quotation marks and precisely referenced with page numbers. When the paraphrased or summarised ideas of another author are used, they should always be

acknowledged, including the source and the author(s), for example (Smith et al 2015).

## Self-Plagiarism

A piece of work may only be submitted for assessment once. Submitting the same piece of work twice (or a significant part thereof, as determined by examiners) will be regarded as an offence of 'self-plagiarism' and will be considered under the School's Regulations on Assessment Offences. This includes work by you previously submitted at a different institution or a different course at LSE. However, earlier essay work may be used as an element of a dissertation, provided that the amount of earlier work used is specified by the department and the work is properly referenced.

## Detection of Plagiarism

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing suspected plagiarism may be referred to an Assessment Misconduct Panel, which may result in severe penalties. In a case of suspected plagiarism, the Department will act according to the School's Regulations on Assessment Offences.

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