



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Department of Government

MSc Student Handbook

2016/17

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WELCOME TO THE LSE DEPARTMENT OF GOVERNMENT

On behalf of my colleagues, I would like to welcome you to the Department of Government and to express the hope that you will enjoy and make the most of your time with us. Admission to the Department, and to LSE, is highly competitive. Congratulations on getting your place.

The Department and LSE recruit students and faculty from all over the world and our list of distinguished alumni is a long one. I hope that you will find the atmosphere lively and interesting, as well as challenging.

This handbook is concerned with the special arrangements that the Department makes to implement and supplement the School practices set out in the [Calendar](#). It should serve as a guide to the practical elements of undertaking your programme of study and you are encouraged to read it and refer to it often throughout your time here.

Professor Chandran Kukathas

Head of Department

1. POLITICAL SCIENCE AT THE LSE

The LSE Government Department is one of the largest and oldest centres of political science in the UK. Political science forms part of the LSE's title and was central to its academic concerns from its foundation in 1895. Indeed, the School's Founder, the Fabian luminary Sidney Webb, was the School's first Professor of Public Administration from 1912 to 1927. A good history of the Department has yet to be written, though Ralf Dahrendorf's *LSE: A History of the London School of Economics and Political Science, 1895-1995* (1995) gives some of the background. Well-known scholars who have been members of the Department include Graham Wallas, Harold Laski, Leonard Schapiro, Michael Oakeshott, Elie Kedourie, Maurice Cranston, William Robson, Peter Self, William Letwin, Gordon Smith, Kenneth Minogue, John Gray, Keith Dowding and Brian Barry. Its current full Professoriate consists of Cathy Boone, Sumantra Bose, Michael Bruter, Torun Dewan, Patrick Dunleavy, Katrin Flikschuh, Simon Hix, Sarah Hobolt, James Hughes, Paul Kelly, Chandran Kukathas, Christian List, Martin Lodge, Ed Page, Francisco Panizza, Anne Phillips, Cheryl Schonhardt-Bailey, John Sidel, David Soskice, Mark Thatcher and Tony Travers.

Like the LSE in general, the Department is cosmopolitan: the staff, students and visitors come here from all parts of the world. It is also large by European standards. In a typical year, it has over 120 registered research students (MPhil/PhD), about 360 taught Master's students and over 350 undergraduates (including General Course students). Its staff of full-time academics, tutorial fellows, academic visitors and research officers currently numbers about 40, plus an administrative team and over 30 class teachers in a typical year. [A full listing of academic staff](#) for the current session can be found on the Departmental website, and the Department's entry in the School's Website publication [LSE Experts Directory](#) contains more information about their spheres of expertise (and their photographs, although these are not always a reliable guide to their current appearances).

Although political science at LSE (unlike most other UK universities) is divided between the Departments of International Relations, Government, the European Institute and the Department of International Development (DESTIN) the Government Department covers many of the sub-fields of political science, including Political Theory and Philosophy, Comparative Politics, Global Politics, Nationalism, Public Policy and Regulation, Rational Choice Theory and European Politics and Governance. Its teaching involves close collaboration with other Departments of the School. This collaboration is reflected in its participation in joint degrees at the undergraduate level, as well as interdepartmental MSc programmes.

This is a short guide to [LSE and its history](#).

2. USING THIS HANDBOOK

Please read this handbook carefully. It provides essential information about the Department's teaching, assessment, administration and programme requirements. It also contains essential guidance about how to get help from the Department with administrative and academic issues and advice on study skills.

Disclaimer:

Every effort has been made to ensure that the information in this handbook is correct and up-to-date at the time of publication (September 2016). The online version of the handbook, which may be amended during the year, is

the definitive version: in the case of differences between versions, the online version should be considered authoritative. If any of the information in this handbook differs from other sources of information that you have accessed/received, you should consult the MSc administration team (gov.msc@lse.ac.uk) for clarification.

3. STARTING YOUR PROGRAMME

The [New Arrivals Checklist](#) is a useful tool for preparing to commence your programme at the LSE. The following covers your immediate priorities in the first few weeks of the first term:

3.1 Registration

In your first week at LSE, please make sure that you formally [register for your degree programme \(read these webpages for full guidance on registration\)](#). It is essential that you register at the specified time, as you will not be able to receive teaching until you are a registered student and your course choices may be limited if you are unable to select your courses as a result of registering late. At registration you will be asked to provide proof of your eligibility to study in the UK in order to receive your student ID card.

3.1.1 Arriving Late

If you are unable to make your allocated Registration slot, please see [Late arrivals](#) for advice on catching up quickly.

3.2 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 [registry documents](#).

3.3 Settling in at LSE

The [Your First Weeks](#) webpages provide comprehensive information to help you settle in to life at LSE. The 'How To' pages provide particularly helpful guides on [getting here and getting settled](#).

[LSE Social](#) also provides a list of events and exhibitions going on around the School.

3.4 Welcome Week



The [Welcome Week](#) webpages contain information about both compulsory and optional events taking place at the start of the academic year, including those specific to your department and MSc programme, as well as central School Welcome Week events.

As a minimum, you should attend the following events held in Welcome Week:

Department of Government MSc Welcome Week Schedule 2016					
Date	Activity	MSc Programme	Start	End	Location
Tuesday 20 September	LSE Welcome Presentation	All MSc Students	10:30	12:00	Peacock Theatre
	Registration	Global Politics Political Theory	14:00	14:30	Hong Kong Theatre, Clement House
		PSPE Comparative Politics	14:30	15:00	
		Conflict Studies LSE-PKU	15:00	15:30	
		Regulation PPA	15:30	16:00	
Wednesday 21 September	Department of Government General Welcome	All MSc Students	10:00	11:00	Old Theatre
	Induction meetings for individual MSc Programmes	Conflict Studies	11:00	13:00	NAB.1.15
		Political Theory			NAB.1.07
		PSPE			32L.LG.18
		Global Politics			TW2.2.04
		Comparative Politics			KSW 1.04
		PPA / PPA-PKU			PAR.2.03
	MSc Welcome Receptions	Comparative Politics	17:30	19:30	NAB 8 th Floor
		Global Politics	16:00	18:00	AGWR (OLD5.25)
		Regulation			OLD (CDR)
		PSPE			CLM 2.05
		Political Theory			OLD 3.28
		Conflict Studies			CLM 1.02
		PPA/PKU			OLD 3.23
Thursday 22 September	Induction meeting for MSc Regulation		11:00	13:00	TW1.1.02
Monday 26 September	TEACHING BEGINS				

3.5 Communication at LSE

It is very important that you keep the Department and the School informed of your current home and term-time addresses, telephone numbers and email addresses. In your first weeks you should check that this information is accurately listed on LSE for You (see [section 3.7](#) below). If any of this information changes, you must update it on LSE for You immediately.

3.6 Email and IT Account Set-up

The School will use your LSE email address to communicate with you so you should check it regularly. You should also use your LSE email account for all correspondence with members of the School.

For advice on [activating your LSE IT account](#) and for further information see [LSE Services/IMT](#).

Microsoft Outlook is available on all student PCs on the LSE network. You can configure a smart phone or tablet to access LSE email and other online resources. You can also access e-mail off-campus using webmail and the remote desktop functionality, or by using email clients for laptops and mobile phones. For instructions on how to access your email off campus visit [LSE Services/IMT/remote](#).

3.7 LSE for You

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

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

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

3.8 Moodle

Moodle is LSE's Virtual Learning Environment (VLE). It is a password protected web environment that contains a range of teaching resources, activities, assignments, information and discussions for your course. Moodle also shows links to the Reading Lists for the course, which are managed by LSE Library staff (see [Section 3.9](#)). The content of Moodle is the responsibility of your teacher and so it will vary from course to course (not all teachers choose to use Moodle).

You can access Moodle from any computer connected to the internet, on or off campus. Go to <http://moodle.lse.ac.uk/> and use your LSE user name and password to log in. This page also has links to help and advise on using Moodle.

You will also find links to Moodle from a number of web pages, including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the helpdesk at it.helpdesk@lse.ac.uk.

If you have difficulty using any of these facilities, the IT Services Help Desk will be able to help you. It is located on the Library First floor. IT Services also run a number of training courses for students.

3.9 Reading Lists

For each course there is an online reading list with links to e-sources and the library catalogue. These Reading Lists can be accessed from Moodle, the library webpage, or by visiting [Readinglists/LSE](#).

If any of the Reading Lists do not work or if you cannot access a book in the library, please contact: gov.msc@lse.ac.uk.

3.10 Mail

Any internal mail that comes to the Department for students will be kept in CON3.18 and you will be notified by email that you have mail to collect. Unfortunately, the department cannot handle any external mail for students.

Messages from students for members of staff should be handed in at the Department's Professional Services Office (CON3.18) and will be placed in staff pigeonholes.

3.11 Course Registration

Information about **postgraduate course choice and seminar sign up** can be found on the Student Services Centre webpage: lse.ac.uk/coursechoice.

You can select your preferred course choices as soon as the Graduate Course Choice system opens on **Friday 23 September 2016**. However, you will only be able to access the 'Graduate Course Choice' option in LSE for You when your admissions paperwork is completed. You must register for your course choices (for **both Michaelmas and Lent terms**) via LSE For You by **12:00 noon Monday 10 October 2016**.

Your academic advisor is required to authorise your course choice selections to ensure that they comply with your programme regulations and the Department's rules (as set out below). We therefore recommend that you follow this suggested timetable:

Before 19 September - 9.59am, 23 September	<ul style="list-style-type: none">• View your MSc programme regulations and the course guides of the courses that are available on your programme before 21 September (see section 3.11.1 for more information on programme regulations and course choice).• Consider whether or not you want to take courses outside of your programme regulations (see section 3.11.2 for more information about outside options).• Consider whether or not you want to graduate with a particular specialism and note which courses you would need to take to qualify for this specialism (see section 12.7.1 for more information).• Make a note of any courses that you are interested in taking which are capped or controlled access (see section 3.11.3 for more information) and check whether or
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	<p>not they are running in 2016/7 (you can find out if a GVxxx course is capped or not running at Capped Courses 2016/17 (postgraduate) or by looking at the Availability section of the online course guide).</p> <p>If a course is not running in 2016/7 and you consider it to be crucial to your academic aims, view equivalent courses offered by other LSE departments or University of London colleges. For more information view Capped Courses 2016/17 (postgraduate).</p> <p>See also Taking a course outside LSE for the procedure to register for outside courses.</p> <p>You should then note how the capped or controlled courses you want to select are administered. For example: are the courses freely available or is access to them controlled? Is there any requirement to write an application or provide a rationale for taking a course? Is it administered on a first-come first-served basis? Is there an earlier deadline than 10 October for applying to this course? Are certain students on specific programmes given priority access?</p> <p>Prepare any applications/rationales as required, and make sure that you are in a good position to apply early to courses that are operated on a first-come first-served basis or which have early deadlines. Consider the likelihood of getting a place on courses that are restricted to students on certain MSc programmes and reconsider your selections on this basis.</p> <p>Please note: The Department of Government only administers courses that begin with GV. If you have questions about capped or controlled access courses that do not begin with GV, contact the department that administers them directly.</p> <p>Consult the teaching timetable to find out when the courses you are interested in taking are scheduled in order to avoid any timetabling clashes when making your choices.</p> <ul style="list-style-type: none"> • If you are a Part-time MSc student, see section 15 for additional information. • Familiarise yourself with the LSE For You system using the online tutorials for Graduate Course Choice at LSEForYou/Tutorial. • Once you have registered and your IT account has been activated (see section 3.6 above), log-on to LSE for You and the Graduate Course Choice application. You should find that you have been automatically registered for the compulsory courses for your programme of study. If you have not been automatically registered for your compulsory courses, contact gov.msc@lse.ac.uk.
<p>10am, 23 September</p>	<ul style="list-style-type: none"> • Make your course selections for both Michaelmas and Lent terms on LSE for You as soon as possible.

	<ul style="list-style-type: none"> • If your programme regulations state that you need to take a compulsory Methodology course (see section 3.11.4), decide whether or not you will take this course in the Michaelmas or Lent term. When you make this choice on the LSE for You system, you will see that the same Methodology course appears twice but with an M or L at the end of it. The M and the L stand for Michaelmas and Lent so you should select (for example) MY451M if you want to take this course in the Michaelmas term or MY451L if you want to take this course in the Lent term. • If you have selected capped or controlled access courses, choose alternative back-up courses in the event that you are not successful at securing a place on the capped/controlled access courses you have applied for. The LSE for You system will permit students to apply for up to six full-unit (1.0) courses in the course choice period, and the additional two units of courses can be deselected if a student is successful at securing a place on their preferred course(s). • As you are offered places on capped or controlled access courses over the next few weeks, ensure you accept OR reject your offer within 48 hours via LSE for You. • Search the general School Timetable by course code to find out the time and location of the first lectures for the courses you have selected. • Please note that PG Students are no longer able to drop MT courses in the LT course choice window.
<p>23 September- 12 noon, 10 October</p>	<ul style="list-style-type: none"> • Arrange a meeting with your academic advisor (or drop-in to their office hours) as soon as possible after you have made your course selections (and before the course choice deadline). Discuss your course choices with your academic advisor so that they can highlight any problematic choices which might prevent them from authorising your course choices. If you have selected courses outside of your programme regulations you should especially ensure that you meet with your academic advisor as soon as possible as permission may also need to be sought from your programme convenor before your selection can be approved and this process may take additional time (see section 3.11.2 for more details). • Attend the first week of lectures for your chosen courses. Consider whether or not you want to change courses and discuss with your academic advisor whether or not any new courses you want to select are likely to gain their approval. • Amend any of your course choices in light of the meeting with your academic advisor and before the course registration deadline. • Once you have been accepted onto your chosen courses and they have been approved by your academic advisor, sign-up to your seminars on LSE for You before 14 October 2016. Consult the online tutorials for guidance on how to do this.

	<ul style="list-style-type: none"> • If the courses you have been accepted onto are outside options email gov.msc@lse.ac.uk with the details of the outside options you are taking, attaching the email approvals from your academic advisor and course/programme convenors (see section 3.11.2 for more details). • If you are rejected from a capped or controlled access course, select alternative courses. Consider writing to the course convenor of the capped course you have been rejected from to see if they will permit you to audit the course. Auditing a course means attending the lectures but not attending the classes/seminars or completing any of the assessment or receiving any academic credit. Permission to audit a course is not an entitlement and is approved entirely at the course convenor's discretion. Keep in mind that auditors may be more difficult to accommodate in courses assigned to classrooms with limited seating.
Before 14 October	<ul style="list-style-type: none"> • Ensure you have successfully signed up for seminars for the courses that you have been accepted onto and have received approval for by your academic advisor. • View your personal timetable on LSE for You (all courses will have to have been approved and you must have signed up for all seminar groups before you will be able to view your personal timetable). • If you wish to amend your course choice after the online system has been switched off, you will need to consult with the course convenor of the new course and gain the approval of your programme convenor. To request a late course change you will need to submit an approved 'late course change' form, available to download from Graduate Course Choice.
10am 09 January – 5pm 20 January	<p>Course choice will reopen during this period. If you want to change your Lent term courses, follow the above steps in order to secure a place on a new course by the deadline.</p> <p>Students should try wherever possible to pick their Lent Term courses at the beginning of the year. The Lent term window should really only be seen as an opportunity to make changes. Lots of MSc courses have limited numbers so if students leave their choices they may find their chosen course is full.</p> <p>No course choices or changes can be made beyond Week 2 of LT</p> <p>Please note that PG Students are no longer able to drop MT courses in the LT course choice window.</p>
23-27 January	<p>Seminar sign-up will remain open temporarily but you must have signed up for seminars for courses you have selected in the LT GCC period by 27 January at the latest.</p>

All course choices are subject to the approval of your home department.

3.11.1 Programme Regulations and Course Choices

All Department of Government students are expected to take four full-units (1.0). These units can be broken into half-unit courses which count for 0.5 units (and run for one term) and/or full-unit courses which count for 1.0 unit (these courses run over both Michaelmas and Lent terms).

All Department of Government MSc students must complete the GV499 Dissertation which is worth 1.0 unit. Most programmes also require students to take core courses and/or methods courses, which are worth between 0.5 and 1.0 unit, depending on the programme. You should consult the programme regulations for your MSc for details of which core courses you must take to be awarded your degree. These can be found online at [programme Regulations](#).

All Department of Government MSc programmes also require students to take optional units in addition to the core course(s) and the GV499 dissertation. The optional courses on your programme are also listed on your programme regulations.

When you log into LSE for You, you will find that you have already been signed up for any courses that are compulsory for your MSc programme.

See **APPENDIX 1 – INTERPRETING PROGRAMME REGULATIONS** for a guide to interpreting Programme Regulations.

3.11.2 Optional Courses Outside of your Regulations

Outside options are courses that are LSE courses that are not in a student's programme regulations. All Departments in the School offer a range of postgraduate taught courses, which can be taken by any student, provided the course requirements are met. If students wish to take a course not in their programme regulations (including GV courses) then they will need to obtain the following permissions by email:

For one 0.5 unit- they will require the permission of their academic advisor and the course convenor of the outside course they wish to take.

For one or more courses to the value of 1 unit- they will need the permission of their academic advisor, the course convenor(s) of the outside course(s) and the MSc Programme Convenor of their programme.

If your outside option(s) are approved and you are accepted onto the courses on LFY, you should email gov.msc@lse.ac.uk with the details of the outside options you are taking, attaching the email approvals from your academic advisor and course/programme convenors.

Students cannot take optional courses outside of their regulations beyond the value of one unit.

3.11.3 Capped and 'Controlled Access' courses

Some courses will have restricted access and for these you will need to successfully apply to the teaching department responsible for the course for permission to take it, before it can be selected on LSE for You. If such an application is required it will be indicated on the LSE for You course choice system. A list of the GVxxx courses that are capped in 2016/7 can be found at [Capped Courses \(postgraduate\)](#). Information on whether courses in other departments are capped or controlled access can be found on the online [course guides](#).

You must apply for any capped courses by the deadlines stated on LSE for You. These deadlines will vary from course to course, but they will fall between 23 September and 12:00 noon on 10 October. We would advise you to **check your LSE for You account regularly** during the course choice period, because when you are offered a place on a capped or controlled access course, you must accept or reject the offer **within 48 hours via LSE for You**.

For more information please see [Graduate Course Choice](#).

3.11.4 The Research Methodology Courses

These courses are compulsory for the MSc Conflict Studies, MSc Public Policy & Administration, MSc Public Policy and Government (PKU) and the MSc Political Science & Political Economy programme. Students on MSc Conflict Studies will take either MY421 or MY451. Students on MSc Public Policy & Administration and MSc Public Policy and Government (PKU) will take either MY451 or MY452. Students on MSc Political Science & Political Economy will take MY452 and MY457.

Why are methods courses important?

We recognise that many students may be intimidated by statistical methods, and some of you may approach them with anxiety and trepidation. Rest assured that an advanced knowledge of maths is not required and we will not even use much of it, at least in the introductory statistics course where you will be taught how to use percentages, averages and standard deviations, before moving to cover statistical inference and ending with simple multiple regression (one of the most widely used tools in quantitative methods in the social sciences). But still you may ask, why should you do this?

The short answer is that just as we are all expected to be able to write coherent essays, we need to acquire at least a basic numerical literacy to be able to understand some of the important work in modern social science. It is a fact of life that you just cannot read, understand or evaluate many articles in social science journals if you have never studied any statistics. We do not expect you to become 'fluent' after one quantitative methods course (any more than you would after studying a foreign language for only a short time) but you will have an important start. Above all, if you have any fear and phobias about statistical methods, you will overcome them and show yourself that you really can do this! The Research Methods courses are designed to equip you with the basic social science research skills and to help you to produce a higher quality dissertation. Improving your research is the main point, and these skills will help you structure your thinking more clearly and precisely. Moreover, even a few moments' reflection suggests that learning how to systematically design research projects and use appropriate methods are 'transferable life skills' that could well be of use to you long after you leave the LSE. Whether you end up working as a policy analyst for a government, international organisation, research organisation, or a private sector company, candidates with research methods skills are often more attractive. Even if you don't do the research yourself, it will be useful to know whether the analysis done by the people who work for you makes any sense!

Quantitative Methods

Students with no previous experience of statistics and data analysis will take MY451: Quantitative Analysis 1: Description and Inference. This course covers the basic theory and concepts associated with quantitative social

research: descriptive statistics, the logic of statistical inference and sampling, hypothesis and significance testing and simple linear bivariate and multiple regression.

4. KEY INFORMATION ABOUT THE DEPARTMENT OF GOVERNMENT

4.1 Location

The Department of Government is located on the 3rd, 4th, 5th, 6th and 7th floors of [Connaught House](#).

4.2 Common Room

The Department of Government has the privilege of being able to offer its students a common room on the 5th floor of Connaught House, for group study and intradepartmental socialising. You access the common room using your LSE ID card. As there are academic offices and PhD study rooms close by, noise must be kept to a minimum. Anyone found to be exceeding reasonable noise levels or otherwise misusing this room may be barred from entry.

4.3 Professional Services Office

The Department's Professional Services Office in CON3.18 is open between 10.30am and 12.30pm and 1.30-3.30pm in term time. In vacation periods, the opening hours are 10.30am-12.30pm and 2-3.30pm.

4.4 Head of Department

The Head of Department, [Professor Chandran Kukathas](#), is responsible for the overall running of the Department and all academic members of staff.

4.5 Deputy Head of Department (Teaching)

The Deputy Head of Department (Teaching), [Professor Cheryl Schonhardt-Bailey](#), is responsible for the delivery of the undergraduate and postgraduate programmes for the Department. If you encounter problems or issues that cannot be resolved by your student representative, course convenor, academic advisor, MSc programme convenor, or MSc Coordinator, they should be escalated to the Deputy Head of Department (Teaching).

4.6 Department Manager

The Department Manager, [Ms Shelly Brindley](#), is responsible for all matters relating to the administration of the Department.

4.7 MSc Coordinator

The MSc coordinator, [Dr Leigh Jenco](#), is responsible for ensuring a consistent approach to all matters relating to the Department's MSc programmes, working closely with the Deputy Head of Department (Teaching) and the MSc programme convenors. The MSc coordinator chairs the Staff-Student Liaison Committee ([see section 16](#)) and also represents the MSc programmes at departmental and School-level committees; reporting back on

relevant issues that arise from the MSc Staff-Student Liaison Committee. If you encounter problems or issues that cannot be resolved by your student representative, course convenor, academic advisor or MSc programme convenor, they should be escalated to the MSc Coordinator.

4.8 MSc Programme Convenor

Each MSc programme is led by a senior member of faculty. These programme convenors manage the course convenors working within each programme. If you encounter problems or issues that cannot be resolved by your student representative, course convenor or academic advisor, they should be escalated to the MSc programme convenor.

In 2016/7, the MSc programme convenors are:

MSc Programme	MSc Programme Convenor
MSc Comparative Politics	Dr Jonathan Hopkin
MSc Conflict Studies	Dr Denisa Kostovicova
MSc Global Politics	Dr Mathias Koenig-Archibugi
MSc Political Theory	Prof Christian List
MSc Political Science and Political Economy	Dr Valentino Larcinese
MSc Public Policy and Administration	Prof Edward Page
MSc Regulation	Prof Robert Baldwin (Law)

4.9 Academic Advisor

Each MSc student is assigned an academic advisor at their induction meeting or shortly after. They will be your most important academic link with the Department and the School. They will be able to advise you on academic and pastoral matters or signpost you to the correct contact in the School for further support.

They will ask to see you during the first week of term. Make sure you attend at the time requested by your advisor. Advisors will have at least one office hour a week when they will always be available to see students. You can find out when your academic advisor holds their office hour on their staff page on the Department of Government website. There is also a list of academics' office hours at the window of CON3.18. If for some reason you do not hear from your academic advisor in the first days of term, make an appointment to see them on LSE for You or visit them during their office hour.

At all other times of the year, if an academic's office hours are fully booked, academic advisors should also be prepared to make appointments outside their office hours for their academic supervisees so please do email your advisor to arrange an appointment if necessary. You should expect to **meet with your advisor a minimum of twice per term**. Any serious difficulties, which you may encounter over supervision, should be discussed with your advisor; if this fails to generate a satisfactory outcome, you should (consecutively, if necessary) see your MSc Programme Convenor, the MSc Coordinator, and (ultimately) the Deputy Head of Department (Teaching).

Academic advisors will be able to advise you on MSc regulations, course choice, your academic performance and progress and many other matters related to your programme. They will be able to advise you on your prospects

of proceeding to higher degrees such as MRes/PhD. You may expect your academic advisor to provide references for you when you apply to other institutions and for employment (but please note that three weeks' notice is required for the provision of a reference and an academic advisor may decline to write a reference if you provide him/her with less time than this). Academic advisors may be able to offer advice if physical or mental illness, learning disabilities, financial difficulties, or other crises affect your work. You should keep them informed of any disruptions to your progress. **It is most important, if you are ill or experience any other crisis, that your advisor is informed as soon as possible.** This is particularly important if such crises negatively affect the submission of assessed work or examinations.

4.10 Dissertation Supervisor

Each Department of Government MSc student has to complete the GV499 Dissertation and is assigned a dissertation supervisor. The assignation of dissertation supervisors differs from programme to programme. In some cases your dissertation supervisor will be the same as your academic advisor, but not necessarily. The arrangements for your programme will be confirmed at your programme-specific induction meeting at the beginning of the year.

4.11 Course Convenor

Each course offered by the Department and the School has a nominated course convenor who is responsible for organising the course syllabus, timetable, assessment, teaching materials and class teachers for that course. You can find out the convenor of any course by looking it up on the relevant course guide. Course guides can be found online on the [LSE Calendar](#).

Each course is different but course convenors are also often the principal lecturer for the course they convene and may also deliver the associated seminars or classes. Alternatively, the seminars or classes may be delivered by class teachers who report to and work closely with the course convenor, within a syllabus designed by the course convenor. If you encounter problems or issues with your courses that cannot be resolved by your student representative or class teacher, they should be escalated to the course convenor.

4.12 The Chair of the Sub-Board of Examiners

The Chair of the Sub-Board of Examiners for all MSc programmes is the nominated MSc Programme Convenor (see 4.8 above).

4.13 Academic Staff

During your time at LSE you will have various opportunities, both academic and social, to meet many of the academics in the Department of Government (and perhaps in other departments at LSE). You should make the most of these opportunities—they will enrich your time here.

Full details of the Department's academic staff can be found on the [Department of Government](#) website.

The [LSE Experts](#) Directory also features in-depth detail of all full-time academic staff's areas of research and expertise.

The room numbers and telephone extensions of academic members of the Department are also posted on the wall by the Department's reception desk in CON3.18.

Students are encouraged to make full use of the office hours system to interact with a variety of academics across the department and the LSE.

4.14 Professional Services Staff

The key administrative contacts for the MSc programmes are:

Name	Title	Programmes:	Contact
Mr Mark Bryceland	MSc Programme Administrator	MSc Comparative Politics MSc Global Politics MSc Public Policy and Administration LSE-PKU MSc in Public Administration and Government	gov.msc@lse.ac.uk 0207 955 4970
Mr Muheez Busari	MSc Programme Administrator	MSc Conflict Studies MSc Political Science and Political Economy MSc Political Theory MSc Regulation	gov.msc@lse.ac.uk 0207 955 7651
Ms Catherine Robinson	Deputy Department Manager	All programmes. Managing the MSc Programme Administration team.	gov.msc@lse.ac.uk 0207 955 7909

A list of all other [Professional Services Staff](#), their responsibilities and their contact information can be found on the Department of Government website.

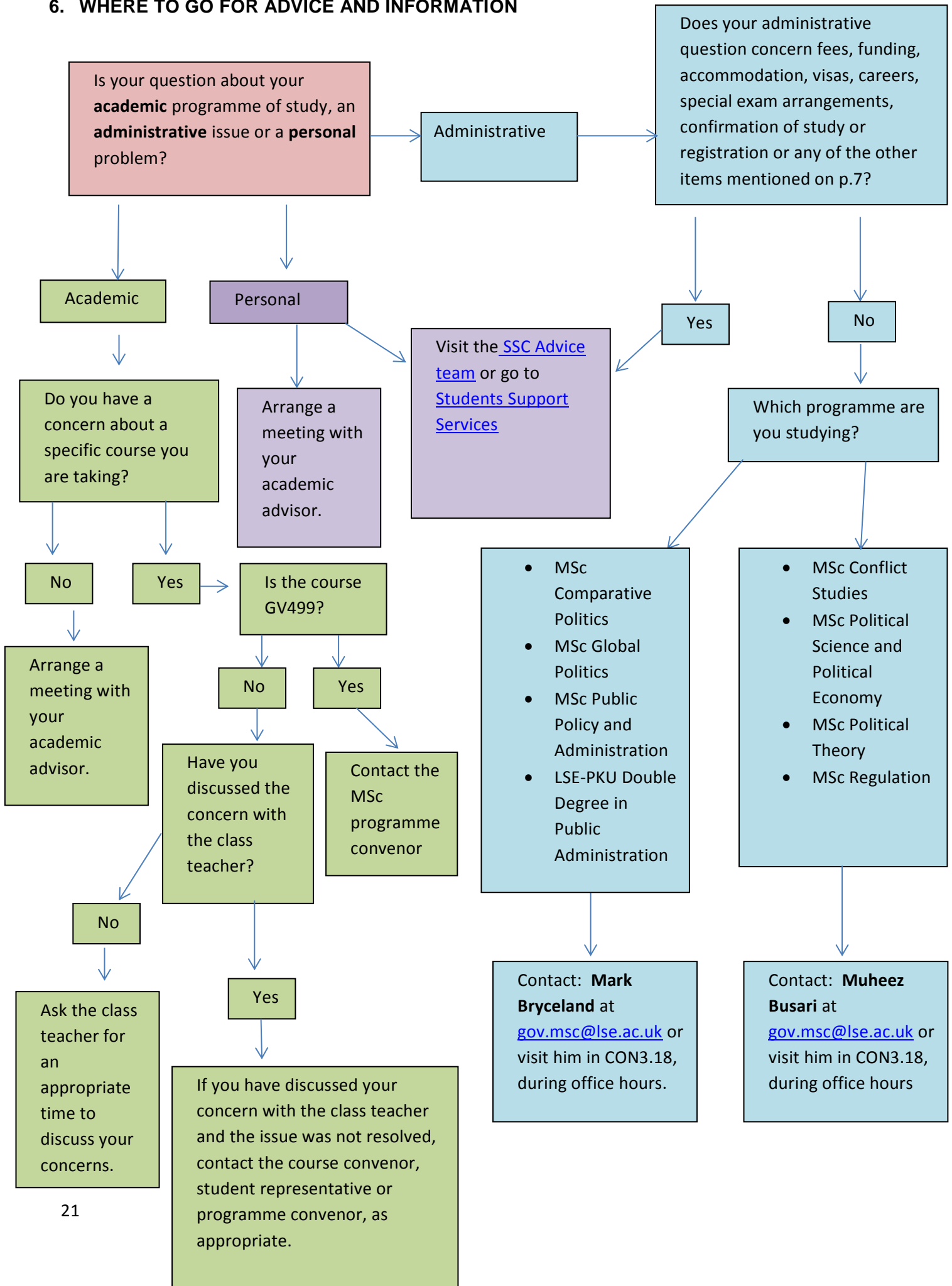
5. SOURCES OF SUPPORT AT LSE

The list below gives a summary of other sources of support within the School.

Academic Support Services:	For information about the Teaching and Learning Centre , Library Subject Guides , Moodle and links to Student Advisers .
Careers And Vacancies:	For careers guidance, information on graduate employment, and vacancies exclusive to students and alumni, plus jobs at LSE and information on what it is like to work here – LSE Careers and the LSE Volunteer Centre
LSE LIFE	For guidance on academic, professional and personal development; help to find your own ‘best’ ways to study, think about where your studies might lead you, and making the most of your time at LSE
Faith Centre:	For information about religious services, events, support and the Interfaith Forum
IT Support:	See the Student IMT webpages for information about the Student IT Helpdesk , the Laptop Surgery , Guidance on Using Social Media and Support for Students with Disabilities
Language Centre:	For information about the EAP Insessional Support Programme , Learning Support Workshops , and more
Lesbian, Gay, Bisexual And Transgender Students:	For information about the Students' Union LGBT Alliance , the LSE Diversity Blog , external support services and more.
Money Matters:	For information about the Fees Office , Table of Fees , Financial Support , Loans , Part-time Work , Bank Accounts , Council Tax , Financial Problems , and more.
Student Services Centre:	For access to a range of services and advice related to admissions, registration, fees, financial support, course choice, exams and results, transcripts and degree certificate, graduation, and more.
Students With Children:	For advice on pregnancy, finances, accommodation and impacts on studies
Teaching And Learning Centre:	For information about Development and Training, online learning support from Learning World and more.
Dean of Graduate Studies:	The Deans have a wide range of duties relating to the School’s student community. They are available to any student who wishes to discuss academic or personal issues. The Deans will see students by appointment or during their office hours. Appointments can be booked through their Executive Assistants. Students are encouraged to speak to their academic advisor, MSc programme convenor and the MSc Coordinator and the Deputy Head of Department before engaging the Graduate Dean.
Visas And Immigration:	For advice on immigration options and support while studying at LSE.
Wellbeing, Health And Safety:	For information about the Disability and Well-being Service (see also section 19.2) , the Student Counselling Service , the Students' Union Advice service , Healthcare , the on-campus St Phillips Medical Centre and more.

Also see: [What to do if you have a problem](#)

6. WHERE TO GO FOR ADVICE AND INFORMATION



7. TERM DATES AND SCHOOL CLOSURES 2016/7

Welcome Week: Monday 19 September – Friday 23 September

Michaelmas Term: Thursday 22 September – Friday 9 December (*teaching begins on Monday 26th September 2016*)

Lent Term: Monday 9 January – Friday 24 March (*for departments with courses that will be examined in January, examinations will be held in week 0 – Tuesday 3 January – Friday 6 January, more information can be found here:*

<http://www.lse.ac.uk/resources/calendar/CourseAndProgrammeInfo/LentTermWeek0Exams.htm>) *

Summer Term: Monday 24 April – Friday 9 June

For those departments that operate them, School Reading Weeks are the weeks beginning Monday 31 October 2016 and Monday 13 February 2017.

The School will also be closed on English public holidays*. In 2016/17 these will be:

Christmas Closure Thursday 22 December 2016 – Monday 2 January 2017

Easter Closure Thursday 13 April – Wednesday 19 April 2017

May Bank Holiday Monday 1 May 2017

Spring Bank Holiday Monday 29 May 2017

Summer Bank Holiday Monday 28 August 2017

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

Week 0 occurs at the beginning of the Michaelmas (MT) and Lent terms (LT); they are non-teaching weeks which nonetheless contain important programme-related activities such as registration and induction (MT) and assessments and examinations (LT).

8. STUDYING FOR AN MSC IN THE DEPARTMENT OF GOVERNMENT

8.1 Aims and Objectives

Aims

Your MSc programme aims to:

- provide an academically challenging education, in a research-active environment, to intellectually able students from a wide range of countries;
- provide access to the wider context of the social sciences;
- enable students that are intending to pursue higher degrees to develop the necessary analytical and theoretical sophistication, as well as breadth and depth of understanding within their field of study to become articulate, clear thinking individuals, able to analyse critically complex bodies of material, whatever their chosen career;

- provide research training in the social sciences, of the highest academic standards;
- provide specialist study opportunities to students with a first degree in a cognate area.

Objectives

Students completing an MSc programme should possess:

- an advanced critical understanding of the main theoretical and policy debates within their chosen field;
- specialist knowledge of at least one sub-field of their chosen area;
- the ability to work independently, employing an empirical and analytical knowledge of their field in the planning and presentation of succinct, precise arguments, both written and oral;
- the ability to design and independently execute a dissertation on an approved subject of their own choice within their field;
- a critical understanding of the main methodological and philosophical problems involved in research in their field;
- knowledge of the skills appropriate to research in their field, and detailed knowledge of the main findings and theories associated with the particular focus of their degree.

9. MSc PROGRAMME INFORMATION

9.1 Teaching

The majority of Department of Government postgraduate taught courses are run on a half-unit basis. Substantive teaching of each half-unit generally covers one term as follows: ten weeks of teaching plus one revision session for each course. Some courses will hold their revision session in week eleven of the term, or a revision session will be held in week one of the summer term. Some courses also hold a reading week in week six of the term(s) for additional complementary learning activities, assessment preparation, private study or feedback. Each MSc course thus involves a minimum total of 11 weeks teaching. Some MSc courses in our own and other Departments are run on a whole-unit (year-long) basis. Substantive teaching of each whole unit course generally covers two terms as follows: an introduction, twenty-one weeks of teaching plus one revision session and up to two reading weeks. The precise format for the teaching on each course can be viewed on the course guide; course guides can be found on the [LSE Calendar](#).

9.2 Course Structure

Courses are organised in a variety of ways. Some are wholly seminar-based; others have lectures accompanying the seminars. Seminars require students to actively participate in discussions, and sometimes to prepare and deliver presentations. Except in the cases of GV4C5, the presentations and contributions to seminar discussion are not formally assessed, which means they do not count towards your final mark for the course (see [Section 10.1](#)). They will be an important part of the class reports your class teachers record on LSE for You however and these reports are a primary source for any written reference about you provided by members of the School.

Attendance at lectures is not compulsory, but since lecture content is taken into account when the summative assessment is designed, absence from lectures may seriously affect your performance. Section 23 of the [Academic Regulations](#) states:

A student is required to attend to his/her studies by attending classes, seminars, workshops, supervision sessions or other prescribed learning activities and producing promptly the written work required. Dereliction will result first in a warning, and if continued will result in exclusion from assessment or from the School as appropriate.

9.3 Programme Transfers

Programme transfers between Department of Government programmes or LSE Departments are only approved in rare cases and only with the approval of the MSc Programme Convenors of both the original and the new MSc programme. Please see [Programme Transfers](#) for more information.

9.4 Change of Mode of Study

If you want to switch between part-time or full-time study, please refer to the School's guidance on [Change of mode study](#).

9.5 Interruption or Withdrawal from your Programme

If you experience any difficulties during your time at LSE you should make sure that you keep in regular contact with your academic advisor and/or your MSc Programme Convenor. They will be able to signpost you to appropriate services within the School so that you receive the support to enable you to continue studying successfully.

However, if your circumstances are insurmountable in the medium to long term, you may wish to consider the following options:

[Interruption](#): with approval from your department you can interrupt your programme by taking a break in your studies, normally from the end of one term and for up to one calendar year.

[Withdrawal](#): withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

For more information, please see [Registration Changes](#)

10. ASSESSMENT AND FEEDBACK

10.1 Formative Assessment

The LSE has two types of assessment, formative and summative. Class essays and assignments are examples of formative work and do not count towards the final grade for a course. Assessed essays, dissertations and unseen examinations are summative assessment and count towards the final course grade.

Courses without an assessed essay requirement will expect the submission of at least one piece of formative written work during the course. The marks for formative written work will not count towards your final mark for the course, but they will be recorded by your seminar teacher and can be used in the production of written references.

Formative work is not intended to provide a prediction of your likely performance in your final examinations; it is designed instead to measure your progress and to give you guidance on how to improve your academic performance. By contrast, summative assessment is designed to provide a formal evaluation of your academic achievement.

10.2 Summative Assessment

Many MSc courses have assessed essays, which constitute up to 100% of the overall formal assessment for that course. There are also a number of courses that are 100% assessed by an unseen written examination in week 0 of the Lent Term OR Main Summer examination periods. In addition to taught courses, all MSc programmes involve the completion of a dissertation (GV499), which counts for 25% of the final assessment of the programme.

10.3 Lent Term Week 0 Examinations

Some MSc GV courses will host their examinations in week 0 of the Lent term instead of in the main exam period in the summer term. In 2016/7, week 0 Lent term will be 3-6 January 2017. A list of courses that hold week 0 Lent term examinations can be accessed via [January Examinations 2017](#).

Students who fail Lent term week 0 exams will not be permitted to re-sit in the main exam period in the summer. They will be expected to re-sit in the Lent term week 0 exam period of the following academic year. For more information on [Re-entry \(Re-sitting\) exams](#).

10.4 Assessment Feedback

Section 2.9 – 2.10 of the [Code of Good Practice for Taught Masters](#) sets out the School's policy on assessment feedback:

- 2.9 Individual departmental Assessment and Feedback Statements are the definitive source of information about departmental feedback practices. The practices set out in departmental statements are underpinned by the School-level feedback rules at paragraphs 2.10 and 2.11, below. These rules are de facto minimum feedback requirements. Departmental practices will be at or above this minimum threshold.
- 2.10 Feedback on coursework is an essential part of the teaching and learning experience at the School. Seminar teachers must mark formative coursework and return it with feedback to students normally within two weeks of submission (when the work is submitted on time). Seminar teachers must record the marks, or the failure to submit coursework, regularly via LSE for You. Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations). They will normally receive this feedback before the examination period. Individual departments will determine the format of feedback on summative coursework, but it will not include the final mark for the piece.

The department aims to provide feedback on summative coursework within four weeks of submission, but in some cases, issues will require further clarification and in such cases individual feedback may be delayed. Course convenors will seek to provide feedback before the exams; however, given the exam timetable, this will not be feasible in all cases. Feedback for summative coursework will bear a classification but not a numerical mark.

10.5 Submitting Assessed Essays

Candidates are required to upload an electronic copy of their summative essays to the submission boxes on the course Moodle page by the advertised deadline. You will be asked to tick a box to confirm that your work is your own and that it conforms to the expectations set out by the conditions of registration and the School's academic regulations. There is no requirement to submit a hard copy of your summative assessments.

Assessed essays should be word processed using *Arial* or *Times New Roman* fonts, point 12, *Normal* margins, and double line-spacing.

It is your responsibility to ensure that you upload the correct file in a readable format. Only Word and PDF documents are accepted. If your file is corrupted/unreadable because you submit it in the wrong format and the Professional Services Office need to contact you to submit a readable file, you may incur a late penalty. You can overwrite this file as many times as required up until the deadline. You will not be permitted to make amendments to your file after the deadline has passed.

10.6 Word Count

The length of each of your assessed pieces of coursework will be stipulated on the relevant course guide and/or Moodle page. In addition, the MSc administration team will email the guidance for each assessed piece of coursework prior to submission.

For all assessed pieces of coursework on MSc courses, the following word count policy is applied:

Included in the word count: the main body of text, quotations within the text, all footnotes and endnotes.

Not included in the word count: the cover page, table of contents, acknowledgements, the abstract (although this should be a maximum of 300 words), figures, graphs, tables, appendices and the bibliography.

A note on appendices: Whilst appendices can provide useful additional information, students should not rely on appendices being read by markers, as they are outside the official word count. Your appendix should, at best, provide background material that supports the information you provide in the main text; your argument should not rely on referring to an appendix.

Word count penalties: Your assessed coursework should be as close to the word limit as possible.

There will be no penalty for assessed coursework that does not meet the word limit but it is unlikely that coursework that is significantly under the word limit will meet the academic requirements.

Where assessed coursework is more than 5% over the official word limit, marks may be deducted as a penalty. The size of the penalty will be determined by agreement between the internal and external markers. Penalties

are necessary in order to achieve equity between candidates and to ensure that all candidates are assessed on the basis of submissions that are similar in form.

The word count policy is also intended to discourage candidates from attempting over-ambitious topics and to encourage concise argument. (Remember that academic articles in major refereed journals are also subject to strict dictates concerning word length.)

10.7 Plagiarism

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 (this includes failing to use proper citation methods when citing or paraphrasing work that is not your own). If you reuse work that you have submitted for assessment elsewhere, whether deliberately or not, you will be committing self-plagiarism.

Any quotation from the published or unpublished works of other persons, including other students, must be clearly identified as such, being placed inside quotation marks. A full reference to all sources must be provided in proper form. A series of short quotations from several different sources, if not clearly identified as quotations, constitutes plagiarism just as much as an unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exam scripts, dissertations, formative/summative 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 see the School’s [Statement on Editorial Help](#). 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. Submitting the same piece of work twice – such as, for example, using all or part of a formative essay in an assessed essay - 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 the plagiarism detection software [Turnitin UK](#) to identify plagiarised text. Work containing plagiarism may be referred to an Assessment Misconduct Panel which may recommend severe penalties.

The Regulations on Plagiarism can be found at the following web links:

http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsAssessmentOffences_Plagiarism.pdf

If you are unsure about the academic referencing policy used by the School you should seek guidance from your Academic Adviser or from the Library via [Library Subject Guides](#).

10.8 Extensions

If you experience unexpected circumstances which are likely to prevent you from submitting your summative assessments on time, you are encouraged to consider requesting an extension. To request an extension you

should email your MSc programme administrator at gov.msc@lse.ac.uk **before the submission deadline**. You should NOT contact the course or programme convenor directly to request an extension, to avoid compromising anonymity.

You should explain why you are requesting an extension and the length of extension you think you will require. As a general rule of thumb, the maximum request for an extension should be four weeks after the original submission date (though such a significant extension would normally only be approved in extreme and well-documented circumstances). If you require more than a four week extension, we would encourage you to also consider the option of Deferral (please see [section 10.9](#) below for more information).

Once received, your MSc programme administrator will anonymise your request and submit it to your course or programme convenor, as appropriate. Extensions are granted entirely at the discretion of your course or programme convenor. It is likely that you will be asked to provide supporting evidence and you should attach any documentation you have with, or as soon as possible after, making the request. For advice on the type of supporting evidence you should supply, please see the School guidance on the [Exceptional Circumstances](#) webpage. **Students must not send extension requests directly to course or programme conveners as this will compromise your anonymity.** If a student sends an extension request directly to a course or programme convenor, they cannot claim any bias in the marking process as a result of non-anonymised marking.

Please note that employment is **not** a valid reason for requesting an extension – the MSc is a 12 month programme and if you choose to work then it is your responsibility to organise your time so that you can complete your course.

10.9 Deferrals

If you wish to defer the submission of your summative assessments to the following academic year, it is essential that you make a deferral request **before the submission deadline**. For guidance on submitting a deferral request, please see [LSE/deferral](#).

10.10 Late penalties

If a summative assessment is received after the submission deadline, and neither an extension nor a deferral has been formally approved, the assessed coursework will be subject to late penalties in accordance with section 52 of the School's [General Academic Regulations](#) which state:

If a student fails to submit by the set deadline (or extended deadline as appropriate) five marks will be deducted for coursework submitted within 24-hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted.

If there are exceptional circumstances that arose to prevent timely submission but the student did not seek an extension or deferral in advance of the submission deadline, they are encouraged to complete and submit an exceptional circumstances form directly to the MSc programme administration team at gov.msc@lse.ac.uk or CON3.18, within seven days of the submission deadline. If an exceptional circumstances form and the relevant supporting evidence are received on time, the course convenor will review the candidate's exceptional circumstances form and decide whether or not the late submission penalty will be enforced.

10.11 Non-submission

According to the regulations, if a candidate does not submit their first attempt at a summative assessment by the submission deadline (or the agreed extension deadline), and they have not arranged a deferral in advance of the submission deadline, the candidate will receive a mark of 0 and will exhaust one of their attempts at that course. They will be automatically re-entered to re-sit the course as a second and final attempt the following academic year and the degree award will be automatically capped at a pass (in accordance with section 6 of the [Classification Scheme for Taught Masters Degree](#)).

10.12 Examination Procedures for Candidates

The School's guidelines on sitting examinations can be found in [Examination Procedure](#). Section 8 of the Examination Procedures for Candidates explains what to do if things go wrong for you around the examination period. Like summative essays and dissertations, examinations can be deferred in advance of the examination period. For more information about deferral, see [section 10.9](#) of this handbook.

10.13 Examination Timetables

The examination timetable for the Lent term Week 0 exam period will be published by 30 November.

The examination timetable for the Main Summer exam period will be published shortly after the Lent term and your personal examination timetable will be published by the end of the second week of the summer term.

For the most up-to-date timeframes consult [Examination Timetable](#).

10.14 Past Exam Papers

For the purpose of revision, see [Past Exam Papers](#).

10.15 Marking Procedures

All summative work (coursework, dissertations and exam scripts) must be anonymous and distinguished only by candidate number. All scripts are by one internal marker and a selection of scripts are moderated by a second marker. In cases where the internal markers are unable to agree a mark, the script in question is sent to an external examiner. The external examiner also receives a sample of scripts and other assessed work from the top, the middle and the bottom of the mark range in order to confirm that internal marking is consistent and of an appropriate standard.

The MSc Programme Convenors also act as Chair of the Sub-Board of Examiners on the MSc Programmes. They are responsible for examinations, ensuring that the proper procedures are followed, as set out in the [Instructions for Examiners](#), in respect of all MSc programmes and courses run by the Department of Government.

10.16 The MSc Marking Scheme

All formative and summative assessment will be marked against the MSc Marking Scheme:

MSc GOVERNMENT MARKING SCHEME

Mark	Descriptive Equivalent for Exams	Descriptive Equivalent for Course work/Class Essays	Descriptive Equivalent for the Dissertation
Outstanding (Distinction) 75+	The below + outstanding in originality	The below + outstanding in originality	The below + outstanding in originality. Publishable in modified form.
Excellent (Distinction) 70 – 75	The below + original ideas and/or argument. Demonstrates a command of theory and evidence.	The below + original ideas and/or argument. Demonstrates a command of theory and evidence.	The below + original ideas and/or argument. Demonstrates a command of theory and evidence.
Very Good (Merit) 65-69	The below + analytically and theoretically sophisticated with a wide and deep knowledge of literature and a superior marshalling of evidence. Capability of doing PhD work.	The below + analytically and theoretically sophisticated with a wide and deep knowledge of literature and a superior marshalling of evidence. Capability of doing PhD work.	The below + analytically and theoretically sophisticated with a wide and deep knowledge of literature and a superior marshalling of evidence. Capability of doing PhD work.
Good (Merit) 60-64	The below + good use of theory and some analytical depth. Deeper knowledge of literature. Good use of a variety of evidence to support the argument.	The below + good use of theory and some analytical depth. Deeper knowledge of literature. Good use of a variety of evidence to support the argument.	The below + good use of theory and some analytical depth. Deeper knowledge of literature. Good use of a variety of evidence to support the argument.
Average (Pass) 55-59	The below + demonstrates some reflection on the readings and lectures and uses supporting evidence fairly well. Minor factual errors allowed.	The below + demonstrates some reflection on the readings and lectures and uses supporting evidence fairly well. Minor factual errors allowed. Sources are accurately documented and presented.	The below + demonstrates some reflection on the literature and uses supporting evidence fairly well. Minor factual errors allowed. Sources are accurately documented and presented.
Satisfactory (Pass) 50-54	A coherent answer to the question showing a basic knowledge of lectures and set and required readings. Some factual errors allowed.	A coherent answer to the question showing a basic knowledge of lectures and set and required readings. Some factual errors and lapses in documentation of sources allowed.	A basic question answered with a coherent argument demonstrating a basic knowledge of relevant literature and empirical evidence. Some factual errors and lapses in documentation of sources allowed.
Unsatisfactory (Condonable Fail) 40-49	Anything less than the above, but some understanding of the subject demonstrated. Incomplete and poorly organised answer containing many errors of fact.	Anything less than the above, but some understanding of the subject demonstrated. Incomplete and poorly organised answer containing many errors of fact. Narrow or poor selection of material and flawed understanding of it. Poor presentation.	Anything less than the above, but some understanding of the subject demonstrated. Incomplete and poorly organised answer containing many errors of fact. Narrow or poor selection of material and flawed understanding of it. Poor presentation. Poorly researched and little sign of analytical depth.

Unsatisfactory (Unconsonable Fail) 0 - 39	Anything less than the above. Shallow and little evidence of understanding.	Anything less than the above. Little effort. Shallow and very poorly presented.	Anything less than the above. Little effort. Shallow and very poorly presented.
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11. THE GV499 DISSERTATION

Your GV499 dissertation is a very important part of your assessment. It makes up 25% of the total assessment of your MSc programme and, in accordance with the Department's local rules, you cannot be awarded your degree if you have not passed GV499.

You must confirm your dissertation topic and title by writing a dissertation proposal which must be submitted in the form requested and by the deadline stated for your MSc programme (see the GV499 Moodle page for information on the format and deadline for your individual MSc programme). It is up to you to contact your dissertation supervisor to get your dissertation proposal form authorised and you should make sure that you do so in good time. If you do not submit your proposal form by the deadline, a note will be made of your failure to comply with Departmental procedure. Although dissertation supervisors will sign off on the form, they will be under no obligation to provide the kind of supervision consultations that are usually given during the rest of the supervision period. After the end of the Summer Term you are 'on your own'; academics are expected to spend the summer vacation on research and writing, as well as attending meetings and conferences, so do not expect to have any contact with your dissertation supervisor after 10 June 2016. You are therefore advised to begin work on your dissertation as early as possible to make best use of the supervision period.

With agreement from your dissertation supervisor, you may be permitted to change your dissertation topic or title after your dissertation proposal form has been submitted. However you will not be permitted to make major changes after the summer term. As noted above, your dissertation supervisor will not be available during the summer vacation, and it is inadvisable to commence work on a completely new topic at such a late stage. You may make minor amendments to your title, so long as the basic topic remains unchanged.

It is essential that you take care to write a dissertation of the appropriate quality. We expect you to demonstrate that you have sufficiently mastered the subject of the degree to make a contribution which merits attention by other scholars and practitioners in the field. The best dissertations can be – and have been – of a standard which leads to publication in a refereed journal. Even if your dissertation does not reach that level, the quality of presentation, especially with regard to footnoting and references, must be of that standard. You are actively encouraged to attend the [LSE MSc Dissertation Week](#) at the end of the Summer term which offers support with planning, writing and making the most of your dissertation.

In addition to the guidance that you will receive from your dissertation supervisor, the notes in this handbook and the dissertation workshops provided on your programme will be devoted to discussing the dissertation exercise. In addition, these notes are intended to guide you in your work on your dissertation. The Sub-Board of Examiners has carefully discussed the guidelines and they are provided well in advance in order to avoid misunderstandings over what is required.

It is the responsibility of each student to familiarise themselves with these guidelines in advance and to request clarification (where required), by email, to gov.msc@lse.ac.uk at least seven days before the submission deadline. Students who do not read or adhere to these guidelines cannot expect leniency if this results in any kind of penalty.

11.1 Cover Page

Your dissertation should have a cover page which states your dissertation title, your candidate number and the word count on the front. You should use this paragraph:

[Title]

A dissertation submitted by [candidate number] to the Department of Government, the London School of Economics and Political Science, in part completion of the requirements for the MSc in [name of MSc].

[month, year]

[word count]

To calculate your word count in Microsoft Word, go to *Tools> Word Count*, and remember to tick the '*Include Footnotes*' box.

Your cover page should not include any other text.

11.2 Abstract

At the start of your dissertation you should include an abstract of not more than 300 words.

The abstract should outline your dissertation topic, the main hypotheses, the methodologies you use (if applicable), and the final conclusion.

11.3 Word Count

As explained above, you should note the number of words in the dissertation on the cover page.

The length specified in the examination regulations for the GV499 Dissertation is 10,000 words. This is approximately equivalent to 40 pages of A4 paper typed with size 12 Times New Roman or Arial font and double spacing.

Included in the word count: the main body of text, quotations within the text, all footnotes and endnotes.

Not included in the word count: the cover page, table of contents, acknowledgements, the abstract (although this should be a maximum of 300 words), figures, graphs, tables, appendices and the bibliography.

A note on appendices: Whilst appendices can provide useful additional information, students should not rely on appendices being read by markers, as they are outside the official word count. Your appendix should, at best, provide background material that supports the information you provide in the main text; your argument should not rely on referring to an appendix.

Word count penalties: Your dissertation should be as close to the 10,000 word limit as possible.

There will be no penalty for dissertations that do not meet the 10,000 words but it is unlikely that a dissertation that is significantly under 10,000 words will meet the academic requirements.

Where dissertations are more than 5% over the official word limit, marks may be deducted as a penalty. The size of the penalty will be determined by agreement between the internal and external markers. Penalties are necessary in order to achieve equity between candidates and to ensure that all candidates are assessed on the basis of submissions that are similar in form.

The word count policy is also intended to discourage candidates from attempting over-ambitious topics and to encourage concise argument. (Remember that academic articles in major refereed journals rarely exceed 10,000 words including footnotes and bibliography.)

11.4 Format

Candidates very often lose marks needlessly through typographic, spelling and other technical errors. You should always leave yourself time to proofread your final draft very closely. To perform this task properly requires considerable time and concentration, because proofreading quickly turns into a superficial skim-through unless it is done in 'quality time' and with adequate breaks. At least two careful readings will be needed to ensure that the material you submit is of final draft quality. Remember to use spell and grammar checking tools.

Dissertations should be word processed using *Arial* or *Times New Roman* fonts, point 12, *Normal* margins, and double line-spacing.

You should use an appropriate referencing system (as set out in your programme-specific dissertation workshops). To facilitate correct referencing, you may want to make use of citation software such as Endnote (supported by the LSE Library; see [Learningresources](#)) or Zotero (available free online at www.zotero.org). You should also take particular care with any diagrams and tables that you include, making sure that the headings and captions are fully self-explanatory. Don't forget to say where the figures, statistics in your diagrams and tables have come from (for example, you should say: "Table X has been compiled from data supplied by the Amnesian Ministry of Finance"; or, note clearly that the diagram is taken from material published in the Amnesian Government's *Statistical Trends and Forecasts*).

11.5 Plagiarism

The dissertation is subject to the School's regulations on plagiarism (see [Section 10.7](#) for more information).

11.6 Submitting your Dissertation

Candidates are required to upload an electronic copy of their dissertation to the submission box on the GV499 Moodle page by **5pm, 24 August 2017**. You will be asked to tick a box to confirm that your work is your own and

that it conforms to the expectations set out by the conditions of registration and the School's academic regulations. There is no requirement to submit a hard copy of your dissertation.

It is your responsibility to ensure that you upload the correct file in a readable format. Word and PDF documents are accepted. If your file is corrupted/unreadable because you submit it in the wrong format and the Professional Services Office need to contact you to submit a readable file, you may incur a late penalty. You can overwrite this file as many times as required up until the deadline. You will not be permitted to make amendments to your file after the deadline has passed.

11.7 Extensions

See [Section 10.8](#).

Please note that employment is **not** a valid reason for requesting an extension for the GV499 dissertation – the MSc is a 12 month programme and if you choose to work over the summer then it is your responsibility to organise your time so that you can complete your dissertation by the deadline.

11.8 Deferrals

See [Section 10.9](#)

11.9 Late penalties

See [Section 10.10](#).

11.10 Non-submission

According to the regulations, if a candidate does not submit their first attempt at a dissertation by the submission deadline (or the agreed extension deadline), and they have not arranged a deferral in advance of the submission deadline, the candidate will receive a mark of 0 and will exhaust one of their attempts at GV499. They will be automatically re-entered to re-sit the GV499 dissertation as a second and final attempt the following academic year and the degree award will be automatically capped at a pass.

11.11 Feedback on Dissertations

Students will not receive feedback on the final version of the submitted dissertation. In accordance with section 2.10 and 2.11 of the School's [Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment](#):

Students will also receive feedback on any summative coursework they are required to submit as part of the assessment for individual courses (except on the final version of submitted dissertations).

'Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will

set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback.'

If you want to receive preliminary feedback on your dissertation, you must agree a deadline with your dissertation supervisor for submitting a draft chapter, section or detailed plan of your dissertation. This deadline must occur before the last day of the Summer term, after which faculty cannot be expected to provide feedback.

11.12 Re-sitting the Dissertation or Submitting as a Deferred Candidate

Candidates who are re-sitting or deferred the GV499 dissertation should contact gov.msc@lse.ac.uk in January of the submission year if they are unclear on any of the requirements for submitting.

All re-sit/deferred candidates are expected to submit a dissertation based on their original, authorised dissertation proposal; if amendments are required they should be approved by your dissertation supervisor in writing. It is possible that your original dissertation supervisor will be unavailable to continue your GV499 supervision, in which case your MSc programme administrator will assign you an alternative dissertation supervisor.

Normally, the submission deadline for re-sit/deferred candidates will be the 25 August in the new submission year for ratification by the Graduate School Board of Examiners in November.

In some cases, a student can request to submit their dissertation earlier and in time for a degree to be awarded in the summer award period. A re-sit/deferred candidate may request to submit the dissertation early provided s/he meets one of the two following criteria:

- 7.1 the student has failed his/her programme because of a failed dissertation and has failed no other courses;
- 7.2 the student has not completed his / her programme, has deferred his / her dissertation submission and has completed all other courses.

Students who want to be considered for early submission should discuss this with their MSc programme administrator by emailing gov.msc@lse.ac.uk and will require the approval of their programme convenor. The early re-submission date for such students will be set by the Department.

Students who are re-sitting or submitting a GV499 dissertation after their original year of registration are entitled to two additional supervision meetings, whether in person or over email/Skype, plus additional email advice as appropriate up to the last week of the ST in the year that they are submitting. This additional supervision will enable students to gain advice and feedback on their preparations for submission (in addition to the dissertation support they received in their original year of study). It is the responsibility of the student to a) know who their dissertation supervisor is for their re-sit/deferral submission and b) make the arrangements for any additional advice/supervisory sessions (as required), in good time to ensure that all necessary discussion/supervision has taken place prior to the last day of the summer term of the submission year. If a student cannot reach the dissertation supervisor, they should notify their MSc programme administrator at gov.msc@lse.ac.uk. Delays in making contact with or a lack of a response from a dissertation supervisor will not be considered a rationale for an extension, deferral or exceptional circumstances request unless the MSc programme administrator has been notified.

12. RESULTS AND ACADEMIC TRANSCRIPTS

12.1 Provisional Results

Students on 12-month taught Masters programmes may have the opportunity to view provisional marks for individual courses in LSE for You, for a limited period between 1 August and 31 October. The provisional marks will be made available when the Academic Department responsible for the course has given permission for them to be released. If the Department of Government intends to publish provisional results then you will receive notification by email with an expected date for provisional results. If you take courses in other Academic Departments, the results for those courses will be published in line with that Department's policy of publishing provisional results, which may vary from that of the Department of Government.

Any provisional result for a course which has multiple methods of assessment (composite courses), will represent the total, weighted mark (accounting for all of the assessments for that course).

Provisional results are subject to change as they have not been ratified or confirmed by the School Board of Examiners.

Unfortunately it will not be possible for staff to enter into correspondence about **provisional** marks. You cannot challenge or appeal provisional marks, or request an administrative mark check for them. If you have any questions, please raise them by emailing gov.msc@lse.ac.uk or contact the Student Services Centre following the publication of the confirmed results.

12.2 Confirmation of Results

The confirmed results will be published sometime in mid-November. See [Publication of Results](#) for a most up-to-date schedule.

12.3 Unable to View Results

The School does not release results to students if they owe any fees to the School. 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 outstanding fees on your account, then please contact the [Finance Office](#) for clarification.

Marks may also be withheld in the instance of Academic Misconduct.

12.4 Understanding Results

A guide to interpreting and/or challenging your results can be found on [Results](#) webpage.

12.5 Failed Assessments and Re-entry

In the instance that you have failed an assessment, a guide to the re-sit, re-entry can be found on [Re-entry \(Re-sitting\) Exams](#) webpage.

The [Regulations for Taught Masters Degrees](#) section 9 contains information on Re-examination. Graduate students should bear in mind the following:

(i) You are only allowed two attempts at each course. Any failed course must be re-sat in the subsequent academic session (please see regulation 39)

(ii) There are two provisions that might make it unnecessary for you to re-sit all failed courses:

You will be eligible for a degree if, having completed all your courses, you have a fail (but not a bad fail) in a half-unit course; or

You will be eligible for a degree if, having completed all your courses, you have a fail (but not a bad fail) in a full-unit course (or in each of two half-unit courses) **and** you have a mark of 60% or above in another full-unit course or in each of two half-unit courses.

See the relevant classification scheme for details

It is important to note that the provisions referred to in (ii) above do not apply if you have failed a course designated as critical to assessment. These courses, and any course in which you have incurred a bad fail mark, **must** be re-sat.

Graduate Part-time students ONLY

In light of (i) and (ii) above, you can choose to wait until you have made a first attempt at all courses before deciding whether a failed course needs to be re-sat. If you choose to wait, you must defer the paper(s) in question. If you subsequently pass enough units in your second year to be awarded your degree, you will no longer be eligible to re-sit the failed courses from your first year, and your re-entry to these assessments will be withdrawn.

Graduate Full-time students ONLY

In light of (i) and (ii) above, if you choose not to re-sit all of your failed courses, then you **must** follow one of the following three options:

If you choose not to re-sit up to one full unit (or each of two half units) under provision (ii) above, then prior to the exam period notify [Registry](#) of which paper(s) you wish to retract from automatic re-entry. Please note that by retracting your entry for a re-sit course you lose the opportunity to re-sit it in **any** subsequent year.

If you would like to defer the re-entry of your failed courses, then please complete and return the [Request to defer assessments](#) form. Please note that should permission be granted, a student's re-entry will be deferred for all courses: Students are not permitted to split their re-entry over more than one academic session.

If you choose not to return to complete your degree, then please complete and return the [Request to Withdraw](#) form. Please note that by withdrawing from the School, you lose the opportunity to re-sit any courses for this degree programme in **any** subsequent year.

12.6 Re-sitting and Academic Syllabi

Your re-sit paper will be based on the syllabus from the academic year in which you last received teaching for the course, unless you have received repeat teaching, even if there have subsequently been changes to the course syllabus. If you wish to sit a paper based on the **current year** syllabus and have not received repeat teaching, you must email [Registry](#) detailing the reasons for your request.

You will also need permission from your academic advisor. Provide proof of this permission when you make your request to Registry. Furthermore, it is your responsibility to check that you have the correct version of the paper at the beginning of any assessment.

12.7 Academic Transcripts

Academic transcripts for finalist students are issued digitally within a few days of the final results being officially published. Please see [LSE Transcripts](#) for more information.

12.7.1 Specialisms

The MSc Comparative Politics, the MSc Public Policy and Administration and the MSc Regulation provide the opportunity for students to select a specialism to appear on their academic transcript. The MSc programme administration team will email students to ask them to indicate if they would like their degree to be awarded under a particular specialism. If the student has taken the requisite course and the request is approved by the relevant MSc programme convenor, this specialism will be printed onto your academic transcript (e.g. MSc Public Policy and Administration (**Public Management**)) and read out at your Graduation ceremony.

13. DEPARTMENT OF GOVERNMENT PRIZES

Department of Government students are eligible for consideration for the award of Best Overall Performance and/or Best Performance in GV499 for each MSc programme. The prizes will be awarded by the Sub-Board of Examiners.

14. GRADUATION CEREMONIES

Graduation ceremonies for 12-month Masters students are held in December and take place on campus in the Peacock Theatre. The Student Services Centre will email invitations, which include details of the ticket booking procedure, five to six months before the ceremonies are scheduled to take place. The ceremony itself usually lasts between one and one and quarter hours and is followed by an on-campus drinks reception.

Please see [LSE Ceremonies](#) for more information and also details of the School's overseas ceremonies.

15. PART-TIME STUDY FAQs

15.1 How are we supposed to structure our modules over two years?

If your programme is normally taught on a full-time basis, in most cases students take 2.0 units per year, taking the core courses and some options in the first year and the dissertation and remaining options in the second year. You are strongly advised to speak to your Programme Director before making your final decision as some courses may lead on from others. If your programme is normally taught on a part-time basis, your department may wish you to take your courses in a particular order.

15.2 Do I have to be enrolled for the dissertation module on LSE For You in the first year?

You should only enrol for courses in the academic year that you want to take them – so as you are expected to submit your dissertation in the second year you should not choose it until your second year. Be aware that LSE for You will try to automatically enrol you for all compulsory courses so you may need to deselect things like your dissertation.

15.3 Are there other part-time students in my course/department?

Yes, there are normally a number of part-time MSc students in the department each academic year. The MSc Programme Administrators will write to you early in the term to ask for your permission to share your LSE email address with other part-time students and then send an introductory email to those who have opted in.

15.4 If lecturers reschedule their classes and I am unable to attend what should I do?

You should discuss this with the relevant lecturer or course convenor, explain the reasons why you are unable to attend.

15.5 Is there somebody responsible for part-time student issues in the department?

Your academic advisor or the MSc Administration team should be your first port of call.

15.6 When are we supposed to pay the second instalment of tuition fees?

Please consult with the [Fees Office](#) regarding your fees.

15.7 When do we get our second student ID? Why is it not eligible for two years?

Wherever possible your card should normally be valid for two years, however because of the way our systems work this is not always possible. If you find that your card does expire before you are due to complete your programme, Student Services will automatically e-mail you before your current card expires to let you know that a new card has been produced and is ready for collection. Upon receipt of that e-mail you just need to come to the Student Services Centre and swap your old card for your new one.

16. STUDENT REPRESENTATION AND QUALITY ASSURANCE

16.1 The Staff-Student Liaison Committee

At the start of the year you will be asked if you would like to represent your programme on the departmental Staff-Student Liaison Committee (SSLC), usually at your programme induction. These are important committees as they provide a forum for feedback from students about the MSc programmes and for the discussion of issues which affect the student community as a whole. The role of an SSLC representative is therefore central to ensuring that courses and programmes in the School work efficiently. Those elected or chosen as a representative will be given special training. See [LSE SSLC Reps](#) for more information.

The SSLC also elects one representative and one deputy representative to attend the relevant School-level Taught Graduate Students' Consultative Forum. See [Consultative Forum for Taught Graduate Students](#) for more information.

16.1.1 Terms of Reference for Departmental Staff-Student Committee (SSLC)

1. To keep under review and to consider or make proposals for the improvement and modification in the education offered to students in the Department.

2. To air student views within the Department on matters relating to the taught graduate experience, in areas such as:

- curricular development
- induction, registration and tuition
- tutoring, lecturing and class teaching
- administration within the Department and/or School
- support services, such as the Library, Information Technology and Financial support services

3. To provide information to students on department and School developments affecting the taught graduate experience.

4. To consider matters raised by students through their representatives and to ensure that these matters are addressed.

5. To consider matters from the Taught Graduate Students Consultative Forum.

6. To elect a student member to the Taught Graduate Students Consultative Forum.

7. To send to the Taught Graduate Students Consultative Forum minutes of staff/student committee meetings.

16.1.2 Operation of Meetings

Meetings are held at least three times per year, with the option of additional meetings if requested by staff and/or students. The minutes of these meetings are sent to all students.

16.2 Taught Graduate Students Consultative Forum

Terms of reference of the Forum for 2016/17

To seek and consider taught graduate students' opinions on matters affecting their study at the School, for example by considering issues arising from reports of departmental Staff-Student Liaison Committees.

Membership

The Dean of Graduate Studies (in the chair, ex officio)

One student elected by the students of each department or institute with taught graduate students.

One sabbatical officer of the Students' Union.

Secretary - Executive Assistant to the Deans

16.3 The LSESU Politics Society

The LSESU Politics society aims to provide a forum for debate bringing together students from different political backgrounds who share a common interest in all things political. Events include film nights, guest speakers, debates, and a weekly trip to Westminster to watch Prime Minister's Questions. The Society hopes to provide a friendly, relaxed, and sociable environment where students can share their views on various issues and make some new friends along the way! See [LSESU](#)

16.4 Quality Assurance

The School's approach to quality assurance is set out in the document [Strategy for Managing Academic Standards and Quality](#). It sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

Students are encouraged to contribute directly to the quality assurance of their courses and programmes. They can do so through the departmental Staff-Student Liaison Committee (or via their representative), by attending Academic and Student Affairs Committee reviews of the Department, and by completing School surveys (see below).

16.5 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. They give students the opportunity to give feedback on their lectures, on class/seminar teaching and on courses. They provide lecturers and teachers with important information about the perceived quality of their teaching, and the School with a measure of general teaching standards. They are conducted via paper questionnaires which are distributed in classes and lectures.

Teaching scores are made available to individual teachers, heads of departments, the Director of the Teaching and Learning Centre and the School's Pro-Director (Teaching and Learning). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators. These results can be found on [TQARO](#) webpage.

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

16.6 The Postgraduate Taught Experience Survey

The Postgraduate Taught Experience Survey is conducted each academic year by the Higher Education Academy. It is the only sector-wide survey to gain insight from taught postgraduate students about their learning and teaching experience. PTES enables the LSE and the Department to gather information about the experience of our MSc programmes; to work out what areas are working and which need improvement.

17. SCHOOL AND PROGRAMME REGULATIONS OF STUDY

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 links detail:

The School's Programme Regulations

- [MSc Programme Regulations](#)
- [Code of good practice for taught masters programmes: teaching, learning and assessment](#)
- [Learning and Personal Development for undergraduate and MSc students](#)
- [Regulations for taught masters degrees – students entering in or after 2009/10](#)
- [General Academic Regulations](#)
- [Statement on editorial help](#)
- [LSE Ethics Code](#)
- [Research Ethics Policy and Procedure](#)
- [LSE Student Charter](#)

If you are a returning part-time student in 2016-7, the [LSE Calendar](#) will set out the difference between the 2016-7 Academic Regulations and the previous version.

The Taught Masters Classification Scheme

- [Scheme for the award of a taught masters degree \(four units\)](#)
- [Exam Sub-board local rules](#)

Regulations on Assessment Offences:

- [Regulations on Assessment Offences: Plagiarism](#)
- [Regulations on Assessment Offences other than Plagiarism](#)

See all of the School's [other regulations and policies](#) for more information.

18. EQUAL OPPORTUNITY AT LSE

18.1 Equality and Diversity

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, colour, nationality, ethnic or national origin, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion and belief, sex, sexual orientation or personal circumstances.

In practice, this means we expect you to:

- Actively oppose all forms of discrimination and harassment;

- Reflect on prejudices, including examining the use of inappropriate language and behaviour;
- Strive to create an environment in which student goals may be pursued without fear or intimidation;
- Not victimise any fellow student who has complained, or who has given information in connection with such a complaint;
- Challenge and/or report unacceptable behaviour which is contrary to equality legislation and principles;
- Treat all peers fairly and with respect;

The Department of Government's Equality and Diversity officer is Ms Sue Sharkey. Should you have any concerns or recommendations to raise with reference to Equality and Diversity in the department you can contact Imogen at gov.office@lse.ac.uk.

For further advice or information on Equality and Diversity, please visit the School's [Equality and Diversity](#) website. You can also follow the [Equality and Diversity blogs](#) and follow them on Twitter - @lsediversity.

18.2 Services for disabled students including students who have dyslexia

Disability equality is an important facet of the equality and diversity agenda. LSE acknowledges that disabled students have often overcome additional barriers in order to gain a university place, and is committed to eliminating further unnecessary obstacles and to facilitating equal access to study and university life.

The Disability and Wellbeing Service (DWS) runs three specialist services, all of which are free and confidential:

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

The DWS Team can work with students to create an Inclusion Plan (IP), which is the way recommendations about reasonable adjustments are shared on a 'need to know' basis. The team of Disability Advisers and Mental Health Advisers can also help with applications for Individual Exam Adjustments (IEAs).

The DWS also runs several interest and support groups, for example the Neurodiversity Interest Group and the Circles Network. For further information please visit [Disability](#) or email disability-dyslexia@lse.ac.uk.

For information, the deadlines for IEA applications are as follows:

IEA Application Deadlines 2016 – 2017

Lent Term (Week 0) exams: Friday, 11th November 2016

Summer Term exams: Friday, 24th March 2017

19. WRITING ESSAYS AND DISSERTATIONS

19.1 Essay Questions

Essay questions usually contain one or more of the following KEY WORDS, which are your main guide as to what is required:

- Analyse:** Consider the various parts of the whole and describe the inter-relationship between them.
- Compare:** Examine the objects in question with a view to presenting the similarities and differences between them.
- Contrast:** Examine the objects in question for the purpose of demonstrating differences.
- Define:** Give a definition or state terms of reference.
- Discuss:** Present the different aspects of a problem or question and draw a reasoned conclusion.
- Evaluate:** Examine the various sides of a question and try to reach a judgement.
- Summarise:** Outline the main points briefly.

Question the question itself. Consider its possibilities, scope and limitations. If you are unclear about what is wanted, ask your seminar lecturer or course convenor for clarification.

19.2 Essay structure

An introduction outlining the question and the organisation of your answer is necessary. In the same way, a conclusion that sums up and clinches your argument is also necessary. Remember that side and sub-headings may be helpful in some subjects. This may be achieved by a carefully planned outline. One basic framework for an outline is:

Introduction

- i. Comment on the subject of the essay: (What do you understand by it? How is it important? etc.)
- ii. Introduce the points you are going to discuss, first stating your case in general terms: what are the theories and opinions that you are going to support or challenge in the rest of the essay.
- iii. Very briefly summarize the overall theme of your essay, indicating the main points and perhaps the order in which they are to be presented. This gives the reader an idea of what to expect and greatly increases their comprehension. Do not waste your own and the reader's time with padding.

The main body

- i. Develop your line of argument through several main ideas.
- ii. Support each idea with examples and illustrations drawn from the books, articles and any other sources you have used.

- iii. As you develop your essay, make it clear how your arguments in one place relate to others that you have used or will use.

Conclusion

- i. Summarise the main ideas. Do not introduce important new material or arguments at this stage.
- ii. Form a tentative answer by way of final comment on the question.

Be prepared to write more than one draft – in the first you will concentrate on content rather than style.

19.3 Substance

Both your dissertation and your course essays need to have a central integrating argument. The argument should be logically developed, build up a case point by point, and display a critical and analytical approach to the subject. Descriptive material should normally be omitted unless it contributes to the argument. It is not enough simply to summarise the collection of books and articles which you have read about the topic. A good dissertation or essay needs to analyse the question, provide an assessment of the existing knowledge about the topic (plus, in the case of your dissertation, any contributions which you yourself may have made to that knowledge through original research from primary sources or fieldwork), and express your own thoughts and conclusions.

It follows that you are required to examine evidence critically. Do not commit the *Ipse dixit* fallacy: the proposition that something must be true simply because Professor X (or some other eminence) said it or wrote it. Your task as a dissertation/essay writer is to examine the evidence, evaluate it and the argument or analysis, and then come to your own conclusion.

Your argument must have depth and balance. Avoid making superficial claims, which will not stand up to scrutiny. Do not make the mistake of regarding all possible counter-arguments as 'irrelevant'. Important alternative views must be met. Refute them if possible. If not, take them into consideration in your final assessment and give your reasons for having doubts about their validity. Similarly, do not ignore evidence that does not support your case. Examine all the available evidence. Superficiality is a common defect identified by examiners. If candidates adopt a single perspective, they must demonstrate a critical awareness of its strengths and weaknesses.

Your dissertation or essay must have an analytical foundation. A good dissertation will link the empirical material (data, fieldwork, textual evidence, or material based on secondary sources) to some conceptual or theoretical discussion/debate. A good case study will contribute to a theoretical debate, illustrating or refuting some hypothesis, and should be comparative, exploring two or more cases. External examiners in the past have commended these types of dissertation.

Planning and Guidance

Plan your research and start your reading and writing weeks, not days, before an essay is due. You should start to think about your dissertation as early in the year as possible. Obviously, you should pick a topic that closely interests you, but make sure that it fits with the course material. You should discuss the general scope and approach of your dissertation as well as your proposed source materials with your dissertation supervisor as early in the year as you can and certainly before the end of the Lent Term. Remember that the dissertation is submitted in partial fulfilment of the requirements for the degree. It should therefore relate to the syllabus for one or more components of your MSc programme. That means that it should clearly demonstrate the link between the topic

or case(s) studied and a recognised corpus of literature (in the same way that a journal article has to do) and that this link should be made explicit.

On occasions in the past, candidates have put in work which at best had only tangential relevance to the content of the MSc programme and could just as well have been written before the candidate ever came to the LSE. They were penalised.

Once you have selected and defined your topic, and done some initial reading, draw up a draft plan. In the first instance, the plan is likely to be simply a list of research questions. You will add new aspects as you do more research, while others will be eliminated as irrelevant. Do not expect your first plan to remain fixed; completing any project is a dynamic process and it is likely to change as you develop your reading and research. Often your dissertation will develop with a cyclical process: you begin with a rough idea of what might be found or argued, you modify this idea as you get into the topic, discard some ideas and concentrate on others, refine the research question, and so on.

Your dissertation supervisor will help you plan and outline the dissertation, but the project needs to be an independent piece of work and will be judged accordingly. Your dissertation supervisor (and, if he/she deems it appropriate, other members of staff during their office hours) will advise you on your approach, coverage, questions to be asked and the outline structure and research design of the dissertation. You must confirm your dissertation topic by the dissertation proposal submission deadline for your MSc programme (see the GV499 Moodle page for the deadline for your MSc programme). It is up to you to contact your dissertation supervisor to get your dissertation proposal form authorised, and you should make sure that you do so in good time. If you do not submit your dissertation proposal form by the deadline, a note will be made of your failure to comply with Departmental procedure and although dissertation supervisors will sign off the form, they will be under no obligation to provide the kind of consultations that are usually given during the rest of the term. After the end of the Summer Term you are 'on your own'; academics are expected to spend the summer vacation on research and writing, as well as attending meetings and conferences, so do not expect to have any contact with your dissertation supervisor after that date. The purpose of the dissertation is to give you a chance to show your capacity for independent work, and to contribute to academic discussion and debate. It should be your own unaided effort (see [section 10.7](#) on Plagiarism). *Although you may be permitted to change your dissertation topic after your dissertation proposal form has been submitted (with the agreement of your dissertation supervisor), you will not be permitted to make major changes after the summer term. As noted above, your dissertation supervisor will not be available during the summer vacation, and it is inadvisable to commence work on a completely new topic at such a late stage.*

Researching for your essays and dissertation

1. The most comprehensive form of research is performed in the Library, where there is a wide selection of material and a variety of support systems, catalogues, indexes etc. designed to assist you in the task of locating and using particular items. Always make a note of what you read – author, title, date, publisher, pages. It is your responsibility to provide correct and full references when you draw from these materials in your own work.
2. Plan your initial research around questions relevant to the topic.
 - i. You may find it useful to build up a folder of different files of material relating to different aspects of the research question.
 - ii. See that your reading is not too general and that you do not amass material haphazardly and to no purpose. Prune steadily as you read and actively assess the value of your material.

- iii. Continually check your reading against your questions – and the question asked. Your subject may redefine itself as you become more familiar with the material.
 - iv. It is helpful to note ideas, facts, and quotes. This action makes later organisation of material much easier, especially if you have to rewrite a draft.
3. Review all your materials and decide what your line of approach (argument, plan) will be. Sort your ideas into a pattern that will best support the development of your ideas. This is a very important part of your work. It is rarely sufficient to summarise material. You will be required to use techniques such as analysing (detecting unstated assumptions, seeing interrelationships between ideas, distinguishing facts from hypotheses), synthesizing (arranging ideas or information in such a way as to build a pattern or structure not clearly there before), and evaluating (making judgments about the value of material and methods for given purposes).
 4. It is *your* responsibility, not your readers', to see that you make sense of your material.
 5. You will find examples of dissertations from the previous year on Moodle under GV499. These are the dissertations that have achieved the highest marks. They are not intended to be used for their substantive content, but are made available to give students guidance about structure, etc.

19.4 Sources

The sessions in the Research Methods courses on information gathering are intended to help you find sources for your dissertation, and learn how to use BLPES resources for this purpose (for example, in learning to use sources like PAIS and PROFILE). Writing your dissertation will give you a chance to put those skills to work.

1. By all means use primary source material for your dissertation (from fieldwork, surveys, or analysis of original documents) if you wish and if it is available to you (see [section 19.5](#) for advice on the LSE Research Ethics procedures). Candidates who have used primary material successfully in the past have been given substantially higher marks. But, given the short time available to you for research, you should make sure that any fieldwork or primary research that you do is strictly manageable within the time frame for the dissertation. The board of examiners will not be sympathetic to pleas for extra time or excuses for 'chopped-off, short' dissertations on the grounds that fieldwork took longer to complete or was more difficult than expected. Moreover, you should note that the use of primary source material is not a requirement of a successful dissertation, and that a dissertation, which is closer in style and approach to an extended course essay than to a mini-doctoral thesis, is perfectly acceptable, so long as it has a clear and convincing argument and achieves adequate depth.
2. Do make sure well in advance that the material you hope to use is actually available. Some candidates, who postpone work on their dissertations until early July, discover, at this stage, that their expected sources did not exist or were inaccessible.
3. Early identification of a fairly precise topic will help you enormously with sources, since the processes of 'serendipity' and chance sightings of books and articles during the pursuit of your other studies will save time later (as long as you keep careful records of them), while reflection on your topic in advance of solid work on it may help you to develop ideas which can elude you in mid-summer.
4. While it is obviously necessary to identify the major sources relating to your topic, you do not need to engage in the sort of exhaustive literature search which would be more appropriate for a research degree.
5. At all cost avoid plagiarism in both your essays and dissertation (see [section 10.7](#) on Plagiarism).

19.5 Research Ethics

If you are planning on undertaking some primary research as part of your dissertation or thesis you should first discuss these plans with your dissertation supervisor. Although any particular empirical investigation may be modest in scope, if it involves human participants, it is essential that those conducting the research consider and address any ethical implications that may arise. Where the dissertation supervisor deems it appropriate, a research ethics checklist and a research ethics review questionnaire should be completed and submitted to the MSc Programme Administration team.

School Policy

The LSE research ethics policy and associated ethics review forms can be viewed at the [Research ethics policy, procedures and guidance](#).

All students who plan to undertake research as part of their programme of study must read the LSE Research Ethics Policy and discuss any ethical implications with their dissertation supervisor, before undertaking any research.

Ensuring the ethical propriety of their research is a requirement of all academic staff and this is something to which a variety of bodies concerned with the governance and funding of research are increasingly attentive – not only in the UK, but also in many other countries in which LSE based researchers may seek to conduct their investigations. Certain overseas governments have procedures for the approval of all or any research that directly involves their citizens. Collaborating agencies may require that proposed research be independently vetted. In such instances the School has a Research Ethics Committee that may be consulted. Although it would not usually apply to student research projects, there are certain circumstances in which a piece of research may have to be subject to prior independent ethical scrutiny and approval. For example, any research that involves patients of the UK National Health Service must have approval by a Local Research Ethics Committee.

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

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

19.6 Fieldwork Safety

We recognise that you may want to carry out fieldwork in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas under Foreign and Commonwealth Office Warnings. If you do, you should first discuss this with your dissertation supervisor. If you gain the approval of your dissertation supervisor, please complete the relevant risk assessment at [Health and Safety/Fieldwork](#).

The School's Health and Safety team can help provide specialist county or area threat assessments to help you make an informed decision about the viability of traveling to your destination of choice. We can also provide specialist training and equipment to help keep you safe. Please note that the Health and Safety Team may not cover the costs of additional specialist control measures and you may have to secure your own funding.

Please read the [Fieldwork Health and Safety Guidance](#) document for further information.

For any further information or advice, please contact the Health and Safety Team:

Telephone: 020 7852 3677

Email: Health.And.Safety@lse.ac.uk

19.7 Citation, Footnotes and References

References are scholarly acknowledgements of work referred to or quoted. There are several different styles of referencing. It is not important which one you adopt, provided that you cite sources properly and consistently, according to the conventions of the referencing style you choose. The Harvard system is a popular referencing style used by most students. If you choose to adopt an alternative convention, make sure both that it is an acceptable one and that you use it consistently. You are advised to consult your dissertation supervisor to check that the referencing system you intend to use is an acceptable one. Students will be penalised for poor, inconsistent or sloppy references.

Reference management software such as Endnote, Mendely and Zotero (discussed in 11.4 above) can greatly facilitate the way you organise your references. To receive training on how to use these, or for any queries relating to how to cite particular publications, get in touch with your academic support librarian, Paul Horsler: p.n.horsler@lse.ac.uk.

The 'Harvard system' is an in-text system, which requires you to put within the text of your work (rather than as a footnote, as in other referencing systems) the following information: surname of the author, the date of publication, and the page number, all within brackets: e.g. '...as a glance at the model used by Johnson will show (Johnson, 1991: 334)...'. At the end of the dissertation you then give a single list of all the references you have cited. This list of references, called a Bibliography, should be arranged alphabetically with full bibliographic information. The alphabetical list should include all the references that have been cited (books, articles, reports, government publications, theses, etc.). For the Harvard system, the references in the alphabetical list should be set out thus:

FOR BOOKS

Johnson, B (1991) *'The Art of Referencing'*, London, Macmillan

(i.e. italicise the title of the book)

FOR ARTICLES

Johnson, B (1978) 'The Harvard System', *Academic Sciences Quarterly* 28 (2): 184-207

(i.e. journal title italicised and the volume number and part number given, then the pages)

FOR CHAPTERS IN BOOKS WRITTEN BY ONE AUTHOR AND EDITED BY ANOTHER

Johnson, B (1989). 'Referencing for Pedants'. In R Smith and A Jones (eds.) *Scholarly Practice*, London, Pergamon.

Where you cannot find the author's name, for example in a government report, then use the name of the issuing body:

Amnesian Ministry of the Environment (1991) *Hygiene Relating to Food Retailing*, Amnesiavill, MoE

For further guidance on referencing, consult the sources listed at the end of this document.

QUOTATIONS

Short Quotations

When quoting sixty words or fewer, run the quotation on in your text, enclosing the quotation in single inverted commas.

Example:

As Kant (1970, p. 105) argues, the concept of an international right is 'meaningless if interpreted as a right to go to war'.

Long Quotations

When quoting more than sixty words, break off your text with a colon, indent the entire quotation by five spaces, and if you are typing use single instead of double spacing.

Example:

There are problems with explaining action in rational terms as Davidson (1982, p.303) has suggested:

"The underlying paradox of irrationality, from which no theory can entirely escape, is this: if we explain it too well, we turn it into a concealed form of rationality; while if we assign incoherence too glibly, we merely compromise our ability to diagnose irrationality by withdrawing the background rationality needed to justify diagnosis at all."

Omissions

When you want to omit part of a quotation, use three spaced full stops.

Example:

Issues become a part of the culture of group voting as Berelson et al. (1954, p.316) argue:

"In 1948 some people were in effect, voting on the internationalism issues of 1940, others on the depression issues of 1932, and some, indeed on the slavery issues of 1860. . . so there is always an overlapping of old and new decisions that give a cohesion in time to the political system."

Quotations within quotations

Short quotations within a sentence.

Example:

Young suggests that 'with Mrs Thatcher the issue was not whether a civil servant was politically on her side but whether he was "one of us".'

Accuracy

Be careful, when quoting from a book, or periodical article, to copy the exact wording, spelling, and punctuation of the original.

FURTHER READING

At minimum, you will need a good English dictionary on your table, such as the comprehensive Oxford English Dictionary (online version available via the LSE Library). You may well need to consult a style guide, such as Hart's Guide for Compositors and Readers (OUP, latest edition: useful for technical points), or Strunk, W, Jr, and White, E, (1979) The Elements of Style (New York, Macmillan). In addition, you will probably find it helpful to consult one of the 'how to...' books available on the subject of writing research papers and dissertations, such as Dunleavy, P, J, (1986) Studying for a Degree in the Humanities and Social Sciences (Basingstoke, Macmillan), especially Ch 5 'Writing Dissertations', pp.110-36.

Other sources which you may find useful include Bell, J (1987) Doing Your Research Project (Milton Keynes, Open University Press; this book is geared to students of education, but some parts are of wider relevance, especially Chapter 12 'Writing the Report', pp. 124-35; Berry, R (1986) How to Write a Research Paper (2nd ed, Oxford, Pergamon); Howard, K and Sharp, J A (1983) The Management of a Student Research Project (Aldershot, Hants, Gower); Turabian, K L (1987) A Manual for Writers of Term Papers, Theses and Dissertations (5th ed, Chicago, University of Chicago Press); Turner, B A (1989) The Way of the Thesis (London, Capriccio Press: the style is slightly affected, but it makes some sensible points).

Always run a spell and grammar check as part of the final polish to your dissertation.

BIBLIOGRAPHY

A bibliography is a list of relevant works cited in any essay, project or dissertation. It must include all the publications quoted from or referred to in the text. As mentioned above, keep a list of the full bibliographical details of every work consulted during your research. Citation software can help you do this.

The bibliography should come at the end of the work. It can take the form of one alphabetical list of the works consulted. Or it can be divided into sections, with alphabetical order within each section. For instance, primary sources or unpublished material can be listed separately from published works, or an author's works can be listed separately from the critical works on him/her. Manuscript material should always be listed separately from printed material.

General Principles:

Books

Order of details:

Author (surname first)

Date

Title (underlined)

Edition details (if any)

Series details (if any)

Place of publication, publisher (all in one set of round brackets).

Examples:

Berelson, Bernard, Paul Lazarfield and William McPhee 1954 Voting: A Study of Opinion Formation in a Presidential Campaign (Chicago: University of Chicago Press).

Kant, Immanuel (1970) Kant's Political Writings, Hans Reiss (ed.) (1970) (Cambridge: Cambridge University Press).

Articles in periodicals

Order of details:

Author of article (surname first)

Date (in round brackets)

Title of article (in single inverted commas)

Title of periodical (underlined)

Volume number

Pages

Example:

John, Peter (1994) 'Central-Local Government Relations in the 1980's and 1990's: Towards a Policy Learning Approach' Local Government Studies, 20, pp 412-36.

Chapters in books

Order of details:

Author of chapter (surname first)

Title of chapter (in single inverted commas)

Title of book (underlined)

Editor of book (forenames first)

Place of publication, publisher, date (all in one set of round brackets)

Pages

Example:

Davidson, Donald (1982) 'Paradoxes of Irrationality', in R. Wollheim and J. Hopkins (eds) Philosophical Essays on Freud (Cambridge, Cambridge University Press).

Thesis

Order of details:

Author (surname first)

Title (underlined)

Thesis details (PhD, MLitt)

University or Institution

Year

Example:

Bricke, Margaret. Management and administration of Scotland 1707-1765 PhD, University of Aberdeen, 1982.

Government reports

Order of details:

Government Department

Title of report (underlined)

Publisher (HMSO usually)

Date

Series details (if any)

Example:

Great Britain, Advisory Committee on Handicapped Children, Children with specific reading difficulties, HMSO, 1972 (The Tizard Report).

Conference proceedings

Order of details:

Title of conference (underlined)

Place of conference

Date(s) of conference

Place of publication, publisher, date (all in one set of round brackets).

Example:

Fourth World Congress of Anaesthesiologists London, 9-13 September 1968 (London, Excerpta Medical Foundation, 1969).

Electronic Sources

Citation of references from Internet sites is formatted to be as similar to normal article or book references as possible, with the addition of their internet addresses (URLs) and the date of your last access. The latter is used because these materials may not be permanently available. To avoid listing incorrect internet addresses or the citation of materials that are no longer available, please check, as late as possible in the production of your essay or dissertation that all internet references can be found at the URLs given in your citations, and update the date of last access accordingly.

Websites: To cite text or data files that may be viewed or downloaded via the Web, give as much of the following information as is known: author's name, document date (year), title of the work in quotation marks, the title of the complete work if applicable in italics (for example, a full book title if you are citing a chapter), any additional date information provided (month and day), URL (Uniform Resource Locator or address) including full path needed to access the document, and the date of your last access in parentheses. URLs that are too long for one line should be continued on the next line without using a hyphen.

Example:

King, Gary, Michael Tomz, and Jason Wittenberg. 1998. "Making the Most of Statistical Analyses: Improving Interpretation and Presentation." September 7. <http://gking.harvard.edu/preprints.shtml> (October 22, 1998).

APPENDIX 1 – INTERPRETING PROGRAMME REGULATIONS

MSc in Public Policy and Administration

Full-year programme. **Students must take courses to the value of 2.5 units** and a skills course and dissertation as shown. Part-time students may take courses up to the value of two full course units in their first year. Candidates may, subject to the approval of their supervisor, substitute for up to two of the written papers listed under 3 below, any paper which is offered in the MSc, LLM or MA which involves at least 20 weeks of an integrated teaching programme and which counts as one quarter (or one full unit) of the complete MSc programme in which it is offered.

By choosing particular combinations of core courses, students can choose to have the title of a specialised stream added to the title of their degree:

MSc Public Policy and Administration (Comparative); or
MSc Public Policy and Administration (Public Management).

Paper Course number and title

1 **GV4E9** Approaches and Issues in Public Policy and Administration

2 **Either**

[GV477](#) Comparative Public Policy Change (H)

or

[GV483](#) Public Management Theory and Doctrine (H)

or

[GV4F4](#) Policy Advice in Theory and Practice (H)

3 **Courses to the value of one unit from the following:**

Public Management:

[AC412](#) Accountability, Organisations and Risk Management (H)

[DV413](#) Environmental Problems and Development Interventions (H) (n/a 15/16)

[DV415](#) Global Environmental Governance (H) (n/a 15/16)

[GV483](#) Public Management Theory and Doctrine (H)

[GV4A2](#) Citizens' Political Behaviour in Europe: Elections Public Opinion and Id (n/a 15/16)

[GV4C8](#) Game Theory for Political Science (H)

[GV4E4](#) Public Budgeting and Financial Management

[LL4AT](#) Regulation: Strategies and Enforcement (H)

[LL4AU](#) Regulation: Legal and Political Aspects (H)

[MG402](#) Public Management: A Strategic Approach (H) (n/a 15/16)

[PH415](#) Philosophy and Public Policy (H)

Comparative Public Policy and Administration

[EU443](#) European Models of Capitalism (H)

[GV403](#) Network Regulation (H)

[GV441](#) States and Markets (H)

[GV477](#) Comparative Public Policy Change (H)

[GV4A5](#) International Migration and Immigration Management (H)

[GV4C4](#) Legislative Politics: US (H) (L) * (n/a 15/16)

[GV4C5](#) Politics of Economic Policy (H) (M)

[GV4C6](#) Legislative Politics: European Parliament (H) *

[GV4C8](#) Game Theory for Political Science (H)

[GV4D4](#) The Politics of Inequality and Redistribution (H)

[SA4F8](#) Behavioural Public Policy (H)

[SA4L1](#) The Governance of Welfare: The Nation State and the European Union (H)

Number of units students need to select (made up of 1.0 or 0.5 unit courses) and general instructions to students.

When only one course is available under a paper, this course is compulsory for your programme.

Paper Numbers 2- 4. You can then choose courses to the unit amount specified from the options available under papers 2, 3, and 4. For example, under paper 2 you could take GV477, GV483 or GV4F4 depending on your interests.

By clicking the course codes you can access the full course guide.

(n/a 15/6 indicates that the course is not available in this academic year

(H) indicates a half (0.5) unit course

The title in bold, here and above, indicates that students who want to graduate with this specialism should select options from the courses below. See section 12.7.1 of the MSc Handbook for more information.

[SA4L2](#) Contemporary Issues in European Social Policy (H) (n/a 15/16)
[SA4M1](#) Politics of Social Policy: Welfare and Work in Comparative Perspective (H) (n/a 15/16)

Another course with the permission of the programme convenor.

4 **Either**
[MY451M](#) or [MY451L](#) Introduction to Quantitative Analysis (H) **OR**
[MY452M](#) or [MY452L](#) Applied Regression Analysis (H)

5 [GV499](#) **Dissertation**

Notes

* Students must not take both [GV4C4](#) and [GV4C6](#).

The GV499 dissertation is compulsory on all MSc programmes in the Department of Government.

To qualify for a stream, the following courses must be taken:

Comparative Public Policy and Administration stream

[GV4E9](#) Approaches and Issues in Public Policy and Administration

[GV477](#) Comparative Public Policy Change (H) **or** [GV4F4](#) The Politics of Policy Advice (H)

One half-unit from the Comparative Public Policy and Administration courses under paper 3.

Public Management stream

[GV4E9](#) Approaches and Issues in Public Policy and Administration

[GV483](#) Public Management Theory and Doctrine (H)

One half-unit from the Public Management courses under paper 3.

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Key to abbreviations

95A	95 Aldwych Aldwych
ALD	Aldwych House Aldwych
CKM	Clement House Aldwych
COL	Columbia House Aldwych
CON	Connaught House Aldwych
COW	Cowdray House Portugal Street
EAS	East Building Houghton Street
KGS	King's Chambers Portugal Street
KSW	20 Kingsway
32L	32 Lincoln's Inn Fields
44L	44 Lincoln's Inn Fields (not occupied by LSE)
50L	50 Lincoln's Inn Fields
LCH	Lincoln Chambers Portsmouth Street

LAK	Lakatos Building Portugal Street
LRB	Lionel Robbins Building, Library and LSE Research Lab
NAB	New Academic Building Lincoln's Inn Fields
OLD	Old Building Houghton Street
PAR	Parish Hall Sheffield Street
PEA	Peacock Theatre Portugal Street
POR	1 Portsmouth Street
QUE	Queens House Lincoln's Inn Fields
SAR	Sardinia House Sardinia Street
SAW	Saw Swee Hock Student Centre
SHF	Sheffield Street
STC	St Clement's Clare Market
TW1	Tower One Clement's Inn
TW2	Tower Two Clement's Inn

TW3 Tower Three Clement's Inn

Academic Departments

Accounting OLD 3.20
 Anthropology OLD 6th floor
 Economic History CMK.C419
 Economics 32L 1.01
 European Institute COW 2.01
 Finance OLD 3.06
 Gender Institute COL 5.04g
 Geography and Environment STC. S406
 Government CON 3.18
 International Development CON 8.16
 International History SAR
 International Relations CLM 6.07
 Law NAB 6th floor
 Management NAB 4th floor
 Mathematics COL