



Department of Economic History

MSc in Global History and MA Global Studies (Erasmus Mundus)

NOTES FOR STUDENTS

2015-2016

Dates of Terms, 2015-16

Michaelmas Term:	Thursday September 24 th – Friday December 11 th 2015 (Teaching begins Monday September 28 th)
Lent Term:	Monday January 11 th – Thursday March 24 th 2016
Summer Term:	Monday April 25 th – Friday June 10 th 2016

The School will also be closed on English public holidays:

Christmas Closure:	Wednesday 23 rd December – Thursday 31 st December 2015
New Year's Day:	Friday 1 st January 2016
Easter Closure:	Thursday 24 th March – Wednesday 30 th March 2016
May Bank Holiday:	Monday 2 nd May 2016
Spring Bank Holiday:	Monday 30 th May 2016
Summer Bank Holiday:	Monday 29 th August 2016

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DEPARTMENT OF ECONOMIC HISTORY

INFORMATION FOR MSc GLOBAL HISTORY STUDENTS, 2015-16

Welcome to the Department of Economic History. We hope that your studies prove both successful and enjoyable. These Notes contain most of the information you need on the MSc and the Department. These Notes, however, do not repeat or replace University regulations and the LSE [Calendar](#) is the authoritative source on School policy, procedures, and regulations.

The taught MSc in Economic History was initiated in 1964, and the MSc in Global History in 2000. In 2004 the MSc Economic History was divided into two programmes, the core MSc in Economic History and the MSc Economic History (Research), designed for entrants to our MPhil/PhD programme. In 2005-06 the MSc Global History became part of the Erasmus Mundus Global Studies Programme, and in 2008-09 the MSc Political Economy of Late Development, taught jointly with the [Department of International Development](#) was launched. This year, we are pleased to welcome the first cohort of our MSc Quantitative Economic History, which is taught jointly with the [Department of Economics](#).

The combined MSc programme is the largest of its kind in Britain, and probably the world. In the latest Research Excellence Framework (REF), LSE History (Economic History and International History) was ranked 6th out of 83 submissions to the REF History Panel for the percentage of its research outputs rated 'World Leading' (4*), or 'Internationally Excellent' (3*), and ninth for its submission as a whole. On the basis of the combination of quality publications and number of staff submitted, a measure of research power, LSE History ranks 4th in the UK.

The Department is one of the leading global centres for economic history and, since the foundation of LSE, has been at the forefront in economic history teaching and research. Our MSc students are a part of this tradition of excellence.

Professor Tirthankar Roy
MSc Programmes Director

SECTION 1:

The Department/Programme:

1. MSc Programme: Statement of Aims

This programme is intended for graduates in history, geography, anthropology and other humanities degrees as well as related social sciences, such as economics, politics and sociology (prior knowledge of economic theory is not essential).

The programme was developed in response to the maturation of global history as a field; by the contribution of economic history and social science based approaches to the framing and content of the field; and by the increasing involvement of members of the Department in this area. To achieve coherence and rigour, the focus is specifically on economic change considered in its cultural, social and political contexts.

The programme is relevant for students considering a wide range of career options, especially those fields involving cross-cultural or international contact. It provides a strong foundation for students seeking to continue research in global and comparative history.

2. Staff

Photographs of all teaching staff in the Department are displayed on our [website](#).

Dr Olivier Accominotti, Room SAR 514, Ext. 6773 (o.accominotti@lse.ac.uk) (*on leave Michaelmas and Lent Terms*)

Mr Dudley Baines, Room SAR 608, Ext. 7059 (d.e.baines@lse.ac.uk)

Dr Gerben Bakker, Room SAR 509, Ext. 7047 (g.bakker@lse.ac.uk) (*Undergraduate Tutor*) (*on leave Lent Term*)

Dr Lars Boerner, Room SAR 505, Ext. 3617 (l.boerner@lse.ac.uk)

Dr David Chilosì, Room SAR 607, Ext. 7055 (d.chilosì@lse.ac.uk)

Dr Peter Cirenza, Room SAR 506, Ext. 6701 (p.t.cirenza@lse.ac.uk)

Dr Neil Cummins, Room SAR 513, Ext. 6688 (n.j.cummins@lse.ac.uk)

Professor Nick Crafts, Room SAR 608, Ext. 7059 (n.crafts@lse.ac.uk)

Dr Kent Deng, Room SAR 605, Ext. 6163 (k.g.deng@lse.ac.uk)

Dr Leigh Gardner, Room SAR 507, Ext. 6427 (l.a.gardner@lse.ac.uk)

Dr Peter Howlett, Room t.b.c, Ext. 7075 (w.p.howlett@lse.ac.uk) (*On leave 2015-16*)

Professor Janet Hunter, Room SAR 517, Ext. 7071 (j.e.hunter@lse.ac.uk)

Dr Alejandra Irigoin, Room SAR 611, Ext. 7068 (m.a.irigoin@lse.ac.uk) (*On leave Michaelmas and Lent Terms*)

Helena Ivins, Room SAR 603, Ext. 7110 (h.ivins@lse.ac.uk)

Tracy Keefe, Room SAR 603, Ext. 7860 (t.j.keefe@lse.ac.uk) (*MSc Programmes Manager*)

Dr Tim Leunig, Room SAR 604, Ext. 7857 (t.leunig@lse.ac.uk) (*On leave Michaelmas and Lent Terms*)

Loraine Long, Room SAR 603, Ext. 6586 (l.long@lse.ac.uk)

Dr Debin Ma, Room SAR 612, Ext. 7201 (d.ma@lse.ac.uk) (*Chair of MSc Exam Board*)

Dr Chris Minns, Room SAR 512, Ext. 7812
(c.minns@lse.ac.uk)

Professor Mary Morgan, Room SAR 609,
Ext. 7081 (m.morgan@lse.ac.uk) (*On leave 2015-16*)

Professor Albrecht Ritschl, SAR 606, Ext.
6482 (a.o.ritschl@lse.ac.uk) (*Head of Department*)

Dr Joan Rosés, Room SAR 515, Ext. 6678
(j.r.roses@lse.ac.uk) (*Research Tutor*)

Dr Tirtankar Roy, Room SAR 616, Ext. 6248
(t.roy@lse.ac.uk) (*MSc Programmes Director*)

Linda Sampson, Room SAR 613, Ext. 7084
(l.sampson@lse.ac.uk) (*Departmental Manager*)

Dr Eric Schneider, Room SAR 5xx, Ext. tbc
(e.b.schneider@lse.ac.uk) (*On leave 2015-16*)

Dr Max Schulze, Room SAR 614, Ext. 6784
(m.s.schulze@lse.ac.uk)

Dr Oliver Volckart, Room SAR 610, Ext.
7861 (o.j.volckart@lse.ac.uk)

Dr Patrick Wallis, Room tbc, Ext. 7074
(p.h.wallis@lse.ac.uk) (*On leave 2015-16*)

Dr Helen Yaffe, Room tbc, Ext. tbc
(h.yaffe@lse.ac.uk)

All members of the Department hold office hours each week and display the times of these on their office doors and on the Departmental website. During office hours, they are available to see students without appointment, but you should feel free to email to arrange an alternative time.

3. Research Staff and Academic Visitors

The department regularly hosts distinguished academics from other institutions. Details change from term to term, check website for up-to-date information

<http://www.lse.ac.uk/collections/economicHistory/whosWho/Default.htm>

4. Academic Advisers and MSc Programmes Director

Each student will be allocated an academic adviser from within the department. Your academic adviser is your most important link with the Department and with the School, and **it is important that you establish contact in the early days of term and maintain a close working relationship throughout the course.** You will work most closely together in the planning and production of your dissertation and he or she will be able to advise you on choice of courses, on the MSc regulations, on administrative matters generally, on the prospects of proceeding to the MPhil/PhD degree etc. Your academic adviser may be able to offer advice if your work is affected by illness, financial difficulties or other crises, and you should keep him/her informed of any disruptions to progress. He or she will also be your first contact with the college after you leave LSE. You may well require him/her to provide a reference at some stage and are advised to give him/her a copy of your CV early in the year and to provide an up-to-date CV should you require a reference after graduation. **If the hours your academic adviser sets aside to see students without appointment clash with your teaching you should let him or her know this and make appointments to meet at regular intervals, at least three times each term.** If you do not hear from your academic adviser, you should approach him/her to arrange a meeting. If

you are unable to resolve any matter satisfactorily with your academic adviser you can discuss it with Professor Roy, MSc Programmes Director.

The MSc Programmes Director's main role is to monitor postgraduate teaching and tutorial arrangements. He also acts as an academic adviser in cases of urgency.

5. MPhil/PhD in Economic History

The Department is the largest provider of research training in economic history in the UK: in recent years there have been 30 or more full-time registered MPhil/PhD students. More than 70 students completed Ph.D.s in 2005-2013, many of whom will go on to become university teachers. A Masters degree (with "merit" overall and at least 65% in the dissertation) is a pre-requisite for MPhil registration and in every year several MSc students go on to research degrees at LSE and elsewhere. Research students at LSE register initially for the MPhil and are upgraded to PhD registration, subject to satisfactory progress, towards the end of their second year. If you are interested in the MPhil/PhD your Academic adviser can offer advice and information, as can Professor Joan Roses, Research Student Tutor.

6. Syllabus and Courses

MSc Global History is intended for graduates in history and related disciplines interested in exploring change in global perspective over the long term. The programme is focussed on economic change considered in its social and political contexts.

Structure:

- a core half-unit course - EH481 Economic Change in Global History;

- two from EH482 Pre-Modern Paths of Growth, EH483 The Development and Integration of the World Economy, and HY423 Empire, Colonialism and Globalization;
- the choice between EH479 (a 6,000-word half-unit dissertation) and EH480 (a 10,000-word full-unit dissertation);
- then, depending on which type of dissertation chosen, optional courses to the value of either 0.5 or 1.0 units in either term

MA Global Studies (Erasmus Mundus)

students follow the MSc Global History syllabus whether at LSE for their first or second year. **However, 1st year students must take EH479 (6,000 word half-unit dissertation), and 2nd year students must take EH480 (10,000 word full-unit dissertation)**

For full details of the 2015-16 syllabus see the programme regulations:

http://www.lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters/2015_MScGlobalHistory.htm

Some courses have an element of course assessment. Syllabus details, and the course regulations, can be seen in the LSE [Calendar](#). Not all courses are available every year: when staff are on leave or when insufficient students express interest, courses may not be taught. Timetabling difficulties may prevent certain combinations of courses being taken. Details of courses available in the current year, teaching times and teaching rooms, will be given at the introductory meeting. Appendix III (below) lists courses with brief details of contents.

Examinations take place in the Summer Term. Dissertations are submitted by September 1st. If you need further advice in selecting your courses your academic adviser will be able to help and you can get considerable guidance also by looking at the course “study guides” printed in the LSE Calendar. Feel free to keep your options open during Week 1 and attend as many classes as you wish until you make your final choice.

7. Choice of Courses

Take care to ensure your chosen courses meet your needs and abilities. Be aware that EH422 is highly quantitative, as are its half-unit equivalents EH426 and EH427. When you have decided which courses you would like to take, you can select them via [LSE For You](#) at the end of Week 1.

You can keep your Lent Term options open until January, but please keep an eye on the timetables as it is your responsibility to ensure that your choices do not clash.

Students following the MSc Global History are not allowed to take courses outside the department.

8. Coursework

You should attend regularly whatever meetings are arranged for your courses, including those for the Dissertation. The length of meetings, the form they take, and the amount of written work required, varies from course to course. The Graduate School recommendation is that a minimum of three pieces of written work should be submitted for each full-unit course (as essays or as seminar presentations) and that written work should be returned to you graded and with comments. Many teachers require, or encourage, students to

do more than the minimum. You should keep your academic adviser informed of your progress. Some courses include essays or an extended essay as part of the formal examination requirements.

Details of course-assessment requirements and procedures, dates for submission, length of essays etc. will be made clear in the Calendar and when courses begin. There are penalties for lateness and overlong submissions (which may differ from those applicable to the dissertation), so be sure you know exactly what is expected. Course teachers report students' grades, attendance, and seminar contributions to the MSc Programmes Director who informs academic advisers if this evidence indicates cause for concern.

Teaching takes a variety of forms, including workshops and formal lectures. But the greater part of post-graduate coursework at LSE (as elsewhere) is organised in seminars which are less structured than much first-degree teaching and to which you are expected to contribute. Meetings start at five minutes past the hour and end at five minutes to the hour. Please make every effort to be present in good time. If you know you will miss a meeting for medical or other reasons, you should inform your teachers. Prolonged absences should be reported to your academic adviser as well.

9. Feedback

You can expect to receive a high level of feedback during your time in the Department. Feedback can take a variety of forms and ranges from the formal, written comments on a submitted essay, to a chat in the pub after class. Your course lecturers and seminar leaders are all available for you to discuss your work individually during their weekly office hours or by appointment

at other times. Please try and take on board any comments you receive.

10. Submission of assessed work

You will need to submit your assessed work according to instructions posted on Moodle. In return you will receive a statement confirming receipt of your work. You will also be required to sign a statement confirming that it is your own work. Your work should show your candidate number, but not your name. If your submission date is before exam candidate numbers have been published, a detachable cover sheet with your name, course title and title of essay should be affixed.

11. The Dissertation

The dissertation can take two different forms depending on your choice between the half-unit dissertation EH479 and the full-unit dissertation EH480 (see also 6. above).

EH479 offers you a shorter dissertation of no more than 6,000 words, which is expected to be a critical literature review. Choosing EH479 implies that you take additional courses to the value of 1.0 units from the list of available electives.

EH480 offers you a longer dissertation of no more than 10,000 words, which is expected to engage with primary source material in addition to providing a discussion of the literature. Choosing EH480 implies that you take additional courses to the value of 0.5 units from the list of available electives.

The choice between these two options gives you the freedom to focus your efforts either more strongly on coursework (EH479) or more strongly on your own

research (EH480). We recommend that you discuss this choice with your adviser early on, although your final decision is not required until 11th January 2016 (see also 6. above).

In both cases, it should relate broadly to one of your Global History taught courses. It may be a critical survey of a well-defined problem in the literature or an empirical case study within a global history framework.

Students should agree on their subjects with their academic adviser as early as possible; in the case of those taking the MSc in one year, a provisional dissertation title and outline is required by week 3 of the Lent Term.

Completed dissertations (two copies) must be submitted no later than Thursday 1st September. Note that in both cases, the word limit does not include short footnotes (up to 50 words), references, tables, abstract, and bibliography. Keep a third copy of your dissertation for your own use.

There are several formal teaching seminars related to the Dissertation and attendance at these seminars is compulsory. Failure to attend the seminars without prior permission from your academic adviser may result in penalties on your marks.

Most students find the dissertation the most challenging, and most rewarding, element in the MSc Global History programme. It allows you to conduct, and present, your own research on a topic you find particularly interesting. Normally you select (with your academic adviser) a topic from within the subject area covered in one of your optional courses.

In selecting a dissertation topic you should avoid over-ambitious dissertations and topics that require extensive travel outside

London to consult sources. Rather, the MSc dissertation is about focusing on an interesting question that is limited in scope and tractable within the short time frame you have. Please also avoid dissertations with little historical content, a shortcoming that examiners particularly dislike.

The research facilities in the London area available to the historian are among the richest in the world, and as an LSE student you are more centrally placed to take advantage of them than any other UK students. Besides LSE's own library (see below) there is the National Archives (at Rosebery Avenue and Kew), the British Library, the Guildhall Library, the Institute of Historical Research, the London Metropolitan Archive, the House of Lords Records Office, as well as many specialist libraries and archives such as the Wellcome Institute, the India Office Library, the Imperial War Museum, the Museum of London and the resources of national trade unions, trade associations, political parties, professional bodies, pressure groups, companies and other organisations.

In your search for a good dissertation topic you might find inspiration in the listings of the Historical Manuscripts Commission and the National Registry of Archives. Many materials of potential value for dissertation topics are now available on-line, and you should investigate the e-library of the LSE (see Section 2 below).

To try to ensure parity of treatment amongst students, academic advisers abide by the following guidelines in supervising dissertations: considerable advice is given at the initial stages of selecting a topic, locating sources, constructing a bibliography etc. After that the student should work without frequent or detailed supervision until he/she has finished a summary of their project. Provided that this is done by the last week of the Summer

Term, the Academic adviser will provide comment and feedback. After this stage no further extensive and detailed assistance is given although Academic advisers are free to help with specific problems.

At the end of these notes you will find an appendix about the preparation and presentation of the dissertation. Particularly good MSc dissertations will be considered for inclusion in the Department's 'Working Papers in Economic History' series of occasional printed papers.

Detailed notes on writing The MSc Dissertation will be distributed during the taught seminars (see timetables).

12. LSE Dissertation Week

The LSE Teaching and Learning Centre ([TLC](#)) runs an **MSc Dissertation Week**, usually in the last week of Summer Term. It incorporates presentations by the TLC, the Library, Information Technology Service, Language Centre and Careers. You may well find it useful to attend some of the presentations.

13. Meet the Archivists / Senate House Library Induction

The British Archives Council holds an archives workshop and fair every year. The workshop, designed especially for MSc students looking for dissertation topics, will present and discuss how business archives can be used in historical research. Attended by most of the UK's major public and private business-related archives, it will give participants the chance to meet and talk with archivists directly, and to find out what materials are available for their research projects. The intention is that this half-day event will help students to choose interesting and viable dissertation topics,

and equip them with the skills necessary for conducting primary research.

This year the workshop will be held in January and more details, including how to register, will be circulated in due course.

Senate House Library will hold an induction session for postgraduate students on Wednesday 30th September at 2pm. Those interested should pre-register on the website:

[\(http://www.senatehouselibrary.ac.uk/membership/online-pre-registration/online-pre-registration/\)](http://www.senatehouselibrary.ac.uk/membership/online-pre-registration/online-pre-registration/), then go along to the membership desk with your LSE card.

14. Examination Arrangements

Exams for courses taught in the Department normally take place in late-May or June, but half-unit courses taught in Michaelmas Term may be examined in Week 0 of Lent Term. Provisional examination results are normally available after the Examiners' Meeting which takes place in October. **No results are disclosed before the Examiners' Meeting.**

All exam scripts, dissertations and course work are marked independently by two internal examiners who then agree a grade. External (non-LSE) examiners participate at all stages of the examining process including vetting of examination questions, checking the grading of exam scripts, dissertations, and course-assessment work – as is usual in all UK universities.

15. Results

Results for 12 month taught Master's programmes are considered at the Graduate School Board of Examiners in November, and official results are published by the end of that month.

Please note: the School will not release your results if you owe any fees. Please check your balance on LSE For You to see if you have any tuition, halls or library fees outstanding. If you cannot see any Out-standing fees on your account, then please contact the Finance Office on fees@lse.ac.uk for clarification

16. Transcripts of Results

Once results have been confirmed by the School you will be able to request a transcript of your marks called an 'intermediate transcript' online via LSE for You. The Student Services Centre aims to despatch all requests for intermediate transcripts within five working days of the request being made online. These are provided free of charge to current students and recent alumni (those who graduated within one calendar year of the official end date of your course).

Transcripts contain the following information:

- Your full name
- Your date of birth
- Your student number
- The title and subject of your programme
- The details of the courses studied and the marks awarded
- Start date
- Completion date (or expected completion date)
- Language of instruction and assessment

17. Part-time students

Part-time students, are examined in two papers at the end of their first year and in the remaining paper and the dissertation at the end of the following year. Part-time

students must attend EH481 Economic Change in Global History: Approaches and Analysis in their **first** year.

18. LSE For You and E-mail

On the LSE Homepage is a link to “LSE For You”. This service provides personalised information for all students including timetables, exam candidate numbers, and exam timetables. You can use it to change personal information about yourself, and are advised to check it regularly. It is also where you will need to register for your chosen courses and related seminars. Use your LSE network username and password to login. Please keep your personal details up-to-date.

As a registered user of the School’s computing facilities, you will be allocated an e-mail address. The Department and most teachers will normally contact you by e-mail at your School account. Hence, you are strongly advised to check your School e-mail at least once a day. If you prefer to keep a hotmail (or other) address, please ensure that you set-up your LSE address to forward your mail. If you move accommodation during the course of the year, be sure to update this information on LSE For You.

19. Moodle

Moodle is the name of the School's Virtual Learning Environment (VLE) run by the Centre for Learning Technology. Moodle is a password protected web environment that 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.

Moodle can be accessed from any computer connected to the Internet, on and off campus. You can access Moodle using your School user name and password from <http://moodle.lse.ac.uk/>. This page also has links to help and advice on using Moodle.

A guide on how to get started with Moodle is available:

http://moodle.lse.ac.uk/file.php/1/generic_flyer.pdf . You will also find links to Moodle from a number of web pages including the main School homepage for staff and students. If you have any technical problems with Moodle you should contact the IT helpdesk.

20. Staff-Student Committee, Taught Graduate Students’ Consultative Forum

These committees meet regularly and provide an additional opportunity to discuss courses, teaching arrangements, the Library, computing and anything else. There are six MSc representatives, one for each MSc programme, on the Staff-Student Committee and one on the Consultative Forum. Students will be asked to nominate representatives early in the Michaelmas Term. A questionnaire seeking your views on course content, teaching etc will be circulated during the year. Any problems, or dissatisfactions, can be raised at any time, with your academic adviser, or with Professor Roy.

21. Paid employment while taking the MSc

To register as a part-time student it is usually necessary to have regular employment. Students taking the MSc full-time over one year, however, are unlikely to be able to take on much paid employment without detriment to their academic progress. If you are

contemplating paid employment, consult your Academic adviser first. Most students find they need all the time available to complete coursework – into September – and you should keep this in mind when contemplating full-time employment, or travel in July and August.

22. Plagiarism/Academic Dishonesty

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

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such, being placed inside quotation marks and with a full reference to the source provided in a proper academic form. 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.

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

The Regulations on Plagiarism can be found at the following web link.

<http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm>

APPENDIX I

Preparing and presenting the MSc Dissertation

Completed dissertations (two copies) must be submitted no later than 4pm on Thursday 1st September 2016. There are penalties for late submission (below). Your exam candidate number, programme, year of examination and the title of the dissertation *only* must be shown on the first page. The manuscript must be typed/printed in double spacing, on paper size British A4, with a margin 3.5cm on the left. It will greatly help the examiners if the typescript is bound in some form of simple pinch-back or similar-type folder. You should also provide a 250-word abstract at the start of the dissertation.

When preparing your dissertation, bear in mind that great importance is attached to footnoting, grammar, punctuation, spelling, bibliography etc.

To help you avoid the same problems it may be useful to note here the main weaknesses in a minority of MSc dissertations noted by examiners in recent years. They are:

- (a) badly defined thesis topic, research question or structure
- (b) insufficient historical content
- (c) excessive length
- (d) poor presentation

In fairness to those who take pains to abide by the rules, over-length dissertations will be penalised (Appendix IV, below). Dissertations for the MSc Global History should be either 6,000 words (EH479) or 10,000 words (EH480) (excluding footnotes of up to 50 words, references, tables, abstract, and bibliography). Include a note of word-length on the title page or contents page of your dissertation. You are also required to upload a copy to moodle that will enable verification of word count (see

below) and that may be used to check for plagiarism.

Please note also that confirmation of examination entry by the Department is conditional upon satisfactory work and attendance throughout the year (including attending all dissertation meetings) and that this includes getting a draft of your dissertation to your Academic adviser by the last week of the Summer Term.

Footnotes

The main purpose of footnotes is to direct the reader to the evidence used by the author and to enable the reader to find it with the minimum of trouble. References must therefore be precise, complete and accurate. Additional comments etc. may be included but no footnote should exceed 50 words.

You should always provide a reference for direct quotations in the text, and you should also provide references for general ideas, as well as detailed information, that you have drawn from specialised texts. Failure to do so conscientiously constitutes plagiarism.

Particular care should be exercised should you wish to incorporate in your dissertation work that you, or others, previously submitted for assessment either at LSE or elsewhere. While there may be good reasons for incorporating earlier work in your dissertation, you should do so sparingly and must always make clear (in footnotes and by quotation marks) when this is being done. Footnotes should be at the bottom of the appropriate page.

Proper footnoting and referencing is important. Incomplete or missing referencing may be considered plagiarism, and is severely penalised (<http://www.lse.ac.uk/resources/schoolRegulations/regulationsOnAssessmentOffences>)

[-Plagiarism.htm](#)). It is therefore imperative that you invest substantial time and effort into clear and complete referencing. There is a large choice of reference styles available. We recommend that you take out a recent issue of a leading journal in our field (such as the *Economic History Review*, the *Journal of Economic History*, or the *Journal of Development Economics*) and apply its citation style to your work.

There is also a citation [style sheet](#), which provides a widely accepted reference style with detailed examples.

Repetition of Reference to Same Source

Again, there is a choice of styles available. Most styles provide for abbreviated repeat references. Do check your chosen reference style (see above) to find out how this is being done. In any case, always make sure you apply that style clearly, consistently, and completely.

Abbreviations and Alternative Conventions

It is permissible and convenient to abbreviate references (eg to journals) where the title is long and frequently used. All that is necessary is that a list of such abbreviations be included in your dissertation, between the preface and the beginning of Chapter One.

Citation of online material

It is equally important to reference accurately on-line articles and sources. Just as you must cite page numbers as well as the title of the book, so, too, your online citation must be precise. The Will of Elizabeth Hunter of Fetter Lane, Fleet Street, City of London, of 9 March 1802, should, for example, be given as http://www.documentsonline.nationalarchives.gov.uk/details-result.asp?Edoc_Id=794990&queryType=1&resultcount=19 rather than simply as www.nationalarchives.gov.uk.

In general, the reader should be able to use your citation to access the item immediately. If the item is a pdf file, you should cite both the URL that leads to the file, and the page number within the document. If the item is available both online and on paper, you may use either form of citation.

Online material and plagiarism

British Universities run a collaborative anti-plagiarism service, which facilitates checking an electronic copy of any piece of work against millions of pieces of existing work. You are required to submit an electronic copy (on Moodle) of all written work that counts towards your final grade, that is, assessed essays and theses. To preserve anonymity, it will not be accessed by the examiners. The Department may submit such work for checking.

Please notice that under no circumstances will an e-version be considered a valid submission as per the submission requirements laid out above. To submit your dissertation formally, you will have to provide the print versions on time no matter what, and without fault or exception!

APPENDIX II

Dissertation Timetable and Regulations

Michaelmas Term

In this term, and in association with your Academic adviser, you should make progress towards formulating a viable dissertation topic. The topic should relate to the contents of one of your taught courses and must have a substantive historical content.

Meetings for EH479 and EH480

There will be 4 dissertation sessions during the Michaelmas Term, and these sessions are attended by students taking all the MSc degrees in the Department of Economic History. The time and location will be indicated on the School timetable. Attendance at all meetings is mandatory. If you anticipate that you will not be able to attend a meeting, you must seek prior permission from your academic adviser.

By the end of the Michaelmas Term you must have decided whether you are going to write a 10,000 word full-unit (EH480) research-based dissertation or a 6,000 word half unit (EH479) literature-review based dissertation.

Students who have opted to do a research-based dissertation (EH480) will be expected to attend an additional session in the Summer Term which will give guidance on issues such as research design and research methods.

Lent Term

Prepare a short outline (2 sides A4) on your choice of topic, its title, the nature and quality of existing published work, what you hope to achieve, and the sources you will use. This must be given to your Academic adviser by Week 3 of the Lent Term **at the latest**, so that your examination entry can

be validated. At this stage your title may be provisional.

Your dissertation work should be well underway by the end of the Lent Term because preparation for the written exams will loom large once term has ended.

Summer Term

By the end of term a summary of your dissertation work should be submitted to your academic adviser for comment. Students writing **research dissertations** (EH480) should submit at least 3,500 words including a literature review, discussion of sources and methods, and a clear outline of their research plan for the summer. Students writing **literature reviews** (EH479) should submit a detailed outline (at least 2 pages) and bibliography on their topic for comment. You should arrange to meet your academic adviser in the last week of term to receive detailed feedback on your work.

It is obviously in your interest to have as much of the dissertation completed as possible to allow academic advisers to comment usefully on your work. Advisers can offer no detailed comment subsequently. If you fail to submit substantial written work at this time, your dissertation examination may be cancelled.

Summer Vacation

Incorporate whatever improvements your Academic adviser suggests and complete your remaining research and writing. Deliver the amended version by 4pm on 1st September.

Requests for an extension beyond this time will be granted only in extenuating circumstances supported, where appropriate, by a medical certificate. Late submissions will be penalised.

APPENDIX III

Course Content, 2015-16

Research Design and Quantitative Methods in Economic History (EH402) **(Half-Unit)**

This course is concerned with how economic historians have used quantitative methods and with how researchers design and structure a research project. In terms of quantitative methods the emphasis is on the applied and practical rather than the theoretical and will range from the use of simple summary descriptive statistics to multiple regression.

The course will start with a consideration of broad issues in research design, this might include, for example, models, narrative and case studies. The rest of the course will then be concerned with quantitative issues, the problems of analysing and interpreting quantitative historical evidence. It will consider topics such as sampling and statistical distributions, correlation, simple and multiple regression, specification problems, hypothesis testing, logit and probit analysis, non-parametric tests, and modern time series analysis, although the content may vary slightly from year to year. The course will also provide students with training in using an econometrics software package. An important component of the course is the deconstruction of historical articles that have used quantitative techniques.

India and the World Economy (EH404) **(Half-Unit)**

From the eighteenth century, the South Asia region played an important part in international transactions in goods, people, and money. The world economy, in turn, shaped potentials for economic growth in the region. The aim of the course is to impart an understanding of the global factors that shaped economic change in the South Asia region in the 18th through the

early-20th century. It will also deal with the principal ways in which South Asia contributed to economic change in the rest of the world. The political context of globalization, especially imperialism and colonial policies, will be considered. The course will be divided into a set of topics, which together cover a large ground, but a selection from which will be discussed in the class. Lectures and seminars will centre on the readings assigned to each topic. Topics to be covered: Introductory: India and the world economy in the eighteenth and nineteenth centuries - how each shaped the other; textiles in eighteenth century India: scale - organization - impact on global consumption and innovation - trade and territorial politics; nineteenth century market integration: de-industrialization and the artisans; nineteenth century market integration: Agricultural exports, land rights, and the peasantry - Trade and famines; Government finance in colonial setting: The drain controversy - public debt; overseas migration in the nineteenth century: Who went where, how many, and why - private gains and losses - social effects: slavery and indenture, women, nature of work and skill-formation - labour and non-labour migrants compared; foreign capital and industrialization; balance of payments and the monetary system; overview: Globalization and economic growth.

International Migration, 1500-2000: from slavery to asylum (EH408) **(Half-Unit)**

The course examines major issues in international migration over the last 500 years. The course will consider free and coerced migration in the early modern period, the emergence (and eventual decline) of mass migration in the later 19th century, and the rise of "managed" migration in the post-World War II period. The course will examine the economic foundations of indentured servitude and slavery in the early modern period, and the

interactions between these two types of labour. The contribution of economic and demographic forces to the rise of mass migration on destination and source labour markets, the determinants of immigrant destination choice, and the interplay between migration and exogenous crises in Europe. In the post-World War II environment, the focus will be on the political impact of mass migration on developing economies in the present day. In this part of the course, we will consider how historical episodes of migration can inform the present day.

Chinese Economy in Transition, 1850-1950 (EH409) (Half-Unit)

This course provides a broad but selective survey of over 100 years of economic change in China leading towards the rise of the new Communist regime in 1950. With emphasis on the importance of ideological and institutional changes, the course gives in-depth coverage of some major debates and case studies on historical turning points such as the opening of China in mid-19th century, the collapse of Qing in 1911, economic transformation during China's Republican period. The course showcases the critical relevance of a long-term perspective on understanding both the constraints and capacity of Chinese economy to respond to past and future challenges and offers unique historical perspectives on the origin of Chinese modernization as well as the grand economic transformation during the past three decades.

African Economic Development in Historical Perspective (EH413) (Half-Unit)

Africa's economic development challenges cannot be understood without looking back to the history of the continent. This course provides an introduction to the economic history of sub-Saharan Africa since the beginning of the Atlantic era. It begins by comparing levels of economic development

in Africa c. 1500 to that of other world regions. It then examines how major shifts in the international economy, from the industrial revolution to the recent financial crisis, influenced patterns of economic development on the continent. Focusing on the *longue durée*, the course addresses issues which are remain current in studies of African development, including:

- The role of globalization and trade and promoting or undermining development
- Environmental challenges to expanding production
- The structure of state institutions and their impact on growth
- The impact of economic change on social structures

Close attention will be paid to the ways in which economic development is measured and assessed in different periods with the available data. Readings will include historical documents from the periods in question. The inclusion of primary sources on the reading list will allow students to build research skills while engaging with key questions about the historical origins of Africa's relative poverty.

Topics in Quantitative Economic History (EH422)

The course is organised on a topic basis, with subjects chosen to illustrate particular theoretical, quantitative or methodological issues. Such topics could include: long run comparative economic growth; human capital issues in economic history; the macroeconomics of the inter-war years; the political economy of trade; industrial economic history; technological change; quantitative approaches to the evolution of markets; the new economic history of institutional change; analysing historical welfare issues. The aims are to: examine the techniques used by economic historians and to assess their validity and whether they help to further our understanding of the particular historical issue to which they have been applied; and to teach students

how to evaluate the relevance of historical hypotheses and the historical applicability of models from economic and other social scientific theory. Students are able to investigate in detail the analysis contained in important journal articles using appropriate computer packages.

Quantitative Topics in Economic History I: Cross-section and Panel Data (EH426) (Half-Unit)

The course will provide an overview of quantitative approaches in economic history using primarily cross-section and panel data. The course examines the use of quantitative techniques through practical exercises and critical discussion of their application in recent literature. Techniques discussed will include multiple regression analysis, limited dependant variables, instrumental variables, and models used for decompositions and the analysis of self-selection, as appropriate. The course is organised on a topic basis, with subjects chosen to illustrate particular theoretical, quantitative or methodological issues.

Quantitative Topics in Economic History II: Time Series and Economic Dynamics (EH427) (Half-Unit)

The course will provide an overview of quantitative approaches in economic history using primarily time series and dynamic techniques. The course will examine the use of quantitative techniques through practical exercises and critical discussion of their application in recent literature. Techniques discussed will include analysis of unit roots, vector autoregressions, and the basics of stochastic growth models, as appropriate. The course is organised on a topic basis, with subjects chosen to illustrate particular theoretical, quantitative or methodological issues.

The Long-Run Analysis of Firms and Industries (EH463) (Half-Unit)

This course comparatively explores the history of strategies, business organisations and industries since the nineteenth century. Different approaches to analyse this evolution are discussed, as well as the history of thinking about management and organisational structure and how this affected history itself. Introductory lecture(s) set the scene, discuss key concepts and various economic approaches to analyse the evolution of organisations. Subsequently the course looks at the origins of legal forms of organisation - such as the corporation, the private limited liability company and the cooperative - at the development of organisational structures, at the history of thinking about them, and at evolution of industries.

The Historical Context of Business (EH464) (Half-Unit)

This course explores the evolution and variation of the conditions under which business has operated in different parts of the world. It concentrates on but is not exclusively concerned with the nineteenth and twentieth centuries. It is not an "MBA" course, in that it does not look at the specific decisions of specific firms, but rather looks at the environments in which industries have operated in different periods and places in history.

The Economic History of War (EH476)

This course explores the economic history of war(s) from the late-Middle Ages to the 20th century within a comparative framework. Key themes examined include: long-term preparation for war – from bullionism to autarchy; state formation and deformation; organising warfare – from Renaissance condottiere to security firms; resource mobilisation – finance, material inputs, human capital; resource allocation - production and consumption; human and economic consequences of war; post-war

reconstructions. The historical cases studied include the Hundred Years War, the Thirty Years War, the European wars of the 18th century, the Napoleonic Wars, the American Civil War, the First and Second World Wars.

Dissertation in Global History (EH479) (Half-Unit)

The subject of the dissertation should relate broadly to one of the global history taught courses taken by the student. It should be a critical survey of a well-defined problem in the literature. It must demonstrate adequate knowledge of appropriate literature in Global History and an ability to handle problems of evidence and explanation. The title must be approved by the student's supervisor. A provisional title should be agreed by mid-LT.

Dissertation in Global History (EH480)

The dissertation should be an empirical study using primary source material to write on a topic in global history. The topic should relate broadly to one of the global history courses taken by the student.

Economic Change in Global History: Approaches and Analysis (EH481) (Half-Unit)

The 'project' of global history; comparison and connection; tools for global economic history: ideas from economic history, rational-choice economics and political economy, and from Marxism and 'world systems' theory; the industrial revolution as a conjuncture in global history; empires and globalization; meaning and evolution of the 'world economy'; states and state systems; culture and economic change; the natural environment and global history; the post-modern challenge to metanarrative; strategies for writing global history. The course will introduce central themes and analytical tools in global history, focussing on the history of material progress and stasis, and considering the comparisons and

connections between the histories of different regions of the world.

Pre-Modern Paths of Growth: East and West Compared, c.1000-1800/1900 (EH482)

This course surveys long-term processes of growth and development in pre-modern Europe, China and Japan. The course raises fundamental questions about the nature of pre-industrial societies and economies. First, it asks if stagnation and poverty were normal conditions in pre-industrial societies and growth an aberration. What kind of growth and development did 'Malthusian' societies experience? Second, it addresses debates over European industrialisation. Why was Britain first? Was British success from the late 18th century the result of unique social, institutional, or cultural features? Was it the outcome of a centuries-long, cumulative process of change that relied as much on inputs from the rest of Europe as much as specifically domestic features? Or was it the result of a 'fortunate conjuncture'? Third, it makes an in-depth comparison of three major geo-economic regions (Europe, China and Japan) over seven centuries. It discusses recent research that suggests that parts of pre-modern Asia were as developed (in terms of living standards, agricultural productivity, commerce) as the more advanced regions of modern Europe, and asks if there were more than one 'pre-modern paths of growth'.

In the MT we focus on Europe; during the LT, on China and Japan. The approach throughout is thematic. Themes include: agriculture, population, urbanisation, technology, urban and rural industry, economic effects of legal, political and constitutional structure; political economy and taxation; warfare; trade and market integration, causes and effects of European expansion.

The Development and Integration of the World Economy in the 19th and 20th Centuries (EH483)

This course aims to provide an overview of the development and integration of the world economy since the First Industrial Revolution. Global economic history over this period can be divided into four phases, around which the lectures will be based:

1. The birth of the modern world, 1780-1870
2. Globalisation, 1870-1914
3. Globalisation Backlash, 1914-195-
4. Globalisation since 1950

Particular themes covered include:

1. Catching-up, forging ahead and falling behind: analysis of reasons for success and failure in economic growth in different eras;
2. The role of factor and trade flows in the development process;
3. Demographic transitions and their links to economic factors;
4. The international monetary system and financial crises;
5. The wider role of institutions and institutional change

Shipping and Sea Power in Asian Waters, c 1600-1860 (EH486) (Half-unit)

This course examines the development of shipping, sea power and maritime-related industries in East and Southeast Asia, c1600-1860.

Topics include: Introduction to theories and models. Sailing conditions and sea routes in Asian waters. Strategic importance of Asian waters in the global sense. Development of shipping technology. Emergence of naval capacity. Function and pattern of long-distance trade; formation of regional markets and networks; linkages to the home economy. Migration. Investments and returns. Role of governments. Impact of modern capitalism. Regional hegemony. The context of the process and impact of globalisation in Asia.

International Economic Institutions since World War I (EH487) (Half-Unit)

The course analyses the evolution since World War II of the roles of international institutions designed to manage world trade and the international monetary system paying particular attention to the IMF, the World Bank, the GATT and WTO. The analysis of the post-war world is set against the background of the trade wars and breakdown of the Gold Standard in the inter-war period prior to the establishment of these institutions.

The approach is chronological with attention being given both to efficiency and equity aspects of the institutional arrangements. Inter-war developments are examined in terms of the absence of co-operation and a hegemonic power with an emphasis on the costs of the Great Depression and the results in terms of the reversal of earlier globalization trends. The Bretton Woods era of a new financial and trading architecture is discussed in terms of an evaluation of the success of the new institutions against the background of their initial job descriptions and of the much better world economic performance in the period. The changing rationales for the IMF and the World Bank and challenges to the GATT in the difficult economic environment of the 1970s and 1980s are examined. The debates of the time and implications for the continuation of the post-war return to globalization are both considered. Finally, the questions of the likelihood and Content of further liberalization of trade and capital flows under WTO and IMF auspices are discussed in the context of an Assessment of what is genuinely new about late 20th compared with late 19th century globalization.

Empire, Colonialism and Globalisation (HY423)

The course examines the history of empires since the fifteenth century, and their legacy

for our world today. It analyses specific imperial formations, with prominence given to the Ottoman, Mughal, Qing, Spanish, Portuguese, French, British and American empires. It explores conceptual and methodological debates concerning the nature and significance of given empires, and the dynamics of their rise and fall. The course also explores the extent to which the imperial past has helped to shape the processes of globalisation in early modern, modern and contemporary times. A number of major themes are addressed, including: financial and industrial capitalism; cross-cultural encounters; the role of the periphery and local actors; climate, diseases and the environment; imperial ideologies; the great divergence; colonial science and technology; the relationship between colonial and metropolitan societies; race, ethnicity and gender; post-colonialism. The course is structured so as to encourage general and comparative discussions rooted in specific case studies.

Long-term History: The Patterns of the Past and the Shape of Things to Come (HY449)

This course explores the big patterns that have played out across the last 15,000 years and investigates whether these give us any sense of where things might go next. The key areas covered are: broad theoretical and methodological issues; the global balance of power; violence; inequality; and a general discussion of the past as a guide to the future.

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APPENDIX IV

Penalties for late and over-length submissions; assessment guidelines

Late Submission of dissertation. For each working day the submission is overdue a deduction of five percentage points will be made.

Length of dissertation. Details are given above ("11" and Appendix I). You must indicate the word count of your dissertation. Submissions in excess of the word limit by up to 20 per cent will be penalised 10 percentage points – eg: a mark of 62 becomes 52. Submissions between 20 and 30 per cent in excess of the limit will be penalised 30 percentage points – eg: a mark of 62 becomes 32. Submissions more than 30 per cent in excess of the word limit will receive no marks.

Assessment guidelines. In each of the Department's MSc programmes candidates' overall results are classified as either Distinction, Merit, Pass or Fail. Distinction is 70% and over, Merit is 60-69%, Pass is 50-59%. The guidelines for final assessment, used by the Board of Examiners in October, are complex to take account of variables such as half and full units, different weights accorded to the Dissertation, etc. Moreover the guidelines are not binding upon the Board of Examiners which may consider a candidate's performance as a whole and may take into account medical and other relevant circumstances affecting performance. In each programme a marginal fail mark in one component of the degree may be condoned.

Candidates who fail any part of the degree may, on re-entry, obtain a Pass, but cannot be awarded a Distinction or Merit.

Full details on examination and assessment are available in the School Calendar:

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

Sub-Board local rules can be found here:

<http://www.lse.ac.uk/resources/calendar/LocalRules/EconomicHistory.htm>

APPENDIX V

Economic History Society Travel Grants

The Society will consider applications for grants (normally up to £500) to assist with travel expenses incurred in undertaking Dissertation Research. Details and application form available from <http://www.ehs.org.uk/the-society/grants-awards-and-prizes/research-fund-for-graduate-students.html>

APPENDIX VI

Useful Contacts

In the department:

Tirthankar Roy, MSc Programmes Director,
Room SAR 616, Ext. 6248 (t.roy@lse.ac.uk)

Tracy Keefe, MSc Programmes Manager,
Room SAR 603, Ext. 7860
(t.j.keefe@lse.ac.uk)

Debin Ma, Chair of MSc Exam Board,
Room SAR 612, Ext. 7201 (d.ma1@lse.ac.uk)

Albrecht Ritschl, Head of Department,
Room SAR 606, Ext. 6784
(a.o.ritschl@lse.ac.uk)

Linda Sampson, Departmental Manager,
Room SAR 613, Ext. 7084
(l.sampson@lse.ac.uk)

Joan Roses, PhD Tutor, Room SAR 515,
Ext. 6678 (j.r.roses@lse.ac.uk)

Loraine Long, PhD Administrator, Room
SAR 603, Ext. 6585 (l.long@lse.ac.uk).

In LSE:

Bookshop:

<http://www.lse.ac.uk/intranet/LSEServices/waterstones/Home.aspx>

Careers Service:

<http://www.lse.ac.uk/collections/careersService/>

Chaplaincy:

<http://www.lse.ac.uk/intranet/LSEServices/chaplaincy/Home.aspx>

Disability Support:

<http://www.lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService/home.aspx>

Health Centre:

<http://www.lse.ac.uk/intranet/LSEServices/medicalCentre/Home.aspx>

IT Support: <http://www.lse.ac.uk/itservices/>

Language Centre:

<http://www.lse.ac.uk/Depts/language/>

Library: <http://www.lse.ac.uk/library/>

Nursery:

<http://www.lse.ac.uk/intranet/LSEServices/nursery/Home.aspx>

Student Services Centre:

<http://www.lse.ac.uk/collections/studentServicesCentre/>

Student Union: <http://www.lsesu.com/>

Teaching and Learning Centre (including
Counselling Service):

<http://www.lse.ac.uk/collections/TLC/>

Timetables Office:

<http://www.lse.ac.uk/collections/timetable/s/>

Volunteer Centre:

<http://www.lse.ac.uk/intranet/CareersAndVacancies/volunteerCentre/Home.aspx>

SECTION 2: **The School**

1. Fees

The School offers two options for payment of fees. They can either be paid in full prior to registration or by Payment Plan using as one third at the start of each term. If you do not know the cost of your fees, please see the Table of Fees at

<http://www.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/2015-16%20Fees%20Table.pdf>.

For full fee information, including how to pay, please see

[http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How to Pay.aspx](http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How%20to%20Pay.aspx)

Penalties for Late Payment

There are penalties for late payment. These may include loss of library rights, de-registration, referral to Credit Control or fines. You will be warned by email if your payments are late and/or if sanctions are going to be imposed on you. At this time you are able to contact the Fees Office directly.

Please visit the Fees Office website for more information at

<http://www.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Home.aspx>

2. Certificate of Registration

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

Once you are formally registered with the School you will be able to print out your certificate via LSE for You. The 'Certificate

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

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

3. Learning Development

LSE's Teaching and Learning Centre provides a range of events, resources and services that will complement your academic study and help you to make the most of your time here.

LSE Study Toolkit

A brand new web resource, LSE Study Toolkit – <http://www.lse.ac.uk/studytoolkit> - is designed to help you tackle LSE-style study with confidence. Four areas identified by current students as vital to success at LSE – justifying your arguments, studying independently, communicating your ideas and honing your quantitative skills – are addressed with short films and expert guidance that provide the tools necessary for effective and rewarding study.

Learning development events

There is a year round series of workshops and lectures on topics such as effective reading strategies, exam preparation and participating in classes and seminars. You can just turn up, but booking guarantees you a place. More information at <http://www.lse.ac.uk/tlc/development>

One to one advice

Study advisers are available to offer free advice on aspects of both quantitative and qualitative subjects. LSE also hosts two Royal Literary Fund Fellows who can advise on writing style and structure. For details on all of these, see

<http://www.lse.ac.uk/tlc/taughtstudents>

Maximise Your Potential

For undergraduates, LSE offers several two week intensive programmes at the end of Summer Term that enable you to broaden skills in research, languages, job searching and peer support. See

<http://www.lse.ac.uk/apd/maximise>

Language support

As well as degree options, the LSE Language Centre provides a comprehensive programme of support if English is not your first language and a range of extra-curricular courses designed for students of the social sciences.

MSc Dissertation Week

For MSc students, there are five days of events at the end of the Summer Term designed to help you plan, write and make the most of your dissertation. See

<http://www.lse.ac.uk/tlc/dissertation>

4. Services for Disabled and Dyslexic Students

Disability equality is the responsibility of the whole School. If you are disabled, dyslexic or have a long term medical condition you are entitled to services from the School to facilitate equal access to services and help with your studies. The Disability and Well-being Office ([DWO](#)), co-ordinates specialist individual assistance, for example, advice from a mental health adviser or dyslexia specialist.

You may be entitled to an individual student support agreement (ISSA). This is created by the DWO and outlines relevant reasonable adjustments. It is disseminated to staff within the school, as agreed by you and the DWO, to meet your needs.

For further information please visit

<http://www.lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService/home.aspx>

or email disability-dyslexia@lse.ac.uk.

5. Welfare Services

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

<http://www2.lse.ac.uk/intranet/students/supportServices/theStudentsUnion.aspx>

The Faith Centre is available to all students of any faith, or none, to confidentially discuss anything and everything:

<http://www.lse.ac.uk/intranet/LSEServices/faithCentre/Home.aspx>

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

St Philips Medical Centre is an on-campus NHS medical practice available to students living locally to the school:

<http://www2.lse.ac.uk/intranet/LSEServices/medicalCentre/Home.aspx>

6. Dean of Graduate Studies

The Dean, Dr Sunil Kumar, has a wide range of duties relating to both academic and pastoral aspects of student life. He is available to any student who wishes to discuss a personal or academic matter and he supports students who experience

difficulties during their studies. The Dean is also responsible for student disciplinary matters. To arrange an appointment email pg.dean@lse.ac.uk or contact Giovanni Graglia, Executive Assistant to the Dean (g.graglia@lse.ac.uk) .

7. English Language Support and Foreign Language Courses

If English is not your first language the Language Centre is on hand to give you advice and support throughout your time at LSE. The support is free and starts as soon as your main course starts. There are specific classes for academic units and information sessions are held during the first days of term to advise you on the most appropriate classes to take. Classes begin in week 2 of the Michaelmas Term. Please see <http://www2.lse.ac.uk/language/EnglishProgrammes/EnglishHome.aspx> for information on the English for Academic Purposes (EAP) In-session Support Programme.

The LSE Language Centre also offers an extra-curricular programme in a range of modern foreign languages which is open to all LSE members for a fee. To help you choose the most appropriate course there are a series of information sessions and individual appointments held during the first weeks of term. Courses start in week 5 of the Michaelmas Term and the cost of a standard course in 2015-16 is £228.00. Please see <http://www2.lse.ac.uk/language/ModernForeignLanguages/Certificate/MFLCertificateHome.aspx> for information on the Modern Foreign Language (MFL) Certificate Course Programme.

8. Careers Service

LSE Careers is a very active service offering a wide range of activities about campus, online and in the Careers Service on 5th Floor, Saw Swee Hock Building. Find out what is happening right now at: www.lse.ac.uk/careers

Our aim is to advise you through the career planning and recruitment process, helping you to research options, acquire employable skills and promote yourself to employers in the best way. We do this through a programme of careers advice sessions, seminars, an extensive information website, fairs, forums, employer-led events and more.

LSE is very fortunate in attracting the top recruiters in many sectors which enables us to run an LSE-exclusive vacancy board full of internships, voluntary, part time and graduate positions.

We work closely with employers to secure internship opportunities in all sectors with a focus on business and management and with entrepreneurs. We also source a series of graduate internships to help you make the transition from study to employment. You can search for internship opportunities throughout the year on [Careers Hub](#).

If you are considering a career in parliament, public and social policy, media policy or corporate social responsibility, look out for the LSE Internship scheme, which offers internships for up to 15 hours per week for postgraduate students. Applications open in early October each year. See <http://www2.lse.ac.uk/intranet/CareersAndVacancies/careersService/LSEParliamentaryInternships/LSEParliamentaryInternships.aspx> for the latest information.

The LSE Volunteer Centre is also based within the Careers Service and is here to support you in finding voluntary roles while studying. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part time internships with charities.

The annual Volunteering Fair takes place in the first week of Michaelmas term and is a great opportunity to meet with over twenty charities. Throughout the year, we run skills, training and information events and work with charity partners to support student-focused projects, such as the READ Campus books drive, FoodCycle and the Teach First Access Bus.

Take a look at the Volunteer Centre website for practical information and advice about volunteering while at LSE and then search under 'volunteering' to browse through the exciting range of positions available on My Careers Service:

www.lse.ac.uk/volunteerCentre

Booking for all events and appointments at LSE Careers and searching for jobs and opportunities is available in one place on the LSE Career Hub system via our website. We can work with you whatever role you may wish to pursue and whatever stage you have reached in planning your future after LSE. To get started, take a look at

<http://www2.lse.ac.uk/intranet/CareersAndVacancies/careersService/Home.aspx>.

9. Student Services Centre (SSC)

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

- Admissions
- Certificates of Registration

- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques
- Financial Support – Advice on scholarships, awards, prizes, emergency funding and studentships
- Information for new arrivals
- Programme Registration
- Presentation of Awards Ceremonies
- Transcripts and Degree certificates
- Visa and immigration advice

The SSC provides a counter service for students at the following times:
11am–4pm every weekday during term time.

You can also contact us by telephone.

Details of who to contact and more information on advice can be found on the website:

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/Home.aspx>

10. Financial Support

The Financial Support Office is located within LSE's Student Services Centre and is responsible for administering School funds and a variety of scholarships, studentships, prizes and awards.

The Financial Support Office provides information about funds such as the Student Support Fund, the Access to Learning Fund, and the Postgraduate Travel Fund.

Full details and application forms are available from

www.lse.ac.uk/financialSupport.

11. IT Support

Student IT Help Desk - first floor, Library

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

VITA (Virtual IT Assistance)

Double click on the 'Virtual IT Assistance' icon on the desktop of a campus PC to get real-time assistance from an IT Help Desk Adviser during opening hours.

Laptop Surgery – First Floor, Library

Visit the Laptop Surgery for free advice and hands on assistance with problems connecting to LSE resources from personally owned laptops and mobile devices.

IT Support for disabled students

IT Services is committed to providing facilities and support for disabled students, to ensure equality of access to services. Additional PCs and printing facilities for disabled students are provided in the public computer areas in the Library. Other facilities are available in three dedicated PC rooms in the Library (LRB R25,26) and St Clements Building (STC S073). We also provide one-to-one support for disabled students who wish to become familiar with adaptive technologies and software – contact its.disabilities.support@lse.ac.uk.

For contact details and further information about our services visit www.lse.ac.uk/itservices

12. The Library

The LSE Library houses one of the world's largest social science collections. It is both the working library of the School and a national research centre. It will be your first recourse for coursework reading and

may well also contain the sources you will use for your dissertation.

It is recommended that on their first visit to the Library students obtain a copy of 'The Student guide to using the Library' and take the audio tour, available from the Service Counter, in order to familiarise themselves with the building. The guide contains basic information such as opening hours, borrowing entitlements and how to find material.

A specialist subject guide for sources relating to [Economic History](#) has been written by the department's Liaison Librarian [Paul Horsler](#), and is available on the Library website. Paul is available to discuss general or specific enquiries about the library and its resources with all members of the department. Whilst he may not be able to answer all questions directly, he will refer to the appropriate expert in the Library. Enquiries can also be made at the Help Desk on the 1st floor or via email to library.enquiries@lse.ac.uk

The LSE Archives are based on the lower ground floor. They have been especially helpful to economic historians in the past. A guide to their holdings relating to economic history is available at: [http://www.lse.ac.uk/library/archive/holdings/guide to holdings.aspx](http://www.lse.ac.uk/library/archive/holdings/guide%20to%20holdings.aspx)

The Data Library is a collection of electronic data sources that contain a wide range of current and historical data, including demographic, financial, geographic information. Both qualitative and quantitative sources are available, and the collection compliments the range of historical printed statistics available in the Library.

<http://www2.lse.ac.uk/library/eresources/data/Home.aspx>

13. Students' Union

The Students' Union is run by students, for students and exists to make LSE students' time at the School the best it can be. It is run by an Executive Committee of elected student Sabbatical Officers and elected volunteers.

- Representation and student engagement – the Union exists to represent students to the School and campaign on student issues through School committees and developing links with key external stakeholders.
- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising.
Welfare and student support – the Student Support Unit of legally-trained advice workers runs our Advice and Counselling Centre, which offers free, confidential advice to students on a range of issues.
- Commercial services – the Union runs the Three Tuns Pub, the Underground Bar, two Shops and the LSE Gym.

14. Presentation Ceremony

The Graduation Ceremony normally takes place in December. Do check that you have passed all parts of the examination before you make arrangements to attend. Invitations are emailed to all students expected to successfully complete their programme of study around two months before the ceremonies. Tickets can then be booked online.

The ceremonies take place in the Peacock Theatre and you are able to bring along two guests.

For more information on the presentation ceremonies, please see:

<http://www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/ceremonies/home.aspx>

15. Degree Certificates

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

Your certificate will be available for collection on the day of your presentation ceremony. If you are unable to attend the ceremony, your certificate will be posted out to your home address within four weeks of the ceremony so please ensure that your home address is complete and up-to-date on LSE For You. For more information see:

<http://www2.lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/DegreeCertificate.aspx>

16. Alumni Association

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 133,000 people in more than 190 countries, 53 country groups, nine special interest groups and 30 contact networks.

Its primary role is to support the alumni programme co-ordinated by the LSE Alumni Relations team by a) developing and supporting the network of international and special interest alumni groups and contact networks, and, b) representing the voice of the alumni community within the School.

You automatically become a member upon graduation. Membership is free. By registering with the Houghton Street Online community, you will be able to stay

connected with former classmates and the School after your graduation. You will receive a monthly e-newsletter, *LSE Alumni Echo*, and the biannual alumni magazine, *LSE Connect*.

LSE alumni also have access to:

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

For more information about the benefits and services available to alumni, please contact the Alumni Relations team on alumni@lse.ac.uk.