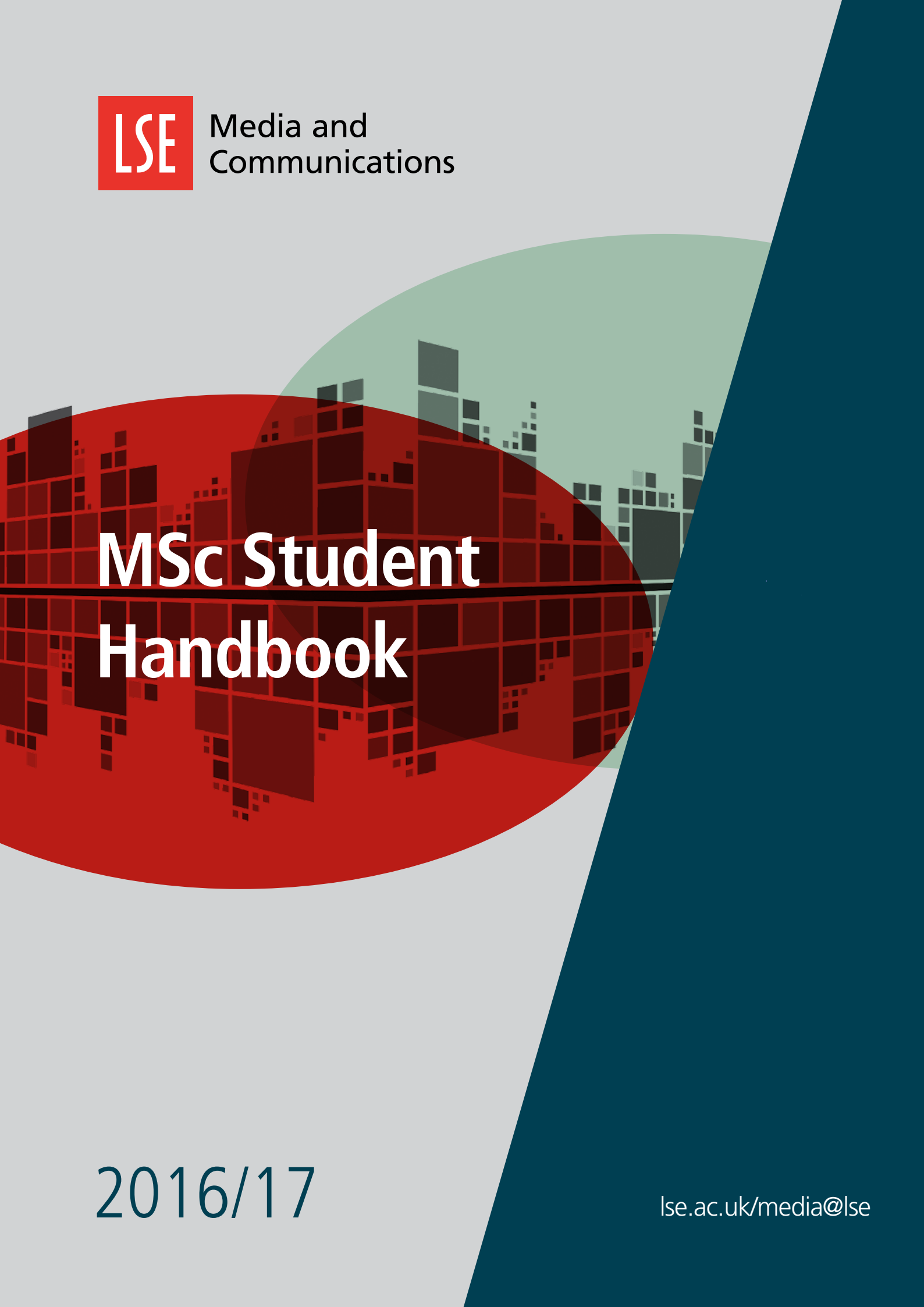




Media and
Communications

The background features a large, abstract graphic. It consists of two overlapping circles: a light green one in the upper left and a larger red one in the lower left. Inside the red circle is a stylized, pixelated city skyline in shades of red and black. The right side of the cover is a solid dark teal triangle pointing upwards.

MSc Student Handbook

2016/17

lse.ac.uk/media@lse

TERM DATES AND SCHOOL CLOSURES

ACADEMIC YEAR 2016/17

Michaelmas Term

Thursday 22 September – Friday 9 December

Lent Term

Tuesday 9 January – Friday 24 March*

Summer Term

Monday 24 April – Friday 9 June

*The School will be closed for the Easter vacation from 13-19 April 2017.

The School will be closed for the Christmas vacation from 22 December 2016 – 3 January 2017.

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

DEPARTMENT OF MEDIA AND COMMUNICATIONS WELCOME



Dear Students,

A warm welcome to the Department of Media and Communications!

You start your postgraduate studies in media and communications at a very exciting time. Research in the field of media and communications is transforming rapidly, as the outputs of the global media, communications, information and data industries reach ever deeper into our daily lives. This expansion is not only creating new opportunities, but also raising deep political and ethical issues.

We hope that, through your study and research here at LSE, you will encounter many new and challenging ideas about the nature and importance of media and communications in contemporary societies. We know, also, that each of you brings a wealth of experience from around the world and we look forward to learning from you.

The Department was established over a decade ago, in 2003, and teaching in media and communications at LSE started long before that. Our research focus has always been interdisciplinary — we draw on theories and methods from diverse social science and humanities disciplines as they apply to the media, old and new, and to a variety of modes of communication. This focus also shapes our teaching, as you will see from the range and content of the courses we offer.

Our mission is to provide a high-quality graduate education in the field of media and communications, to help you develop your knowledge and expertise and, by the end of your degree, to enable you to conduct your own independent research in this field. London is an ideal setting for such study, with valuable professional, educational and research benefits resulting from the proximity of media and communication organisations to the LSE.

The Department has its own media think-tank, Polis, which offers you a range of events and internships to connect your studies with media practice, and hosts the Media Policy Project (MPP), a dedicated interface between the department's activities and UK and international policy communities. We host regular public lectures and seminars to which you are warmly invited.

Together with all my academic colleagues in the Department, and with the support of Catherine Bennett, our Department Manager, and the Department's professional services team, we wish you a rewarding year in London and at LSE. You will work hard, no doubt, but we hope you also find inspiration and fun!

A handwritten signature in black ink, reading 'Nick Couldry'.

Professor Nick Couldry
Head of Department

CONTENTS

KEY INFORMATION	5	3 MSc PROGRAMME ASSESSMENT and FEEDBACK	14
1.1 Where We Are	5	3.1 Programme Learning and Feedback	14
1.2 How to get in touch and give feedback	5	3.2 Formative assessment	14
Contacting Professional Service Staff	5	Formative Assessment Task	14
Contacting Academic Staff for Advice and Guidance	5	Formative Coursework Submission Instructions	15
Academic Advisers/Supervisors	6	Formative Assessment Feedback	15
Student/Staff Liaison Committee (SSLC)	6	3.3 Summative Assessment	15
Student Suggestions and Concerns	6	Summative Coursework	15
Attendance/Absence	6	Word limits and word counts for summative essay coursework	15
Communicating With You	6	Submission procedures for summative coursework	16
Requesting Written References for Employment/Further Study	7	Coversheets/Plagiarism Declarations	16
1.3 School Wide Procedures for Quality Assurance and Management	7	Format/Binding	16
1.4 IT resources for LSE students	8	Extensions and Penalties for Late Submission of Summative Coursework	16
Moodle	8	Provisional Grades and Feedback for Summative Assessments	17
LSE for You	9	3.4 General Guidelines for Formative and Summative Assessment	17
Timetables	9	Time Planning	17
1.5 Resources for Department of Media and Communications Students	9	Guidelines for Essay Writing	17
Media Policy Project (MPP)	9	Good Practice for Citations and Referencing	18
Polis	9	When Should You Cite the Literature?	18
Dissertation Skills Workshops (MC499.2)	9	LSE Library Resources for Academic Citation	18
Recommended External Facilities	9	How to cite the literature using the APA 5th style guide	18
2 THE DEPARTMENT'S MSc PROGRAMMES and COURSES	10	Additional Information about Citation and Referencing	19
2.1 MSc Programmes	10	Preparation for Examinations	20
Programme Details	10	3.5 Avoiding Plagiarism/Academic Dishonesty	20
Requests to Change Programmes within the Department	10	LSE Policy	20
Interruption of Studies/Withdrawal from the School	10	LSE Statement on Editorial Help for Students' Written Work	20
Programme Structure	10	Departmental Guidelines	21
2.2 Courses	10	Self-plagiarism	22
Teaching	10	3.6 Formative and Summative Assessment Criteria	22
Units and Courses	10	General Information	22
Compulsory Courses	11	General Assessment Criteria for Coursework and Examinations	23
Optional Courses	11	Dissertation Assessment Criteria	23
Outside Options	11		
Research Ethics Policy	11		
Course Availability	12		
Course Registration	18		
Courses in Other Departments	13		
Auditing Courses	13		

4	FORMAL ASSESSMENT PROCEDURES and REGULATIONS	24
4.1	Candidate Number and Marking Process	24
4.2	Examinations	24
4.3	The Role of the External Examiners	24
4.4	Formal Assessment Regulations	24
	Boards of Examiners	24
	Award of Degrees and Classification Scheme	24
	Course Marks	25
	Eligibility for award of degree	25
	Rules for the calculation of the award of degree	25
4.5	Deferral, Special Examination Arrangements and Exceptional Circumstances	26
	Deferral of Coursework or Examinations	26
	Disability/Dyslexia: Special Examination Arrangements	27
	Exceptional Circumstances	27
4.6	Notification of final results	27
	Provisional Grades	27
	Examination Boards	27
	Failures and Resits	27
	Appeals	28
	General School and Programme Regulations	28
	Presentation Ceremonies	28
	Degree Certificates	28
5	LSE SERVICES and RESOURCES for STUDENTS	29
	Services and People Who Can Offer Advice	29
	Student Services Centre	30
	Health and Well-being	30
	Annex - Key Dates 2016-17	31



ABOUT THE DEPARTMENT OF MEDIA AND COMMUNICATIONS

For more detailed information about events, consult the **Department of Media and Communications website**.

KEY ACADEMIC STAFF

Head of Department	Professor Nick Couldry
Deputy Head of Department	Dr Myria Georgiou
Director of Graduate Studies	Dr Ellen Helsper
Exam Board Chair	Dr Shani Orgad
Programme Director, MSc Global Media and Communications (Fudan)	Dr Bingchun Meng (MT and ST) Professor Terhi Rantanen (LT)
Programme Director, MSc Global Media and Communications (USC)	Professor Terhi Rantanen
Programme Director, MSc Media and Communications and MSc Media and Communications (Research Track)	Dr Bart Cammaerts and Dr Ellen Helsper (Research Track)
Programme Director, MSc Media and Communications (Media and Communication Governance)	Dr Damian Tambini
Director of Media Policy Project	
Programme Director, MSc Media and Communications (Data and Society)	Dr Alison Powell (MT and ST) Dr Jean-Christophe Plantin (LT)
Programme Director, MSc Media, Communication and Development	Dr Shakuntala Banaji (MT and ST) Dr Wendy Willems (LT)
Programme Director, MSc Politics and Communication	Dr Maggie Scammell (MT) Dr Nick Anstead (LT and ST)
Programme Director, MPhil/PhD	Professor Lilie Chouliarakis (MT) Professor Sonia Livingstone (LT and ST)
Director of Polis Professor in Practice	Professor Charlie Beckett

See **website** for full contact details of all staff.

PROFESSIONAL SERVICE STAFF

Department Manager	Catherine Bennett
MSc Programmes Manager (Regulations and Assessment)	Michael Etheridge
MSc Programmes Manager (Teaching Delivery and Alumni Relations)	Nicole Garnier
Departmental Research Manager	James Deeley
Departmental Administrator	Lwam Tesfay
Events and Polis Executive Manager	Julia Ziemer

1. KEY INFORMATION

1.1 WHERE WE ARE

We are on the 6th floor of Tower 2, and the 7th floor of Tower 2 and Tower 3. Contact details:

Department of Media and Communications
London School of Economics and Political Science
Houghton Street
London WC2A 2AE

The **Departmental Student Common Room** (TW2.6011 on the 6th floor of Tower 2) is for use by students registered on Media & Communications programmes.

FORMAL TEACHING

Formal teaching is usually completed by the end of the Lent Term. Examinations for MC courses taken in both terms will normally be held during May and June. Some departments hold examinations in January. Supervision of dissertations takes place throughout all teaching terms, including Summer Term.

The remaining months of the degree are used by students to work independently on completing their Dissertation. It is not essential for students to remain in London during the summer break as long as the Dissertation is submitted in person or by post by the deadline in August. Members of academic staff will be on research leave after the end of the Summer Term and will not be available for supervision.

CONTACTING STAFF OUTSIDE TERM TIME

Students should organise their workload to allow time to see their Academic Adviser/ Supervisor during term-time, especially for dissertation supervision during the Summer Term. Professional service staff are available all year round.

LSE closes over the Christmas and Easter public holiday breaks. During this time, all the Department's offices will be closed and there will be minimal facilities available at the School. Details about which buildings will be open will be published online.

1.2 HOW TO GET IN TOUCH AND GIVE FEEDBACK

CONTACTING PROFESSIONAL SERVICE STAFF

The Department's **administration** is based in TW2.601J, and is open to queries from students all year round.

CONTACTING ACADEMIC STAFF FOR ADVICE AND GUIDANCE

Academic staff can be contacted during **Feedback and Advice Sessions** (drop-in sessions and bookable meetings), or via appointments made directly with them during term-time. Use the '**Office Hours**' link on **LSE For You** (LFY) to book Feedback and Advice Sessions. You may drop in without booking an appointment during drop-in sessions. Academic staff do not hold Feedback and Advice sessions during reading weeks or outside term-time. Feedback and Advice sessions for all members of staff are displayed on their doors.

Messages can also be left in the staff pigeonholes on the 6th floor of Tower 2.

ACADEMIC ADVISERS/ SUPERVISORS

At the start of Michaelmas Term (MT) all students are assigned an **Academic Adviser**, whose role is:

- To provide academic guidance and feedback on course choices, a student's progress and performance and to discuss any academic issues.
- To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
- To implement the provisions outlined in Inclusion Plans (IPs) for students with disabilities in liaison with the School's Disability and Well-being Service.

- To maintain regular contact with the student on academic and pastoral issues through direct one-to-one meetings, group supervision sessions, and other means of communication, such as emails. The number and nature of meetings may vary between departments and programmes.
- To inform the Programme Director and School of any student whose progress is not satisfactory.

In **Week 11 of Michaelmas Term students will be assigned a supervisor** who takes over the role of the Academic Adviser and in particular advises the student on their dissertation – although any member of staff can be consulted on questions related to dissertation research. It is a student's responsibility to make appointments to see their supervisor or visit during drop-in **Feedback and Advice Sessions**. Students should aim to do so at least **twice each term**, or more frequently if you wish to do so.

Academic Advisers will hold start-of-year group meetings for all advisees during Welcome Week.

Students should regard their supervisor as the first port of call in relation to academic and welfare matters. Any issues not resolved with your supervisor can be taken to your Programme Director, the Director of Graduate Studies or ultimately to the Head of Department. If the relationship between a student and their supervisor is not satisfactory, a change of supervisor may be requested through the student's Programme Director. If the Programme Director is the student's Supervisor, then the student can request a change through the Director of Graduate Studies.

¹ In the rest of this document the term supervisor will be used to refer to both academic advisers and supervisors unless the issue discussed explicitly refers to academic advisers

STUDENT/STAFF LIAISON COMMITTEE (SSLC)

The Department of Media and Communications has an MSc Student/Staff Liaison Committee (SSLC), which comprises representatives from each of the MSc programmes. This committee meets each term to provide a forum for students to discuss courses and programmes with staff and to make suggestions on issues that affect the student body as a whole.

Dates for the **termly meetings** will be announced on Moodle.

Programme representatives (two per programme) are chosen by students as early in the Michaelmas Term as possible. It is up to students in each programme to decide how to select these representatives, one of whom will be elected to represent the Department on the **Taught Graduate Students' Consultative Forum**, convened by the Dean of the Graduate School. Student representatives are expected to represent the whole cohort in their programme and be responsible in representing others' views.

Names and contact details of student representatives and agendas and minutes of SSLC meetings will be published on Moodle.

STUDENT SUGGESTIONS AND CONCERNS

We hope that you enjoy your studies in the Department, and that you are pleased with the teaching and other forms of support that you receive. However, if you have any suggestions or concerns, we aim to respond to these constructively and address any problems as promptly as possible. Specifically, if you have a concern about your programme or any aspect of the Department's activities, you are invited to raise this as early as possible with any of the following:

- The elected student representatives for your programme (see section above on Student/Staff Liaison Committee (SSLC))
- The relevant course teacher or course convenor
- Your Programme Director
- The Director of Graduate Studies (Dr Ellen Helsper)

- The Department Manager (Catherine Bennett)
- The Head of Department (Professor Nick Couldry)

Departmental practices for giving feedback on teaching are explained during the first SSLC meeting.

The Department has the following procedure in place for teaching and course specific feedback:

If students have issues with individual members of staff, they should first try and speak directly to this person.

If it is to do with the course in general or you feel talking to the individual teacher does not solve anything, speak to the Course Convenor.

If it is to do with your programme, speak to the Programme Director.

If things are not resolved in these places then you can speak to Dr Ellen Helsper as Director of Graduate Studies or Prof Nick Couldry as Head of Department.

In addition, the School has a procedure for student concerns and complaints. Should you decide to express a concern or pursue a complaint outside the Department, we ask that you also inform the Head of Department so that he is aware of any problems.

ATTENDANCE/ABSENCE

Students are required to attend the School for the full duration of each term. Students who wish to be away for good reasons in term-time must first obtain the consent of their supervisor. Students away due to illness or other reasons must **inform their supervisor and seminar teachers** and, where the absence is for more than two weeks, the Student Services Centre. Students are required to attend seminars and attendance will be recorded in LFY on a weekly basis. Supervisors have an overview of the seminar attendance registers in LFY and will follow up if you are not attending regularly. In particular, you should note the attendance requirements placed on you by your funding body and/or your visa status.

COMMUNICATING WITH YOU

The School and the Department will use your **LSE email address** to communicate

with you so you should check it regularly. The email programme, Microsoft Outlook, is available on all student PCs on the LSE network. You can also access email and LSE PCs off-campus using webmail and remote desktop or, on the move, using email clients for laptops and mobile phones.

If you **change** your term-time or permanent home **address** and/or telephone number, you must update your personal contact details online via LFY. It is **essential** that you keep these details up to date. Your address is protected information and will not be disclosed to a third party without your permission unless it is for reasons of official School business.

REQUESTING WRITTEN REFERENCES FOR EMPLOYMENT/FURTHER STUDY

During the year, and/or after you have left LSE, you may need to request references in support of applications for employment or further study. Your supervisor is the first person to whom you should address a reference request, following these guidelines:

- Use the **Reference Request Form**.
- Please give referees at **least three weeks'** notice before the reference is due.
- Please do not give someone's name as a referee without asking them in advance.
- Provide all the information needed to help your referee write the reference, for example your coursework grades, CV, scholarships awarded, internships undertaken and information on the post/course for which you are applying.
- Make sure that you have filled out your part of any form you submit.
- State clearly what you would like your referee to do with the reference once written, eg, either send it off directly (you should provide an email or postal address) or leave it for you to collect.
- Once someone agrees to be a referee, they have an obligation to do the job on time. Inevitably, busy people writing scores of references sometimes forget, so gentle reminders are worthwhile.

1.3 SCHOOL WIDE PROCEDURES FOR QUALITY ASSURANCE AND MANAGEMENT²

CODE OF GOOD PRACTICE: TEACHING, LEARNING AND ASSESSMENT

The **Code of Good Practice for Taught Master's Programmes** explains the basic reciprocal obligations and responsibilities of staff and students. They set out what you can expect from your Department – and what Departments are expected to provide – in relation to the teaching and learning experience. The Code covers areas like the roles and responsibilities of supervisors and MSc Programme Directors; the structure of teaching at the School; examinations and assessment. They also set out your responsibilities, ie, what the School expects of you.

QUALITY ASSURANCE

The Academic and Student Affairs Committee (ASC) is responsible for quality assurance and enhancement. One of the ways it discharges this responsibility

is by reviewing academic departments. These are known as 'ASC reviews'. They take place about every five years for each department. Review teams identify examples of good practice in departments and share them across the School. They also flag any concerns about standards and make recommendations to departments for addressing them. The Department's most recent ASC Review was In LT 2016 when the Department was strongly commended for its MSc teaching.

ASC is serviced by the **Teaching Quality Assurance and Review Office** (TQARO). This office is responsible for supporting the School's quality assurance infrastructure. This includes acting as the School's point of contact with the Quality Assurance Agency, a national body that safeguards quality and standards in UK higher education.

STUDENT CHARTER

"The Student Charter was written by students and staff of LSE. Its aim is to help you understand the vision and ethos of LSE, and provide a guide to our services, structures and expectations. It is not a contract but aims to establish principles of the School and signpost key information" (taken from **Student Charter** 2011).

STUDENT SATISFACTION SURVEYS

The **Teaching Quality Assurance and Review Office** (TQARO) conducts two School-wide surveys each year to assess students' opinions of teaching, one in each of the Michaelmas and Lent Terms. They give students the opportunity to give feedback on their lectures and class/ seminar teaching. They provide lecturers and teachers with important information about the perceived quality of their teaching, and the School with a measure of general teaching standards. They are conducted via questionnaires distributed during classes and lectures.

Teaching scores are made available to individual teachers, heads of departments, course convenors, the Director of the Teaching and Learning Centre and Pro-Director (Teaching and Learning). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School, which provide important performance indicators.

Please do not wait until the student satisfaction surveys to give feedback on teaching, bring up positive and constructive feedback as early as possible!



EQUITY, DIVERSITY AND INCLUSION AT LSE

The School is committed to ensuring equal access, treatment and opportunity for all students irrespective of their age, gender, disability, race, nationality, ethnic or national origin, religion, sexual orientation or personal circumstances. The School has developed an overarching Single Equality Scheme as the main School strategy on Equality, Diversity and Inclusion. The scheme sets out a commitment to ensure policies and procedures comply with the law, and that services reflect the diverse needs of staff, students and visitors. LSE sees it as its duty to:

- eliminate discrimination, harassment and victimisation,
- advance equality of opportunity and
- foster good relations between
- diverse groups

In response to the duty, the School has developed an overarching set of **Equality objectives**.

In practice, this means we will expect students and staff to:

- Actively oppose all forms of discrimination and harassment;
- Reflect on prejudices, including examining the use of inappropriate language and behaviour;
- Strive to create an environment in which student goals may be pursued without fear or intimidation;

- Not victimise any student who has complained, or who has given information in connection with such a complaint;
- Challenge and/or report unacceptable behaviour which is contrary to equality legislation and principles;
- Treat all peers fairly and with respect;
- Foster an inclusive environment for all students to access opportunities, and participate fully in the learning process;
- Equip students with the skills, concepts and values which enable them to challenge inequality and injustice in their future work;
- Ensure that learning or any other materials do not discriminate against any individuals or groups;
- Ensure that learning resources are equally accessible by all students.

Within the Department of Media and Communications students with concerns relation to Equity, Diversity and Inclusion should contact Catherine Bennett.

For further advice or information on Equity and Diversity, please visit the [School's Equity, Diversity and Inclusion website](#).

DISRUPTIVE INCIDENTS

The School has strategies for potential disruptive incidents, these are concerned with:

- Planning to ensure that the School runs as normally as possible during known or

predicted major events and occurrences and predicted pandemics such as flu;

- Planning the School's response to and recovery from the impact of possible major incidents causing the loss of access to the site (such as a bomb threat), or a major loss of infrastructure or facilities (such as power failures, IT outages);
- Managing less serious occurrences and events which may adversely affect the work of the School, such as adverse weather conditions or disruption to travel from the weather or other causes such as industrial disputes. These occur from time to time and we do all we can to keep the School running and keep you informed about what action is being taken.

The main method of communication with students and staff during all disruptive incidents is the [LSE website](#) and it is therefore important that you check the website regularly.

1.4 IT RESOURCES FOR LSE STUDENTS

MOODLE

Moodle is LSE's virtual learning environment. It is a web environment that contains a range of teaching resources, activities, assignments, information and discussions for courses. The content of Moodle is the responsibility of the teacher



and so it will vary from course to course. You can access Moodle from any computer connected to the internet, on and off campus. Go to moodle.lse.ac.uk/ and use your LSE user name and password to log in. This page also has links to help/ advice on using Moodle. If you have any technical problems with Moodle you should contact the helpdesk at it.helpdesk@lse.ac.uk

You must subscribe to Moodle and join the course area for courses that you are taking. You may choose also to join the Moodle area for LSE courses which you wish to audit or are interested in. You will automatically be enrolled for the Department's general Moodle area.

In Moodle courses you will find direct access to some readings covered by the School's Higher Education Photocopying and Scanning Licence. Access to other readings for courses is provided through the LSE Library to online journals, e-books and other resources. Publishers impose restrictions on printing in some cases. Copyright laws do not allow us to supply printed course packs as well as online versions of the same items.

In addition to Moodle subscription you must register for all of your courses on LSE For You.

LSE FOR YOU

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

- view or change your personal details
- monitor and pay your tuition fees online
- register for courses and sign up for
- seminar groups
- book Feedback and Advice sessions with academic staff
- view exam timetable and provisional marks
- access a wide range of resources (on accommodation, fees, study rooms etc)

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

TIMETABLES

Timetables for all courses and teachers are available on the LSE website, listed

according to course code. The Department cannot provide you with an individual timetable and students are responsible for keeping an eye their own timetable on [LSEForYOU](#) and [timetables pages](#).

1.5 RESOURCES FOR DEPARTMENT OF MEDIA AND COMMUNICATIONS STUDENTS

MEDIA POLICY PROJECT (MPP)

The **Media Policy Project (MPP)** is a research and stakeholder engagement hub based in the Department of Media and Communications at LSE. The MPP's goal is to start conversations between policy makers, civil society actors, and media professionals about the latest media research. MPP provides tools for anyone looking to stay up-to-date on media policy issues, though our briefings, event calendars, dossiers, and lists of on-going consultations.

Our students have been working with MPP on organising events, writing and moderating blogs, and helping form current debate and research as project assistants. For more information look at the [blog](#) or follow MPP on twitter [@LSEMediaPolicy](#).

POLIS

Polis is the journalism think tank based in the Department of Media and Communications, with the mission to:

- Provide a forum for public debate and policy intervention on key issues of news journalism
- Produce outstanding research on the impact of mediation and journalism in our societies

Polis hosts regular guest speakers, the annual **Polis Journalism Conference** and publishes **research reports** to foster and lively debate around the most topical issues in media and journalism.

Work experience: At the beginning of each academic year Polis recruits a number of MSc students for unpaid work experience placements. Students on these

Polis placements may choose from a variety of roles, which vary year by year based on the needs of Polis. In the past students have been involved in Polis social media, the Polis Journalism Conference, reporting for our blog, photography and video, and assisting on research projects.

Media Agenda Talks (MC408): This is a speaker series combining theory and practice, hosted as part of MC408 Theories and Concepts in Media and Communications, and organised by the Director of Polis, Professor Charlie Beckett. It is not assessed, but attendance is compulsory. Speakers include a mix of practitioners, regulators, journalists, and other media professionals. See Moodle, and the School's timetable for MC408.

Follow Polis at [@PolisLSE](#)

DISSERTATION SKILLS WORKSHOPS (MC499.2)

The department offers optional **study skills workshops** taught by Graduate Teaching Assistants who are PhD researchers in the Department. These focus on skills that are helpful for preparing original research, throughout the year. These sessions are available only to students registered on MSc programmes in the Department. Details of how to sign up are available on Moodle and are timetabled with the same code as Dissertation training (MC499). Places are limited and are allocated on a first come, first served basis. These sessions are designed for students with a range of backgrounds and focus on skills and knowledge that will help you succeed in your study and future careers.

RECOMMENDED EXTERNAL FACILITIES

LSE's library (see Section 5) is one of the most important libraries in the UK. In addition, there are many other excellent libraries within a short distance of the campus:

The British Library

Senate House Library

School of Oriental and African Studies

Institute of Education Library

British Film Institute (BFI)

2. THE DEPARTMENT'S MSc PROGRAMMES AND COURSES

2.1 MSc PROGRAMMES

MSc Global Media and Communications (Fudan)

MSc Global Media and Communications (USC)

MSc Media and Communications

MSc Media and Communications (Data and Society)

MSc Media and Communications (Media and Communication Governance)

MSc Media and Communications (Research)

MSc Media, Communication and Development

MSc Politics and Communication

PROGRAMME DETAILS

Programmes and courses in the Department of Media and Communications are theoretical in nature, informed by the intellectual and empirical insights of the teaching staff and the academic field of media and communications. Our courses include opportunities to consider how theory and empirical research are applied in particular settings, but we do not offer a sustained practical training of the kind one might expect from, for example, a business or journalism school.

REQUESTS TO CHANGE PROGRAMMES WITHIN THE DEPARTMENT

Exceptionally, students may be permitted to change programmes. If you wish to transfer to an MSc programme within the Department, you must complete and submit the online form by 9am on **Monday 3 October 2016**. If you submit the form after this deadline, it may take longer to consider your application and a transfer is less likely to be approved.

Students will be notified whether or not their request has been approved by email, by 5pm on **Thursday 6 October 2016**. Approval will be granted on an exceptional basis as students are not normally expected to change programmes.

INTERRUPTION OF STUDIES/WITHDRAWAL FROM THE SCHOOL

Students who wish to interrupt their studies (with the approval of their department) or decide to withdraw from the School must inform their supervisor, the Programme Director and the Student Services Centre in writing by email. Failure to inform the School could result in a demand for fee payments for the full session. More detail in section 5 of this Handbook and at: lse.ac.uk/registration

PROGRAMME STRUCTURE

All the MSc programmes offered by the Department, with the exception of the two-year MSc Global Media and Communications, run for a year through to **submission of the dissertation in August**. All programmes except for the MSc Global Media and Communications can be taken part-time over two calendar years. The Department admits a small number of part-time students each year who are encouraged to become as fully integrated as possible into the life of the Department.

2.2 COURSES

This section provides essential information for planning your selection of courses.

The **online School Calendar** contains official programme documentation. The information given in the *Calendar* **takes precedence** over all other sources and should be regarded as the central point of reference:

Programme Regulations for each MSc programme.

Graduate Course Guides for all courses taught in the School.

TEACHING

TEACHING HOURS

Most half unit courses in the Department of Media and Communications are taught as a weekly lecture (1 hour) and a weekly seminar (1 hour), so two hours for each half unit course. Check the Calendar entry for each course for further details and for information on courses outside this department. Friday is a research day for Department faculty, so students should generally not expect responses to communications from faculty on Fridays or at weekends. The Department's Professional Services staff are available on all working days.

LECTURES, SEMINARS (OR CLASSES) AND WORKSHOPS

Teaching for each course normally consists of lectures and seminars (plus computer classes and workshops for Methods courses). Students are allocated into smaller groups for seminars.

Courses offered by the Department of Media and Communications normally are taught through the combination of a weekly one-hour lecture plus a weekly 1 hour seminar. Lectures may be delivered to large groups of students, depending on the numbers of students who select that course.

Seminars normally are taught in smaller groups (unless special permission for larger seminars has been granted by the School) by full-time faculty, LSE Fellows and Guest Teachers. MC499.2 Dissertation Study Skills Workshops are taught by appropriately trained Graduate Teaching Assistants.

Students are expected to attend regularly and to participate in seminars; attendance will be recorded. Seminar teachers normally will inform Programme Directors of repeated absence, or failure to make progress. The LSE Registry will directly contact students showing an irregular pattern of attendance.

Lectures start in the first week of term (MT1). **Seminars** start in the first or second week of term (MT1 or MT2) – for all details check the timetable.

UNITS AND COURSES

Students are required to take FOUR UNITS to complete an MSc programme. These are made up of taught courses to the value of three units and the Dissertation to the value of one unit. Some courses are equal to one unit; most are equal to a half unit. Each programme has compulsory courses and optional courses. For most courses, students will attend ONE lecture and ONE seminar each week per course.

Part-time students normally take courses to the value of TWO UNITS in each year of study.

COMPULSORY COURSES

The compulsory courses are the central focus of each MSc programme, providing an advanced understanding of theories, concepts and methods in media and communications research.

The compulsory courses for all MSc programmes in this department are taught as follows:

MC408 Theories and Concepts: Weekly lecture (1 hour) and weekly seminar (1.5 hours), one revision lecture in Lent Term (1 hour) and a revision seminar in Summer Term (1.5 hours).

MC4M1/2 (Advanced) Methods of Research: Michaelmas Term – weekly lecture (1 hour), weekly quantitative analysis

lecture (2 hours), and computer class (1 hour); Lent Term – one revision lecture (1 hour), an assignment support session (2 hours), two workshops (6 hours) for MC4M1 and 10 workshops (30hrs) and a weekly quantitative analysis lecture and computer class for those taking MC4M2. Summer Term – one Q&A and methods assignment support session.

MC499 Dissertation: Michaelmas Term – group meeting with Academic Adviser (1 hour); Lent Term – two symposia (2 hours each), two group supervision sessions (2 hours); Summer Term – group supervision (2 hours). Individual supervision during feedback and advice hours throughout Michaelmas, Lent and Summer Term.

For the Dissertation, students conduct original research which develops their particular interests. Full details of dissertation requirements and the supervisory process are set out in the **'Dissertation Guide'** issued in hard copy during the Michaelmas Term. More information can be found on Moodle.

At the end of Michaelmas Term, Dissertation supervisors are allocated in order to provide the best possible match between students' dissertation topics and academic staff research interests. The Dissertation supervisor may not be the same person as your Academic Adviser.

OPTIONAL COURSES

Students will choose option courses to the value specified in their programme regulations, selected from the lists of available options. Courses are usually taught only **once in each academic year** (ie, courses taught in the Michaelmas Term are not offered again in the Lent Term). Consider how your option choices will affect the balance of your workload over the year and be realistic about what you can do in the Michaelmas Term.

OUTSIDE OPTIONS

Students will choose option courses to the value specified in their programme regulations, selected from the lists of available options. Courses are usually taught only **once in each academic year** (ie, courses taught in the Michaelmas Term are not offered again in the Lent Term). Consider how your option choices will affect the balance of your workload over the year.

RESEARCH ETHICS POLICY

Students should familiarise themselves with the **LSE Research Ethics Policy**. The School attaches considerable importance to the maintenance of high ethical standards in research undertaken by its staff and students. This applies to all research



undertaken by students in preparation for essays and dissertations.

You will be asked to submit an ethics form to your supervisor in connection with the Dissertation in the Lent Term. Instructions are provided in the department's Dissertation Guide and more information can be found on the **MC499 and MC4M1/M2 Moodle** pages. You need ethical approval from your supervisor for any empirical work conducted as part of your MSc. This includes the MC4M1/M2 summative assignment, the dissertation and any other research work conducted for courses that are part of your MSc.

COURSE AVAILABILITY

Media and Communications courses (MC-prefixed)

Students in the Department can take most MC-prefixed courses on offer for a programme, but access to some courses, both within this Department and in other departments, is limited.

Controlled access courses are either **'capped'** (ie, their availability is limited by numbers) or **'restricted access'** (ie, their availability is limited by other criteria). Students may request approval to take controlled access courses through LFY, with the opportunity to include a statement in support of your request. LFY operates an automated waiting list for controlled access courses. Any student can apply. Your request may be held on a waiting list. Once the request is submitted, the department will then make a decision. When that decision is made, you will be notified of the outcome via email. You then have two working days to register for that course.

Full unit courses are taught across Michaelmas and Lent Terms. Most half unit courses are taught in *either* the Michaelmas or Lent Term.

COURSE REGISTRATION

All course choices are subject to the final approval of your MSc Programme Director, and will be reviewed during MT3. If your choices are approved this will be indicated on LFY; if your Programme Director needs more information or wants to speak to you before approving your choices, this too will be indicated on LFY. You may also

receive an email asking you to contact the Department about your course choices.

More detailed information regarding course choice can be found at:

www.lse.ac.uk/intranet/students/registrationTimetablesAssessment/Registration/Course/Graduate/pgcoursechoice.aspx

and at:

lse.ac.uk/registration

MSc students are required to make their course selection online via LSE For You (LFY), LSE's web-based self-service student administration system. Information on how to activate your LFY account can be found via the online application tracker system.

The online course selection facility will be accessible during the following periods:

Orientation Week 'browsing' period: 10:00 on 19 September 2016 to 10:00 on 23 September 2016

Michaelmas Term: opens at 10:00 on 23 September 2016 and closes at 12:00 on 10 October 2016

Lent Term: opens at 10:00 on 9 January 2017 and closes at 12:00 on 20 January 2017.

During the 'browsing' period you will be able to access the Graduate Course Choice facility to familiarise yourself with its functionality and the options available to you. However, **no course selections will be saved** during this period. If you are logged in when the system switches to live at 10:00 on 23 September you may need to refresh your browser in order to start making course selections.

For all courses, please refer to the online Calendar. For further information on courses outside this department, please contact the teacher listed in the Calendar entry.

DROPPING COURSES

To withdraw from a course, click the 'Select' button and then put a tick in the box alongside the course you wish to drop. You cannot select or change course(s) online between 12:00 on 10 October 2016 and 9 January 2017.

From the beginning of the Lent Term, the online course choice facility in LFY will be

available again so that students can finalise their choice of Lent Term half units. After this time, students will no longer be able to make changes to course choice using LFY.

Students may not drop a Michaelmas Term course and replace it with a Lent Term course. Changes to course selection will be subject to the approval of your Programme Director.

FULL-TIME STUDENTS

All full time students must select courses to the value of FOUR units only, no fewer, no more. This includes compulsory courses, for which students are automatically registered, and option courses, for which students have to register, to be taken in both MT and LT.

You must not de-select the compulsory courses for your programme.

You must not de-select MC408 and MC499.

You must not de-select MC4M1 (or MC4M2 for Research Track students).

Do not separately select MY451 or MY452 when you register as these Quantitative Analysis courses are **already** included in your compulsory courses MC4M1 or MC4M2.

'Controlled Access' Courses

As noted above, some courses are 'capped' or have 'restricted access' so an application will have to be made to the person teaching the course before it can be selected (see above for more information). If this is required, it will be indicated on the LFY course choice system.

Registering for Seminar Groups

Students should sign-up for seminar groups via LFY after registering for a course. In some instances, the teacher will assign a student to a seminar group. You should **register for an MC4M1/M2 computer class** in Michaelmas Term. Registration for **MC4M1 Lent Term workshops** will become available **during MT9** and registration for MC4M2 Lent Term workshops will become available during MT8. All the information about MC4M1 including registration is provided during the first lecture in Michaelmas Term and in the MC4M1 Handbook, a hard copy of which will be distributed during the first lecture.

For all other courses seminar sign-up is accessible in LFY at the following times:

Michaelmas Term: 10:00 on 23 September 2016 to 17:00 on 10 October 2015

Lent Term: 10:00 on 9 January 2017 to 17:00 on 20 January 2017

LSE courses are generally offered from 09:00 on Monday to 18:00 on Friday. The School expects that full time students will be available for classes at any time during that period. LFY allows you to select the seminar group of your choice, provided that places are available. We understand that you may wish to sign up for certain seminar groups in order to create the most convenient personal timetable, however, we are not able to guarantee that you will be able to enrol for the seminar group of your choice.

PART-TIME STUDENTS

All MSc Programmes in the Department of Media and Communications can be taken part-time over two years except the MSc in Global Media and Communications which is a two year programme.

Part-time students normally select courses to the value of TWO units in each year of study. The MC499 Dissertation should be selected in the second year. Part-time students must meet the same requirements as full-time students over two years. It is the responsibility of part-time students to ensure that other commitments allow them to attend their lectures and seminars, complete written assignments and attend examinations. The Department will try to accommodate requests from part-time students who wish to sign up for specific seminars to avoid clashes with paid work and other formal commitments: if conveniently timed seminars for a particular course are full, please contact the course convenor to discuss reallocation.

COURSES IN OTHER DEPARTMENTS

Some courses are limited to a certain number of students. Students should consult the department in which the course is offered, and follow the instructions given there. If you are choosing a course offered by another department, discuss this choice

with your Academic Adviser if it is not listed as an option for your MSc programme and with the course teacher (in accordance with any course restrictions as listed in the School Calendar). Such 'outside' options may not fit very well within the structure of your programme and it may be harder to perform well. Students should check the arrangements for seminar group allocation with the department offering the course.

Students should note that at LSE the summative assessment differs by department. Students taking courses other than those with an MC prefix should consult the course convenor early in the term to verify methods of assessment and coursework submission deadlines.

AUDITING COURSES

You may be permitted to audit lectures (attend without credit) subject to the approval of the course teacher, whom you must contact directly for permission. Normally you may not attend the seminars.



3 MSC PROGRAMME ASSESSMENT AND FEEDBACK

3.1 PROGRAMME LEARNING AND FEEDBACK

Throughout your MSc programme in the Department of Media and Communications, you will receive feedback in diverse forms and on a variety of aspects of the development of your understanding of the field of media and communications and on your performance.

- You will receive oral feedback during seminars with your seminar teachers as you develop your ideas and participate in seminar activities.
- You will work in small groups on occasion in your seminars, interacting with your peers, giving you feedback on how your learning is progressing.
- You will receive face to face feedback on a one-to-one basis from your supervisor (your academic adviser in Michaelmas Term). This feedback may be about your overall learning and progression, on a specific aspect of your development, or on your performance in a specific assignment.
- You will receive oral feedback on the development of your dissertation ideas from your supervisor (your academic adviser in Michaelmas Term) during feedback and advice hours and group supervision sessions. Feedback and advice hours of other staff are also good opportunities to receive feedback on the development of your dissertation ideas.
- During the year you will receive written feedback on your formative and summative assessment assignments. This written feedback can then be discussed with your supervisor and the course teacher for the assessed course. After the conclusion of the dissertation marking process, you will receive written feedback on your dissertation. You will not receive written or oral feedback on your examinations.
- You also will receive oral feedback from teachers providing any extra-curricular courses you register for during the year, for example, on essay writing, citation practice or language skills. You will receive feedback from mentors if you choose to engage in internship activities facilitated by the LSE and by the Department and from the Director of Polis if you volunteer for work experience placements with Polis.

You will complete two kinds of assessment during your MSc programme: **formative and summative** assessment. The following provides details about expectations, deadlines, and the requirements for formative and summative assessment.

Discuss your overall progress and your plans for formative and summative coursework with your supervisor during their weekly **Feedback and Advice** hours. The feedback you obtain from course teachers in response to the submission of formative assessments will be helpful in planning your summative coursework.

The official departmental assessment guidelines can be found on the departmental **Moodle page**.

3.2 FORMATIVE ASSESSMENT

The **purpose of formative assessment** is to support the learning process and to help you to prepare for summative assessment. Formative assessment is usually based on a short essay and you will receive written feedback from the course teacher. You will receive a mark to help you develop analytical and writing skills in preparation for the formally assessed summative essays and/or examinations.

Formative assessment does not count towards your final mark for the course.

Students are also expected to complete advance reading and prepare seminar presentations as required by course teachers and receive oral feedback during the seminars or workshops. If courses are taken in **other departments**, you must check their expectations for formative assessment.

FORMATIVE ASSESSMENT TASK

Students are expected to submit a piece of formative assessment for each MC course for which they register. Formative assessment is set by the teacher for each course and generally takes the form of **an essay of 1,500 words** unless otherwise specified. Usually you can choose from a selection of essay titles available in the assessment section of each course's Moodle page. For some courses you will be asked to prepare a timed essay – details

will be discussed in each course. Check the specific course Moodle page for details on assessment. Feedback will take the form of written comments on the strengths and areas for further development according to the assessment criteria. Requirements for courses outside the Department of Media and Communications might vary – check with the course leader.

In general, formative essays should be 1,500 words in length including footnotes but excluding references.

Although keeping to the specified word length is not strictly enforced in formative coursework, one aim of the exercise is to demonstrate your ability to write within the boundaries set for any assessed work. If you find it difficult to stay within this word limit, you should seek advice from your supervisor, course teacher or Teaching and Learning Centre on how to be more precise, focused and how to best edit your work. There are some variations of formative assessment types and students should always refer to the assessment section on a course's Moodle page for the exact details of formative and summative assignments.

Essays should be appropriately and correctly referenced using a standard bibliographic format.

Timed essays should normally be completed under simulated exam conditions, i.e. handwritten and without reference to books or notes and timed by you. **The specific requirements for timed essays will be provided by the course teacher.** Your teacher will mark your essay on the assumption that you have followed these instructions and it will benefit you to do so, in order to gain a realistic assessment of your performance. If you decide you do not wish to prepare your formative essay under these conditions, you will be asked to indicate that on the cover page of your essay when you submit it. It will then be marked without taking into account what can be achieved under simulated exam conditions.

Formative Assessment for MC4M1/ MC4M2 (Methods Courses)

There is a special formative assignment for these courses; please see the MC4M1/ MC4M2 section of Moodle for full details.

Formative Assessment for MC499 (Dissertation)

The *MC499 Dissertation Guide* contains further information about the two formative dissertation plans (submitted to your supervisor in LT and ST) and the dissertation research process, and can be accessed via the MC499 section of Moodle. You will receive **oral feedback** from your supervisor.

FORMATIVE COURSEWORK SUBMISSION INSTRUCTIONS

See **Annex 'Key Dates'** for submission dates.

- Formative assignment essays should be printed on A4 or American letter paper, using a font of at least 12pt, with standard margins, double or 1.5 line spacing and double-sided printing.
- One stapled copy is required. Electronic submission to Moodle is also **REQUIRED**.
- Upload an electronic copy of your essay to the assessment section of Moodle. You must name the file as follows:
MC4xx_<NAME>.doc.
- A standard submission sheet (*Formative Coursework Coversheet*, available on Moodle) should be attached to the front of the formative assessment.
- Formative assessment coursework should be submitted to your seminar teacher (according to each teacher's instructions) **in your Week 7 seminar**, except for MC408 (Theories and Concepts) and MC4M1/ MC4M2 (Methods) as indicated below.
- For **MC408**, the formative essay may be submitted during seminars in MT5, or to seminar teacher's pigeonholes on 6th floor of Tower 2 **by 4pm on the Thursday of MT5**.
- For **MC4M1** or **MC4M2**, submit the formative assessment coursework to your **supervisor** by 4pm on **Tuesday of MT11 in electronic copy via email and on Moodle** (instructions for submission on the MC4M1 Moodle page). You must name the file as follows: **<CANDIDATE NAME>_MC4M1.doc**

FORMATIVE ASSESSMENT FEEDBACK

Important: Students should note that **grades awarded for formative coursework throughout the year, in the absence of provisional summative coursework grades, may be used by your teachers when writing references**. This applies particularly to students on the MSc Global Media and Communications (USC) programme where mid-year references are required by USC for scholarships and teaching assistant positions.

3.3 SUMMATIVE ASSESSMENT

The **purpose of summative assessment** is to evaluate your performance in each course and to determine the Class of Award to be made at the end of the programme of study (i.e. Fail, Pass, Merit, Distinction). The marks awarded for summative assessment determine the final course mark. Summative assessment is formal and can be based on presentations, coursework essays, exams or the dissertation.

The Department uses a range of summative assessment methods to evaluate your performance and to support you in developing a range of skills and knowledge during your studies. The most common form of summative assessment is a coursework essay (which might also include a case study) or an examination in the Summer Term. Check Moodle and discuss individual course assessment methods with your course teacher. The Methods of Research courses (MC4M1/ MC4M2) and the Dissertation (MC499) have distinct forms of summative assessment appropriate to the course aims.

SUMMATIVE COURSEWORK

Word limits and word counts for summative essay coursework

When writing summative essays students should adhere to the stated word limit on summative coursework. A 10% margin of error on word length is acceptable unless specific course assignment guidelines state otherwise. Where the word count of an essay is considerably over the limits set out



above, this will be taken into consideration during the marking process.

For all summative coursework essays and assignments and for the dissertation the word count **will include the entire text (including abstracts, footnotes or endnotes)**. Tables of Content (including lists of figures and tables), Acknowledgements/ Dedications, Appendices and Bibliographies **are not included** in the word count.

The word count must be recorded on the coversheet, which you have to attach in front of each submitted piece of work.

SUBMISSION PROCEDURES FOR SUMMATIVE COURSEWORK

Submission deadlines

See **Annex 'Key Dates'** for submission dates.

- Summative coursework is submitted online (hard copy submission is not required).
- Students must submit to course pages on Moodle **by 4pm** on submission day. Any work submitted after this day/time will be recorded as a late submission.
 - This copy must include the coversheet, bibliography and any appendices. You must name the file as follows: **MC4xx_CANDIDATE NUMBER.doc**. eg, candidate number 12345 would name the MC402 electronic file as **MC402_12345.doc**.
 - Your name and student number must NOT appear anywhere on the assignment. Use only your five digit candidate number.
 - The first page of your essay must include the following information:
 - > Course Code (eg, MC402)
 - > Course Name (eg, The Audience in Media and Communications)
 - > Candidate Number (eg, 12345)
 - > Title of the essay
 - > Date of submission

– Try the system in the test area before you submit the final version of your coursework. **Do not leave it to the last minute to try the Moodle submission site.** Inability to use Moodle to submit your coursework will not be accepted as a valid reason for late submission.

- Check carefully that you are uploading the final version of your essay. Students are not permitted to alter their Moodle submission after the deadline of 4pm. Any attempt to do so will be counted as a late submission and a penalty will be applied.

Coversheets/Plagiarism Declarations

Students must complete a coversheet (the sheet includes the plagiarism declaration). These sheets are available on Moodle.

Format/Binding

- Summative coursework must be word-processed using a font size of 12pt or larger, 1.5- or double-line spacing and standard width margins.
- Tables and figures should be numbered and given a title and a source.
- All pages must be numbered.
- Coursework should contain complete and correct referencing and bibliographies.

The details above apply to all summative coursework submitted to the Department of Media and Communications (all MC-prefixed courses) and need to be followed strictly. Students submitting coursework to other departments must check submission procedures with the teacher responsible for the course.

For information on dissertation submission, please see **Dissertation Guide**.

EXTENSIONS AND PENALTIES FOR LATE SUBMISSION OF SUMMATIVE COURSEWORK

LSE sets strict deadlines for formally assessed summative coursework. We recognise, however, that students may, in the course of the year, face unforeseen difficulties that prevent meeting these deadlines. We hope that no such difficulties will arise during your studies at LSE. However, if you cannot meet a deadline, the procedure is as follows.

Extensions

- **Extensions are only granted in exceptional circumstances where there is a good reason, backed by supporting evidence.**
- **Disability/Dyslexia:** if a student feels that they need an extension to a coursework deadline, or any other reasonable adjustment, due to a disability or dyslexia, they must seek a formal extension using the **Coursework Extension Request Form** and refer to their Inclusion Plan (IP) in the request. **The Disability and Well-being Service** can provide a letter of notification of dyslexia to attach to coursework.
- **If a student believes that they have good cause not to meet the deadline (eg, illness),** they can seek a formal extension using the **Coursework Extension Request Form**
 - This request must state the nature of the problem and the period (with dates) for which work was interrupted, and must include supporting evidence (eg, a medical certificate).
 - If a student cannot provide the evidence electronically and/or immediately (eg, if they need to request a medical certificate from their doctor), an extension can normally be agreed **conditionally upon the evidence being submitted at a later date** (normally by or on the extended deadline when the coursework is submitted).

- **If a student misses the deadline for submission but believes that they have good cause which could not have been alerted in advance**, they must first discuss the matter with their supervisor and then seek a formal extension.

- Students should be aware that the Chair of the Examination Sub-Board may not be able to respond to extension enquiries immediately. In order to avoid undue anxiety, it is in your best interests to advise the Chair of your situation as soon as it arises or as soon as you realise that it will affect your ability to meet the deadline.
- Any extension granted will be confirmed in writing by email to the student.
- Each case will be determined on its merits. The following is offered as a guideline:
 - > Insufficient justification for missing a deadline will include minor sickness, problems with computers or printers, conflicting multiple coursework deadlines, having to attend a wedding, not being able to obtain a certain book in the library, unexpected difficulty in meeting a respondent for an interview, and so forth.
 - > Sufficient justification should be accompanied by supporting documentation, most often a medical note from your doctor to verify an illness, or evidence that you have suffered an unforeseen major life event (accident, bereavement etc.).

If your justification is accepted, the length of the delay will also be considered. For example, a 1 week bout of flu, supported by a note from your doctor, will not justify a 2 week delay in coursework submission.

Any supporting documentation will be treated confidentially, seen only by the MSc Programmes Manager (Regulations and Assessment) and the Exam Board Sub-Chair, and put in confidential waste at the end of the academic year.

- These are formal procedures of the MSc Sub-Board of Examiners in Media and Communications. **Delays in submission cannot be negotiated informally with teaching staff.**

Penalties

If a student fails to submit by the set deadline (or extended deadline as appropriate), the following penalty will apply:

Five marks out of 100 will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (working days only) until the coursework is submitted. After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

Please also see the relevant section of the **LSE Calendar**.

PROVISIONAL GRADES AND FEEDBACK FOR SUMMATIVE ASSESSMENTS

This information concerns letter grades for all MC prefixed courses.

(Marks are numerical 0-100, Grades are alphabetical, BF, F, P, M, D)

All students taking media and communications courses will receive a **provisional letter grade**, eg, **Bad Fail, Fail, Pass, Merit, Distinction**, on summative coursework during the term in which the coursework was submitted. Provisional marks for all courses, except the Dissertation, will be available on LFY in August.

Feedback on summative coursework will be written by the marker and will be sent to students anonymously by email. After the conclusion of the dissertation marking process, you will receive written feedback on your dissertation. You will not receive feedback on your examinations.

The grades and marks cannot be confirmed until they have been moderated by the External Examiner and reviewed by the departmental MSc Sub-Board of Examiners and the Graduate School Board of Examiners (GSBE), both of which are held at the end of the academic year, after dissertations have been submitted.

All provisional grades may be subject to change until these processes are complete.

IMPORTANT NOTES:

All coursework notes, essay drafts and final versions, together with raw data and source materials relating to summative assignments, must be kept until students graduate from LSE (ie, until the date of the first presentation ceremony after the relevant exam board).

All students are required to retain an electronic copy of all coursework as well as the Dissertation. This must be identical to the work submitted. Students may be required to provide such electronic copy at any time during the year up to graduation.

3.4 GENERAL GUIDELINES FOR FORMATIVE AND SUMMATIVE ASSESSMENT

The following includes general tips and guidelines to help you prepare for submission of your written work and for your unseen examinations.

TIME PLANNING

When choosing option courses try to avoid bunching work just before summative coursework deadlines. For MC prefixed courses taken in MT (both optional and compulsory), all summative coursework is due early in LT; coursework for courses taken in LT is due early in ST. It is the student's responsibility to be aware of, and plan for, potentially coinciding deadlines. Having several pieces of coursework due on the same date is not sufficient justification for requesting an extension. See submission deadlines in Annex 1 'Key Dates' of this Handbook.

PREPARATION FOR EXAMINATIONS

Students may decide to form small study groups in preparation for examinations. Students can revise based on previous years' examination papers (for new courses or courses whose content has changed substantially since the previous year, specimen exam papers will be provided). Students are encouraged not to try to memorise model answers. Answers to exam questions are marked using the same

general assessment criteria as those used for coursework essays and the dissertation.

Revision Feedback

There are revision sessions for examined courses and MC4M1/M2 in The Lent and early in the Summer Term. Students will receive oral feedback from seminar leaders on their exam preparation techniques and suggestions about how to answer exam questions. Students are expected to remain in London during the Summer Term period and make use of Feedback and Advice Sessions.

Previous Years' Examination Papers

Previous exam papers can be viewed on the **LSE Library** website.

GUIDELINES FOR ESSAY WRITING

For each course, choose one of the essay topics/titles provided for the course in Moodle for your formative and summative assessment submissions. Do not amend the essay title unless you have the course teacher's explicit and agreed permission.

Every essay is different and several approaches to the same essay question are acceptable. Base answers to essay questions on sources selected from the reading list, while also making use of other resources in the libraries to research your essay independently.

Note: Wikipedia is not a reliable and acceptable scholarly resource. It is advisable not to refer to course lectures or PowerPoint notes provided with lectures in your essay.

When most of the reading for an essay is completed, **draft an outline of the answer** which indicates the main arguments, the conclusions, and the content of the major sections of your essay.

The emphasis in the essay should be on **analysis and critical understanding**; avoid excessive description and long narrative.

Do not make the essay a summary of your notes. Focus on the theoretical argument, drawing on notes to fill out the substance of the essay.

Avoid a colloquial or casual style and adopt an **academic style of writing**. An academic style will aim for accuracy, logic and analysis. An exciting presentation of what you believe to be the case rather than what the literature supports will not compensate for the absence of accuracy, logic and analysis.

Include an **introductory paragraph** indicating how you will interpret the essay question and how the essay will provide an answer. **Define key concepts** as you use them and refer back to the question so that the essay is focused.

It is generally helpful to provide some **detailed examples of the issues discussed**. Case studies are sometimes appropriate, but these should be carefully justified and not dominate the essay.

Consider alternative arguments or contradictory evidence that may raise problems for your argument and indicate how you might resolve these issues.

A **methodological focus** may be included: e.g. what empirical difficulties are involved in addressing the question or operationalising concepts? Or a **historical focus**: how has the problem changed over time or how have people previously attempted to address the question? Decide what your focus is and do not attempt to include all possible approaches.

Include a **concluding section** in which you reflect upon the arguments and issues discussed in the body of the essay and link these back to the title of the essay. This conclusion may also refer forward to future developments in research and in society.

Include a **complete bibliography** at the end of the essay. The bibliography should follow a **standard system** of referencing so that the reader can retrieve the texts cited. This means that author, title, date and place of publication, publisher and (in the case of journal articles and book chapters) page and volume numbers must be cited correctly.

Essays are retained by the Department as part of the examination procedure and are not returned to students. Ensure you keep your own copies.

3.5 AVOIDING PLAGIARISM/ ACADEMIC DISHONESTY

LSE POLICY

The work you submit for assessment must be your own. If you try to pass off the work of others as your own you will be committing plagiarism.

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

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

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your supervisor or the Library.

Please refer to the School's **Regulations on Assessment Offences** for further details.

LSE STATEMENT ON EDITORIAL HELP FOR STUDENTS' WRITTEN WORK

- Any written work a student produces (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely their own work. Specifically, a student must not employ a "ghost writer" to write parts or all of the work, whether in draft or as a final version, on their behalf.
- This guidance should be consulted when a student is considering whether to employ a third party such as a professional copy editing or proof reading company when producing work in draft or final version.

- It also applies when a student seeks editorial help from other, non-professional third parties, such as fellow-students or friends.
 - It is not concerned with the regular and iterative interaction between student and tutor/supervisor(s) on draft versions of their work throughout the registration period. The student's tutor/supervisor is not regarded as a "third party" for this purpose.
 - For research students, further guidance is included in the Supervisor's Handbook produced by the Teaching and Learning Centre.
 - If a student contravenes the LSE statement on Editorial Help, this will be considered an assessment offence and investigated in accordance with the Regulations on assessment offences: plagiarism.
1. If the student chooses to employ a third party, it is their responsibility to give them a copy of this statement. When submitting work the student must acknowledge what form of contribution they have made, by stating for example, 'this thesis/essay/dissertation was copy edited for conventions of language, spelling and grammar by ABC Editing Ltd'.

2. A third party cannot be used:

- 2.1 to change the text of the work so as to clarify and/or develop the ideas and arguments;
- 2.2 to reduce the length of the work so that it falls within the specified word limit;
- 2.3 to provide help with referencing;
- 2.4 to correct information within the work;
- 2.5 to change the ideas and arguments put forward within the work; and/or
- 2.6 to translate the work into English.

3. A third party can be used to offer advice on:

- 3.1 spelling and punctuation;
- 3.2 formatting and sorting footnotes and endnotes for consistency and order;
- 3.3 ensuring the work follows the conventions of grammar and syntax in written English;
- 3.4 shortening long sentences and editing long paragraphs;
- 3.5 changing passives and impersonal usages into actives;
- 3.6 improving the position of tables and illustrations and the clarity, grammar,

spelling and punctuation of any text in or under tables and illustrations; and

3.7 ensuring consistency of page numbers, headers and footers.

4. The third party shall give advice by means of tracked changes on an electronic copy or handwritten annotations on a paper copy or other similar devices. The student must take responsibility for choosing what advice to accept, and must him/herself make the changes to the master copy of the work.

SELF-PLAGIARISM

Self-plagiarism

Students must avoid significant overlap in the material submitted to different courses in their formative and summative essays.

According to the **School's regulation on self-plagiarism**, a piece of work may only be submitted for assessment once. Submitting the same piece of work twice will be regarded as an offence of "self-plagiarism".

Self-plagiarism relates to any piece of formative or summative work that a student has submitted for assessment at the LSE or elsewhere. The rule against self-plagiarism does not prevent students



building on their previous work (for example, building on their formative work in their summative work or building on work for their methodology summative work, eg, their pilot design or sample, in their dissertation). But students should not repeat text from earlier assignments verbatim: instead, students should phrase that earlier text differently and, where appropriate, expand on the earlier work.

Students should reference their own work if it has been published previously in a different context. Where the student's work has been published previously, the same rules apply as for plagiarism offences in relation to another person's work.

If you are in doubt, contact your course convenor, seminar teacher or your supervisor.

DEPARTMENTAL GUIDELINES

All work submitted as part of your formal coursework requirements must be expressed in your own words and must incorporate your own ideas and judgments. Each piece of work is an individual assignment that is intended to allow you to demonstrate your understanding of the current state-of-the-art. Students are required to submit a coversheet with each piece of coursework which includes a plagiarism declaration.

Plagiarism – that is the presentation of another person's thoughts or words as if they were your own – will be treated very seriously by the Exam Sub-Board and by the School.

PASSING OFF WORK

Passing off work as your own, collaboration with other people, and self-plagiarism

Passing off another student's work as your own is clearly a case of plagiarism. Additionally, the rules against plagiarism forbid you from reporting work conducted jointly with another student as your own, and they require you to be meticulous in attributing quotations to published or other sources in the literature.

While you may choose to discuss your work with other people, **you may not collaborate with other people when**

it comes to preparing the detail of the assignment and drafting your essays or dissertation. You may not share, with any other student, any wording, graphics, text or data files that form part of your assignment.

Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks and a full reference to their source must be provided in a proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as does a single unacknowledged long quotation from a single source. If you summarise another person's ideas or judgments, you must refer to that person in your text and include the work referred to in your bibliography.

Failure to observe these rules may result in an allegation of plagiarism. You must therefore consult your supervisor if you are in any doubt about what is permissible. Plagiarism is treated seriously by examiners at UK universities and it could result in you failing your degree overall.

PLAGIARISM DETECTION

In order to combat increasing occurrences of plagiarism, the Department uses a plagiarism detection system called *Turnitin* for all summative coursework. Summative coursework files submitted electronically to Moodle will be run through *Turnitin* and resulting originality reports will be made available to markers. For this reason you must not use the *Turnitin* account of another student to assess your own work as this may result in a false positive result for plagiarism.

GOOD PRACTICE FOR CITATIONS AND REFERENCING

If you are unsure about 'when to cite', ask your supervisor or one of your course teachers and/or seek advice offered by the Library services.

Within the Department of Media and Communications, **any of the main recognised citation styles (eg, APA 6th, Harvard), if consistently applied, will be accepted in formative and summative**

coursework and dissertations. For students who wish to use it, the Library supports Endnote software.

WHEN SHOULD YOU CITE THE LITERATURE?

Knowing how to cite and reference properly is an important part of academic good practice. It allows you to acknowledge the work of other authors in your field of study and avoid being accused of plagiarism.

'When to cite' often depends on the context. There are, however, some contexts in which a citation to prior work is essential:

- All use of direct quotations from other works (published or unpublished, academic or other) should be cited together with a page number (for some Web-based materials which are not paginated, 'no page no.' should be indicated).
- All use of existing work (published or unpublished, academic or other), even if paraphrased, should be cited.

All use of data drawn from figures, tables, etc, should be cited.

There are other contexts in which judgement is needed about when to provide a citation to previous work. Normally, if a student is developing an argument derived in some way from the work of someone else or using concepts defined in the literature, there should be a citation to that earlier work. This should appear close to the location of that discussion in the text. This does not mean that every paragraph must be accompanied by a citation but, in most cases, paragraphs without any citations are rare. The key is to inform the reader about where he/she can go to read the earlier work. It is also important to differentiate between the ideas of others and text which is an expression of your own argument.

If a student is specifically discussing the work of a particular author, the text normally should say so and a citation to one or more relevant works of that author should be cited. For example (using APA6th style):

The concept of 'domestication' has been used extensively to examine how users of

technology integrate new media services into their everyday lives (eg, Silverstone, 1996).

Or:

Globalisation is a term that has been used to refer to a wide variety of social, political and economic developments (see for instance, xxx, year; yyy, year). These authors develop their arguments in different ways. xxx (year, p.xx), for example, suggests that ... (in the following text, it would not normally be necessary to provide further citations to the same author, but when the text moves on to discuss a different idea or author, a citation normally should be included).

The same need for a citation applies when references are made to ideas/arguments presented in reports, newspaper articles, etc.

Look at published journal articles and course reading lists for examples of how to cite references and format bibliographies. The use of referencing software such as Endnote (available on all LSE computers), might help you organise your readings and aid in correct referencing in any format.

LSE LIBRARY RESOURCES FOR ACADEMIC CITATION

If students have questions about how to prepare citations in the text of essays or dissertations, or bibliographies, LSE Library courses will be helpful. The Library's online citing and referencing information is available in Moodle in the **Library Companion for Students**.

The LSE Library offers citing and referencing workshops as part of its regular **Information skills and resources programme**

ADDITIONAL INFORMATION ABOUT CITATION AND REFERENCING

The resources below provide information about different styles of citation and they give illustrations of good practice. Some contain short papers by academics and others on 'good practice'.

American Political Science Association. *Style manual for political science*. Revised 2001. APSA Committee on Publications, 2001. Reference Collection Z253 A51



American Psychological Association. *Publication manual of the American Psychological Association*. 6th. ed. APA Books, 2010. Reference Collection BF76.7 P97

Harvard Law Review Association. *The bluebook: a uniform system of citation* [on legal citation] 15th ed., 1991. Reference Collection: KF245 B65 <https://www.legalbluebook.com/>

British Standards Institution. *Presentation of theses and dissertations*, BS 4821. 2nd ed. BSI, 1990. Reference Collection: Z5053 B86

Dunleavy, P. *Studying for a degree in the humanities and social sciences*. Basingstoke: Macmillan, 1986. Course Collection: LB2395 D92

Thomson Reuters. *EndNote: bibliographies made easy*. [version 5] Berkeley, CA: ISI ResearchSoft, 2001. Course Collection: Computer Manuals

Garner, D.L., and D.H. Smith. *The complete guide to citing government information resources: a manual for writers and librarians*. Bethesda: Congressional Information Service, 1993. Reference Collection: Z1200 G23

Gibaldi, J. *MLA handbook for writers of research papers*. 5th. ed. New York: Modern Languages Association of America, 1999. Reference Collection: LB2369 G43

Li, X., and N.B. Crane. *Electronic styles: a handbook for citing electronic information*. 2nd ed. Information Today, 1996. Reference Collection: PN171.D37 L69

Modern Humanities Research Association. *MHRA stylebook: notes for authors, editors and writers of theses*. 5th. ed. Modern Humanities Research Association, 1996. Reference Collection: PN147 M68

Preece, R. *Starting research: an introduction to academic research and dissertation writing*. London: Pinter, 1994. Course Collection: LB2369 P92

Turabian, K.L., and B.B. Honigsblum. *A manual for writers of term papers, theses, and dissertations*. 6th. ed. Chicago: University of Chicago Press, 1996. Course Collection: LB2369 T92

University of Chicago Press. *The Chicago manual of style*. 15th. ed. Chicago: University of Chicago Press, 2003. Reference Collection: Z253 C53

Walker, J. R. and T. Taylor. *The Columbia guide to online style*. Chicago: Columbia University Press, 1998. Reference Collection: PN171.F56 W18

Watson, G. *Writing a thesis: a guide to long essays and dissertations*. London: Longman, 1987. Course Collection: LB2369 W33

Winkler, A. C., and J. R. McCuen. *Writing the research paper : a handbook with both the MLA and APA documentation styles*. Fort Worth: Harcourt Brace College Publishers, c1994. Reference Collection: LB2369 W77

USEFUL WEBSITES

<https://owl.english.purdue.edu/owl/resource/560/01/>

Purdue University's Online Writing Lab – Up to date APA style guide

ifla.org/1/training/citation/citing.htm

IFLA 's Style guides and resources page

lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html

From University of California, Berkeley, Style sheets for citing resources (MLA, APA and Chicago examples)

www.library.mmu.ac.uk/eresource/bibcit.php

Manchester Metropolitan University guide to citation

3.6 FORMATIVE AND SUMMATIVE ASSESSMENT CRITERIA

GENERAL INFORMATION

The Department of Media and Communications is committed to transparency and clarity in its assessment criteria. The general assessment criteria are intended as broad guides to the kinds of qualities that examiners will be looking for in written work. The Department will apply the same general criteria for the different kinds of written assessment although, in the case of unseen written examinations, the restricted time will also be taken into account.

Our aim is to encourage and support students to develop a sophisticated knowledge of the subject, the capacity for independent and critical judgment, and the ability to express ideas with clarity. Our expectation is that students will go beyond lecture materials and use the reading lists and other library resources as a basis for an exploration of an area, there are no model answers associated with a given mark.

Assessment is not carried out according to a checklist, but in an integrated way that assesses the piece as a whole and allows for deficits in one aspect to be compensated for by strengths in another aspect. Since all unseen written examinations are time-limited and coursework essays are restricted in length, you must decide which theories and findings are important for your argument. Thus, an important skill to develop is determining what to omit. Appropriate omissions will depend on the argument that you wish to present.

There are no “model answers” against which your written work will be assessed. There are many different ways of successfully approaching a question and answers employing widely differing arguments may be equally successful. The appropriateness or relevance of your use of material from published and unpublished sources is judged according to its relevance to the argument you are presenting; not relative to a model answer.

The types of essay topics and examination questions posed require novel thinking and/or synthesis across areas of the media and communications. There may be a core of important material but there usually are several acceptable ways of framing that material and of introducing relevant arguments. Students must decide which theories and findings are important for their own argument.

GENERAL ASSESSMENT CRITERIA FOR COURSEWORK AND EXAMINATIONS

In the assessment of an essay and the writing of feedback to students, the examiners look for evidence of work that is responsive to the following three criteria:

ARGUMENTATION AND UNDERSTANDING	ANALYSIS	ORGANISATION
Argument	Critical appraisal	Introduction and conclusion
Reading and research	Application of argument	Structure of assignment
Understanding of key concepts	Use of sources and evidence	Presentation and writing
		Citation and bibliography

Written and oral assignments will be assessed based on the above criteria, including presentation structure and presentation style.

The Assessment section on Moodle pages for individual courses will include the feedback forms used to assess student work. Students are encouraged to look at this in order to better understand how the above criteria are applied within the context of different courses and assessment types.

Assessment scheme for summative assignments:

80 – 100%: High Distinction:

This is for **outstanding work** that achieves **nearly all** that could reasonably be expected of an MSc student, and will feature **many if not all** of the following characteristics: original argument, creative selection of sources, highly critical appraisal and analysis, excellent integration of theory and evidence, excellent expression, citation and bibliographic norms.

70 -79%: Distinction:

This is for **excellent work** that achieves most of what could reasonably be expected of an MSc student, and will feature **many** of the following characteristics: original argument, creative selection of sources, highly critical appraisal and analysis, excellent integration of theory and evidence, excellent expression, citation and bibliographic norms.

60 - 69%: Merit:

This is for work of **good quality with a well-defined focus**. Such work will feature many if not all of the following characteristics: thoughtful argument, well-researched selection of sources, good critical appraisal, well integrated theory and evidence, good, clear expression, accurate citation and bibliography.

50 - 59%: Pass:

This is for work that **reaches the overall standard** required of a Master's student and will feature many if not all of the following characteristics: standard argument and range of sources used, mainly fair synthesis of ideas, adequate presentation and flaws or gaps in citation and bibliography norms.

40 - 49%: Fail:

This is for work that **does not reach the overall standard** required of a Master's student. It will feature many if not all of the following characteristics: weak argument, narrow range of sources used, descriptive account, poor presentation, inaccurate citation and gaps in bibliography.

0 - 39%: Bad Fail (for MC courses only):

This is for work that shows a basic **lack of knowledge and ability**. Such work will feature many if not all of the following characteristics: very weak argument, little use of even standard sources, descriptive, with large gaps, very poor presentation with flawed expression and extensive flaws in citation and bibliography.

The same assessment scheme broadly applies to the assessment of unseen examination essays, with appropriate allowances for the limited time available and unavailability of cited work.

DISSERTATION ASSESSMENT CRITERIA

Assessment criteria for the dissertation are broadly the same as for coursework – please see above. You can find details of the specific aspects of dissertation assessment in the **Dissertation Guide**.

4 FORMAL ASSESSMENT PROCEDURES AND REGULATIONS

This section contains information on the formal assessment procedures and regulations at both Departmental and School levels.

4.1 CANDIDATE NUMBER AND MARKING PROCESS

CANDIDATE NUMBER

Each student is given a **candidate number** that is used to identify their **summative work** (essays, examinations and dissertation) in order that the formal marking process remains anonymous. Your **candidate number is a unique 5-digit number** (different from your student number) that you must use for any examination, summative coursework, essay and/or dissertation that counts towards your final mark. You are allocated a new candidate number for each academic year you are at the School. The candidate number can be found on LFY. If you have any queries about your candidate number, contact **Exams**.

Do not provide your 5-digit candidate number alongside your name on any piece of work.

MARKING PROCESS

All summative work apart from dissertations is marked using a system called 'moderation'. Moderation is an established and widely used system of marking in UK academia. Moderation aims to assure that assessments have been marked in an academically rigorous manner, fairly, with consistency, and with reference to agreed marking criteria.

Initially, the first marker, who is normally the teacher responsible for the course, marks the pieces of work and writes notes justifying these marks. All courses are then moderated by an independent marker: a moderator. The role of the moderator is to review and verify marks and to oversee the consistency of marking in line with assessment criteria, the course aims, and the expected learning outcomes. The moderator performs this role through a review of the overall mark distribution and the reading of an appropriate sample of assessments. In the unusual situation where marks cannot be confirmed, the first marker refers the marking outcome to the Exam Sub-Board Chair who will decide on what action, if any, is required, and whose decision will be final with

respect to the internal marking procedure. In the case of work which is non-textual (e.g. presentations), an appropriate system of moderation is put in place to enable consistency and rigour in marking. This could be through joint observation of presentations and/or review of presentation reports.

All dissertations are independently double-blind marked by two members of the department's teaching staff (internal examiners), i.e. each marker marks the dissertation without having sight of the other marker's mark or comments during the process

In the case of dissertations, one of the two markers, normally the supervisor, is assigned the role of 'first marker' and is responsible for arranging a meeting between both markers to discuss and agree upon a provisional mark for the dissertation.

The Department's marking standards and the rigour of its moderation processes are reviewed each year by the Department's External Examiners who report to the Department's Exam sub-Board and to the School.

4.2 EXAMINATIONS

Examination procedures and arrangements are governed by the School, not by the Department.

Some departments hold examinations in LT0. Most take place during the Summer Term. Students should be aware that examinations may take place shortly after the submission of coursework and should schedule their revision accordingly.

Students are expected to remain in London and to be available throughout term time. It is not a good idea to make advance travel plans for this time of the year.

4.3 THE ROLE OF THE EXTERNAL EXAMINERS

The External Examiners are full members of the MSc Sub-Board of Examiners in Media and Communications and play a very important role in the assessment of the Department's students. Specifically, each year the External Examiners:

- approve all summative coursework and examination questions;
- confirm provisional marks awarded by internal examiners for summative coursework, examinations and dissertations;
- attend the annual final meeting of the MSc Sub-Board of Examiners in Media and Communications, at which provisional degree classifications for media and communications students are discussed and decided.

Apart from the processes listed above, the External Examiners' opinion is sought and taken into account as and when assessment issues arise throughout the year.

4.4 FORMAL ASSESSMENT REGULATIONS

BOARDS OF EXAMINERS

The programmes offered by the department are assessed or examined by the MSc Sub-Board of Examiners in Media and Communications.

At School level, the relevant body is the Graduate School Board of Examiners (GSBE), which ratifies final course marks and overall MSc classifications for all students in the School, having received provisional marks and classification recommendations from individual Sub-Boards.

AWARD OF DEGREES AND CLASSIFICATION SCHEME

The MSc Sub-Board of Examiners will normally follow the relevant guidelines in recommending to the Graduate School Board of Examiners (GSBE) the award of MSc degrees in the field of Media and Communications. These guidelines must be read in conjunction with the 'Taught Masters' section of the LSE Calendar that deals with Examinations and Assessment (containing rules for late submission of coursework, deferring examinations, illness, assessment offences, appeals, etc.) and with the School's **Scheme for the Award of a Taught Master's Degree**.

The Scheme for the Award of a Taught Master's Degree must be read in conjunction with the:

Regulations for Taught Master's Degree programmes

Taught Master's course guides

Code of Good Practice for Taught Master's Programmes

COURSE MARKS

Each course is given a result according to the marking frame shown in paragraph 1.1 of the **Scheme for the Award of a Taught Master's Degree**.

ELIGIBILITY FOR AWARD OF DEGREE

The rules for eligibility for the award of a degree are set out as the *Scheme for the Award of a Taught Master's Degree*. In particular, students should note that:

(i) Candidates must have attempted and completed all elements of assessment for all courses in accordance with the programme regulations. An unauthorised absence in any/all element(s) of assessment does not count as completing the course, but does count

as one of the two attempts permitted for the course. If there are mitigating circumstances which prevented attempting and completing all elements of assessment, the Sub-Board may recommend that a subsequent attempt in the following year should count as the first, rather than the second and final, attempt.

(ii) Failed courses: see the Scheme for the Award of a Taught Master's Degree.

RULES FOR THE CALCULATION OF THE AWARD OF DEGREE

Rules for the calculation of the award of degree will be applied as specified in paragraph 3 of the Scheme for the Award of a Taught Master's Degree.

Local Rules: MSc Sub-Board of Examiners in Media and Communications

Local rules for each programme are governed by the MSc Sub-Board of Examiners in Media and Communications and are as follows:

(1) Course critical to assessment: A degree cannot be awarded unless the designated course (MC499 Dissertation: Media and Communications) has been passed.

Exception for the MSc Media and Communications – Research Track: A degree cannot be awarded unless the designated courses (MC499 and MC4M2) have been passed.

(2) Distinction/Merit borderline (Scheme for the Award of a Taught Master's Degree, paragraph 5.3.2): Overall classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

(3) Merit/Pass borderline (Scheme for the Award of a Taught Master's Degree, paragraph 5.3.4): Overall classification for students with mark profiles falling into this range will always be determined to the advantage of the student.

For MSc in Global Media and Communications (with Fudan or USC): In addition to the conditions specified under point (1), above, candidates must pass Year 2 at Fudan or at USC, in accordance with the rules of that university for fail/pass and retaking where appropriate, before they can be considered eligible for the award of the double degree.

The classification of the award of the degree will be calculated based solely on units taken at LSE in the first year of the programme.



Students on the Global Media and Communications programme progress to the second year unless any of the exceptional circumstances below occur:

- (i.) A student has either deferred or not made a serious attempt in assessment for any course.
- (ii.) A student has failed courses to the value of more than one unit.
- (iii.) A student has indicated that s/he does not intend to make a serious attempt to submit a dissertation at the end of the first year at LSE and/or has not submitted formative work to their dissertation supervisor.

The Department will hold an assessment ratification meeting to consider the facts in relation to any of the above circumstances. The meeting will consider any medical and/or exceptional circumstances presented by a student, before deciding whether to recommend that s/he should progress to the second year or not. Any recommendation to progress in any of the above circumstances will require approval by the GSBE.

The Programme Director will inform the student as soon as possible if s/he is allowed to progress to the second year.

For MSc in Global Media and Communications (LSE and USC) only:

Progression from LSE to USC in cases of a failed half unit at LSE

Students who do not pass all their LSE courses but who otherwise qualify for their LSE degree will be permitted to resit a failed course without either improving or adversely affecting their LSE degree classification. Students who have outstanding fails at LSE do not meet the criteria to pass Year 2 of their degree at USC as per details in the previous paragraph. In the USC system any failed LSE course receives zero units and must be made up either by resitting the exam/ resubmitting the paper at LSE or by taking a course of equivalent unit value at USC. At USC, taking an extra course(s) costs more than US\$5,000.

Students who choose to resit a failed course at LSE will be obliged to sign a document, whereby they acknowledge that the resit mark cannot affect the final classification of their LSE award. No additional mark will be recorded on the students' official LSE transcript. LSE Registry will produce a supplemental transcript to record the resit result officially and send it to USC directly.

Any students with questions about their progression from LSE to USC should contact the Programme Director, **Professor Terhi Rantanen**.

Any students with questions about their progression from LSE to Fudan should contact the Programme Director, **Dr Bingchun Meng**.

4.5 DEFERRAL, SPECIAL EXAMINATION ARRANGEMENTS AND EXCEPTIONAL CIRCUMSTANCES

Students should note that these procedures are governed by the School and not by the Department.

DEFERRAL OF COURSEWORK OR EXAMINATIONS

The School requires students to sit all summative assessments in the academic year in which they received tuition. Under certain circumstances the School will allow students to postpone assessment to the next academic year. **This process is called "deferral"**.

If you believe you have a good reason to defer one or more assessments until the next academic year, you should complete the form entitled 'Request to defer examinations' (obtained from the Student Services Centre) and get the appropriate signature from the chair of the Department's examination sub-board. The completed form must be returned to the Student Services Centre. It will then be sent for further approval to the chair of the Graduate Studies Subcommittee. Any



subsequent requests for further deferral require a further form and approval by the chair of the Graduate Studies Subcommittee. A letter confirming the School's decision will be sent to you.

Permission to defer an examination must be sought after all tuition has been received and no later than Friday of the first week of the Summer Term except in the case of unforeseen and exceptional circumstances.

Permission to defer a dissertation submission to the following academic year must be sought no later than 7 days prior to the submission deadline except in the case of unforeseen and exceptional circumstances.

DISABILITY/DYSLEXIA: SPECIAL EXAMINATION ARRANGEMENTS

If you have special requirements for your examinations as a result of a physical, medical or psychological condition, you must contact the Disability and Well-being Service as soon as possible and ideally no later than **seven weeks** before your first examination by email or telephone +44 (0)20 7955 7767. Special arrangements agreed in the past have included the use of specialist equipment, extra time, rest periods and special accommodation. You will be required to provide current medical evidence to support your case.

Late applications (those made less than seven weeks before your first examination) cannot normally be considered except in very specific circumstances such as sudden injury or illness. Such applications must be made to the Student Services Centre.

EXCEPTIONAL CIRCUMSTANCES

If there are exceptional circumstances, for example: temporary illness, personal difficulties or a bereavement, which you feel may have affected your examination performance and which you want to bring to the attention of the MSc Sub-Board of Examiners, **you must submit an Exceptional Circumstances form to the Student Services Centre within seven days of your last assessment**

(i.e. in most cases, submission of the dissertation).

If you are ill immediately before or on the day of an examination you must forward a medical certificate and a letter detailing how the illness has affected you to the Student Services Centre within **seven days of your last exam**.

If you are likely to miss an examination for any reason, including illness, you must contact the Student Services Centre for further advice. Tel: +44 (0)20 7955 6860 or +44 (0)20 7955 7466.

If you are taken ill during an examination, you must tell the invigilator immediately so that the necessary action can be taken to help you.

If you choose not to tell the School about circumstances that may have affected your performance, and you believe this may have affected your results, then the only route available to you is to appeal your results.

4.6 NOTIFICATION OF FINAL RESULTS

PROVISIONAL GRADES

Provisional summative coursework grades will be released throughout the year. These will be released by the Department by candidate number only. To preserve anonymity, do not reveal your candidate number to anyone.

Provisional marks for all courses will be released in August via LFY. These may be subject to amendment by the relevant School Board of Examiners.

EXAMINATION BOARDS

After the External Examiners have approved course marks, the departmental MSc Sub-Board of Examiners in Media and Communications meets, normally in October of each year, to recommend provisional overall MSc awards and classifications. The Sub-Board then sends its recommendations regarding classifications to the GSBE for final ratification.

FINAL COURSE MARKS AND MSC CLASSIFICATIONS

Results for 12 month taught Master's programmes are considered at the Graduate School Board of Examiners in November and **published by the end of that month. At this time students will be able to see their** award classification details only on LFY.

Transcripts showing the marks awarded for individual courses are available online after graduation.

The Department regrets that it is unable to enter into any correspondence with students regarding results.

Staff in the Student Services Centre can provide you with guidance on the School's academic regulations, and degree classification schemes.

Please note: the School will not release your results if you owe any fees. Check your balance on LFY to see if you have any tuition or halls fees outstanding. **Contact the Fees Office** for clarification.

FAILURES AND RESITS

If you fail* a course to the value of half a unit and have completed all elements of assessment you are still eligible for the award of a degree.

If you fail* courses to the value of one or more units, you are ineligible for the award of a degree (unless compensated as per 3.2.3 of the Scheme for the Award of a Taught Master's Degree), and will be automatically re-entered for the failed courses by Student Services in the following academic year.

*You are not eligible for the award of degree with a Bad Fail. A fail mark is 40-49%, a Bad Fail is 0-39%.

Full information can be found in the **Scheme for the Award of a Taught Master's Degree**.

You should notify the Student Services Centre (SSC) if you decide not to take up the re-sit. Instructions on how to do this will be sent with the transcript of results. If you are absent from a resit without notifying the SSC, this will count as a failed attempt and will be taken into consideration when calculating the final classification.

APPEALS

There is no appeal against the academic judgement of examiners, and no re-marking of papers. This applies to summative coursework and examination scripts and to the provisional and confirmed marks awarded for courses and for individual components of courses. The only grounds for appeal are if the student believes an administrative error has occurred in the marking process.

Appeals must be made in writing to the Academic Registrar and must be made within one calendar month of the date on which the School posted the decision that you wish to appeal against. Please refer to the **Regulations for the consideration of appeals** for further guidance.

Independent and confidential advice on appeals can be obtained from the **LSE Students' Union**.

GENERAL SCHOOL AND PROGRAMME REGULATIONS

The School has Regulations and Codes of Conduct covering many aspects of student life and it is a good idea to familiarise yourself with the policies which exist.

Some of the regulations explain the organisation and conduct of your academic study and you are advised to refer to the **General Academic Regulations and Programme Regulations**. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

The following web links detail the School's Programme Regulations for Taught Master's Programmes:

Regulations for Taught Masters degrees (entering in or after 2009/10)

Regulations on assessment offences: other than plagiarism

Go online for an A-Z list of relevant regulatory documents where you can find further details of all **School Regulations**.

PRESENTATION CEREMONIES

Presentation ceremonies are held twice a year: in July for students who have followed our double degree Global MSc in Media and Communications programmes and in December for students who have followed twelve-month MSc degree programmes. MPhil/PhD research students are presented at both the July and December ceremonies. The ceremonies take place on campus in the Peacock Theatre.

DEGREE CERTIFICATES

LSE degree certificates are available for collection on each day of the School's official presentation ceremonies or will be mailed out to you within eight weeks of the date of the ceremony. it is therefore very important to keep the School informed of any changes of address via LFY.



5 LSE SERVICES AND RESOURCES FOR STUDENTS

SERVICES AND PEOPLE WHO CAN OFFER ADVICE

LSE's Alumni Association is your lifelong network of over 100,000 alumni. You automatically become a member upon graduation.

LSE alumni have access to:

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

For more information about the benefits and services available to alumni, please contact the **Alumni Relations** team.

In addition, the Department runs its own Departmental Alumni network, which hosts events and maintains links between our alumni and developments in the Department. If towards the end of your year, you want to join our Departmental alumni network, please contact **Nicole Garnier**.

LSE Careers is a very active service offering a wide range of activities about campus, online and in the Saw Swee Hock Centre

LSE Careers run a series of internships schemes and works closely with employers to secure opportunities in all sectors with a focus on business and management and with entrepreneurs. You can search for opportunities, and book appointments with specialist advisers throughout the year on **LSE Career Hub**.

The LSE Volunteer Centre is also based within the Careers Service and is there to support you in finding voluntary roles while studying. Search under 'volunteering' to browse through the range of positions available on LSE Career Hub at the link above.

LSE Faith Centre The LSE Faith Centre is the new home for LSE's diverse religious activities and interfaith programme, and is a reflective space for all staff and students.

DEANS AND ADVISERS

SENIOR ADVISER TO STUDENTS

Dr. Sunil Kumar is available to any graduate student who wishes to discuss personal or academic issues. The Senior Adviser to Students works closely with members of academic staff, including supervisors, Programme Directors, Heads of Department, and with other support services across the School, such as the Disability and Wellbeing Service and the Teaching and Learning Centre. To arrange an appointment with the Senior Adviser to Students contact: pg.dean@lse.ac.uk.

More information on Advisers to Women and Disabled Students can be found on the **Support Services webpage**.

ENGLISH LANGUAGE SUPPORT AND FOREIGN LANGUAGE COURSES

English Language Support

If English is not your first language, the **LSE Language Centre** is on hand to give you advice and support throughout your time at LSE. The support is free and starts as soon as your main MSc programme starts. There are specific classes for academic units and information sessions are held during the first days of term to advise you on the most appropriate classes to take. Classes begin in week 2 of the Michaelmas Term. Please look online for information on the English for Academic Purposes (EAP) In-session Support Programme.

Language Centre

The LSE Language Centre offers an extra-curricular programme in a range of modern foreign languages which is open to all LSE members for a fee. To help you choose the most appropriate course there are a series of information sessions and individual appointments held during the first weeks of term. Please look online for information on the **Modern Foreign Language (MFL) Certificate** Course Programme.

IMMIGRATION AND VISA ADVICE

The Student Service Centre runs workshops, offers individual appointments and provides **immigration and visa advice** for international students,

IT SUPPORT

Student IT Help Desk – first floor, Library

Contact the IT Help Desk for support regarding School-owned hardware, software on the LSE network, email account issues, assistance with connecting to the LSE network on your own device, and general IT queries.

VITA (Virtual IT Assistance)

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

IT Support for disabled students

The School is committed to providing facilities and support for disabled students. Additional PCs and printing facilities are provided in the public computer areas in the Library. We also provide one-to-one support for students who wish to become familiar with assistive technologies and software via its.disabilities.support@lse.ac.uk.

LIBRARY

Your LSE student card is also your Library card. No additional registration with the Library is required.

The Media and Communications specialist is Heather Dawson (h.dawson@lse.ac.uk)

Library staff are there to help you make the most of the Library:

Use **LSE Library Search** on the library home page to locate the library's print and electronic resources.

Sign up to a course about how to find items from your reading list, and other **training events** from across the School.

Staff at the Help Desk on the first floor are available for any enquiries about using our collections and electronic resources.

Follow the library at [twitter.com\LSELibrary](https://twitter.com/LSELibrary) or [facebook.com\LSELibrary](https://facebook.com/LSELibrary). You can also contact the Library through email: library.enquiries@lse.ac.uk.

LSE LIFE

LSE LIFE is the School's centre for academic, professional and personal development. We are here to help you find your own 'best' ways to study, think about where your studies might lead you, and make the most of your time at LSE.

We offer

- guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking
 - workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
 - a place to meet and work together with your peers on interdisciplinary group projects and research
 - support in making the transition to (or back to) university life;
 - advice and practice on working in study groups and on cross-cultural communication and teamwork
 - ideas and inspiration about academic pursuits and pathways into professional life
- and much more ...

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

LSE STUDENTS' UNION

The Students' Union is led by students, for students and exists to make your time at the School the best it can be. The student's union provides many services, amongst which the following:

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising
- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society
- Welfare and student support – the Student Support Unit of legally-trained advice workers offers free, confidential advice when things go wrong or you need help
- Commercial services – the Union runs catering facilities, shops and the LSE Gym which fund everything the Union is able to do. See the **website for details**.

The **Students' Union Advice and Support Centre** provides legal advice on housing, immigration, visas, employment, welfare benefits, grants, fees and disability rights.

STUDENT SERVICES CENTRE

Visit the

to access a range of services and advice related to admissions, registration, fees, financial support, course choice, exams and results, graduation, and much more.

STUDENT STUDY ADVICE

The LSE Teaching and Learning Centre offers study support, with specialist provision for Master's students. You are encouraged to register on the Teaching and Learning Centre Moodle course Learning World from the beginning of the Michaelmas Term and to regularly check **LSE Training** for full details of resources and courses to support your learning.

WIDENING PARTICIPATION

Widening Participation aims to raise aspiration and attainment in young people from London state schools. This programme delivers a number of key projects that encourage young people from under-represented backgrounds to aim for a university education.

HEALTH AND WELL-BEING

DISABILITY AND WELL-BEING SERVICE (DWS)

Disability equality is an important facet of the equality and diversity agenda and is the responsibility of the whole School throughout the student journey. LSE acknowledges that disabled students have often overcome additional barriers in order to gain a university place, and is committed to eliminating further unnecessary obstacles and to facilitating equal access to study and university life. **The Disability and Well-being Service**, headed by Nicola Martin, runs three specialist services, all of which are free and confidential:

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

The DWS can also set up Inclusion Plans (IPs), outlining reasonable adjustments such as extended library loans, negotiated deadlines and rest breaks in exams, and runs several interest and support groups, for example, the Neurodiversity Interest Group and the Circles Network.

Email disability-dyslexia@lse.ac.uk.

LSE DAY NURSERY

The LSE Day Nursery welcomes both children of staff or students at the London School of Economics, and children of parents from outside the LSE.

The nursery welcomes viewings any week day at 10.30am or 3.00pm by appointment, please email nursery@lse.ac.uk or call 020 7107 5966.



LSE STUDENT COUNSELLING SERVICE AND NIGHTLINE

This free and confidential service aims to enable you to cope with any personal or study difficulties that may be affecting you while at LSE. As well as one-to-one appointments, there are group sessions and workshops throughout the year on issues such as exam anxiety and stress management. For full details, please see:

lse.ac.uk/counselling.

The Student Counselling Service offers you the opportunity to talk confidentially about any issues that are causing you concern. Full details can be found here.

All counselling sessions need to be booked in advance, but there is a limited number of daily drop-in sessions available. You can make appointments by email

(student.counselling@lse.ac.uk), phone (020 7852 3627) or by coming in to the Teaching and Learning Centre Reception 20 Kingsway.

Nightline is a free and confidential listening service run by students for students from 6pm to 8am.

MEDICAL SERVICE

St Philip's Medical Centre is a National Health Service (NHS) medical practice on campus and available to students living locally to the School.

If you live outside of the St Philip's clinic area, please remember to register at a local doctor's surgery using NHS Choices:

<http://www.nhs.uk>.

ANNEX 1 - KEY DATES 2015/16

MT0	Meeting with Academic Adviser + Online course choice and seminar sign-up available on LFY
MT1	MT teaching starts
MT2	
MT3	Online course choice closes
MT4	MSc SSLC (Student-Staff Liaison Committee)
MT5	Formative coursework for MC408 due in
MT6	Reading Week
MT7	Formative coursework for MT courses (except MC408 and MC4M1/2) due in
MT8	Formative coursework for MC408 – feedback
MT9	MC499 Dissertation topic/supervisor preference submission + MC4M1 workshop sign up
MT10	Formative coursework (except MC408) feedback due back
MT11	MC499 Dissertation supervisors allocated + MC4M1/2 formative coursework due in – to Supervisor
LT0	Exams for some non MC courses in LT0
LT1	Summative coursework for MT courses except MC4M1/2 due in + MC499 Group Supervision #1 + MC4M1/2 formative coursework feedback
LT2	
LT3	MC499 Dissertation plan #1 due in, MSc SSLC
LT4	
LT5	Feedback and provisional grades for summative coursework
LT6	Reading Week
LT7	MC499 Symposium #1 + group supervision #2 + Formative coursework for LT courses due in
LT8	MC499 Dissertation plan #2 + Literature Review + Ethics Form
LT9	MC4M1/2 revision lecture
LT10	Formative coursework feedback
LT11	MC499 Symposium #2
	Exam Timetable to be announced
ST1	Summative coursework for LT courses (except MC4M1/2) due + Revision lectures + MC4M1 FAQs session
ST2	Summative coursework MC4M1/MC4M2 due in + MSc SSLC (provisional)
ST3	
ST4	
ST5	Feedback and provisional grades for summative coursework except MC4M1
ST6	Feedback and provisional grades for MC4M1 summative coursework + MC499 Group Supervision #3 (provisional)
ST7	
Aug	Provisional marks available on LFY
14 Aug	Dissertation submission – MSc Global Media and Communications
21 Aug	Dissertation submission – all other programmes
Nov	Final marks and classifications available on LFY



- ::::: Bridge 🚲 Cycle Hire Station (www.tfl.gov.uk/maps/cycle-hire) ♿ Disabled access 🚪 Disabled lift
 🚫 No entry 🚧 Roads and Footpaths closed 🏗 Buildings under construction

95A	95 Aldwych <i>Aldwych</i>	NAB	New Academic Building <i>Lincoln's Inn Fields</i>
ALD	Aldwych House <i>Aldwych</i>	OLD	Old Building <i>Houghton Street</i>
CLM	Clement House <i>Aldwych</i>	PAR	Parish Hall <i>Sheffield Street</i>
COL	Columbia House <i>Aldwych</i>	PEA	Peacock Theatre <i>Portugal Street</i>
CON	Connaught House <i>Aldwych</i>	POR	1 Portsmouth Street
COW	Cowdray House <i>Portugal Street</i>	QUE	Queens House <i>Lincoln's Inn Fields</i>
KGS	King's Chambers <i>Portugal Street</i>	SAR	Sardinia House <i>Sardinia Street</i>
1KW	1 Kingsway	SAW	Saw Swee Hock Student Centre <i>Sheffield Street</i>
KSW	20 Kingsway	SHF	Sheffield Street
32L	32 Lincoln's Inn Fields	STC	St Clement's <i>Clare Market</i>
44L	44 Lincoln's Inn Fields (not occupied by LSE)	TW1	Tower One <i>Clement's Inn</i>
50L	50 Lincoln's Inn Fields <i>Portsmouth Street</i>	TW2	Tower Two <i>Clement's Inn</i>
LCH	Lincoln Chambers <i>Portsmouth Street</i>	TW3	Tower Three <i>Clement's Inn</i>
LAK	Lakatos Building <i>Portugal Street</i>		
LRB	Lionel Robbins Building, Library		

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

Please contact: **M.Etheridge@lse.ac.uk**

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Freedom of thought and expression is essential to the pursuit, advancement and dissemination of knowledge. LSE seeks to ensure that intellectual freedom and freedom of expression within the law is secured for all our members and those we invite to the School.

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg No 70527)

September 2016

Edited by James Deeley and Michael Etheridge

Designed by LSE Design Unit (designunit@lse.ac.uk)