DEPARTMENT OF ANTHROPOLOGY
PhD Student Handbook
2017/18 Academic Year
Welcome Week events 2017/8

All MRes students

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<th>Date</th>
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<tr>
<td>From Monday, 18th September</td>
<td></td>
<td>Welcome Week for new students</td>
<td>Across campus</td>
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<td><a href="http://www.lse.ac.uk/yourFirstWeeks">www.lse.ac.uk/yourFirstWeeks</a></td>
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<tr>
<td>Monday, 18th September</td>
<td>15:00 – 16:30</td>
<td>School welcome presentation for new MRes students</td>
<td>Peacock Theatre</td>
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<tr>
<td>Thursday, 21st September</td>
<td>16:45</td>
<td>Registration for new MRes students*</td>
<td>Hong Kong Theatre, CLM</td>
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<td><a href="http://www.lse.ac.uk/programmeRegistration">www.lse.ac.uk/programmeRegistration</a></td>
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<tr>
<td>Friday, 22nd September</td>
<td>11:00 – 13:00</td>
<td>Departmental orientation for all new MRes students</td>
<td>Seligman Library, OLD 6.05</td>
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*Upon successful upgrade at the end of your first year, you will be required to register, in person, as a PhD student at the PhD Academy.

In subsequent years, registration will be done automatically by the School on receipt of your annual progress report form showing adequate progress. You should therefore ensure that this is completed by the deadline in late June each year. Students who have not submitted the form will not be able to re-register for the following session.
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Welcome to the LSE, and to the Department of Anthropology

If this is your first time as an LSE student and you need general guidance, please be sure to take a look at the School’s “Your First Weeks” web pages at www.lse.ac.uk/yourfirstweeks.

The information in this handbook is provided by the Department of Anthropology and is intended to give you some useful background information about our research programme, but obviously it is far from exhaustive. A great deal of up-to-date material about LSE support services, registration, timetabling and library facilities is available on the general LSE web pages, so you would benefit from reading these.

One element of this in particular is the School’s Ethics Code, which is available via the LSE’s Ethics pages at www.lse.ac.uk/ethics. Note that the Ethics Code pertains to all members of the School community.

Please do familiarise yourself with the on-line resources and forms. For example, you will – eventually! – need to know how to enter your PhD dissertation for examination. There is a very useful step-by-step guide to this on the School’s website (more specifically, on the PhD Academy web pages at www.lse.ac.uk/PhDAcademy), and the PhD Academy itself provides a dedicated space and services hub for PhD students.

The Department of Anthropology web pages (www.lse.ac.uk/anthropology) provide information about members of staff, our Monographs series, special events, etc. You will also find a complete list of PhD projects supervised in the Department over the years – starting with Raymond Firth in 1927, and Edward Evans-Pritchard and Hortence Powdermaker in 1928.

Please bear in mind that the information given in this handbook about course requirements and assessments is intended for guidance only. You should always confirm requirements by checking the definitive versions of the rules in official School publications (normally the Calendar www.lse.ac.uk/calendar) and if necessary checking with the PhD Academy (on the 4th floor of the Lionel Robbins Building), with your supervisors or with the Departmental Manager or a member of her team.

As you’ll learn, ours is a relatively small department, and we try to maintain an informal, friendly and supportive atmosphere for our students. If you do encounter problems – academic, financial, emotional – we hope that you’ll let us know at once. You can do this by telling your supervisors (with whom you’ll have regular meetings throughout the year), by setting up an appointment with the Doctoral Programme Director or Doctoral Programme Tutor, or by approaching any member of departmental staff, including our very capable administrators.

If for any reason you would prefer to speak to someone outside the Department, you can instead contact the PhD Academy.

Professor Katy Gardner
Head of Department
LSE Department of Anthropology

Going out fishing in Betania, Madagascar (Sean Epstein)
About the Department

Our background
Anthropology has been taught at the LSE since 1904. Following the arrival of Malinowski in 1910, the School became one of the leading centres for the development of modern social anthropology, and many of the key figures in this evolving tradition – including Firth, Evans-Pritchard, Fei, Leach, Mair, Schapera, Freedman, La Fontaine, Bloch, Gell, the Comaroffs, and others – were at the LSE as students or teachers.

To this day, the Department retains a strong commitment to anthropological research of the kind championed by Malinowski and Firth. In line with this, our research output is based primarily around long-term participant observation fieldwork.

Beyond this point of similarity, however, our research is diverse. We conduct fieldwork in many different places (including India, China, Taiwan, Caucasus, Zimbabwe, South Africa, Madagascar, Amazonia, the Philippines, Indonesia, Melanesia, Germany, the UK, the USA); and our projects address a wide range of concerns – from industrialization, through politics, human rights and economy, to cognition.

There are, however, three general areas of interest around which much of our departmental research may be said to coalesce:

- **social, economic, and political transformations** – very broadly defined to include processes of globalisation, modernisation, industrialisation and development; as well as the legal and ethical dimensions of such processes;

- **religion and non-religion** – very broadly defined to include the study of religion, secularism, and ‘non-religious’ practices, beliefs, and traditions;

- **knowledge, learning, and cognition** – very broadly defined to include cross-cultural studies of learning, schooling and cognition, as well as more general studies of the transmission of cultural knowledge (e.g. skills) in social and historical perspective.

These research interests are shared with colleagues in a number of departments and research units across the LSE including International Development, Law, Social Psychology, and the Centre for the Study of Human Rights. We also have programmes of collaboration and exchange with numerous overseas institutions.

The outstanding quality of our research outputs has been recognized in the past Research Assessment Exercises; in the most recent review, the Research Excellence Framework (published 2014), we were ranked first of UK Anthropology departments for research quality, with 73 per cent of our outputs being judged world-leading or internationally excellent.

Key academic staff
Professor Katy Gardner (K.J.Gardner@lse.ac.uk) is the Head of Department.

Professor Matthew Engelke (M.Engelke@lse.ac.uk) is going to be the Doctoral Programme Director (DPD), with overall responsibility for the programme, including admissions, funding and induction.

Professor Rita Astuti (R.Astuti@lse.ac.uk) is the Doctoral Programme Tutor (DPT), with particular responsibility for student progression and welfare.

Dr Michael Scott (M.W.Scott@lse.ac.uk) is the Chair of Examiners. Dr Mukulika Banerjee (M.Banerjee@lse.ac.uk) is his deputy. Any problems relating to examinations can be discussed with either of them.

The Department is concerned to promote equality and to foster an environment in which forms of discrimination (including, but not limited to, race, gender and sexuality) are not tolerated. If you have questions or concerns about these or related issues, please contact the Department’s Equality Officer, Dr Catherine Allerton (C.L.Allerton@lse.ac.uk). All discussions will be held in the strictest confidence.

Please check the departmental website for a full list of academic staff, their research interests, and contact details: www.lse.ac.uk/anthropology/people/departmental_staff.aspx.
Office hours
All members of LSE teaching staff hold weekly term-time office hours. During these times, you may consult with them without an appointment.
Details of each member of staff’s office hours can be found on LSE for You.
If you wish to meet with a member of staff outside of their normal office hours, you should contact them by email.

Departmental Office
The department’s administrative team are normally in the office between 9:30 and 5:30, Monday to Friday. As far as possible, the administrators operate an "open door" policy: if one of is not available, the others will try to help.

Ms Yan Hinrichsen
Departmental Manager
OLD 6.03, 020 7955 7202
Y.Hinrichsen@lse.ac.uk

Ms Camilla Kennedy Harper
Administrative Officer (Quality Assurance and Study Abroad)
OLD 6.04A, 020 7107 5867
C.Kennedy-Harper@lse.ac.uk

Mr Tom Hinrichsen
Administrator (Thursdays and Fridays only)
OLD 6.04A, 020 7955 6775
T.Hinrichsen@lse.ac.uk

Ms Renata Todd
Communications and Administration Officer
OLD 6.04A, 020 7852 3709
R.Todd@lse.ac.uk

Recruiting
Administrative Officer (Exams and Assessments)
OLD 6.04A, 020 7107 5037
Representation

Staff-student liaison committees

At the start of the year you will be asked if you would like to represent your programme on the Staff Student Liaison Committee (SSLC). These are important Committees as they provide a forum for feedback from students on their programme and for discussion of issues which affect the student community as a whole. The role of an SSLC representative is therefore central to effective quality assurance of courses and programmes in the School and those elected or chosen as a representative will be given training.

SSLCs includes student representatives from each programme of study and appropriate academic staff. There is normally one pre-field and one post-field representative in the Anthropology Research Student SSLC.

The post-field representative is also expected to attend the relevant School level Research Students’ Consultative Forum. More information on the Consultative Forum can be found by following this link: www.lse.ac.uk/intranet/LSEServices/governanceAndCommittees/committeesAndWorkingGroups/consultativeForumForResearchStudents/Home.aspx.

Communication within the Department and within the School

Email

Please bear in mind that email is used in the Department and throughout the School as the standard form of communication. It is therefore essential, once you have set up your LSE email address, that you check it regularly.

During term-time, most changes in lectures and seminars will be emailed to students, and your supervisor will expect to be able to communicate with you via email (e.g. to organise meetings).

Of special relevance to PhD students is the fact that we use email to communicate about two extremely important matters:

- the annual review of research student progress;
- the annual allocation of departmental grants and teaching posts.

If you fail to respond to emails about the former by submitting a progress report, this may jeopardise your ongoing registration at the LSE. If you do not submit an application for the latter, you will not be considered for funding or for work as a teaching assistant.

We recognise that during fieldwork students may have limited access to email. If this is the case, you must ensure that your supervisors are aware of this beforehand so that special arrangements for establishing and maintaining contact with you can be made.

Please note that, for reasons of efficiency, the Department will not send email to LSE students at non-LSE email addresses. If you wish to use a non-LSE address, you will need to arrange to have your LSE emails automatically forwarded to your non-LSE address. The IT Help Desk provides useful information on such procedures. See the IT Services web page for more details at www.lse.ac.uk/intranet/LSEServices/IMT/about/home.aspx.

Appropriate use of email

The department, and all its staff, receive a high volume of email and ask that you bear the following guidelines in mind when using email:

- Please make use of the subject field, and give a clear and concise description of the content of your message e.g. “Request for meeting on Thursday 5 May”.
- Do not mark your email as urgent unless it really is!
- Email should be used to arrange meetings with your supervisor, and for requests for information that only require a brief response (a few lines). We expect you to attend office hours if you would like to discuss academic material; emails asking staff to summarise entire classes/lectures will not receive a reply.
- We try to reply to individual emails within 5 working days. Please do not expect an immediate reply. If your enquiry is urgent, please attend office hours, call the department or come to the departmental office.

Members of the department can always be contacted during their office hours

If you want to set up a different time for a meeting, contact the staff member via email. Contact details can be found on our departmental web page www.lse.ac.uk/anthropology/people/departamentalstaff.aspx.
Other sources of information in the Department

Reading lists and other information related to our courses are normally available through a Moodle page called AnthropologyInfo – Anthropology Department: General Information for Students at moodle.lse.ac.uk/course/view.php?id=983.

The notice boards in the Seligman Library (OLD 6.05) as well as those outside rooms OLD 6.02 – OLD 6.03 are used to display information relevant to Anthropology students.

Moodle

Moodle is LSE’s Virtual Learning Environment (VLE) run by the Learning Technology and Innovation (LTI) team. Moodle contains 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. Not all teachers choose to use Moodle.

To access Moodle go to moodle.lse.ac.uk and use your LSE user name and password to log in. This page also has links to help and advice on using Moodle.

Moodle pages are intended as an aid to teaching and locating resources. We attempt to make as much as possible available online, and/or to provide links to items already online, but we are constrained by copyright. Moodle course pages contain useful information about the course, reading lists, and may also include lecture notes or other materials, and announcements from the teaching staff. Please check Moodle regularly for updates and announcements, but do not rely on it as your only source of reading material.

We also have Moodle pages for pre-field research students, including an area for submission of research proposals.

Reading lists @ LSE

Courses’ Moodle pages link to Reading lists @ LSE (readinglists.lse.ac.uk), where you can find electronic course packs, also called E-Packs. These consist of course readings selected by the teacher. Readings can include journal articles and book chapters. Some of these will be available in PDF through the Reading List portal; in other cases you will find details of where to locate a hard copy of the relevant book, for example in the Library’s Course Collection. The PDF files can be printed, downloaded or read online.

An electronic copy of this handbook and reading lists for all anthropology courses can be found in the Moodle course titled ‘AnthropologyInfo – Anthropology Department: General Information for Students’ moodle.lse.ac.uk/course/view.php?id=983.

You will also find links to Moodle from a number of LSE web pages, including the home pages for Staff and Students. If you have any technical problems with Moodle, you should contact the IT Helpdesk.

“Snailmail”

We ask you please not to use the Departmental address for paper letters / correspondence.

“Snailmail” sent to you via the School is likely to be seriously delayed, and may be lost in the system. If we do receive letters for you, we will place them in the post-boxes (called ’pigeon-holes’) in the Seligman Library, room OLD 6.05.

In the field

While you are in the field, contact with the Department may be more difficult than at other times. We therefore ask you to ensure that before you leave for the field, you inform the Office, your supervisors, and the Doctoral Programme Director of your field contact details, as well as those of your next of kin.

LSE for You

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

- View or change your personal details.
- Make course selections.
- Reset your library and network passwords.
- Monitor and pay your tuition fees online.
- Check your exam results.

You can also access online tutorials on how to navigate and personalise LSE for You via its login page, using your LSE network username and password to login. Please keep your personal details up to date so that we can contact you if necessary.

Change of address

If you change your term-time or permanent address, or your phone number, you must inform the School. This change can be done by you, using LSE for You. Your address is protected information and will not be disclosed to a third party without your permission unless it is for reasons of official
School business. It is important that you keep us informed of your private address and telephone number.

Opportunities for PhD students
We are constantly seeking to improve the opportunities given to our PhD students in the area of professional development. For example:

1. In recent years, we have increased the use of pre-doctoral Graduate Teaching Assistants in the Department. These GTA posts (normally taken up in the post-fieldwork phase of the programme) give our students the chance to gain teaching experience, and to cite this experience on their CVs when applying for academic posts or other jobs after completion of the PhD.

2. We have increased the use of postdoctoral LSE Fellows – in recent years there have typically been two to three such Fellows in our Department at any given time. These posts offer significant opportunities to new PhDs because they give young academics a chance to gain teaching experience while also allowing time for research and writing.

3. We strongly encourage our students to participate in the comprehensive training and support activities provided by the LSE’s PhD Academy and Teaching and Learning Centre, including those related to personal and professional development.

If you have further suggestions for ways in which we could support your professional development, please contact the Doctoral Programme Director or the Head of Department.

Allocation of studentships and teaching posts
Every year, the Department of Anthropology allocates a limited number of studentships and teaching posts to research students. The decisions relating to these studentships/posts are taken by the Graduate Student Finance Committee.

We try to provide support (in the form of studentships and/or work opportunities) to as many of our research students as possible. However, we also have to take difficult decisions based on our view of the relative strengths of competing applicants. Inevitably, some students will be disappointed.

Needless to say, it is in your interest to make your application as strong as possible. You may wish to seek advice from your supervisors and the Careers Service about applying for studentships/posts, including advice about writing CVs and personal statements. You should receive notification of any relevant deadlines by email, together with details of how to apply for each award/post.

Workstation for research students
KGS B.03 is an office which contains workstations for Anthropology research students. Entry to the room is controlled by swipe card. If your ID card does not allow access to the building or the room, please contact the Departmental Manager who will make the necessary arrangements with Security. There are about a dozen desks and PCs for use by Anthropology research students. If you are unable to log in, you should contact the Departmental Manager who will liaise with IT to allow access.

There is a tea point in KGS B.03. Everyone is jointly responsible for keeping the area clean and tidy. There are lockers available for use by Anthropology students in the adjacent room KGS B.07. Contact the Departmental Manager to be allocated a locker.

Once upgraded to the PhD students also have access to the PhD Academy’s dedicated space and services hub on the 4th floor of the Lionel Robbins Building.

The main Library offers extended opening hours (computer facilities) – in Michaelmas Term until midnight, and 24 hour opening during Lent and Summer Terms; for further details see www.lse.ac.uk/library. Until the Library 24 hour opening gets underway at the beginning of Lent Term, the computer room OLD B.25 in the basement of Old Building will be open 24 hours a day Monday - Friday and 10am-10pm at weekends during Michaelmas Term.
About the MRes/PhD programme

In 2015/6 we introduced the MRes/PhD programme and all students who started in or after that year will be on the new programme. Any students who registered before 2015, whether they began their doctoral training at LSE on the MPhil/PhD Anthropology or on the MSc Social Anthropology (Research), will continue their registration on the MPhil/PhD. The pre-field information in this handbook has been written with the MRes/PhD intake in mind, whereas the post-field elements are being adapted year on year from the MPhil/PhD to the MRes/PhD rubric as we integrate the new post-fieldwork elements.

The PhD programme has long been a central element in the life of the Department of Anthropology, and we are very proud of the achievements of our graduates. Given our relatively small size (by comparison with other LSE departments), we have a large PhD cohort – with an average of 10 or 11 completions per year.

This accomplishment is perhaps even more impressive when it is considered that virtually all of our doctoral students engage in very complex research projects, normally involving long-term fieldwork (generally between 18 and 24 months) overseas, which are sometimes undertaken under rather difficult circumstances. Recent projects have been conducted in Mali, Madagascar, Ethiopia, China, Moldova, Scotland, the Palestinian West Bank, Sri Lanka, Brazil, South Africa, Tanzania, India, Ukraine, and Pakistan. Topics for research have included religion, apprenticeship, kinship and gender, art, development, law, ethnic conflict, and migration.

One measure of the success of our PhD programme is the fact that our students have been very successful in securing both academic and non-academic employment in the UK and overseas.

Supervision

The relationship with your supervisors is arguably the most important aspect of your Doctoral programme of study. It is thus important that you understand what you can expect from this relationship, even though, given the nature of intellectual work, it is probably unwise to be too prescriptive.

On admission to the Department, all research students are assigned two supervisors.

Depending on circumstances, supervision arrangements follow one of two systems:

The first system consists in full co-supervision, which means that you should expect to receive equal input from both of your supervisors (note, however, that this does not mean that you should expect to receive feedback from both supervisors on every piece of work that you submit; in other words, co-supervision is meant to involve some division of responsibilities rather than their duplication).

The second system consists in one “lead supervisor” and one “advisor”, which means that you should expect to receive most guidance and feedback from the lead supervisor, while the advisor will have more of a backup role. In practice this is a very rare arrangement and almost all of our students will have full co-supervision.

Note that we normally expect members of staff to carry on their supervisory duties even when they are on sabbatical or research leave. If a supervisor is carrying out fieldwork and is unable to remain in regular email contact with his/her students, s/he will make the necessary arrangements (e.g., ensuring that the other supervisor takes full responsibility) in consultation with the student.

The exact number of supervision meetings is a matter decided between you and your supervisors, as is the agenda and format for individual meetings. As a guide, however, for students in the co-supervisors system, the norm is to hold about 5 meetings per year with each supervisor for a total of about 10 meetings. For students in the lead supervisor and advisor system, the norm would be to hold about 8 meetings per year with their lead supervisor and about 2 meetings per year with their adviser, again for a total of about 10 meetings.

As noted above, it is your responsibility to keep in regular touch with your supervisors during fieldwork.

Arrangements for supervision sometimes change during the course of a PhD. For example, an arrangement that started off as a co-supervision might naturally transform itself into a situation where one supervisor will take on primary responsibility, or vice versa; or a student – for
reasons related to his or her research – might want to request new supervision arrangements.

The main thing, of course, is to ensure that adequate supervision is being provided. When problems arise, they can almost always be resolved through discussion within the Department.

If you have any concerns about your supervision arrangements, which cannot be discussed directly with your supervisors, you should discuss them, in the first instance, with the Doctoral Programme Director and then with the Head of Department or, alternatively, you should contact the PhD Academy. You can also highlight any issues in the annual progress form that you are required to submit to the DPT each summer.

Overview of the programme and main requirements
In simple terms, our MPhil/PhD and MRes/PhD programmes are designed around three phases: pre-fieldwork (or research training), fieldwork, and post-fieldwork.

You will receive much more information about these phases during the first year, and the information provided below is simply intended to give you a general idea of how things will proceed.

Pre-fieldwork
The pre-fieldwork phase focuses on methods training, on the preparation of a comprehensive research proposal, on language training where relevant, and on the setting up of practical arrangements for fieldwork.

Briefly, in your first year:

1. You take AN471 Qualitative and Quantitative Methods for Anthropologists;
2. You take AN472 Evidence and Arguments in Anthropology and Other Social Sciences;
3. You attend, and write assessment essays for, an “extra” lecture course in general social anthropology (see guidelines below);
4. You attend the Department’s weekly Seminar on Anthropological Research (ANS00 the “Friday seminar”);
5. You follow a specialist course of reading as agreed with your supervisors (AN442);
6. You work towards and submit your Research Proposal – AN443 (see further guidelines below re submission and examination of the Proposal);

7. You continue with research preparation work during July, August, and September, and submit a (compulsory but not assessed) report of your summer activities prior to upgrade and commencing fieldwork.

If needed, it is up to you to arrange language training that is relevant to the field work you intend to carry out. The language classes can consist of course(s) at the LSE Language Centre or elsewhere, or private tuition depending on the availability of classes / teachers and your language needs. The Department will reimburse up to £750 per student. Receipts must be submitted to the Departmental Manager by the end of the pre-field year (normally 30 September in the year after you first register). If you are unsure whether the training you wish to undertake is eligible for reimbursement or if you will not be able to book classes until after the 30 September cut-off, please contact the Departmental Manager as it may be possible to consider special arrangements.

The Research Proposal
The Research Proposal will be the main focus of your research preparation, both in terms of your specialist programme of reading and methodological training.

The Research Proposal is to be a scholarly piece of work that clearly sets out your research questions, identifies the evidence you will need to answer them, and discusses in detail the methods that you will employ to meet your research objectives. The proposal is to contain a systematic review of the ethnographic and theoretical literature relevant to your research project and is to make a case for its anthropological relevance and potential contribution. Details should be given of the location of the proposed fieldwork and of the measures taken to prepare for it (e.g., language and other training, applications for financial support, government permission, affiliation to overseas universities, etc.).

The proposal must not exceed 10,000 words in length, excluding bibliography. It should be properly presented and carefully checked for typographical and other errors, containing adequate references within the text, and a bibliography. Students are advised to use a standard method for setting out both references and bibliography such as that used in the Journal of the Royal Anthropological Institute.

A proposal which does not meet these criteria will not be passed.
As with all the other work you will produce during your programme of study, in writing your Research Proposal you should be aware that plagiarism is a very serious offence (see below).

Style
Margins should be 2.5 cm all round.
Chapters should always begin on a new page.
Section headings must be clearly indicated or numbered in a consistent way.
Spacing may either be one-and-a-half, or double.
Font size should normally be 11pt.
Binding and plastic covers are discouraged. Please ensure your proposal is securely stapled.
Printing should be double sided if possible.

Samples of recent successful Research Proposal are available on Moodle.

Submission deadlines for the Research Proposal
During the pre-fieldwork phase of the programme, you must complete and submit outline, draft and final versions of your Proposal as follows:

1. At the beginning of the Michaelmas Term (25th September in 2017/8), you will submit a rough outline of your research project, and preferably a title, to your supervisors and to the teacher of Qualitative and Quantitative Methods (AN471).

2. At the beginning of the Lent Term (8th January 2018), you will submit (through Moodle) the first draft of the Research Proposal. This will be presented at the Evidence and Arguments (AN472) Seminar during Lent Term, and you will receive feedback through discussion with other students and the convenor of the Seminar.

3. By the beginning of week 10 of the Lent Term (12th March 2018), you will submit (through Moodle) the second draft of the Research Proposal. You will discuss this advanced draft with your supervisors; it is recommended that, whenever possible, you meet your supervisors in a joint supervisory meeting and that this meeting takes place before the end of the Lent term.

4. You must submit three paper copies of the final Research Proposal to the Departmental Office (OLD 6.04A) and an electronic copy via Moodle on the Anthropology Pre-field Research Students page (moodle.lse.ac.uk/course/view.php?id=1502) by 1st June (or 24th August if you have an extension). Submissions will be considered incomplete if not accompanied by the Department’s Research Ethics Form.

5. Vivas will take place by 30th June (or 24th September for late submissions).

Late submission
With the agreement of your supervisors and the DPT, you may be given an extension to submit your final Research Proposal by the extended deadline of 24th August 2018. Such extensions will only be approved in exceptional circumstances.

Research preparation
You are required to continue with research preparation work (e.g. intensive language training) during the months of July, August, and September, until you are formally upgraded to PhD registration at the end of September. You must submit a report of your summer activities to the DPD (copy to the Departmental Manager) by email by the middle of September before the formal upgrade happens. You must wait until you are formally upgraded at the end of September before commencing fieldwork properly.

For part-time students, all the above regulations apply, except that the deadline for the submission of the final Research Proposal will be extended by 12 months. Part-time students will be expected to submit both drafts of the research proposal in the first year of registration.

Use of past Research Proposals
Each year the Department chooses a selection of high quality proposals to make available to future first year students. These proposals may be made available in print or electronically. They are only ever made available to staff and current students of the Department. If you do not wish your proposal to be included in the Department’s archive you must notify the Departmental Office upon submission.
**'Extra' lecture course**

In your pre fieldwork year, you must take an ‘extra’ lecture course, to the value of one unit, normally from among the Department’s main courses:

- AN402 The Anthropology of Religion,
- AN404 Theory and Ethnography,
- AN405 The Anthropology of Kinship, Sex and Gender,
- AN451 Anthropology of Politics (H),
- AN456 Anthropology of Economy (1): Production and Exchange (H),
- AN457 Anthropology of Economy (2): Transformation and Globalisation (H).

The chosen course(s) must not be the same as those already taken as part of an MSc or BA/BSc degree. If you have already taken all of the courses above, or very similar ones, you will be asked to take another social anthropology course or courses to the value of one unit.

*Please note that the point of this requirement is to ensure that all students who earn a PhD in our programme have a solid grounding in the basics of Anthropology. This means that you may be required to take a lecture course which is not directly related to your research interests.*

The choice of the ‘extra course’ must be made in consultation with your supervisors and the Doctoral Programme Director. You should inform the Doctoral Programme Director of your choice by the start of week 3 of the Michaelmas Term.

Note that some students may have received an offer with the additional requirement that they should take ‘extra’ lecture courses to the value of two units, in which case all of the above will apply to the choice of both of their units.

**Pre-fieldwork assessment**

The MRes or ‘pre-fieldwork’ year outlined above is assessed by:

1. Coursework for each of the full unit courses AN471 and AN472 (worth one unit each; pass mark is 60% or higher);
2. An examination (to include a viva with the examiners) of the Research Proposal (which counts for two units);
3. An Assessment Essay for the “extra course” (which must achieve a mark of 60% or higher).

**AN471 Qualitative and Quantitative Methods for Anthropologists**

AN471 is assessed by a 3,000-word essay (worth 30%), two 1,000-word reports (each worth 15%), an assigned presentation (worth 15%), and seminar participation (worth 25%) in the MT.

The deadline for the essay is the last day of MT, Friday, 8th December at 12:00. The two reports are to be submitted by 12:00 on Monday, 23rd October (week 5) and 12:00 on Monday, 20th November (week 9). The essay and reports are to be submitted by email to the course convener, Dr Mathijs Pelkmans (M.E.Pelkmans@lse.ac.uk).

**AN472 Evidence and Arguments in Anthropology and Other Social Sciences**

AN472 is assessed by an essay (25%, 2,500 words), a presentation (50%), and class participation (25%) in the LT.

The deadline for the essay is the last Friday of LT, 23rd March at 12:00, and needs to be submitted on Moodle.

**The assessment of the Research Proposal**

The Research Proposal examination includes an oral examination (viva), which will take place after the examiners have read the proposal and written their independent reports, within a month of the relevant submission deadline.

The examiners will be your two supervisors and one other member of staff (the external examiner in what follows), who will be selected each year by the Doctoral Programme Tutor in consultation with the Chair of Examiners. After the viva, the external examiner will produce a joint report, which will detail the outcome of the examination (see below). You will be sent a copy of the joint report.

The viva is a formal examination, which will give you the opportunity to discuss your research project and respond to the examiners’ criticisms and suggestions. You should be prepared to give a short presentation, highlighting the objectives of your project and the contribution you hope it will make. The viva will last about one hour.

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The examination of your Research Proposal can lead to four possible outcomes:

1. **Pass.** If the proposal is passed, earning a mark of 60% or over;
2. **Minor corrections.** These will be requested when the examiners feel that there are particular limited omissions, or errors of fact and/or presentation in a proposal which is otherwise of a good standard. The necessary corrections will normally be made within a period of three or four weeks of receipt of the examiners’ report. A requirement for minor corrections does NOT constitute a referral, and will be entered as a Pass on the your record;
3. **Referral.** A referral indicates that the examiners judge that the proposal contains weaknesses likely to inhibit or prevent the effective conduct of the research, and which will take longer than 3-4 weeks for you to amend or correct. The examiners will give very specific indications in their report of the changes which they require, and must provide a realistic time-frame for such changes. The deadline set will depend on the amendments required. A referral will be reviewed by the Doctoral Programme Director. Note that if your proposal is referred, you cannot proceed to fieldwork until your resubmission has been examined and passed;
4. **Fail.** Your proposal is failed by the examiners, earning a mark of 50% or lower. If the proposal is failed, you are normally not allowed to continue your programme of study at the LSE.

**The assessment of the ‘extra course’**
The ‘extra’ lecture course is assessed by means of written work, not by examination. Students are required to write either two assessment essays of not more than 3,000 words each (covering material from each term of their chosen course(s), or one essay of not more than 6,000 words. The topic or topics must be chosen in consultation with the course teacher(s). The 6,000 word essay does not need to focus on the course as a whole i.e. it can focus on one term or even one week, so long as it is agreed with one of the course teachers. The essay must not overlap significantly with the research topic of the PhD (although it can of course relate to it) or with the research proposal.

**Please bear in mind that in order to meet the ‘extra’ course requirement you must attend lectures, participate in seminars, and do the reading for the course. If you submit an essay without attending, you will not receive credit for it.**

The essay(s) must be submitted by midday on the first day of the Summer Term (23rd April 2018) via Moodle to the Anthropology Pre-field Research Students page available at moodle.lse.ac.uk/course/view.php?id=1502.

The essays are marked by the relevant course teachers. The marks should be available within a month. The pass mark is 60% (defined as the average mark of two essays or the mark for one essay). If this mark is not achieved, the student must resubmit the essay(s) within 4 weeks. If the mark is not achieved on the second occasion or the essay(s) are not resubmitted on time, the student will be reported to the Research Students Progress Committee, which will decide on what action to take.

The essay(s) can be submitted before the deadline and if so, they will normally be marked within one month (if this falls in term time).

**Late submission of assessed work**
If you believe you have a valid reason for being unable to submit any assessed work on time, you must inform the Doctoral Programme Tutor (copying your email to the Departmental Manager) BEFORE the deadline and provide evidence (e.g. Doctor’s note, Police crime number, etc.) to back up your claim.

Valid grounds for late submission include certain serious illnesses requiring medical attention, serious personal difficulties and serious unforeseen circumstances.

If you submit any coursework after the deadline and without an approved extension, five marks will be deducted for each day (or part thereof) by which it is late.
Classification of your MRes degree
The MRes follows the School’s normal regulations for taught masters programmes, including calculation of the award of degree and the effect of Bad Fails. Refer to the Calendar for further details: info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/SchemeTaughtMasters.pdf.

In certain circumstances the Anthropology department acts according to local rules, set by the department. These are as follows and should be read in conjunction with the above Scheme:

1. Candidates (with no failed courses) falling on the Distinction/Merit borderline (scheme para 3.3.2):
   (c) Students with marks of a Distinction grade in courses to the value of 2.5 units and a mark of a Merit grade in a course of 0.5 unit value will obtain an overall classification of a Distinction;
   Students with marks of a Distinction grade in courses to the value of 2.0 units and marks of a Merit grade of at least 65 in courses to the value of 2.0 units
   OR
   marks of a Distinction grade in courses to the value of 2.0 units, marks of a Merit grade in courses to the value of 2.0 units, and an overall aggregate mark of at least 275 will obtain an overall classification of a Distinction.
2. Candidates falling on the Merit/Pass borderline (scheme paragraph 3.3.4):
   (h) Students obtaining marks of a Distinction or Merit grade in courses to the value of 2.5 units will obtain a Merit;
   (i) Students obtaining marks of a Distinction grade in courses to the value of 1.0 unit and marks of a Merit grade in courses to the value of 1.0 units will obtain a Merit if they also obtain marks of 55%+ in the remaining two units.

Upgrade to the PhD is conditional on obtaining a Merit (or higher) overall and in each of AN471, AN472, the Research Proposal, and in the ‘extra course’.

A pass (50%) in each component is enough to pass the MRes and get awarded that degree, but this is not sufficient for upgrade to the PhD.

Upgrade to PhD and permission to undertake fieldwork
Students are normally upgraded to PhD registration at the end of the MRes year, having successfully completed the components of their pre-fieldwork training and assessment (as set out above and in the LSE Calendar).

Before you are allowed to proceed to fieldwork, you and your supervisors must very carefully complete two forms, which must be discussed during a supervisory meeting and must be countersigned by the Doctoral Programme Director, before being sent to the Chair of the Research Degree Subcommittee for approval.

The first form is the Application to undertake fieldwork, which contains a Risk-Assessment questionnaire. The form requires you to indicate the expected length of your fieldwork. Note that if you later decide, in consultation with your supervisors, to extend the period of fieldwork, you will need to request permission by submitting another application form and risk assessment. The form is available here at info.lse.ac.uk/current-students/phd-academy/assets/documents/UndertakeFieldwork.docx.

The second form is the Department’s Research Ethics Questionnaire which you will have drafted alongside your Research Proposal. The Ethics form can be found in the AnthropologyInfo and pre-fieldwork Moodle pages.

More guidance on ethics, including the School’s policy can be found here at www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx.

You will not be allowed to start fieldwork until these forms have been submitted and approved.

Before leaving for fieldwork, you must leave your contact details and those of your next of kin with the Office, your supervisors, and the Doctoral Programme Director. You must also go to the PhD Academy (normally in mid- to late-September) to register formally as a PhD student.

Change of research plans and fieldwork requirement
Not surprisingly, the research plans of students often change, especially during the ‘pre-fieldwork’ and ‘fieldwork’ phases of the programme.

Please note, however, that very significant changes to plans – including significant changes of topic or
research site – must be formally approved by the Department’s Graduate Student Progress Committee and may require completion and examination of a new Research Proposal.

Bear in mind that admission to the MRs/PhD (or previously to the MPhil/PhD) programme is made on the grounds that your proposed research can be adequately supervised within our Department. Significant changes of plans can, of course, alter the situation – making it difficult for us to supervise you and/or making your proposed research unsuitable for our research programme.

You are asked to note in particular that MPhil/PhD and MRs/PhD students in our Department, with only very few exceptions, conduct long-term ethnographic fieldwork. Indeed, our entire programme is built around the premise that fieldwork will be conducted. If you are unable or unwilling to meet the fieldwork requirement, you should discuss this with your supervisors and with the Doctoral Programme Director as soon as possible.

Fieldwork
The fieldwork phase of our programme – about which you will learn a great deal during your first year of study – normally consists of 12-24 months of participant observation research. During fieldwork, you are expected to maintain regular (preferably monthly) contact with your supervisors by letter, Skype and/or email, and you continue to receive support and advice from the Department.

Comprehensive guidance on a wide range of issues relating to fieldwork (including everything from ethics to how to conduct household surveys) is provided through the AN471 Qualitative and Quantitative Methods seminars, and during your meetings with your supervisors in the first year of registration.

When your ‘Application to undertake fieldwork’ is approved, you will normally be issued with a travel insurance cover note by the Health and Safety team.

After fieldwork
During the post-fieldwork phase of the programme, you return to the LSE where your primary task is to write up your dissertation under the guidance of your supervisors.

You also attend, and make regular contributions to, three seminars. These are currently as follows:

1. the weekly Thesis Writing Seminar (AN503), at which students present draft dissertation chapters to others in their cohort
2. Advanced Professional Development for Anthropologists (AN505), which includes discussion both of recent developments in social theory in fortnightly seminars, and of issues surrounding professional development for early career anthropologists twice termly
3. the weekly departmental Research Seminar on Anthropological Theory (AN500).

You must attend AN503 for a minimum of four terms (unless you are ready to submit your dissertation earlier) and AN505 for a minimum of three terms; you are required to attend AN500 until you complete the programme.

Many students also focus more closely on issues of professional development at this stage of their time at the School, and begin to make applications either for postdoctoral fellowships or for jobs (inside and outside of academia). As you will learn during your first year of study, the LSE has comprehensive support services in these areas (in particular via the Teaching and Learning Centre at www.lse.ac.uk/tlc), and your supervisors will work closely with you in considering your career options.

Rough timeline of the programme
Obviously the circumstances surrounding individual projects conducted by anthropology MRs/PhD students vary, but for most full-time students:

- The pre-fieldwork phase is completed in one year, unless the research proposal is referred;
- The fieldwork phase is completed in 1-2 years, with an average fieldwork duration of about 18 months;
- The post-fieldwork (i.e. thesis-writing) phase is completed in 12-18 months.

Yearly progress review
Every year after you have been upgraded to PhD registration, you will be asked to complete a Progress Report Form; each of your supervisors will also be asked separately to complete a similar form. The form will be sent out to you by email towards the end of the Summer Term.

The Progress Report Form will give you the opportunity to assess your progress, to set out your working schedule for the future and to comment
on the support you are receiving from your supervisors. Similarly, your supervisors will give their assessment of your progress and potential.

The form is examined by the Doctoral Programme Tutor (DPT). If the DPT is one of your supervisors, the form will be reviewed instead by the Doctoral Programme Director or the Head of Department. If the DPT is satisfied by your progress, s/he will sign off the form and recommend to the PhD Academy that you should be re-registered. If the DPT has any concerns, s/he will take your case to the Research Students Progress Committee for discussion.

The Research Students Progress Committee consists of the Doctoral Programme Tutor, the Doctoral Programme Director, and the Head of Department.

Depending on the circumstances of your case, the Committee might call you and/or your supervisors for an interview, or might write to you detailing a particular course of action (e.g. requesting the submission of your thesis outline, a sample of writing, a detailed schedule of work, etc.).

After this process, the Research Students Progress Committee will either recommend to the PhD Academy that you be re-registered or that your registration be terminated.

‘Third year’ progress review
School regulations require that students are reviewed more formally at the end of their third year of registration. However, because of the extended period of fieldwork conducted by students in our Department, this timing is not feasible. Therefore, in agreement with the PhD Academy, this review will take place during the third term after you have returned from fieldwork (during the sixth term if you are part time), though it may exceptionally take place outside of the School’s normal timeframe.

The review will establish whether:

1. you should be allowed to progress and be re-registered;
2. you should apply for an extension to the maximum period of registration (see below);
3. your registration should be terminated.

For the review, you will be required to submit the chapters you have drafted since your return from fieldwork and a Third Year Review Form (which will be sent to you). The review will consist of an oral examination (viva), which will take place after the examiners have read your written submission and have written their independent reports. The examiners will be your two supervisors and one other member of staff (the external examiner in what follows), who will be selected each year by the Doctoral Programme Director in consultation with the Chair of Examiners.

The viva is a formal examination, which will give you the opportunity to discuss your own assessment of your progress to date, the quality of your writing and your work plan looking ahead. You should be prepared to give a short presentation, highlighting the key aspects of each of your chapters and explaining how you see them fitting into the overall structure of your dissertation. You should be prepared to respond to the examiners’ criticisms and suggestions. The viva will last about one hour.

After the viva, the external examiner will write a joint report detailing the outcome of the examination, providing an assessment of your progress, and making recommendations as outlined above.

The examiners’ report will be sent to the Research Students Progress Committee, which will meet to consider its recommendations and will make a final decision.

Maximum period of registration and extensions
All students registered at the LSE are expected to complete their PhD in a maximum of 4 years (if full time) or 8 years (if part time) following completion of the MRes year (note that if, during your programme, you switch from full to part-time registration, or vice versa, your maximum period of registration will be recalculated accordingly).

The completion rates of the Department, and of the School more generally, are constantly monitored (by external bodies such as the ESRC or HEFCE) and it is important for the collective wellbeing of the Department that our students complete by the relevant deadlines. At the same time, the Department is committed to preserving the integrity of its training and, especially, of the essential component of the programme, namely the extended period of fieldwork that we require our students to undertake. Therefore, we expect all our students to organize their studies in the most time-efficient manner, while at the same time we
will support them when requesting permission to undertake extended periods of fieldwork as necessary and when applying for appropriate extensions to their maximum period of registration.

It is particularly important that, if you encounter any difficulty (e.g. ill health, personal, financial) which prevents you from working on your thesis for an extended period of time (e.g. a month or more, though there is no minimum limit), you immediately discuss your circumstances with your supervisors, the Doctoral Programme Tutor or the Doctoral Programme Director, as it might be advisable for you to apply for an interruption of your studies (see below under Registration). Any period of interruption will not count towards your maximum period of registration. Note, however, that if you hold a Visa that requires you to be registered, you might not be able to apply for an interruption.

All of the above applies to all students, but it is particularly important for those who are funded by the ESRC. In allocating studentships to the LSE, the ESRC considers the School’s overall completion rates but most especially the completion rates of ESRC funded students. If the completion rates are not satisfactory, the ESRC may impose penalties, which will affect the availability of studentships for future students. We therefore monitor the progress of ESRC students especially closely and we expect them to take their responsibility towards the Department, the School and future students very seriously. If you are funded by the ESRC you should bear this in mind when planning your work. If there are problems about meeting the deadline, you should discuss this with your supervisors and the Doctoral Programme Director at the earliest possible opportunity.

The School recognizes that not all students will be able to complete within the maximum period of registration, and it allows students to apply for an extension in exceptional circumstances.

According to School regulations, students should apply for an extension at the time of their ‘Third year review’. As explained above, in the case of Anthropology students, this review will take place during the third term (or sixth if part-time) after they have returned from the field.

Guidance on requesting extensions to the maximum registration period can be found here info.lse.ac.uk/current-students/phd-academy/assets/documents/extendYourRegistration.docx.

Please note that while the Department will monitor your progress and will advise you with regard to your submission deadline, it is your responsibility to be aware of it and work towards a timely submission. Bear in mind that the expiry date on your Library card may not be the same as your maximum period of registration deadline, and that you will not be able to submit your thesis if your registration has expired (see below).

**PhD thesis presentation and examination entry**

Information about how to enter for the PhD exam, submission of your thesis, binding, the viva, and other related matters can be found on at info.lse.ac.uk/Current-Students/phd-academy/phd-journey.

Please be aware that it is your supervisors who have the responsibility of nominating your examiners, even though they will most likely want to discuss this with you. You should not contact your prospective examiners yourself.

The reference style you should use in your thesis is that of Journal of the Royal Anthropological Institute. JRAI guidelines say the following about bibliographical references:

Bibliographical references should be cited in the text by the author’s last name, date of publication, and page, e.g. (Firth 1954: 285) or, if the author’s name is mentioned in the text, by the date and page reference only, e.g. (1954: 285). Every quotation must be page referenced as must be references to sections of texts in which specific concepts, debates, or ethnographic examples are discussed. Entries in the references should be in alphabetical order of authors and should include the following: name and initials (not full given names) of author(s), date, title, and (for books) place of publication as well as, if published in 1901 or after, name of publisher. For articles the name of journal should be provided in full with the volume number (arabic numbers to be used throughout) and pagination. Include both volume and issue number only where a journal is paginated by issue rather than in one sequence across the volume. Always include pagination for chapters within books. Translators should be credited for translated works. Where the original date of publication differs significantly from the date of the edition
being cited, the date of original publication should also be included in square brackets.

Examples are:


Editorial help with your thesis
You may wish to seek help from a third party in editing your thesis before you submit it for examination. The School has produced a Statement on the level of editorial help that is and is not permitted. You will need to read the Statement, provide a copy of it to any third party you might use when editing your thesis and declare what help you have received from a third party in the front pages of your thesis.


Template for front pages of your thesis:
info.lse.ac.uk/current-students/phd-academy/assets/documents/thesisFrontPage.pdf

Plagiarism is a serious offence.

Assessment offences and plagiarism
All work submitted as part of the requirements for any examination must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism – that is, the presentation of another person’s thoughts or words as if they were your own – is a serious offence and a breach of your intellectual and academic integrity. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

To avoid plagiarism, any phrases, sentences and ideas that you use from any form of text – an article, a book, a speech, an internet contribution – must be fully acknowledged and cited. Where you use the actual words of a given author they must be placed in inverted commas and a full citation given in brackets afterwards. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Individuals sometimes make the mistake of assuming that work found on the internet is not subject to the same rules of citation and acknowledgement as articles and books. This is not true.

Any written work you produce (for classes, seminars, examination scripts, dissertations, essays, computer programmes) must be solely your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School’s Statement on Editorial Help, see link below. Any breach of the Statement will be treated in the same way as plagiarism.

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

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department (webpages, Moodle, Handbook or the administrators), Academic Adviser, LSE LIFE or the Library as soon as possible. Please see the assessment regulations for assessed coursework below.

If you are in any doubt about how to avoid plagiarism, please consult your academic adviser or supervisor.

**General School and Programme Regulations**

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

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

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

- Regulations for the consideration of appeals against decisions of boards of examiners for taught courses
- Regulations for Taught Masters degrees (entering in or after 2009/10)
- Appeals regulations for research students
- Regulations on assessment offences: other than plagiarism
- Exam Misconduct

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

[info.lse.ac.uk/staff/services/Policies-and-procedures](http://info.lse.ac.uk/staff/services/Policies-and-procedures)

The Regulations on Plagiarism can be found at the following web links: [info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-Plagiarism.pdf](http://info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-Plagiarism.pdf)

**Self-Plagiarism**

The work presented for assessment in your essays, exams, and dissertation must not duplicate or unacceptably overlap with work you have presented elsewhere for assessment.

It is acceptable, however, to build on and develop ideas from earlier work and to use your knowledge of anthropological texts to illustrate different arguments.

**Codes of Good Practice**

The Codes of Practice for Taught Masters Programmes explain the basic obligations and responsibilities of staff and students and apply to the MRes. They set out what you can expect from your departments – and what departments are expected to provide – in relation to the teaching and learning experience. The Code covers areas like the roles and responsibilities of Supervisors and Programme Directors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

The code for postgraduate students:


All students should read The Ethics Code and guidance. The Ethics Code and guidance sets out the core principles by which the whole School community (including all staff, students and governors) are expected to act [lse.ac.uk/ethics](http://lse.ac.uk/ethics).

The Student Charter sets out the vision and ethos of the School –

[info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/stuCha.pdf](http://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/stuCha.pdf)

If you conduct research you should refer to the School’s Research Ethics Policy and procedures –

[www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx](http://www.lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx)

and also the Code of Research Conduct –

[info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/codResCon.pdf](http://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/codResCon.pdf)

If you have any questions regarding research ethics or research conduct please contact research.ethics@lse.ac.uk.
**Good research practices**
The Association of Social Anthropologists’ ethical guidelines for good research practices can be found at [www.theasa.org/ethics/guidelines.shtml](http://www.theasa.org/ethics/guidelines.shtml).

Please read these and discuss any additional ethical dimensions arising from your fieldwork with your supervisor(s), including how you intend to resolve any ethical problems which may arise.

**Ill health**
If you experience any health difficulties during your programme of study, you need to inform your supervisors as soon as possible. If you are unwell for more than two weeks, you should obtain a medical certificate from your doctor, and inform both the Department and the PhD Academic of your non-attendance due to ill-health and when you expect to return. Ill health may also affect performance on assessed work.

Depending on the length of time for which you are unwell, it may be necessary to apply for an interruption to your studies (see below).

**Registration**
You will normally be registered throughout your period as a research student in the Department. You will need to be registered in order to take any exams, submit your thesis, and use the library, and so on. Your registration status will also determine your fees. There are times when you will need to change your registration status. Guidance, most forms including exam entry forms (for when you submit your thesis), and advice on formatting your thesis, can be found at [info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance](http://info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance).

**Interruption**
You should apply for a period of Interruption if you are unable to work on your thesis for reasons such as long term ill health. You should also apply for an Interruption if you require maternity leave. An Interruption temporarily ‘stops the clock’ and thus pushes back your submission deadline. Complete the Application to Interrupt your Studies form.

**Permission to undertake fieldwork**
If you are going to be away from LSE to carry out fieldwork you must first seek approval by completing an Application to Undertake Fieldwork form. This includes a Risk Assessment. Please note that, as mentioned elsewhere in this handbook, Ethics approval is also required before fieldwork can commence. You must also have completed the pre-fieldwork requirements to a satisfactory standard.

**Permission to study elsewhere**
Should you wish to study elsewhere for a short period whilst continuing your research programme at the School (for example on a placement at another university), you will need to seek permission to do so. Please see the Application to Study Elsewhere form.

**Changing to part-time**
Switching to part-time registration is available to students who need to spread their studies over a longer period if they are in one or more of the following categories and can provide documentary evidence:

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

To request this change, please complete the Application to Change to Part time Study form.

**Extension of maximum period of registration**
Extension beyond any maximum period will only be allowed in **exceptional circumstances** by permission of the Research Degrees Subcommittee Chair. Normally **only one** period of extension will be granted and requests should usually be made by the end of the penultimate year of registration. To request an extension, please see the Application to Extend your Registration form.

**Living abroad**
In exceptional circumstances, you may seek permission to live abroad (beyond the normal period of fieldwork). In the first instance, you should discuss the implications of this request with your supervisors and inform the Doctoral Programme Director. If agreement in principle is given, you will have to complete the Application to Reside Outside the UK form to obtain permission from the Research Degrees Subcommittee Chair.

**Withdrawing**
Students wishing to withdraw from their programme are advised first to talk to their supervisor to discuss the available options.
Registration – MRes
The above forms are specifically for use by (and in some cases only relevant to) students who are on the PhD part of the programme. Students on the MRes who need to request an interruption or change to part-time study should instead use the forms on the following pages:

www.lse.ac.uk/intranet/students/registration TimetablesAssessment/Registration/Changes/

www.lse.ac.uk/intranet/students/registration TimetablesAssessment/Registration/Changes/

www.lse.ac.uk/intranet/students/registration TimetablesAssessment/Registration/Changes/

modeofstudy.aspx
Central services

Financial Support
FSO is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It holds drop in sessions in the Student Services Centre. Advice can also be given by telephone on 020 7955 6609 (9.30am-5.30pm).

FSO provide information about funds such as the Student Support fund, LSE Access Fund and the Postgraduate Travel fund.

Full details and application forms are available from www.lse.ac.uk/financialSupport.

Fees
The School offers two options for payment of fees. You can either pay them in full prior to Registration or by Payment Plan where you pay one third of your fees on the 28 September 2017, 28 January 2018 and 28 April 2018. If you do not know the cost of your fees, please see the Table of Fees at lse.ac.uk/tableoffees.

Full fee information, including how to pay, can be found at www.lse.ac.uk/feesoffice.

Student study support
The Teaching and Learning Centre (TLC) offers study support to all students via a series of lectures, workshops, and one-to-one appointments.

Register on the TLC Moodle course ‘Learning World’ (LW) at the beginning of MT and check training.lse.ac.uk regularly for details of resources and courses to support your learning.

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

A certificate of registration provides proof to organisations, such as council tax offices, embassies and banks, that you are registered as a current student at LSE. For details about what is contained in a certificate of registration visit www.lse.ac.uk/intranet/LSEServices/IMT/TimetablesAssessment/certificatesDocsLetters/certificatesOfRegistration.aspx.

You can obtain a Certificate of Registration from the Student Services Centre during our opening hours (normally 11:00am to 4:00pm, Monday to Friday). If you are planning to use the document to open a bank account you must specify which bank it needs to be addressed to.

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

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

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

IT Support
IT Service Desk
Contact the IT Service Desk for support regarding School-owned hardware or software on the LSE network, network and email account issues, and general IT queries.

Laptop Surgery
Visit the Laptop Surgery in the Walk In Centre on the 1st Floor of the Library for free advice and hands-on assistance with problems connecting to LSE resources from personally-owned laptops and mobile devices.

IT accessibility
LSE’s Information Management and Technology (IMT) is committed to the provision of facilities and support for disabled students and staff to assure equality of access to services.

You’ll find three dedicated computer rooms, restricted access PCs, and adjustable desks and monitor stands for disabled students across campus. For more information about IT accessibility, please see www.lse.ac.uk/intranet/LSEServices/IMT/accessibility/home.aspx.
**Faith Centre**

The LSE Faith Centre is a state of the art multi-faith facility used for worship, prayer, interfaith discussion, and hospitality by the diverse student body at LSE. Its purpose is threefold:

1. To meet fully our requirements under the Single Equality Act by providing the spaces necessary for different religious groups to pray, worship and explore their faith together on campus.
2. To be a centre for interfaith dialogue and common endeavour that seeks to address the religious tensions underlying many campus disputes and that increasingly characterise the world into which our students will graduate.
3. To provide a reflective space on a hectic campus where both students and staff can take time out away from noise and the stress of work either individually or in organised meditations, yoga, tai chi and so on.

You’ll find the Faith Centre on the 2nd Floor of the Saw Swee Hock Student Centre or at [www.lse.ac.uk/faithcentre](http://www.lse.ac.uk/faithcentre).
Libraries

The Seligman Library
www.lse.ac.uk/anthropology/department/seligmanLibrary/seligmanLibrary.aspx

The Seligman Library (room OLD 6.05) is exclusively for the use of students and staff in the Department of Anthropology. The Library is used as a borrowing library at lunchtimes during term time, staffed by undergraduate students, and you can borrow books as well as obtain access to articles, offprints and films.

At other times the room is available as a study room and is open from early morning to late evening. Please note, however, that meetings and regular seminars take place in there. A timetable will be posted on the door indicating when the Library is free for study and when it is in use.

LSE Library
www.lse.ac.uk/library

Your LSE student ID card is also your Library card.

LSE Library is the world’s largest social sciences library, with over four million printed items and 1,740 study places including 450 networked PCs, 200 laptop plug-in points and an iRoam laptop loan service. The whole Library is a wireless zone.

Library collections include the Main Collection, and the ‘Course Collection’. The Course Collection includes essential texts from course reading lists with texts set aside for short-term loans allowing better access to key titles. Loan periods for the Course Collection vary from one week to 24 hours. The loan periods are the same regardless of who is borrowing and some of the fines for special Course Collection books (set texts) can be high, so be sure to pay attention to the loan labels when you begin to use this collection.

The Library houses 33,000 past and present journal titles in print and also subscribes to over 50,000 e-journals. The Library website provides the gateway to a wide range of electronic resources.

Special short courses are available in the Library on reference skills (e.g. Endnote bibliographic software, accessing e-journals, using government materials etc.). Check with the Help Desk on the first floor, or on the Library’s website, for more information or go to apps.lse.ac.uk/training-system.

The Library is open in the evenings and at weekends, including during vacation. Twenty-four hour opening operates during Lent and Summer terms.

Our dedicated Academic Support Librarian is Heather Dawson (h.dawson@lse.ac.uk). Do make sure to ask for her or other Library staff at the beginning of term for general information, your Library guide, and other freebies.

The Shaw Library
This is a small lending collection of general literature, daily newspapers and magazines, and a substantial collection of recorded music. It is housed in the Founders’ Room on the sixth floor of the Old Building, serving as a quiet room where lunchtime concerts are held on Thursdays in the Michaelmas and Lent terms.

University of London facilities
lectures and libraries

The LSE is a part of the University of London, and as such has links to some University of London libraries. If the need should arise to research special topics that go beyond the LSE Library collection, students are advised to check whether the Senate House or School of Oriental and African Studies libraries hold the required items. Both libraries are within walking distance from the LSE (close to Russell Square tube station).

Students in the past have enjoyed special lectures held by various University of London hosts. Whilst you are studying at LSE, it is worth investigating if there are any particular lectures being given by Goldsmiths, UCL, School of Oriental and African Studies or other University of London colleges and institutions.

Other libraries

- The British Library (96 Euston Road, London NW1 2DB): The national library of the United Kingdom which is a copyright library and thus reportedly keeps a copy of every publication printed in the UK. Membership is limited to students with research purposes who can prove their need for access. Please contact the British Library for an application form if you believe this applies to you. More information is available at www.bl.uk.
• The Anthropology Library, located within the Centre for Anthropology at the British Museum (Great Russell Street): every geographical area and all aspects of anthropology are covered. The library contains more than 120,000 volumes and 1,500 journal titles. The Library is open to all students for reference and research purposes. www.britishmuseum.org/about_us/departments/africa_oceania_americas/research_facilities.aspx.

• The Wellcome Institute Library (near Euston): Medical anthropology. More information is available at wellcomelibrary.org.

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**Associations of interest to Anthropology students**

**Royal Anthropological Institute**

www.therai.org.uk/

This organisation publishes the Journal of the Royal Anthropological Institute and Anthropology Today, and hosts a large number of conferences, seminars and public events, including an ethnographic film festival. It houses an archive of photographs and films that are available for consultation.

**Association of Social Anthropologists**

www.theasa.org

The ASA is the main professional body of social anthropology for the UK and the Commonwealth.

This association promotes the study and teaching of social anthropology in the UK and the Commonwealth, publishes the journal Anthropology Matters and organises an annual conference.

**European Association of Social Anthropologists**

www.easaonline.org/

EASA is a professional association open to all social anthropologists either qualified and/or working in Europe. EASA organises biannual conferences and edits the journal Social Anthropology: Anthropologie Sociale.

**American Anthropological Association**

www.aaanet.org/index.cfm

This is the world’s largest professional organization of individuals interested in anthropology. It organises many conferences, has a flagship journal called American Anthropologist, and maintains an excellent website.

**Association for Queer Anthropology (AQA)**

queeranthro.org

This is a section under the American Anthropological Association. The AQA website contains extensive information on relevant research, anthropologists working in this growing sub-field, publications, and funding.

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A combined student membership is available for the RAI and ASA.
Personal Development

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

LSE LIFE
LSE LIFE is the School’s centre for academic, professional and personal development for students on taught programmes, including the MRes. They are here to help you find your own ‘best’ ways to study, think about where your studies might lead you, and make the most of your time at LSE. They offer:
- guidance and hands-on practice of the key skills you’ll need to do well at LSE: effective reading, academic writing and critical thinking
- workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
- a place to meet and work together with your peers on interdisciplin ary group projects and research
- support in making the transition to (or back to) university life;
- advice and practice on working in study groups and on cross-cultural communication and teamwork
- ideas and inspiration about academic pursuits and pathways into professional life and much more.

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

lse.ac.uk/lifelife.

Personal development events
There are lectures and group based workshops across the year on topics such as stress management, overcoming perfectionism, and coping with personal difficulties. See www.lse.ac.uk/tlc/devel opment and www.lse.ac.uk/counselling which both run such events.

Student Wellbeing Service: One to One Support
LSE’s Student Counselling Service (www.lse.ac.uk/counselling) offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme (www.lse.ac.uk/peersupport) enables you to talk with fellow students if you have any personal worries.

The Disability and Wellbeing Service (www.lse.ac.uk/disability) provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments.

LSE Volunteer Centre
The LSE Volunteer Centre is based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. They advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part-time internships with charities.

The annual Volunteering Fair takes place at the beginning of Michaelmas term and is a great opportunity to meet a wide range of charities and get a feel for the work they do. You can find out more, as well as tips and advice about volunteering, on the LSE Volunteer Centre website at lse.ac.uk/volunteercentre or @LSEVolunteering.

The Widening Participation team
LSE’s Widening Participation (WP) team aims to raise aspiration and attainment in young people from London state schools. They deliver a number of projects that encourage young people from under-represented backgrounds to aim for a university education. They need enthusiastic volunteers to be inspiring role models and to contribute to the success of their programmes.

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

Quality Assurance

The School’s approach to quality assurance is set out in the document Strategy for Managing Academic Standards.

It sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.
Student Teaching Surveys
The Teaching Quality Assurance and Review Office (TQARO) conducts two School-wide surveys each year to assess students’ opinions of teaching, one in each of the Michaelmas and Lent Terms.

Teaching scores are made available to individual teachers, Heads of Departments, the Director of the Teaching and Learning Centre and Language Centre, and the Pro-Director (Education). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators. These can be found on the TQARO website at www.lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results/Home.aspx

Equity, Diversity and Inclusion at LSE

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

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

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

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

Students’ Union

LSE Students’ Union (LSESU) is a not-for-profit organisation run by LSE students, for LSE students. Their aim is to help you make the most of all the life-changing experiences open to you during your time at university. See www.lsesu.com for more information.
Key dates for 2017/8

<table>
<thead>
<tr>
<th>Date</th>
<th>Term dates and submission deadlines</th>
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<tbody>
<tr>
<td>Monday, 25th Sept</td>
<td>Michaelmas Term (MT) Week 1 – Teaching starts</td>
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<tr>
<td>Monday, 23rd Oct</td>
<td>Due date for MRes students to submit the brief outline of their research project</td>
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<tr>
<td>Monday, 30th Oct</td>
<td>AN471 1,000-word report deadline (MRes students)</td>
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<tr>
<td>Monday, 20th Nov</td>
<td>MT Reading Week starts</td>
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<tr>
<td>Friday, 8th Dec</td>
<td>AN471 1,000-word report deadline (MRes students)</td>
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<tr>
<td>Friday, 8th Jan</td>
<td>Michaelmas Term ends</td>
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<tr>
<td>Monday, 8th Jan</td>
<td>AN471 3,000-word essay deadline (MRes students)</td>
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<tr>
<td>Monday, 12th Feb</td>
<td>Lent Term (LT) teaching starts</td>
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<tr>
<td>Monday, 12th Mar</td>
<td>Deadline for 1st draft of Research Proposal (MRes students)</td>
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<tr>
<td>Friday, 23rd Mar</td>
<td>Deadline for 2nd draft of Research Proposal (MRes students)</td>
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<tr>
<td>Monday, 23rd Apr</td>
<td>Lent Term ends</td>
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<tr>
<td>Monday, 1st June</td>
<td>AN472 2,500-word essay deadline (MRes students)</td>
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<tr>
<td>Friday, 1st June</td>
<td>Summer Term (ST) exam period starts</td>
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<tr>
<td>Friday, 8th June</td>
<td>Due date for 1st draft of Research Proposal (MRes students)</td>
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<tr>
<td>Friday, 24th Aug</td>
<td>Due date for ‘extra’ course assessment essays (MRes students)</td>
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<td>Summer Term ends</td>
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<td></td>
<td>Due date for Research Proposals (MRes students)</td>
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<td></td>
<td>Due date for late submission Research Proposal (MRes students)</td>
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Note that, for those departments that operate them, including the Department of Anthropology, Reading Weeks are weeks 6 of both MT and LT (commencing 30th October 2017 and 12th February 2018).

The School is closed on English public holidays, and for some additional days around Christmas and Easter. In 2017/8 these will be:

**Christmas Closure**  Thursday, 21st December 2017 – Monday, 1st January 2018

**Easter Closure**  Thursday, 29th March 2018 – Wednesday, 4th April 2018

**May Bank Holiday**  Monday, 7th May 2018

**Spring Bank Holiday**  Monday, 28th May 2018

**Summer Bank Holiday**  Monday, 27th August 2018
All buildings have wheelchair access and lifts, except 5LF, 50L, 95A, KGS, KSW*, POR*, and SHF.

*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only)