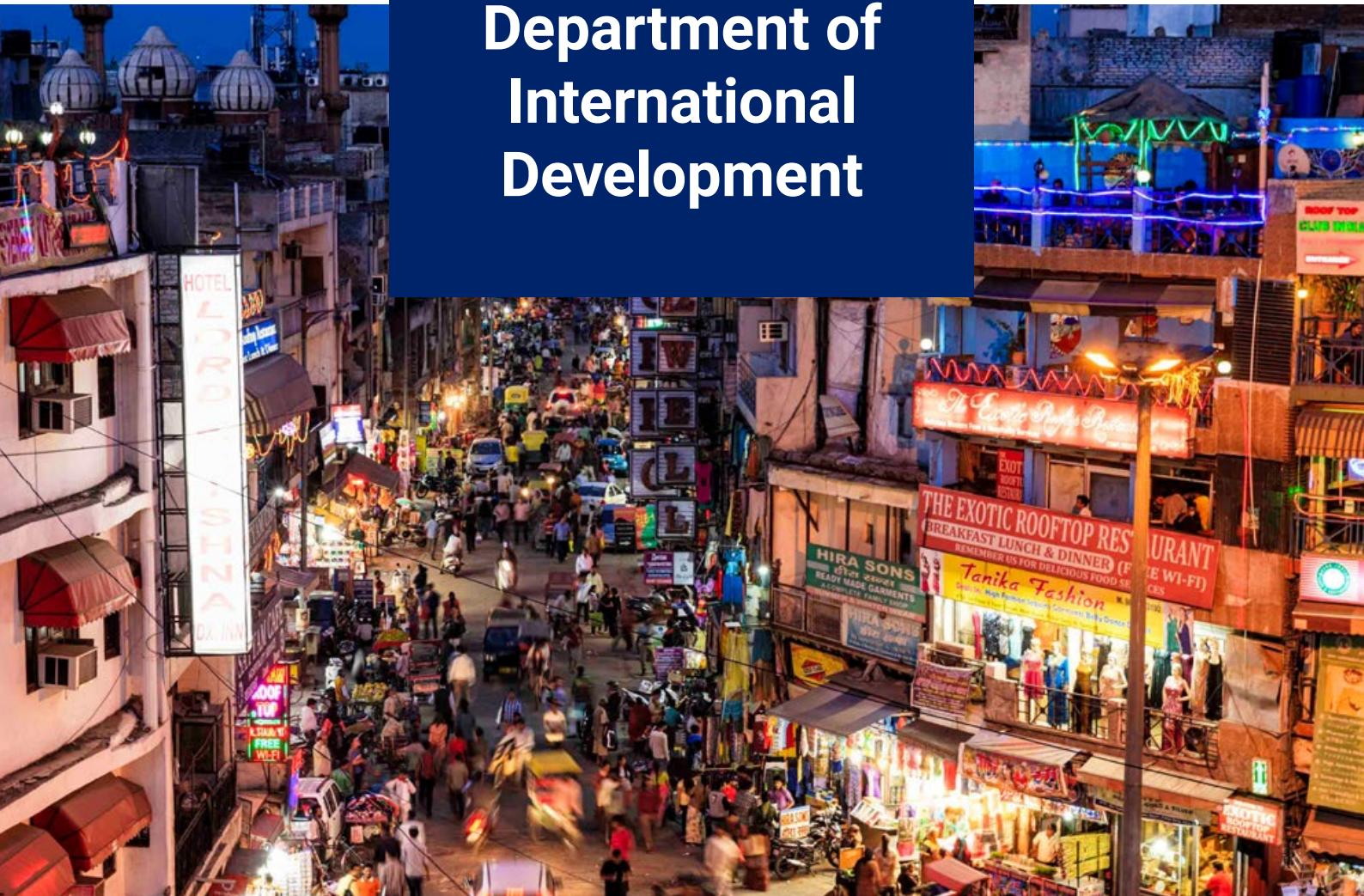




THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

WELCOME TO THE

# Department of International Development



MSc Student Handbook 2019 ■





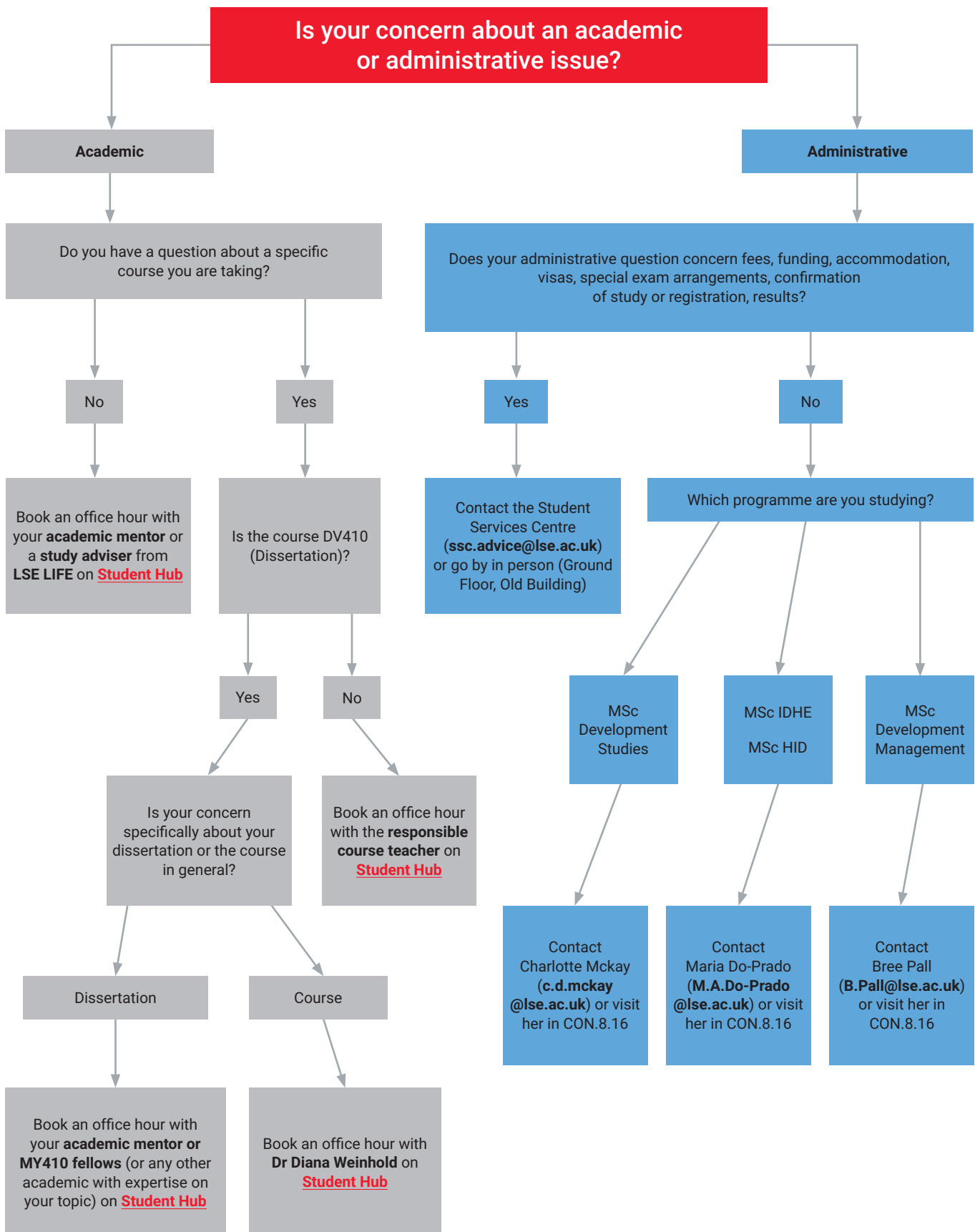
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Connect with the LSE community  
[studenthub.lse.ac.uk/welcome](https://studenthub.lse.ac.uk/welcome)

# Where to go for Advice and Information



# Welcome to International Development

Dear Students,

I want to extend a warm welcome to the Department of International Development and to the LSE. We very much hope that you find the department a friendly and intellectually stimulating home for the next year – and perhaps longer!

You have done amazingly well to be selected for your respective programmes. Few applicants make it here, and you should be proud of yourselves. You are the 29th group to join our community. There are by now well over two thousand ID graduates across the world, engaged in exciting work in countless different professions. Graduates of the very first class, that of 1991/92, include the Policy Director for UN Women, senior economists in the European Bank for Reconstruction and Development and the World Bank, and university professors in Japan and Australia! Other development students have gone on to important positions in the United Nations, in development and emergency based NGOs, and in bilateral development agencies like the UK's Department for International Development. Still others are in international banking and finance, as well as private sector consultancy and project management companies. We have also had a Member of Parliament, an Ambassador and the head of an international NGO amongst our alumni. You have an enormous and diverse community of alums willing you to do well and to join them.

We are hugely proud of the fact that our students are happy while they are in the department and, upon leaving, believe strongly that their time has been well spent. The ideas that you are exposed to and the experiences you have this year will be with you for the rest of your lives. Please make the most of this special time.

Everything we do in the department is underpinned by the LSE's Student Charter ([info.lse.ac.uk/Current-Students/student-charter](http://info.lse.ac.uk/Current-Students/student-charter)). I strongly advise you to look at what is, for us, a foundation of our ethos. We are committed to the educational aims embedded in this, and we hope you will too.

This guide should help you to find your way around the department and the School, and to plan your own programme. Your Academic Mentor in ID will help you, too, and we are all extremely fortunate in having a first class administrative team in the department, in Peter Campbell (Department Manager), Drucilla Daley-Nelson (Deputy Department Manager), Bree Pall (MSc Programme Manager), Charlotte Mckay (MSc Course Administrator), Maria do Prado (MSc Course Administrator), Dipa Patel (Communications and Events Officer) and Nina Craven (Research Programme Manager) – all of whom work well beyond the call of duty.

So, welcome. I hope very much that you will all find your time here rewarding – and, importantly, fun.



**Professor Ken Shadlen**  
Head of Department



# Where and Who are We

## Where We Are

The Department of International Development is located on the 5th, 6th, 7th and 8th floors of Connaught House, Aldwych.

The main administrative office is where you can find:

**Bree, Charlotte, Maria** and **Dipa** in CON.8.16,

**Drucilla** in CON.8.18 and **Nina** in CON.8.13 on the 8th floor of Connaught House.

The official opening time for CON.8.16 is between 10:00 – 13:00 and 14:00 – 17:00, Monday – Friday.

## Staff Contact Information

A list of the Department's professional service and academic staff can be found on the ID Offer Holder Moodle page, alongside their contact information and research interests where applicable.

## Who's Who

Role	Name
Head of Department	<b>Professor Ken Shadlen</b> CON.6.07
Deputy Head of Department (Teaching)	<b>Dr Diana Weinhold</b> CON.7.10
Deputy Head of Department (Research)	<b>Professor Jean-Paul Faguet</b> CON.8.06
Co-Programme Director, MSc Development Management	<b>Dr Mahvish Shami</b> CON.8.12 ( <i>On sabbatical 2019/20</i> )
Co-Programme Director, MSc Development Management	<b>Professor James Putzel</b> CON.8.03
Programme Director, MSc Development Studies	<b>Dr Stuart Gordon</b> CON.8.10
Programme Director, MSc International Development and Humanitarian Emergencies	<b>Professor Ernestina Coast</b> CON.8.15
Programme Director, MSc Health and International Development	<b>Dr Elliott Green</b> CON.8.07
Director of Research Programme	<b>Peter Campbell</b> CON.8.08
Department Manager	

# Key Information

## Term dates and LSE closures – Academic Year 2019/20

### Michaelmas Term (MT)

Monday 30 September – Friday 13 December 2019

Reading Week: Monday 4 – Friday 8 November 2019

### Lent Term (LT)

Monday 20 January – Friday 3 April 2020

January Exams: Monday 13 – Friday 17 January 2020

Reading Week: Monday 24 – Friday 28 February 2020

### Summer Term (ST)

Monday 4 May – Friday 19 June 2020

Summer Exams: Monday 11 May – Friday 19 June 2020

LSE will be closed during the following periods:

### Christmas Closure

Monday 23 December 2019 – Wednesday 1 January 2020

### Easter Closure

Thursday 9 April – Wednesday 15 April 2020

### May Bank Holiday

Friday 8 May 2020

### Spring Bank Holiday

Monday 25 May 2020

### Summer Bank Holiday

Monday 31 August 2020

## Registration

It is essential that you are fully registered with LSE during your time here. When you register for the first time you will need to attend in person, show us the required documents, and collect your LSE Card. Usually you can re-register for subsequent years of study online but sometimes we may need to see you in person again. For more information visit [lse.ac.uk/registration](https://lse.ac.uk/registration)



## Your LSE Card

Your LSE card provides access to buildings and acts as your Library card. It is important that you keep it safe and never share it with anybody else. If your LSE card is lost, stolen or damaged visit [lse.ac.uk/studentIdCards](https://lse.ac.uk/studentIdCards) to find out how to get a replacement.

## Inclusion Plans

If you have a disability, long-term medical or mental health condition you are advised to apply for an Inclusion Plan (IP) as soon possible. The sooner that you let the Disability and Wellbeing Service (DWS) know about your condition the sooner they can work with you to put appropriate support in place. Advisers in DWS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. To find out how to apply for an Inclusion Plan visit [lse.ac.uk/inclusionPlans](https://lse.ac.uk/inclusionPlans)

## Student Status Documentation

A certificate of registration provides proof to organisations such as council tax offices, embassies and banks, that you are registered as a current student at LSE. For more information about what a certificate of registration shows visit [lse.ac.uk/studentletters](https://lse.ac.uk/studentletters). You can obtain a certificate of registration from the Student Services Centre during our opening hours which are normally 11am to 4pm, Monday to Friday (these may change during the year and you are advised to check [lse.ac.uk/SSC](https://lse.ac.uk/SSC) for correct times). Your department will not be able to produce a certificate of registration for you. If you are planning to use this document to open a bank account, you will normally need to specify which bank it needs to be addressed to.

The Student Services Centre also offers a range of other documents to prove your student status including certificates of course choice and intermediate transcripts. Some can be produced immediately, and others need to be ordered in advance. For more information about the options available please visit [lse.ac.uk/studentStatusDocuments](https://lse.ac.uk/studentStatusDocuments)

## Interruption

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

[lse.ac.uk/interruptions](https://lse.ac.uk/interruptions)

## Programme Transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations.

There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by, and require approval from, both your current and new academic department and the School before being authorised. For more information visit

[lse.ac.uk/programmeTransfers](https://lse.ac.uk/programmeTransfers).

## Change of Mode of Study

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

## Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

For more information visit [lse.ac.uk/withdrawal](https://lse.ac.uk/withdrawal)

## Regulations

**You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life.**

Some of the **regulations** explain the organisation and conduct of your academic study. These include information about the structure of your programmes, assessment requirements, the basis on which your final degree is calculated and what to do if you face exceptional circumstances.

You can find links to the General Academic Regulations, Regulations for First Degrees; Regulations for Taught Master's Degrees; Plagiarism, Appeals Regulations; and in the LSE Calendar at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

You can find a full A-Z listing of all of LSE's policies and procedures online at [lse.ac.uk/policies](https://lse.ac.uk/policies)







LSE International Development Department brings a great dynamic group of people together from different parts of the world. We are the embodiment of culture, history, social and political economic institutions. Respect and embrace the differences and shared values- you can learn so much from your friends! ”

Salena Yuanqi Wang, MSc Development Studies 2018/19





# Student Services Centre

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

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

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

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

- Financial support
- Fees, Income and Credit Control Office
- Graduate admissions
- International student visa advice

These sessions run for an hour at various times during the week so be sure to check when the next session is running. In most cases you will need to sign up to attend a session. For more information visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc)

To find out more about the Student Services Centre visit [lse.ac.uk/ssc](https://lse.ac.uk/ssc), follow our page on the Student Hub and follow [@lse\\_ssc](https://twitter.com/lse_ssc) on Twitter.



## What If...

The SSC have developed a series of answers to common "What if..." questions. These cover a broad range of topics including what to do if you're unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme.

You can find these questions and answers at [info.lse.ac.uk/current-students/what-if](https://info.lse.ac.uk/current-students/what-if)

## Advice Team

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

## International Student Visa Advice Team (ISVAT)

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

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

# Student Representation

## Student-Staff Liaison Committees and Student Consultative Fora

**Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. Their purpose is to create a forum for students to discuss their experiences, both in and outside of the classroom, with LSE staff. SSLCs are a shared, collaborative endeavour between Departments, the Students' Union, central School Services, and, most importantly, students themselves.**

**At the start of the year you will be asked by your department if you would like to represent your programme on the Student-Staff Liaison Committee (SSLC).**

The role of an SSLC representative is central to ensuring that courses and programmes at LSE work effectively. Training will be provided for all SSLC representatives. These forums are a great way for students to make their voice heard at LSE.

Each SSLC also elects one representative to attend the relevant Consultative Fora which are School-level forums. Here representatives from around LSE will discuss matters that impact on students.

More information, including access to minutes from SSLCs across the School can be found online: [lse.ac.uk/current-students/student-voice](https://lse.ac.uk/current-students/student-voice)

## Student-Only Forums

LSE's Director, Minouche Shafik, holds Student-Only forums in Michaelmas and Lent terms. The forums are an opportunity for students from across the School to hear from the Director in person and gives you the chance to ask questions and share ideas. Look out for details of where and when forums will be happening on the Student Hub.

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# Quality Assurance

## Quality Assurance Strategy

**LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards which can be found online in the "internal quality assurance section" of the website at [lse.ac.uk/tqaro](https://lse.ac.uk/tqaro).** As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. As of the 2018-19 academic year this includes devolved quality assurance arrangements, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

## Student Teaching Surveys

**In both Michaelmas Term and Lent Term TQARO conducts surveys to assess students' opinions of teaching.**

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



# LSE Services to Support You with Your Studies and in Your Career



## LSE LIFE

**LSE LIFE is the place to develop the skills you'll need to reach your goals at LSE, whether it concerns your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE.**

LSE LIFE offers:

- Hands-on practical workshops where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.
- Workshops to learn ways to adapt and thrive in new or challenging situations, including the development of skills for leadership, study/work/life balance, and life beyond university.
- One-to-one appointments with our study advisers for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.
- Drop-in sessions with specialists from around LSE covering areas like CV writing, English language advice, finding and referencing academic sources, and statistics support.
- A space to meet and work together with students from other courses and departments.
- Special events to take advantage of what LSE and London have to offer.

Find out more at [lse.ac.uk/lselife](https://lse.ac.uk/lselife), check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.

## LSE Library

**LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.**

Most items are split into collections to help you find what you are looking for:

- The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.
- The main collection is housed across three floors, holding wider items for social sciences research.



You can use Library Search to find books and other materials for your studies via [lse.ac.uk/library](https://lse.ac.uk/library). Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 20 books at any one time. You can renew your books online by logging into your Library account at [lse.ac.uk/library](https://lse.ac.uk/library). If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at [lse.ac.uk/academicSupportLibrarian](https://lse.ac.uk/academicSupportLibrarian). Subject Guides are useful online introductions to finding resources, read yours at [lse.ac.uk/library/subjectGuides](https://lse.ac.uk/library/subjectGuides)

## Language Centre

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

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. This support is delivered with [lse.ac.uk/lse-life](https://lse.ac.uk/lse-life)

You may be eligible to take a language, literature or linguistics course as part of your degree. As an LSE student you can also sign up for a non-degree language course at a discounted rate. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have foreign language at GCSE Grade C (or equivalent), you are eligible to take an MFL certificate course for free!

For more information visit [lse.ac.uk/languages](https://lse.ac.uk/languages)

Students in the Department of International Development can enrol on **LN995 Academic Writing**. Office hours are also provided in which you can discuss your work with the course tutor.

## LSE Careers

**LSE Careers is here to help guide and support you throughout your time at LSE. We provide a range of careers services and events both online, face-to-face and through one-to-one appointments. We have a jobs board and offer bespoke services for disabled students and PhD students.**

There is lots of information and support at [lse.ac.uk/careers](https://lse.ac.uk/careers) including:

- Information about the services offered by LSE Careers and how to access them
- Support with your career options and insight into employment sectors and recruitment processes
- CV, cover letter and application form advice and examples
- Details of what graduates have gone on to do

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

- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and receive feedback on your applications
- Explore upcoming events including skills seminars, careers fairs and employer presentations

You can access CareerHub at [careers.lse.ac.uk](https://careers.lse.ac.uk)

Keep up-to-date with events and advice by following [@LSECareers](https://twitter.com/LSECareers)

### Careers Appointments for International Development Students

LSE Careers has a team of Careers Consultants who you can book to see for a one-to-one careers appointment. These appointments can be used to review a CV, cover letter or application form or to discuss your career aspirations regardless of what stage you are in your thinking. The Careers Consultant who works with the Department of International Development is Livi Shaw ([o.shaw1@lse.ac.uk](mailto:o.shaw1@lse.ac.uk)). LSE Careers is located on the 5th Floor of the Saw Swee Hock Student Centre. Careers appointments are booked online via CareerHub.

### Careers Events for International Development Students

In conjunction with LSE Careers, the department has arranged for sessions to be held throughout the year for International Development students on topics including how to get into International Development and how to write CVs and application forms. Alongside this, LSE Careers runs Discover International Development, an events programme which includes panel events with alumni currently working in the sector, insights sessions, themed talks and the annual International Development Volunteering Fair. All of these events can be found and booked via LSE CareerHub, where you can also find an online vacancy board listing voluntary, part time, internship, graduate and experienced hire opportunities.

## Internship/Volunteer Posts

The department often receives details about internships and/or volunteer posts from alumni and other contacts built up over the years. These are circulated via the Department of International Development site on Moodle.

Please note that you should always balance your hours – be aware of how much time you need to study vs. the time you can commit to outside work. Generally, the School does not recommend that you spend more than 15 hours per week on outside work, whether paid or unpaid. Students who required a visa to enter the UK should also be very careful not to breach the terms of the visa. Please contact the LSE International Student Visa Advice Team (ISVAT) for clarity.

## LSE Volunteer Centre



**Volunteering is a great way to help develop new skills and meet new people while making a difference and the LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE.**

We work with organisations to advertise volunteering opportunities across London, the UK and internationally. Whether you are passionate about the environment or human rights or ready to change the world through campaigning or mentoring, we'll have an opportunity for you. We also know that students are busy and we run a comprehensive one-off volunteering programme to make sure you can fit it in.

Looking to meet charities? The first volunteering fair will take place on Monday 7 October and is a great opportunity to speak to over 50 representatives from some truly inspirational organisations. You can find out more about this, as well as the advice and support we can offer, at [lse.ac.uk/volunteercentre](https://lse.ac.uk/volunteercentre) or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)

## LSE Generate

**LSE Generate is the home of entrepreneurship at LSE.**

We aim to support and scale socially-driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website [lse.ac.uk/generate](https://lse.ac.uk/generate) or keep up to date with Generate news through our social media ([@LSEGenerate](https://twitter.com/LSEGenerate)).



# Equity, Diversity and Inclusion (EDI)

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

In practice, this means that we are all expected to:

- Treat all members of the School community fairly and with respect
- Act courageously and openly, with respect for the knowledge and experience of others
- Play our part in creating an environment that enables all members of the School community to achieve their full potential in an environment characterised by equality of respect and opportunity

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

If you experience or witness bullying or harassment, please visit [lse.ac.uk/ReportIt](https://lse.ac.uk/ReportIt) to access information on how to report an incident and reach support.

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

For further advice or information, please visit [lse.ac.uk/EquityDiversityInclusion](https://lse.ac.uk/EquityDiversityInclusion) and follow the EDI Office on Twitter [@EDI\\_LSE](https://twitter.com/EDI_LSE)

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## Your Wellbeing and Health

### Student Wellbeing Service (SWS)

SWS brings together two key student facing services; the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS). SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provides a professional, free and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit [lse.ac.uk/counselling](https://lse.ac.uk/counselling) to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

DWS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can help you to create an Inclusion Plan which is a way of putting in place agreed “reasonable adjustments” to support your studies. Visit [lse.ac.uk/disability](https://lse.ac.uk/disability) to find out more.

Peer Supporters give you the opportunity to talk to fellow students about anything that is worrying you. Peer Supporters are trained to offer confidential emotional support, help and reassurance. You can find out more about the scheme and arrange a chat with a Peer Supporter at [lse.ac.uk/peerSupport](https://lse.ac.uk/peerSupport)

### Health Care in the UK

You are likely to need to access medical care while you are at LSE, even if this is just for routine appointments. In the UK most health care is provided through the National Health Service (NHS).

You are typically eligible for free treatment on the NHS if you fall into one of the following categories:

- You are a UK resident
- You have a Tier 4 visa and have paid the immigration health surcharge
- You are an EU/EEA student with a European Health Insurance Card (EHIC)

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website – [ukcisa.org.uk](https://ukcisa.org.uk)

If you are unfamiliar with the NHS search for “NHS Services explained” to find out more. You are usually required to register with a local General Practitioner’s (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you are unwell. The nearest GP surgery is St Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students.

For more information about the services offered and how to register please visit [stphilipsmedicalcentre.co.uk](http://stphilipsmedicalcentre.co.uk) or call **020 7611 5131**. Alternatively, you can find your nearest GP by using the GP finder function on the NHS website [www.nhs.uk](http://www.nhs.uk)

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy and ask to speak to the duty pharmacists. In an emergency you should dial 999 to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

There is a lot more information about Health Care, including details about dentists and opticians, available at [lse.ac.uk/studentHealth](http://lse.ac.uk/studentHealth).

## LSE Faith Centre

**The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, acclaimed interfaith programmes and a reflective space for all staff and students.**

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

The Faith Centre hosts a range of wellbeing activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found online at [lse.ac.uk/faithCentre](http://lse.ac.uk/faithCentre). The Cave in the Faith Centre is available to all LSE staff and students who need a quiet place for reflection. This space cannot be booked but is open throughout the week.

The Faith Centre runs three acclaimed interfaith leadership programmes which are your chance to explore, question and challenge religious differences and provide a unique opportunity to build relationships and challenge assumptions across faiths. Find out more by visiting the "Programmes" page at [lse.ac.uk/faithCentre](http://lse.ac.uk/faithCentre)

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



# Fees and Finance

## Fees

**All administration around your fees is handled by the Fees, Income and Credit Control Team.**

LSE offers two options for payment of fees. You can either pay them in full prior to registration or by payment plan. If you have not paid your fees in full before you register you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

- 28 October 2019
- 28 January 2020
- 28 April 2020

If you do not know your fees please visit [lse.ac.uk/tableoffees](https://lse.ac.uk/tableoffees)

To pay online or to find out about the different payment methods available, visit [lse.ac.uk/feepayments](https://lse.ac.uk/feepayments)

Unfortunately, it is not possible for you to pay in person.

The Fees Office also run drop-in sessions at the Student Services Centre for students who wish to discuss fee related enquiries:

- Check your tuition fees due
- Discuss any concerns regarding payments due
- Check funding or payments made
- Present forms for confirmation and completion
- Request invoices and receipts

For full details regarding tuition fees, charging policy, payment and instalment options, visit [lse.ac.uk/feespolicy](https://lse.ac.uk/feespolicy) for the Tuition Fees Policy.

## Financial Support Office (FSO)

**FSO are responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes.**

FSO can also provide information about funds such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at [lse.ac.uk/financialsupport](https://lse.ac.uk/financialsupport)

FSO hold drop-in sessions in the Student Services Centre, can be contacted by phone on 020 7955 6609 or by email at [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk).

## Cheque Collection

**Some payments are made by cheque.**

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



# Codes and Charters

## LSE Academic Code

**LSE has an Academic Code that sets out what we are doing to deliver a consistent student experience across our School and clarifies what students can expect from their LSE education.**

The Academic Code brings together key principles that underpin students' education into a School-wide policy. Developed in partnership with LSE Students' Union, it sets the baseline to build on teaching standards, academic support, student voice and assessment and feedback – areas that students have told us matter the most to them.

A copy of the Academic Code is included in this handbook (see page 36).

## The Student Charter

**Our Student Charter, written by students and staff, sets out how LSE's mission and ethos are reflected in the education you can expect to receive at the School, and in the diverse, equitable and inclusive community that we all contribute to and value.**

The charter covers:

- Your education – what an LSE education is and how you can make the most of it
- Our community – what it means to be part of the LSE community and how to contribute
- Your future, our future – how to inspire future generations of LSE students.

You can find out more about the Charter, and read the full version online, just search "LSE Student Charter".

## Codes of Good Practice

**The Codes of Good Practice explain the obligations and responsibilities of students and staff.**

The codes set out what you can expect from your department in relation to your teaching and learning experience, including the roles and responsibilities of Academic Mentors and Departmental Tutors; the structure of teaching at LSE and examinations and assessments. The codes also lay out your responsibilities and what LSE expects of you. You can find the codes of practice at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

## The Ethics Code

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

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

## Research Ethics

**If you conduct research you should refer to the Research Ethics Policy and procedures.**

Search online for "LSE Research Ethics and Guidance" to find resources on policy, procedure, informed consent, safety, training and support. You will also find the Code of Research Conduct and its associated procedures.

If you have any questions regarding research ethics or research conduct please email: [research.ethics@lse.ac.uk](mailto:research.ethics@lse.ac.uk)



# Systems and Online Resources

## Need IT help?

- Visit the Technology Help Desk on the first floor of the Library
- Email [it.helpdesk@lse.ac.uk](mailto:it.helpdesk@lse.ac.uk)
- Call 020 7107 5000.

The Help Desk is open seven days a week during term time and offers a range of services including a laptop surgery.

## LSE for You

**LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at [lse.ac.uk/lseforyou](https://lse.ac.uk/lseforyou)**

LSE for You allows you to:

- View and update your term time (contact) and home (permanent) address
- Reset your IT password
- Access your candidate number
- View your results
- Select your courses

Alternatively you can also access services on the new Student Hub.

## Student Hub

**The Student Hub is LSE's app, designed to help you navigate your day-to-day life at LSE.**

Use the LSE Student Hub app to view your timetable and upcoming deadlines, find your way around campus and keep up to date with news and events from your Department and the wider School. You can also book appointments with academics or support services and create groups with friends and course mates to carry on the conversation outside of class.

Download the Student Hub app on iOS or Android, or you can access the web app at [info.lse.ac.uk/current-students/student-hub](https://info.lse.ac.uk/current-students/student-hub)

## Moodle

**Moodle is LSE's virtual learning environment.**

The majority of taught programmes have a course on Moodle, the online learning platform used at LSE. Moodle courses contain activities such as quizzes, communication tools, resources such as audio and video files, lecture slides, links to recordings of lectures and reading lists. Students may be asked to submit their work electronically to Moodle, and teachers may provide feedback and provisional marks via Moodle. Moodle is managed by your course leader so how it is used will vary from course to course.

You can access Moodle by visiting [moodle.lse.ac.uk](https://moodle.lse.ac.uk)

## Email

**LSE will use your LSE email address to communicate with you so check it regularly.**

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail ([mail.lse.ac.uk](mailto:mail.lse.ac.uk)) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

## Training and Development System

The Training and Development System allows you to book a place on many of the personal development opportunities offered around LSE.

You can access the Training and Development System at [apps.lse.ac.uk/training-system](https://apps.lse.ac.uk/training-system) and login using your LSE username and password.

## Information Security Awareness Training

**LSE hosts an information security awareness course in Moodle. It will help teach you how to spot phishing emails, keep your devices safe and know how to treat your personal data.**

You can access the course at [moodle.lse.ac.uk/course](https://moodle.lse.ac.uk/course), logging in using your LSE username and password.





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At the start of the year, it can sometimes prove difficult for you to pick out arguments from readings, but don't despair as your classmates will be in a similar situation. I would encourage you to seek help from LSE LIFE. I would also advise those who are not native speakers of English to sign up for the academic language course. Best of luck and Asante. ”

Innocent Alia Anguyo, MSc Development Management  
2018/19



# Administrative Information for International Development Students

## Academic Staff Office Hours

All staff will hold office hours throughout term time. During the first two weeks of term, extended hours will be available to discuss your course choices.

Most staff use the electronic 'Office Hours' system which allows students to book and cancel appointments with individual academic staff on Student Hub. If you cannot find office hours listed on Student Hub for a particular member of staff, please check their office door for a sign-up sheet.

To book an office hour on Student Hub, tap 'Make a Booking' in the app's menu and search for the name of an academic or team you want to make an appointment with. You can then view the upcoming available appointments with that particular academic or team and book a slot.

It is the responsibility of the student to keep in contact with their Academic Mentor. However, you are free to contact ANY member of staff if your Academic Mentor is not available, or if you wish to discuss an issue related to their particular area of research interest.

## Course Surveys

In the last week of each of the teaching terms, the department distributes its own course survey which students are asked to complete, rating all aspects of the courses they are taking. This is in addition to the LSE School Surveys and will inform future debate and decisions at staff meetings.

## Forms for Students

All International Development forms, e.g. Essay Cover Sheet, Self-Assessment Form, will be available on Moodle on either the "International Development" or individual course pages. Some courses have specific essay / report / project cover sheets so make sure you check the individual Moodle page for each course.

## Self-Assessment Form

In Week 8 of Michaelmas Term we ask you to fill out a self-assessment form and discuss it with your Academic Mentor. By doing this, we hope to be able to offer any further help that you feel you may need and generally make sure that you are satisfied with your progress.

You should download the self-assessment form from the International Development Moodle site. It is available under 'Forms for Students'.

## Joint Degree Students

If you are on a joint degree programme, your administration (e.g. programme regulations, dissertation submission, letter writing, supervision, etc.) is handled by your "host" department. You are, however, always welcome to see ID staff and will be included in job postings and events.

It is important for joint degree students to note that our academic staff operate an 'open door' policy. Although you may not have an allocated Mentor in the International Development Department, any member of academic staff will be happy to discuss aspects of your study or dissertation with you. Please book to see them using office hours via Student Hub.

## Part-time Students

If you are studying part-time, please do participate as much as your time allows in departmental and student activities - we want to make sure that you're included in everything that goes on.

If you need assistance, please drop by the ID Office. We will endeavour to help part-time students get their first choice seminar, but cannot always guarantee this. The earlier you let us know which seminars you want to attend, the more chance we have of helping.

We can also put you in touch with other part-time students in the department – many students have said that talking to people in the same situation has been extremely helpful.

You should normally take your core modules in your first year and your dissertation in your second year. We recommend splitting your remaining units equally over your two years to make your time more manageable if you are working as well. This is of course up to you, but please do talk to your Programme Director or Academic Mentor about it if you are uncertain or want further advice.

Your student card should be valid for two years, but sometimes this may not be the case. If you have any issues with this, please see the Student Services Centre.

## Problems?

We hope that you enjoy your studies in the department and that you are pleased with the teaching and support you receive. However, if you have any problems, concerns or suggestions please do not hesitate to let us know.

Your Academic Mentor should be the first person you see about any problems you may have. He/she will be able to direct you to appropriate services within the School so that you receive the support you need to continue studying successfully.

If, for any reason, you have a problem with your Academic Mentor, your first port of call is your Programme Director. In addition, Professor Ken Shadlen, the Head of the Department, will post regular office hours open to all students should you wish to discuss an issue with any aspect of our programmes.

If you feel that you cannot or do not want to approach a particular member of the academic staff you may speak to the ID professional service staff who will raise the issue anonymously for you. See also the LSE website (type in "problems" as the search term) and Student Union for further services.

If you would like to raise an issue or make a general suggestion you can also speak to your elected student representative.

## Reference Requests

Please note that all reference requests made to staff should give at least one week's notice, preferably more. The student should also supply an up-to-date CV, their student number, plus a list of courses taken at LSE.

Requests made out of term time may be subject to more delay.

## Student Contact Details

Please make sure that you register any change of contact details with the School. You can do this via LSE for You.

Important correspondence is sent to the address on record – including those all-important transcripts and certificates – so make sure you keep it up to date.

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# Offered by the Department

## MSc Common Room

The Department of International Development has an MSc Common Room in CON.6.18. The room is accessible to International Development students only and contains individual and group study space, as well as sofas.

Students can access the room with their student ID cards. Please inform the ID Office if your card is not working.

Please note that the Common Room cannot be booked for meetings or personal matters, such as interviews.

## Group Study Spaces

There are many different study rooms across the School that students can book in advance or use on a walk-in basis. A list of the available rooms and how to book them can be found here:

[info.lse.ac.uk/current-students/estates-division/Assets/Documents/Group-Study-Rooms2.pdf](http://info.lse.ac.uk/current-students/estates-division/Assets/Documents/Group-Study-Rooms2.pdf)

## Meeting Rooms

Students doing a consultancy project as part of their programme can ask a member of the administrative staff to book room CON.6.01 or CON.8.01 for them.

## Cumberland Lodge

International Development students have the opportunity to attend a workshop at Cumberland Lodge. There are three workshops, dedicated to individual programmes, as follows:

**18 – 20 October 2019:**

**MSc Health and International Development & MSc IDHE**

**1 – 3 November 2019: MSc Development Management**

**28 February – 1 March 2020: MSc Development Studies**

The St Catherine's Foundation, Cumberland Lodge ([cumberlandlodge.ac.uk](http://cumberlandlodge.ac.uk)), in Windsor Great Park, was set up in order to provide a relaxed and quiet atmosphere where students and teachers could meet in order to discuss matters of interest to them. It is hoped that students who attend will gain ideas and inspiration from listening to seminars given by invited speakers and from the debate that follows.

Cumberland Lodge is a spacious 17th century house set in superb grounds. Student accommodation is in twin rooms. There are facilities for outdoor and indoor sports and rooms for parties. There will be seminars given by guest speakers during the workshop, but there is also time to relax and enjoy the house and grounds. Places are limited so early booking is advisable. You will receive email notification when booking opens. The full cost is £100.00 which includes food, but not bar bills. Please note that full payment must be made at the time of booking through the LSE e-shop – further details will be circulated nearer the time.

### Refunds

Students are not entitled to a refund. Refunds will only be offered if the original ticket holder finds an eligible student to take their place. The department can offer assistance in finding a replacement if necessary. The transfer of funds is the responsibility of the students concerned.

### Students with Disabilities

Students with disabilities who wish to attend the workshop should contact their respective Programme Administrator as soon as possible so that arrangements may be made with the staff at Cumberland Lodge to accommodate any special requirements.

*NB: Cumberland Lodge is an historic and very beautiful house, and the cost of upkeep is extremely onerous. Consequently, there is a strict policy of no smoking or food/drink consumption in any of the bedrooms. Fines of £100 will apply to any academics or students if a bedroom has been soiled in any way.*

## Geneva Trip (IDHE and HID students only)

The Geneva Trip is typically a 2-3 day visit to this global health and humanitarian capital. Students on the MSc Health and International Development and MSc IDHE programmes have visited organisations as diverse as the United Nations High Commissioner for Refugees, the World Health Organisation, the International Committee of the Red Cross, the International Federation of Red Cross and Red Crescent Societies, and Médecins Sans Frontières. The trip is optional and self-funded. There will be a separate trip for the two MSc programmes.

For information about this trip, contact Professor Ernestina Coast (HID students) or Dr Stuart Gordon (IDHE students).

## DESTIN Student Society

This is a student-run society for students interested in development issues. In previous years, the Society has arranged talks (by students, alumni and outside guests), social events, film nights, and fundraisers. Please see the LSESU website for further details: [lsesu.com/activities/societies/society/6472/](https://lsesu.com/activities/societies/society/6472/)

## Research Centre at International Development

The Conflict and Civil Society research unit builds on the work of the Civil Society and Human Security unit and was renamed in 2017 to reflect the changing focus of the research being undertaken. The core concern of the unit remains the desire to better understand the ways in which ordinary people seek to shape the decisions that affect their lives, with a particular focus on those experiencing conflict, prolonged violence, or war.

The unit is leading a major international project examining the drivers of violent conflict in Africa and the Middle East, as well as participating in research aimed at supporting an enhanced EU capability with regard to civilian-led means of conflict prevention and peacebuilding.

More information on the unit and projects past and present can be found at [lse.ac.uk/international-development/conflict-and-civil-society](https://lse.ac.uk/international-development/conflict-and-civil-society)

LSE has a plethora of other research centres. You can find more information at [info.lse.ac.uk/Staff/Research-centres-and-groups](https://info.lse.ac.uk/Staff/Research-centres-and-groups)



# Academic Mentors

## Allocation of Mentors

Each student has an Academic Mentor, who meets with the student during the course of the year to discuss their academic progress. The Academic Mentor is also there to help with any academic, administrative or personal questions where the student may not be sure which person or office is responsible.

Students in the MSc Development Studies, MSc Development Management, MSc International Development and Humanitarian Emergencies and MSc Health and International Development programmes will be assigned an Academic Mentor from the ID Department. Joint degree students will be assigned a Mentor in their "respective" department.

At the start of the academic year you will be asked to register your top five preferred Academic Mentors via the International Development Moodle site. We will endeavour to assign every student to one of their five preferred Academic Mentors, and you will be informed by email when the list is published. You may not have the same Academic Mentor all year as staff sometimes rotate through teaching and research duties. You will be informed of any changes. However, International Development staff operates an 'open door policy', meaning that you may sign-up to see any member of staff in the department, not just your Mentor.

## Mentor Availability

Academic Mentors are available to you throughout term times, but you should not expect to be able to see them outside of term. This particularly applies after the end of Summer Term, when most staff leave the country to undertake primary research in their areas of interest and so are not available to discuss dissertations. It is also unfair to your fellow students if some people are able to see their Academic Mentors at times when others are unable to.

Please also note that we do not assign "dissertation supervisors/mentors" as a separate entity from the above-mentioned Academic Mentor. To discuss your dissertation, please make appointments to see any member of staff you feel may be helpful.

You may make appointments to see ANY member of staff during their Office Hours, but your assigned Academic Mentor is the person who should sign any forms you may require.

NB: it is up to **you** to make appointments to see your Academic Mentor. It is not the job of the Academic Mentor to continually contact you. If you cannot sign up for one of the advertised slots, please email or call the Academic Mentor to make alternative arrangements.

## Problems

If any problem arises in supervision arrangements that cannot be resolved through discussion with the Academic Mentor, students should approach their Programme Director (James Putzel for Development Studies, Jean-Paul Faguet for Development Management, Stuart Gordon for IDHE, Ernestina Coast for Health and International Development) in the first instance. If the Academic Mentor is also the Programme Director, then the Head of Department (Ken Shadlen) should be approached.



# Academic Information

## Programme Structure

Full details of degree structures are available online at: [lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters](http://lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters)

A degree in International Development consists of FOUR units, of which the dissertation counts as one. Different degrees have different numbers of compulsory units\*, and therefore a different number of optional units, but all students must complete four units. You may not take more than four units.

Optional courses vary in unit value – most optional courses that only run for one term are worth half a unit. Others that run over two terms may be worth one whole unit.

### MSc Development Studies

1. DV400 (compulsory core course)	1 unit
2. DV410/MY410 (compulsory research design and dissertation)	1 unit
3. Optional courses	2 units
<i>Total</i>	<i>4 units</i>

### MSc Development Management

1. DV431 (compulsory core course)	1 unit
2. DV410/MY410 (compulsory research design and dissertation)	1 unit
3. Optional courses	2 units
<i>Total</i>	<i>4 units</i>

### MSc International Development and Humanitarian Emergencies

1. DV442 (compulsory core course)	0.5 unit
2. DV428 (compulsory core course)	0.5 unit
3. DV453 (compulsory consultancy project)	0.5 unit
3. DV410/MY410 (compulsory research design and dissertation)	1 unit
4. Optional courses	1.5 units
<i>Total</i>	<i>4 units</i>

### MSc Health and International Development

1. DV458 and DV442 (compulsory core courses)	1 unit
2. A choice of DV421, DV444, DV456, DV457, MY405	1 unit
3. Optional courses	1 unit
4. DV410/MY410 (compulsory research design and dissertation)	1 unit
<i>Total</i>	<i>4 units</i>

\*The DV445 Cutting Edges Issues in Development Thinking and Practice is a non-assessed course, compulsory to all ID students

The department offers the option to students to concentrate their electives and dissertation in one of the following three '**specialisms**':

- **African Development:** students must take African Development (DV418) and African Political Economy (DV435). Further to this, their dissertation topic must be approved as being appropriate for this specialism.
- **Population Studies:** students must take the following two courses: Population and Development: Global Health and Population Change (DV444); and Population, Health and Development: Evidence and Projections (DV456). Further to this, their dissertation topic must be approved as being appropriate for this specialism.
- **Applied Development Economics:** students must take at least two of the following three courses: Economic Development Policy I (DV490), Economic Development Policy II (DV491) and Economic Development Policy III (DV492). Further to this, their dissertation topic must be approved as being appropriate for this specialism.

Doing a specialism is entirely optional, but for students who elect to do one, this will be indicated on their degree certificate and transcript - for example, for a Development Studies student doing a specialism in Population Studies, their degree will be "MSc in Development Studies (Population Studies)".

## Course Descriptions

You can find a list of available courses in 2019/20 on the Offer Holder Moodle page. Please note that the online Calendar [lse.ac.uk/resources/calendar/taughtMasters.htm](http://lse.ac.uk/resources/calendar/taughtMasters.htm) is the definitive guide at all times.

## Auditing Courses

Students are welcome to audit the **lectures** of any course they are interested in **if there is space**. As a matter of courtesy, we would ask that you make yourself known to the Course Academic and ask his/her permission. A full list of courses running in each department for 2019/20 can be found via the LSE graduate course guides.

**On no account** are students to attend the seminars, or complete the coursework, of courses that they are auditing.

## Formative Coursework

Formative coursework does not count towards your final degree classification. Its purpose is to provide you with feedback on your academic and intellectual progress and development.

## Formative Essays

Formative essays are extremely important in terms of helping you to learn and understand the relevant material, as well as develop your analytical and writing skills. A formative essay allows you the

opportunity to explore and experiment in developing your ideas and arguments, and importantly to make and learn from mistakes without the adverse consequences of the work counting towards your final grade. Marked by your class/seminar teacher, it provides the basis for detailed feedback on how far you have come in terms of the learning objectives of an individual course.

## Presentations

Once you begin classes, you may be asked to make presentations. Students are asked either to produce an essay or a short outline of their presentation (depending on the course) for circulation to classmates. Presentation notes should be circulated by posting to Moodle seminar forums, unless otherwise instructed by the Course Academic.

**LSE LIFE offers many workshops and events throughout the year** on study skills, including one on giving presentations. A full schedule of events is available at LSE LIFE information page ([info.lse.ac.uk/current-students/lse-life/events](http://info.lse.ac.uk/current-students/lse-life/events)) as well as the LSE LIFE Moodle page.

## Consultancy Projects (DV431 and DV453)

Please see the DV453 course guide for more information about the International Development Consultancy Project. For DV431 there is an evening session in week 3 that provides more information about the Consultancy Project. You will also be briefed by your course leaders on how to go about starting your projects.

If you require assistance with teleconferencing, Skype or video-conferencing for your project presentations please contact the Audio Visual Services at [imt.av.support@lse.ac.uk](mailto:imt.av.support@lse.ac.uk). Financial support may be available for project groups who have incurred costs throughout the duration of their project.

## Dissertation

The dissertation is a full quarter of your MSc (i.e. one unit) and the whole 'dissertation experience' in ID is designed to be a full-year cumulative process of intellectually-rewarding learning and writing. Dissertations in ID may be based on primary research, secondary (desk-based) research, or a combination of both. ID MSc dissertations constitute an original exploration of existing knowledge by the student and may (but do not have to) include original theoretical and/or empirical insights.

The dissertation experience begins immediately in MT when students meet their Academic Mentors and choose their optional courses. ID students will also be automatically enrolled in our dissertation courses DV410 and MY410, which together provide students a coordinated introduction to research design and a selection of research methods used in development research.

The DV410 Moodle page is where you can find information about the dissertation and where you will, eventually, submit your final 10,000 word dissertation, which will be assessed and is worth 70% of your final full unit dissertation mark. There are three compulsory DV410 lectures in MT.

**DV410** information can be accessed here: [lse.ac.uk/resources/calendar/courseGuides/DV/2018\\_DV410.htm](http://lse.ac.uk/resources/calendar/courseGuides/DV/2018_DV410.htm)

MY410 is our research design course; the MT lectures and seminars provide guidance on how to balance the inevitable trade-offs involved across alternative research methods, both when doing primary research or consuming secondary research for desk-based dissertation designs. The course will also focus on how to generate a research question, and involves developing two research proposals: a first 1000-word proposal due at the end of MT, and a second 3000-word proposal (which may be on a different topic) due in the third week of Summer Term. Both proposals will be assessed, and together the MY410 proposal marks constitute 30% of the full unit dissertation mark.

**MY410** information can be accessed here: [lse.ac.uk/resources/calendar/courseGuides/MY/2018\\_MY410.htm](http://lse.ac.uk/resources/calendar/courseGuides/MY/2018_MY410.htm)

Students should keep in mind that MY410 is a research design course, not a methods course. Those students who wish to engage in primary research for their dissertation using specialist research methods should consider taking the appropriate optional courses.

In addition to regular meetings with their Academic Mentor, ID maintains an open-door policy and encourages students to book office hours with other faculty with specialist knowledge. Students are also strongly encouraged to make use of the variety of seminars, workshops, and tutorial services offered by both ID and the LSE more generally.

During the first week of Summer Term ID runs Dissertation Workshops in which students will present their draft 3000-word dissertation proposal 2 to a small group of fellow students and a faculty member. They will receive oral and written formative feedback that they can use to revise their draft proposal, the final version of which is then submitted for summative assessment in Summer Term Week 3.

## Past Dissertations

International Development students are able to view past Distinction dissertations which are accessible via the DV410 Moodle page. An archive of past prize-winning dissertations is also available on the main International Development website: [lse.ac.uk/international-development/study/dissertations](http://lse.ac.uk/international-development/study/dissertations)

Please note that hard copies are not available and online copies are only posted if the author has given his/her permission. Please be aware there may be dissertations listed in the "Titles" document which are not available to view because permission has not been granted.





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The one-year MSc is a fast-moving course and you have to keep up with the pace. It is in your hands to make the most of your time at LSE. Be ready to learn and deliver quickly. Make the most of the seminar discussions and conferences that take place at LSE. ”

**Deepjyot Kaur**, MSc Health and International Development  
2018/19



# Course Selection and Timetables



Your programme comprises a number of courses, which are usually worth half (0.5) or a full (1.0) unit. Undergraduate students will take courses to the value of four units per year. The number of courses postgraduate students take varies by programme but can be found at [lse.ac.uk/calendar](https://lse.ac.uk/calendar). You will need to select all of your courses, including any compulsory ones, in LSE for You.

## When to select courses

Undergraduate course selection will open in early September. Postgraduate course selection will open for browsing at the beginning of Welcome and open properly just before term starts. Course selections need to be made by the beginning of Week 3 of Michaelmas Term. You will be able to make changes to Lent Term half unit courses in early Lent Term. For the exact dates visit [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection)

## International Development Course Selection Timeline

Although some departments follow the timelines above, the way that course choice takes place can vary from department to department. The timeline for International Development course selection is as follows:

- Graduate Course Selection opens for browsing – Around the beginning of Welcome Week
- Graduate Course Selection opens fully – End of Welcome Week
- You should make your request to take courses by 5pm Tuesday of MT Week 1.
- Instructors will review requests to take courses and make offers to allow you to join the course by 5pm Wednesday of MT Week 1.
- You must accept your offers within 48 hours and by 5pm on Friday of MT Week 1

- Offers that have not been accepted within 48 hours of an offer will automatically time out. Any remaining places will then be offered to students on the waiting list.

## How to select your courses

### 1. Find the courses you'd like to take

Go to [lse.ac.uk/findcourses](https://lse.ac.uk/findcourses) to access the tools and information to help you decide which courses you want to take this academic year. Make sure that you identify a few back-up courses in case your first choice is not available.

You should make sure that you attend any departmental course selection meetings and seek advice from your Academic Mentor or Departmental Tutor before finalising your course selections.

The LSE calendar is the place to check for programme regulations detailing which courses you are permitted to take. It also provides course guides for every course at LSE, including student feedback. You can find the calendar online at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

LSE Course Finder is a tool to help you choose which courses to take within your programme regulations. Course Finder allows you to browse available courses by unit value, keyword, department and assessment type. You can build a shortlist of courses and compare the lecture timetables for that shortlist. Course Finder is available from late August.

You may also wish to look at course content on Moodle and check the teaching timetable to detect potential clashes.

Some departments have capped or controlled access courses which means that places are limited. For undergraduates these are allocated on a first come first served basis, for postgraduates there are a number of different selection methods. You can find more information about this at [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection)

### 2. Select your courses in LSE for You

Go to [lse.ac.uk/selectcourses](https://lse.ac.uk/selectcourses) for step by step instructions on how to select your courses on LSE for You. Remember to select any compulsory courses and, if applicable, your dissertation. The process differs for undergraduate and postgraduate students.

### 3. Check your timetable and Moodle enrolments

Undergraduate students are allocated to all teaching centrally and you will receive your personal timetable in **LSE for You** during Welcome.

Postgraduate students may be able to use Seminar Sign-up in LSE for You after you have made your course selections and they have been approved by the department responsible for teaching the course.

You will automatically be given access to the Moodle page for your courses a few hours after selecting your courses on LSE for You. If you change courses you will not be removed from the old course on Moodle automatically so you will need to do this manually.

## Can't Access Graduate Course Selection?

If you are a new student and have not yet completed all of your admissions paperwork (such as your Financial Undertaking Form or confirmation of conditions) then the option to select your courses will not be available to you on LSE for You. Please track your application online for confirmation of receipt of these documents, and allow 1 working day for the 'Graduate Course Selection' option to appear on LSE for You.

## Course Choice Advice

You will be assigned to an Academic Mentor with whom you must discuss your course options, to ensure you are making an informed choice. You can also seek course choice advice from your Programme Director.

## Courses in Other Departments

Although the majority of students take all their courses within the department, you may apply to take courses in another department, subject to their conditions and permission and that of your Academic Mentor. You can browse all postgraduate courses by departments at [lse.ac.uk/resources/calendar/](https://lse.ac.uk/resources/calendar/)

International Development students are advised that different departments have their own rules. The International Relations Department, for instance, specifies – as indicated in the Calendar – that students from outside the department may take only one IR option. **We cannot guarantee access to courses outside the Department even in those cases where the programme regulations specify that these courses are approved options to take as part of your degree.** Conversely, students who are not International Development or joint degree students are not guaranteed access to our courses.

## Courses Outside of Your Programme Regulations (Outside Options)

An 'outside option' is a course that is not offered within your programme's regulations: [lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters](https://lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters). If you would like to register for an outside option, you can do so online. Please discuss outside options with your Academic Mentor – you MUST have departmental approval to do a course that isn't included in your programme regulations. You are advised to contact the department offering the course to ensure that you are eligible to register for the course. Selecting it online is no guarantee that you will be allowed to attend this course.

Please note that courses **AC491** Financial Accounting, Reporting and Disclosure and **MY451** Introduction to Quantitative Analysis are not permitted to be taken by International Development students, other than in exceptional circumstances.

## Courses at Different University of London Colleges

In exceptional circumstances students are allowed to take courses offered at other University of London colleges. Students wishing to do so should complete the form entitled 'Request to take a course outside LSE': [info.lse.ac.uk/current-students/services/assets/documents/request-to-take-a-course-outside-LSE.pdf](https://info.lse.ac.uk/current-students/services/assets/documents/request-to-take-a-course-outside-LSE.pdf) (also available in hard copy from the Student Services Centre). The request requires the approval of your Mentor and Programme Director. **Please ensure that you abide by the other college's registration deadlines, as they may refuse your admission application if submitted late.**

## Changing class or seminar

Undergraduate students are only able to change class in exceptional circumstances, to request a class change apply using the "class change request" tool within **LSE for You**. You should include details of why you need to change class and outline your availability for alternative classes. You may be required to provide evidence in support of your request.

Postgraduate students should either use Seminar Sign Up if it is enabled for your courses or contact the department responsible for teaching the course.

## Can't see your timetable?

If you can't see a course on your timetable after the relevant publication date there are five common reasons:

- You have not registered / re-registered for this academic year
- You have not selected the course in LSE for You
- You have selected a course which creates a clash on your timetable (undergraduate only)
- You have made changes within the last 48 hours (the timetable can take up to two days to regenerate)
- Your seminar has not yet been allocated by the relevant department (postgraduate only)

## Access guide to LSE buildings

AccessAble have produced detailed access guides to the LSE campus and route maps between key locations.

## Getting help

There is more detailed information, contact details and answers to frequently asked questions online at [lse.ac.uk/courseSelection](https://lse.ac.uk/courseSelection)

# Managing Your Studies

## Readings and Course Materials

Reading lists for all our courses are available on the relevant Moodle sites.

An increasing number of readings are being made available electronically – links to electronic versions of most essential readings, and others where possible, are provided on the relevant course Moodle sites. For reasons of copyright, some readings cannot be made available and you will have to use the Library.

## Use of Mobile Phones and Laptops during Lectures and Seminars

Students **MUST NOT** use mobile phones during lectures and seminars. This interferes with the learning process and is discourteous to fellow students and the lecturer. Equally, students should not be on social media sites such as Facebook etc. during lectures and seminars.

Students are also strongly advised to take written notes during lectures and seminars. These are an important way to enhance learning and understanding. Studies show that it is better to take notes by hand than on a computer.

## Writing Good Essays

The study of International Development does not lend itself to 'right' and 'wrong' answers to questions, and there is no single 'correct' approach to any important problem. It is possible to write essays on the same question using different material and reaching different conclusions which both gain the same good mark. But the following provides advice to those answering questions in coursework and examinations in the field of International Development, points out some pitfalls and suggests possible approaches to major problems.

### a) Answering the Question

The greatest problem in writing an essay is often deciding exactly what is required from a given question. Frequently students lose most marks by failing to answer the question, so this weakness deserves close attention. Having gathered a comprehensive set of notes you must choose the right material from them and aim it at the question. It is vital, particularly in examinations, to focus on what precisely the question requires. This is more important than writing a lot about the general topic, such as war, to which the question might refer.

### b) Structure

An essay needs to have a paragraph structure through which the argument is developed. Ideally, this should include an introduction to 'set the scene' or to introduce the main argument; a number of paragraphs, each dedicated to a particular element in an answer; and a conclusion.

### c) Style

In general, be crisp, precise and lucid: use clear, understandable English to make your points. Don't waffle. Don't be repetitive. Don't 'overwrite'. There are various other things to avoid: bad spelling; colloquialisms (everyday English doesn't always sound good on paper); long or convoluted sentences. Once you've finished an essay a good idea is to leave it overnight or even longer before reading it over. It is easier to pick up on errors in this way.

Help on writing essays is offered by LSE LIFE and the Language Centre.

## Referencing System

The International Development Department recommends that students use Chicago or Harvard style for both assessed essays and dissertations. This style minimises the number of words used in the text to indicate the source (thus reducing the impact on the word limit) and dictates that the full source be given in the bibliography.

You may use any style you wish, but remember that all words in the footnotes count towards your word limit.





# Exams and Assessments

## Coursework Submission

Assessed work must be handed in to the International Development Office (CON.8.16) and uploaded by the date and time specified (see Moodle for individual course deadlines). Once a piece of assessed work has been submitted it cannot be amended.

### Hard Copies

In all cases (except for DV400, DV428, DV444, DV456, DV457, DV462), you must submit two hard copies to the ID office. The hard copies must be accompanied by one cover sheet which can be downloaded from Moodle. The cover sheet must be handed in separately. Do not attach the cover sheet to your coursework.

### Electronic Copies

You must upload an electronic copy of your coursework to Moodle which also links to Turnitin. Your e-copies should be in Word or a pdf file, in a format that is PC readable.

### Essay Formatting Guidelines

All assessed work must contain a header with the course code on the left hand side, page numbering in the middle and your candidate number on the right hand side. We suggest standard margins, an easy to read conventional font and either 1.5 or double line spacing for ease of reading. You must not put your name anywhere on the essay itself (essays are marked anonymously) – if you do, you will be sent away to reprint.

Please note that assessed work that does not meet these criteria will be refused!

### Special Cases

DV400 operates on a rolling 14-day deadline from date of receipt of feedback on presentation to date of submission of assessed essay (see the course Reading List for further details). Students are not required to submit hard copies of DV400 essays but must upload to Moodle by the deadline. Your DV400 seminar leader will give you further information about this process.

## Penalties: Late Submission and Exceeding the Word Limit

Penalties will be applied to:

- Work that is submitted after the stated deadline (5 marks deducted per 24-hour period, or part thereof). This applies to both essays and dissertations and applies to the time deadline, not just the date. After five working days, coursework will only be accepted with the permission of the Sub-Board of Examiners.
- Assessed coursework that exceeds the stated word limit – they will lose one mark for every 100 words or part thereof.

- Assessed coursework that exceeds the stated page limit: exceeding the page limit will AUTOMATICALLY be penalised, as none of the extra pages will be read, hence not included in the marking.
- Dissertations that are found to be longer than 10,100 words - they will lose marks as per b) above. Dissertations only have a maximum leeway of ONE PER CENT i.e. 100 words.

## Candidate Numbers

Your candidate number is a unique five digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Michaelmas Term using LSE for You.

## Exam Timetables

Course by course exam timetables will be available online at [lse.ac.uk/exams](https://www.lse.ac.uk/exams). For January exams the timetable is usually available towards the end of Michaelmas term, for summer exams it is usually available in Lent Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

## Exam Procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at [lse.ac.uk/exams](https://www.lse.ac.uk/exams).

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be from the **Casio fx-83 or fx-85 range**. If you bring an alternative model it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the SU Shop.

## Exam Preparation

To help you prepare effectively for your examinations you should make yourself fully aware of the format and syllabus to be covered in the examinations. Specimen papers and guidelines to any changes are provided where appropriate, and permitted materials specified early in the year. Past papers can be found at Past Exam Papers: [library-2.lse.ac.uk/protected-exam/index.html](https://www.lse.ac.uk/protected-exam/index.html) (access restricted to LSE network only).

## Resits

Students who have failed an exam cannot retake the exam until the following year. Students cannot re-sit any exam that they have already passed.

## Handwriting and Exams

With most work being done on computers these days, it is a very good idea to start practising your handwriting in the lead up to exams. There are two very good reasons for this:

1. **Your handwriting must be legible if the examiners are to read it!**  
Please note that if an examination paper is deemed illegible then the student must pay for it to be scribed.
2. Many students complain that their hand physically seizes up when trying to write continuously for three hours.

## Individual Exam Adjustments

Individual Exam Adjustments (IEAs) can be made if you have a documented medical, physical or mental health condition and/or a specific learning difficulty such as dyslexia or dyspraxia. The purpose of IEAs is to provide an environment that gives all students an equal opportunity in exams. These adjustments are confidential and will not be listed on your degree certificate or transcript. In most cases you should apply for IEAs as part of getting your **Inclusion Plan** in place. However there is a different process for applying for IEAs for short-term, unexpected, conditions. For more information visit

[lse.ac.uk/iea](https://lse.ac.uk/iea)

## Deferral

If you have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam, in exceptional circumstances. You will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit [lse.ac.uk/deferral](https://lse.ac.uk/deferral)

## Extension Policy

If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit [info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/extension-policy](https://info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/extension-policy)

Extensions are only granted for medical reasons (a doctor's certificate will be required as supporting evidence), a traumatic event

in the family or certain work-related issues. Any supporting evidence submitted must either be in English or accompanied by a translation which corroborates it and is done by a valid organisation, e.g. British Council, Embassy, LSE Language Centre, etc.

The Extension Request form is available to download from the International Development Moodle site. You must submit the form, fully completed and signed by the academic in charge of the course, to the International Development office before the due date. Extensions must be confirmed in writing to the student in order to be valid.

## Exceptional Circumstances

If you miss an assessment that you did not defer, or experience difficulties that you feel may have had an impact on your performance on an assessment you did attempt, even where you were provided with an extension, you should submit an Exceptional Circumstances Form and **corroborating evidence** to the Student Services Centre. This will allow you to alert the Sub-Board of Examiners to the circumstances under which you completed the assessment or exams. For more information visit [lse.ac.uk/exceptionalCircumstances](https://lse.ac.uk/exceptionalCircumstances)

## Fit to Sit Policy

By submitting your assessment regardless of whether it is coursework, participation in a class presentation or sitting an exam, LSE considers that you have declared yourself fit enough to do so. If you have experienced disruption to your studies (illness, injury or personal difficulties for example) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.

## Early Re-submission of Dissertations

MSc students are permitted to re-submit a failed or submit a deferred dissertation early in order to allow them to be awarded in July, rather than the following November. This provision only applies to those students who:

- submitted and failed their dissertation or deferred their dissertation; and
- only failed/deferred the dissertation element of their programme; and
- were not eligible for an award.

# Plagiarism

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

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

Any written work you produce (for classes, seminars, exams, dissertations, essays and computer programmes) must solely be your own. You must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on your behalf. For further information and the School's statement on Editorial Help visit [lse.ac.uk/calendar](http://lse.ac.uk/calendar). Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as the offence of "self-plagiarism" and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing (or that contains) plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, Academic Mentor, LSE LIFE or the Library as soon as possible.

The **Regulations on Assessment Offences: Plagiarism** can be found at [lse.ac.uk/calendar](http://lse.ac.uk/calendar)

Collaboration between students (leading to identical answers, in whole or in part) is allowed only in cases where official permission has been given beforehand, e.g. for DV431/DV453 Projects. Course leaders will let you know when this is acceptable.

## Examples

### Original Text:

Harry wondered what presents he would get for his birthday. More coaches for his electric train? A big drum? Harry tried hard not to think of the thing he wanted most, because he was sure he could not have it. Most of all, Harry wanted a pony. (Perrin, 1965,1)

### Paraphrasing:

Harry thought that he would probably get an "ordinary" toy for his birthday – a drum or more parts for his train set. He didn't want to think about what he really wanted – a pony – because he was sure he wouldn't get it. (Perrin, 1965,1)

This is a good example of paraphrasing.

Harry wondered what presents he would get on his birthday. More coaches for his electric train? A big drum? Harry tried hard not to think about what he wanted most, because he was certain he could not have it. Most of all, Harry wanted a pony.

This is an example of how not to paraphrase and may be considered plagiarism.

### Summarizing:

Harry really wanted a pony for his birthday but he was very doubtful that he would get one. (Perrin, 1965, 1)

**Please note:** changing the odd word of a quotation here and there does not count as writing in your own words. We require you to read material, and then use your own words to summarise and argue about it.



# Marking and Feedback

The International Development Department does not mark “on a curve” (i.e. each year a certain percentage of Distinctions, Merits, etc.). All work is marked strictly on its individual academic merit.

Generally, you may expect to have **formative coursework** returned to you with comments within 3 weeks. This period may be longer on very popular courses. If you do not receive your work back within this period, please check on the Moodle site for the course for further information, and then check with the administrative office or the Course Academic.

Feedback on **summative coursework** will normally also be within 4 weeks of submission.

**Dissertation:** You will receive feedback for your dissertation.

## Grade Definitions

**Distinction:**  $\geq 70$  ( $\geq 80$  = outstanding, 70-79 = excellent)

**Merit:** 60-69 (65-69 = high merit, 60-64 = merit)

**Pass:** 50-59 (55-59 = high pass, 50-54 = pass)

**Fail:**  $\leq 49$  (40-49 = fail,  $\leq 39$  = bad fail)

Please see the full Marking Standards Guide on the International Development Moodle site (in the section called ‘Information and Guidelines’) for what is expected of you at each level.

## Making Feedback Work for You: Advice for Students

The International Development Department is committed to providing students with appropriate levels of feedback. In addition to feedback that students receive on written work (formative and summative), students may, in some circumstances, also receive feedback on participation and other class activities. Students are encouraged to seek feedback from their lecturers and class teachers. Engaging with feedback is an essential part of taking independent control of your learning process.

### What is feedback?

- It is part of learning – providing you with ideas and information about how to improve your work.
- It is a dialogue – between you and all those other people you come across in your learning who help you develop and understand ideas.
- It is a joint responsibility – you need to be an active player, not a passive recipient!



## How can feedback help you?

- It helps you improve the particular assignment you are working on.
- It gives you useful pointers for subsequent work.
- It helps you understand the criteria that will be used to assess you in essays and exams where the grade counts towards your degree result.
- It motivates you to reach your potential.

## Making the most of feedback

### 1. Get ready for feedback

- Find out what sort of feedback you will get on each of your courses and across your programme as a whole.
- Find out who you can get feedback from, when and how: What time are staff office hours? Do you need to book in advance or turn up? Can you ask questions in lectures, after lectures, via email?
- Look at the assessment criteria for your courses/programme and ask questions if the criteria are not clear to you.
- Agree with some fellow students how you will make the most of each other's experiences – seeing other people's work and reading the feedback they have had can often be really useful.
- Think about what you want feedback on and when (e.g. for your essay, on a class presentation, in your meeting with your Academic Mentor) – and then specifically ask for that feedback.

### 2. Understand feedback

- See feedback as dialogue – don't just 'accept' it. Arrange to meet with fellow students or teachers to help understand any new ideas and suggestions given.
- Read the comments – don't just focus on grades!
- Take up any offers to meet with teachers and come to them with questions.
- Go back to the assessment criteria – do you understand them better now?
- Ask how feedback in this context relates to other forms of assessment – e.g. is this the kind of work you would be expected to do in a formal examination?

### 3. Use feedback

- Try reworking the piece of work you've just had feedback on.
- Use the more general ideas you've been given to improve future work.
- See it as a way of improving your writing style, citation and referencing, or your use of English (for these more generic aspects of writing, you may want to consider accessing additional support services).

- Use it as an opportunity for more dialogue and discussion with fellow students and teachers.
- Use it to help you refine your ideas/style/approach for examinations or formally assessed essays, projects and dissertations.

### 4. Turning feedback into improved performance

- Feedback is fundamental to learning. It is best seen as a process of dialogue – putting your ideas, arguments, evidence and sources forward and seeing how others then see them. Feedback through your course also helps you to understand what standard of work you need to achieve to progress and ultimately pass your programme of study. The key to your success is understanding the feedback you receive and putting it into practice in your work. As well as your fellow students, class teachers, seminar leaders, lecturers and Academic Mentors, there are several other sources of support around the School, notably LSE LIFE ([info.lse.ac.uk/current-students/lse-life](http://info.lse.ac.uk/current-students/lse-life)) and the LSE Language Centre ([lse.ac.uk/language-centre/english-programmes](http://lse.ac.uk/language-centre/english-programmes))



The International Development Department offers a lot of flexibility to customize your own degree- make sure you use it! Take the classes that really interest you and explore new topics to take advantage of all that LSE has to offer. ”

**Casey Clark**, MSc International Development and Humanitarian Emergencies 2018/19





# Results and Classification

## Results

Final results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available in LSE for You for students taking January exams and for students on 12 month Master's programmes.

For more information on how and when results are released visit

[lse.ac.uk/results](https://lse.ac.uk/results)

Please note that the International Development Department has no control over the timing of this.

For assessed coursework, students will receive a **provisional grade** (Distinction, High Merit, Merit, High Pass, Pass, Fail). Please note you will **not** receive a numerical mark as part of assessed coursework feedback.

## Classification Schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the classification schemes at

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

## International Development Local Rules

The Department's sub-board local rules can be found here: [lse.ac.uk/resources/calendar/LocalRules/InternationalDevelopment.htm](https://lse.ac.uk/resources/calendar/LocalRules/InternationalDevelopment.htm)

## Transcripts

Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically within a system called Digitary which allows them to be easily shared.

For more information about final transcripts please visit

[lse.ac.uk/transcripts](https://lse.ac.uk/transcripts)

## Degree Certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit

[lse.ac.uk/degreecertificates](https://lse.ac.uk/degreecertificates)



# The LSE Academic Code

The LSE Academic Code, developed in partnership with LSE Students' Union, sets out what we do to deliver a consistent student experience across our School and clarifies what you (as a student) can expect from your LSE education.

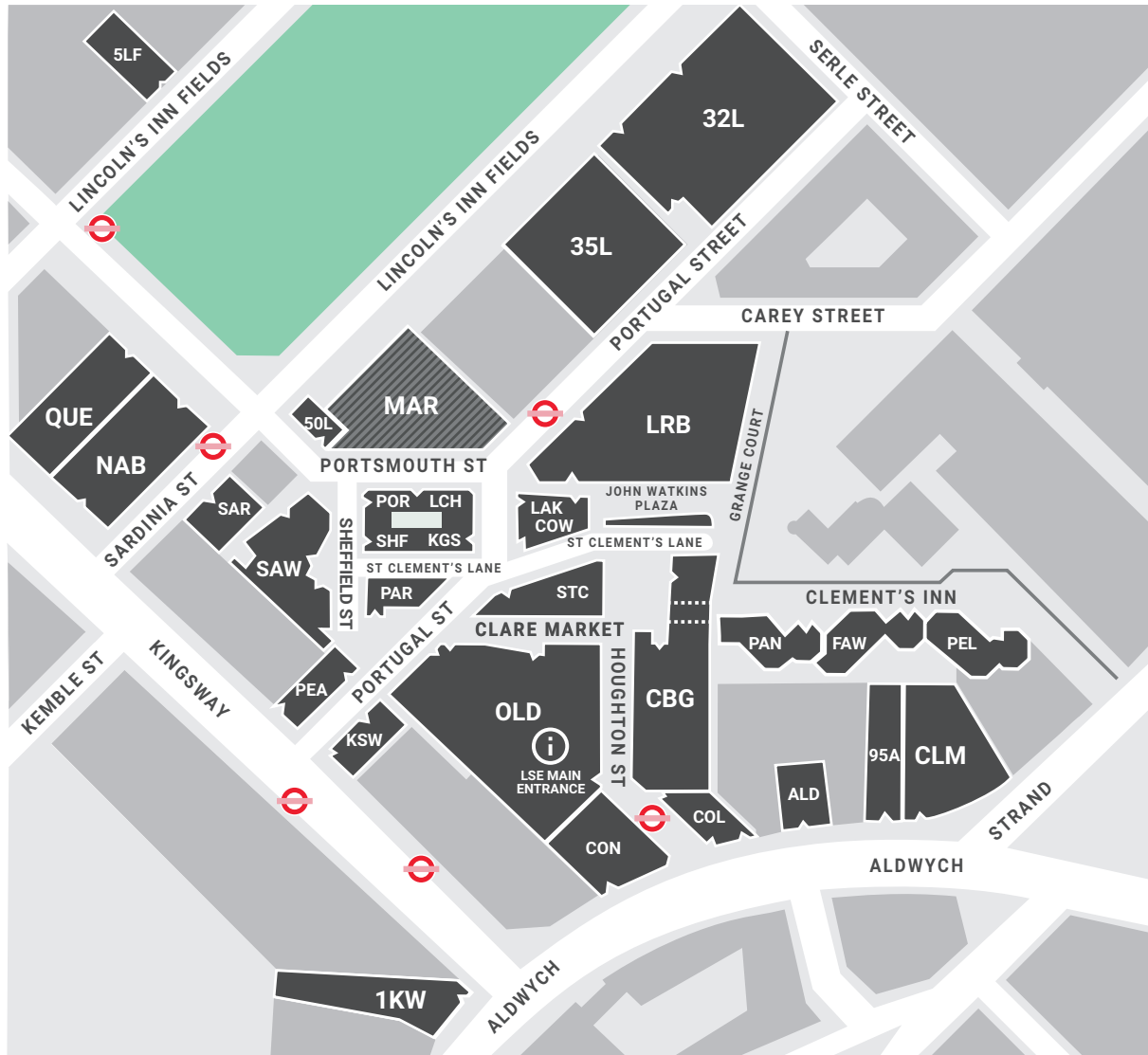
The Academic Code helps us deliver on our commitments to enhance experiences at LSE in partnership with students. Your input is essential to measure success, and the Students' Union has worked with us to redesign student representation at our School, so that you have a stronger voice at LSE than ever before.

The Academic Code should be read in conjunction with the **LSE-LSESU Student Charter**.

1. All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent term.
2. Students will have the opportunity to receive feedback on **formative** and **summative** work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below timeframes are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.
  - 2.1 All assessment submission deadlines and feedback timeframes will be clearly communicated to students at the start of each course, including on the course Moodle page.
  - 2.2 Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.
  - 2.3 Feedback on summative assessment (excluding exams, dissertations or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.
  - 2.4 Feedback on January exams will normally be provided within six term weeks of the end of the exam period.
  - 2.5 Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas term.
  - 2.6 Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.
  - 2.7 For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.

3. All students will have an **Academic Mentor** to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
4. Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
5. In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.
6. Staff teaching on LSE programmes will be available to students through a minimum of **35 office hours** (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.
7. Departments will hold at least one **Student-Staff Liaison Committee** and one Departmental Teaching Committee meeting during each of the Michaelmas and Lent terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.

# Campus Map



## Key

<b>95A</b> 95 Aldwych	<b>LAK</b> Lakatos Building	<b>PAN</b> Pankhurst House
<b>ALD</b> Aldwych House	<b>LCH</b> Lincoln Chambers	<b>PAR</b> Parish Hall
<b>CBG</b> Centre Building Redevelopment	<b>5LF</b> 5 Lincoln's Inn Fields	<b>PEA</b> Peacock Theatre
<b>CLM</b> Clement House	<b>32L</b> 32 Lincoln's Inn Fields	<b>PEL</b> Pethick-Lawrence House
<b>COL</b> Columbia House	<b>35L</b> 35 Lincoln's Inn Fields	<b>POR</b> 1 Portsmouth Street
<b>CON</b> Connaught House	<b>MAR</b> The Marshall Building (44 Lincoln's Inn Fields)	<b>QUE</b> Queens House
<b>COW</b> Cowdray House	<b>50L</b> 50 Lincoln's Inn Fields	<b>SAR</b> Sardinia House
<b>FAW</b> Fawcett House	<b>LRB</b> Lionel Robbins Building, Library and The Womens Library	<b>SAW</b> Saw Swee Hock Student Centre
<b>KGS</b> King's Chambers	<b>NAB</b> New Academic Building	<b>SHF</b> Sheffield Street
<b>1KW</b> 1 Kingsway	<b>OLD</b> Old Building	<b>STC</b> St Clement's
<b>KSW</b> 20 Kingsway		

LSE Building
  LSE Building Development
 i Information
 C Cycle Hire Station



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





**This information can be made available  
in alternative formats, on request.  
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