



Department
of Social Policy

Department of Social Policy

Postgraduate Handbook

**MPhil/PhD
Social Policy**

**MPhil/PhD
Demography/Population Studies**

2016/17

Doctoral Programme Director:

Professor Anne West

OLD 1.16 email: a.west@lse.ac.uk ext. 7269

Programme Administrator:

Ash Butt

OLD 2.45 email: a.butt5@lse.ac.uk ext. 7375

lse.ac.uk/socialPolicy



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Dear Social Policy Student,

A very warm welcome to the Department of Social Policy!

Your Department has an international reputation for excellence and is one of the largest Social Policy departments in the UK. The latest Research Excellence Framework (the UK's nationwide assessment of research quality, impact and environment) ranked the Department first in the country for world leading and internationally excellent research. We were also awarded the joint highest marks for the non-academic 'real world' impacts of our work.

The study of Social Policy began at the London School of Economics in 1912. It grew out of the early social work training course of the Charity Organisation Society and the generosity of an Indian industrialist, Sir Ratan Tata, who carried out pioneering work on poverty. This tradition of combining action and research was followed by the ground-breaking contributions of Richard Titmuss, Peter Townsend, Brian Abel-Smith and David Donnison; and led to the development of Social Policy as a discipline and the building of the Welfare State itself in Britain and abroad.

The interests of the Department today embrace virtually all the major issues that confront individual countries and the world today including: how best to provide health care and education; the provision of reasonable housing and social services; the problems posed by ageing populations; poverty, inequality and social exclusion at national and global levels; and the role of national and local government and non-governmental organisations in instigating policy reform and change. The Department's focus is very much on headline issues, as well as on more traditional areas of scholarship. All of these are explored in an increasingly international and dynamic context – one in which national, European and global matters interact and merge.

The interdisciplinary nature of Social Policy means that when you graduate you will be equipped with a broad range of knowledge and skills that can be applied in many different settings. Many Social Policy alumni apply their academic training directly, working as policy specialists in the government, NGO and private sectors. Furthermore, the high-level analytical and research skills developed by our degree programmes are also highly valued by employers as diverse as the media, management consultancy, teaching and the development sector.

You will find LSE to be a vibrant and exciting place. There is much to enjoy, both academically and socially. In particular you will quickly discover that there are major public events – lectures, debates and so on – almost every day of the week. Being in the centre of the capital city, close to the heart of government and all the main media, LSE is uniquely well-placed to act as a host for the most distinguished of visitors. These occasions will focus on areas close to the things you are here to study, as well as matters well beyond, and I would urge you to make the most of this opportunity.

I am sure your time here will be both rewarding and stimulating. Enjoy!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Jenkins', written in a cursive style.

Professor Stephen Jenkins
Head of Department

Contents

The Essentials	1
Term Dates 2016/17	1
Welcome Week	1
LSE for You	1
Moodle	2
Email	2
Key School Services A-Z	2
Advice, Communications & Operations.....	2
Counselling Service.....	2
Disability and Well-being Service	3
Financial Support Office	3
International Student Immigration Visa Advice Team (ISVAT).....	3
IT Support	3
Language Support.....	4
Library.....	4
Student Services Centre (SSC)	4
Timetables	5
School Wide Codes and Regulations	5
Equality, Diversity and Inclusion.....	5
Regulations and Codes of Practice - The Calendar	5
Fieldwork Safety	6
Research Ethics.....	6
Registration	7
An Overview of Your Department	11
Sources of Information	11
Socialising	11
Department Committees and Student Representation	11
Plagiarism	12
Defining Plagiarism	12
Avoiding Plagiarism	13
Detection of Plagiarism	13
MPhil/PhD	17
PhD Academy.....	17
Research Students in the Department	17
Supervision and Support	18
PhD Log.....	20
Teaching and Research Training.....	21
Seminars for Research Students (SA550)	21
Social Policy Courses.....	21

Department of Methodology Courses.....	22
Teaching and Learning Centre courses.....	23
IT Training	23
LSE Careers	23
Assessment.....	24
Major Review.....	24
Annual Progress Reports	26
Third Year Student Progress Reviews.....	26
Conduct of Research.....	27
LSE Research Ethics	27
General Guidelines on Research Ethics	27
Personal Safety and Risk Assessment.....	28
The Thesis.....	29
Requirements of a Thesis	29
Department's Guidelines for a Thesis by Publishable Papers	29
PhD Style Guide	29
Editorial and Outside Help with your Thesis	30
i-Thenticate.....	30
Submission and Examination.....	30
Regulations	31
Registration	31
Term Dates, Vacations and Working.....	31
Funding For Research Students.....	32
Conference Expenses for Research Students	32
Hardship Funds	32
Final Year PhD Fund.....	32
Titmuss Meinhardt Hardship Fund	33
Research Student Facilities.....	33
Research Student Study and Common Rooms.....	33
Paper and Printer Cartridges	33
Lockers.....	33
Computer Access	34
Conditions of Use of Computers	34
Other Useful Resources.....	34
Postdoctoral Opportunities.....	34
Learned Societies and Professional Associations	34

**Department of
Social Policy**



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

The School

The Essentials

Term Dates 2016/17

lse.ac.uk/termdates

Michaelmas Term

Thursday 22 September – Friday 9 December 2016

Lent Term

Monday 9 January – Friday 24 March 2017

Summer Term

Monday 24 April – Friday 9 June 2017

School closures

Christmas Closure	Thursday 22 December 2016 – Monday 2 January 2017
Easter Closure	Thursday 13 April – Wednesday 19 April 2017
May Bank Holiday	Monday 1 May 2017
Spring Bank Holiday	Monday 29 May 2017
Summer Bank Holiday	Monday 28 August 2017

Reading Weeks

Reading weeks are held in week six of the Michaelmas and Lent terms. Course convenors are responsible for determining if there will be any teaching activity or if, instead, a reading week will take place for their course. For further details, please see the Moodle page for the relevant course.

Welcome Week

lse.ac.uk/yourFirstWeeks

lse.ac.uk/welcomeweek

The Your First Weeks section of the website provides comprehensive information to help you settle in to life at LSE. These pages will refer you to information regarding what to expect after you arrive, how to open a bank account, what to do if you arrive early or late to LSE, crucial health information, how to set up your LSE IT account, School support services and much more. The Welcome Week guide contains information about events taking place at the start of the academic year, including those specific to the Department, and the Students' Union Welcome Fair, as well as central School welcome events.

LSE for You

lse.ac.uk/lseforyou

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

- view or update your personal details
- select your courses
- reset your Library and network passwords
- monitor and pay your tuition fees online
- check your exam results

You can also access online tutorials on how to navigate and personalise LSE for You via the login page. Use your LSE network username and password to login.

Moodle

moodle.lse.ac.uk

Moodle is LSE's Virtual Learning Environment (VLE). Moodle is a password-protected web environment that may contain a range of teaching resources, activities, assignments, information and discussions relating to your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course.

Moodle can be accessed from any computer connected to the internet, on and off campus. To access Moodle go to **moodle.lse.ac.uk** and use your LSE username and password to log in. This page also has links to help and advice on using Moodle. You will also find links to Moodle from a number of web pages including the webpage for 'Staff & Students'. If you have any technical problems with Moodle you should contact the IT helpdesk it.helpdesk@lse.ac.uk.

Email

The School will use your LSE email address to communicate with you, so you should check it regularly. Microsoft Outlook is available on all student PCs on the LSE network. You can also access e-mail off-campus using webmail and remote desktop or, on the move using email clients for laptops and mobile phones. For instructions visit: lse.ac.uk/itservices/remote.

Key School Services A-Z

Advice, Communications & Operations

The Advice, Communications & Operations Team provide advice to students on academic matters (particularly around non-progression, interruption and withdrawals), run the Student Services enquiry counter, co-ordinate Welcome Week and co-ordinate Student Services Centre communications: Their specific responsibilities include:

- Providing the first point of contact for enquiries and signposting enquirers to the appropriate school services
- Coordinating all School Welcome Week events, maintaining the [Your First Weeks](#) web pages and managing the [Off Campus Support Scheme](#)
- Providing one-to-one advice on [School Regulations and Codes of Practice](#)
- Processing applications to the [Repeat Teaching Panel](#) and monitoring attendance
- Producing replacement student ID cards for undergraduate and taught masters students
- Administering the School's student consultative fora and the Departmental Tutors Forum

Contact the Advice, Communications & Operations team with a general enquiry

- In person: at the SSC counter during opening hours
- By email: ssc.advice@lse.ac.uk
- Over the telephone: 020 7955 6167

Counselling Service

lse.ac.uk/studentcounselling

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.

Disability and Well-being Service

lse.ac.uk/disability

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

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

The DWS can also set up Inclusion Plans (IPs), outlining reasonable adjustments such as extended library loans, negotiated deadlines and rest breaks in exams. It runs several interest and support groups, for example the Neurodiversity Interest Group and the Circles Network. For further information please visit the website or email disability-dyslexia@lse.ac.uk.

Financial Support Office

lse.ac.uk/financialsupportoffice

Financial Support

The Financial Support Office (FSO) is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located within LSE's Student Services Centre with a daily drop-in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary. FSO provide information about funds such as the Student Support Fund, LSE Access Fund and the Postgraduate Travel fund.

Full details and application forms are available from

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

International Student Immigration Visa Advice Team (ISVAT)

lse.ac.uk/isvat

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

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

ISVAT also manages staff and student exchanges through the Erasmus + programme at LSE. For more information on our exchanges, go to lse.ac.uk/Erasmus

IT Support

lse.ac.uk/imt

Student IT Help Desk/ Laptop Surgery - first floor, Library Contact the IT Help Desk (it.helpdesk@lse.ac.uk) for support for School-owned hardware and software on the LSE network, network and email account issues, and general IT queries.

Language Support

lse.ac.uk/languages

English Language Support

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

Library

lse.ac.uk/library

Your LSE student card is also your Library card. No additional registration with the Library is required. Staff at the Library are available for any enquiries you may have about using their collections and electronic resources.

Follow us at

www.twitter.com/LSELibrary

www.facebook.com/LSELibrary

Student Services Centre (SSC)

lse.ac.uk/ssc

The Student Services Centre is located on the ground floor of the Old Building. It provides advice and information on the following services:

- Admissions (drop-in service)
- Certificates of registration
- Course choice and class changes
- Examinations and results
- Fees – process fee payments and distribute cheques (drop-in service)
- Financial support – Advice on scholarships, awards, prizes, emergency funding and studentships (drop-in service)
- Information for new arrivals
- Programme registration
- Graduation ceremonies
- Transcripts and degree certificates
- Visa and immigration advice (drop-in service)

The SSC provides a counter service for students at the following times:

- 11am–4pm every weekday

You can also contact Student Services by telephone. Details of who to contact and more information on advice can be found on the SSC website.

Timetables

lse.ac.uk/timetables

The Timetables Office is responsible for scheduling and allocating rooms to all of the School's Undergraduate, Masters and Research taught courses. The timetable of all taught courses can be viewed on the Timetables web page.

Notification of changes to teaching arrangements is communicated via email to students.

School Wide Codes and Regulations

Equality, Diversity and Inclusion

lse.ac.uk/equalityanddiversity

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

In practice, this means we expect you to:

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

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

Access Guides to LSE buildings

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

Regulations and Codes of Practice - The Calendar

lse.ac.uk/calendar

General School and Programme Regulations

The School has regulations, policies and procedures covering many aspects of student life and you should familiarise yourself with them. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

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

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

We recommend that you also read the School's Student Charter and Ethics Code.

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

<http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf>

The Ethics Code highlights the core principles of LSE life -

<http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf>.

Fieldwork Safety

If you are planning fieldwork or any other off site activity please complete the relevant risk assessment at:

<http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx>

We recognise that you may want to carry out fieldwork in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas with Foreign and Commonwealth Office Warnings. If you do, we are there to help you achieve your aims. We can help provide specialist county or area threat assessments to help you make an informed decision about the viability of traveling to your destination of choice. We can also provide specialist training and equipment to help keep you safe. Please note that the Health and Safety Team may not cover the costs of additional specialist control measures and you may have to secure your own funding.

Please read the Fieldwork Health and Safety Guidance document for further information:

<http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/pdf/Fieldwork-H&S-Guidance-May-2014.pdf>

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

Telephone: 020 7852 3677

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

Research Ethics

Research is not only integral to the work of academic staff, but many students will undertake a piece of primary research as part of their dissertation or thesis. Although any particular empirical investigation may be modest in scope, if it involves human participants it is essential that those conducting the research consider and address any ethical implications that may arise. All students are expected to discuss the ethical implications of their research with their Academic Adviser. Where appropriate, a research ethics checklist and a research ethics review questionnaire should be completed and submitted to the Department.

School Policy

The LSE research ethics policy and associated ethics review forms can be viewed at the following link:

<http://www2.lse.ac.uk/intranet/researchAndDevelopment/researchPolicy/ethicsGuidanceAndForms.aspx>

[x](#)

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

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

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

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

Registration

lse.ac.uk/registration

Programme Registration

At the start of the academic year you will need to formally register on your programme of study. To ensure that you are able to complete this process as quickly as possible, each programme/department is allocated a specific time slot in which to register. At registration, you will be asked to provide proof of your eligibility to study in the UK in order to receive your School ID card. This card will, amongst other things, allow you to access your library account.

Certificate of Registration

lse.ac.uk/certificateofregistration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at the School. It details your full name, date of birth, term time and permanent home addresses, student number, the title, subject, start and end dates of your programme, registration status and expected date of graduation.

Once you are formally registered with the School you can print out your certificate instantly via LSE for You (LFY) under the 'Certification and Documentation' option. If you require a certificate with information beyond what is on the Certificate of Registration please see lse.ac.uk/registrydocuments.

The Department

An Overview of Your Department

Sources of Information

Department Web Pages

lse.ac.uk/socialPolicy

Please refer to the Department website for staff details, programme and course information, news and events, and links to other useful sites.

Facebook

Most programmes have a Facebook page so that you can keep in touch with your fellow students. Ask your Programme Administrator for more details. The Department also has a general Facebook page. Like us to be kept up to date with departmental events, public lectures and interesting research.

facebook.com/LSESocialPolicy

Social Policy Student News

Social Policy Student News is our e-newsletter and is sent out fortnightly during term time. It includes information about departmental events, public lectures, personal development and job opportunities, plus lots of other useful information.

Student Noticeboards

There is a Departmental noticeboard and an e-noticeboard, both of which are located in the lobby area on the second floor of the Old Building, next to OLD 2.45.

Twitter

For news and views follow us on Twitter @LSESocialPolicy

Socialising

Social Events

We have three major Departmental parties each year. The first, in mid to late October, is a **Welcome Party** for all new students. The second is a **Christmas Party** for all Social Policy students and staff. The third is a **student and staff party** usually held during the last week of Lent term. Dates and further details of all of these events will be circulated nearer the time. In addition, each degree programme usually organises its own social events during the year.

Department Committees and Student Representation

Each term, a number of Departmental meetings allow staff and students the opportunity to meet and discuss issues relating to their programme of study as well as wider School issues.

Programme Meetings

Each degree programme holds regular meetings to discuss and resolve programme/course specific concerns. These meetings are held prior to the Staff Student Liaison Committee Meetings and are normally

attended by the Programme Director, the Programme Administrator, the Programme Representative(s) and other relevant course teachers.

Staff-Student Liaison Committee

A student from each year of each degree programme is elected in the first two weeks of Michaelmas Term to represent the views of his/her peers at their departmental Staff-Student Liaison Committees (SSLC). There is one SSLC for undergraduate students and one SSLC for post graduate students (taught and research). Each SSLC meets once in the Michaelmas and Lent terms, and is chaired by the Departmental Tutor (UG) or the Deputy Head of Department for Teaching (PGT). These meetings address wider Departmental and School issues and matters relating to the student teaching and learning experience. Normally in attendance are Programme Directors, Programme Administrators and the student programme representatives.

School Committees

One student representative from each of the Undergraduate, Taught Graduate and Research Student programmes also serve on the Students' Consultative Fora. The Department will request volunteers for these posts at the beginning of the Michaelmas term.

Plagiarism

The School and the Department take plagiarism very seriously. Please read the information below carefully. It is your responsibility to understand the School's definition of plagiarism and the regulations on assessment misconduct and plagiarism. The Regulations on Assessment Offences can be found at the following link and it is important that you have read and understood these regulations **before** you submit any written work.

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

More information on study skills, citation and referencing can be found on the Department's webpages. lse.ac.uk/socialPolicy/InformationForCurrentStudents/basicStudySkills.aspx

If you are uncertain about what constitutes plagiarism, or need help with citation and referencing, it is essential that you talk to your course teacher and/or Academic Adviser as soon as possible. They are there to help!

Defining Plagiarism

The School regulations state that:

'All work for classes and seminars as well as scripts (which include, for example, essays, dissertations and any other work, including computer programs) must be the student's own work. Quotations must be placed properly within quotation marks or indented and must be cited fully. All paraphrased material must be acknowledged. Infringing this requirement, whether deliberately or not, or passing off the work of others as the work of the student, whether deliberately or not, is plagiarism.'

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.

What does plagiarism look like?

The most obvious form of plagiarism is to use someone else's words verbatim without any acknowledgment whatsoever. However, **inadequate referencing is also considered to be plagiarism**. For example, inserting a section of text (of any size) from someone else's work in to your own without quotation marks and a page reference would be plagiarism even if the source were acknowledged. **If you use verbatim material from other sources it must both be in quotation marks and precisely referenced with page numbers.**

When the paraphrased or summarised ideas of another author are used, they should always be acknowledged, including the source and the author(s), for example (Smith et al 2015).

Self-Plagiarism

A piece of work may only be submitted for assessment once. Submitting the same piece of work twice (or a significant part thereof, as determined by examiners) will be regarded as an offence of 'self-plagiarism' and will be considered under the School's Regulations on Assessment Offences. This includes work by you previously submitted at a different institution or a different course at LSE. However, earlier essay work may be used as an element of a dissertation, provided that the amount of earlier work used is specified by the department and the work is properly referenced.

Avoiding Plagiarism

The appropriate citation of sources is an important tool for scholarly work and the responsibility for learning the proper forms of citation lies with the individual student. However, the Department of Social Policy and the School do provide resources to assist students.

If you are unclear about plagiarism and/or require assistance with the academic referencing conventions used by the School you should seek guidance from your Academic Adviser or the Library:

Further useful sources of information:

<http://www.plagiarism.org>

<http://www.plagiarismadvice.org/index.php>

Detection of Plagiarism

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing suspected plagiarism may be referred to an Assessment Misconduct Panel, which may result in severe penalties. In a case of suspected plagiarism, the Department will act according to the School's Regulations on Assessment Offences.

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The Programme

PhD Academy

lse.ac.uk/PhDAcademy

PhD Academy

The PhD Academy, is a dedicated space and services hub for doctoral candidates. At LSE we place doctoral candidates at the heart of our research culture and community. Our doctoral programmes are designed to nurture the next generation of influential scholars, policy makers and leaders. All students will be invited to visit the Academy and find out more about it once induction at Departmental level is complete. If you have any queries about registration, being an ESRC student and professional development please come to the office in the Academy. Academy staff are operating an open door policy for all students and aim to resolve any queries and problems on the spot where possible.

The Academy is located on the 4th floor of the Lionel Robbins Building, which is also the Library building. Access to the office for students with disabilities is possible but students are advised to contact the office first.

Research Students in the Department

- Most [research students](#) in the Department are registered as either MPhil or PhD students. MPhil/PhD programme students register initially for the MPhil programme and are transferred to the PhD programme when they pass major review generally at the end of the first year.
- [Visiting Research Students](#) are research students from other universities who spend up to one academic year (i.e. three terms) in the Department.
- ‘[ESRC 1 +3](#)’ students take an MSc in their first year in either Social Policy (Research) or Social Research Methods (Population) before being transferred to the MPhil/PhD programme (if their MSc degree results meet the required standard). They are funded by the [ESRC](#) (Economic and Social Research Council).

ESRC students have access to the Doctoral Training Centre ([DTC](#)) [Moodle site](#) which acts as the primary point of reference for information about the LSE DTC, other DTCs in the national network and other ESRC led initiatives.

- [LSE Studentship](#) students are funded by the LSE for their 4 years of research study. The studentships include a requirement that award holders contribute to their academic department as part of their research training, in the form of providing teaching or other work in their department, usually from year two onwards. The Department of Social Policy’s expectations are:
 - 2 x 1 hour undergraduate classes per week for 2 terms (or equivalent, e.g. 4 x1 hour classes in 1 term)
 - A weekly office hour
 - Marking essays
 - Marking exam scripts
 - Writing end of term reports

This work, which is not additionally remunerated¹ will be for one year only and will be scheduled to fit in with the student's PhD research schedule (i.e. in year 2, 3 or 4). The Department will liaise with award holders in the Summer Term. The decision about which course(s) the student will be involved with will be made by the relevant course convener, in consultation with the student, and with the agreement of the student's PhD supervisor.

Supervision and Support

Role of the Doctoral Programme Director

The Doctoral Programme Director (DPD) has the following specific responsibilities:

- Ensuring the orientation of new research students into the Department;
- Ensuring the allocation and training of supervisors (in conjunction with the Head of Department);
- Ensuring that progress monitoring procedures for all research students are properly carried out and appropriate records of decisions are kept;
- Monitoring submission rates in the department (on the basis of centrally produced data);
- Oversight of research programme requirements.

The DPD should ensure that normally:

- Supervisors are allocated to students in line with School and Department procedures;
- No supervisor is overloaded with supervisory responsibilities and that lead supervisors do not exceed the School's permitted maximum of eight primary supervisees. This is carried out in conjunction with the Head of Department;
- Information relating to research students' registration, status, progression and supervisory allocation is communicated to the PhD Academy in a timely manner.

Supervision arrangements

[Regulations for Research Degrees, paragraphs 12-16](#)

Every research student will be assigned two supervisors, generally a principal supervisor and a second or 'associate' supervisor. In exceptional circumstances, students may have two principal supervisors, known as co-supervisors.

Principal supervisors see students regularly throughout the year. Supervisors make their own arrangements to see students, and each student should come to a clear understanding on this point with his/her supervisor at the first meeting. If any difficulties arise, the Doctoral Programme Director should be consulted.

The principal supervisor will help to define the area of research, advise on sources, choice of materials and methods, and advise on attendance at courses and seminars. Later on, the supervisor will discuss the preparation and writing of the student's thesis. The second supervisor will keep in touch with the student's work, provide additional specialist inputs from time to time, provide a second opinion in the case of difficult choices to be made, and act as back-up for the principal supervisor in the event she or he is sick or on leave.

Every care is taken to ensure students are initially allocated to the most relevant supervisor. However, occasions may arise when a change might be considered: for instance if students' research interests develop away from their original ideas, or if the fit between students' and supervisors' interests turns out

¹ There is a higher stipend available, and for a longer duration, for those with LSE Studentships than for those with ESRC awards.

to be poorer than anticipated. Students who wish to consider transferring from one supervisor to another are invited to discuss the matter with the Doctoral Programme Director as soon as possible. It should be understood, however, that supervisors are entitled to decide what subjects they can usefully supervise. The School cannot guarantee that students will be able to work with any particular member of staff, or that they will have the same supervisor throughout their period of study at the School.

On occasion, staff are absent from the School for one or more terms, on **sabbatical leave**. Where this occurs, students may expect to receive advance warning of this and, before their supervisor's departure, to be notified of the alternative arrangements for supervision in his or her absence. Normally, the second supervisor will provide supervision.

Departmental guidelines for good supervision:

- The principal supervisor should have knowledge of the student's subject area.
- If the student's work touches areas outside the supervisor's field, the supervisor should be responsible for putting the student in contact with specialists who could help him/her.
- There should be regular meetings between student and the principal supervisor. **The student has a right to see his/her principal supervisor a minimum of three times a term in the first year and twice a term thereafter.** However, the actual number of meetings should be flexible enough to cope with the irregular flow of research work. The supervisor has an equal responsibility to get in contact with his/her students. It is usually easier to arrange the time of the next meeting at the end of each supervision.
- It is **essential** for records to be maintained of the outcomes of supervisory meetings via the **PhD Log System**. It is good practice for students to write up notes on what was agreed as soon as possible after the meeting and send them to both principal and second supervisor for their comments.
- If the student has an urgent problem, the principal supervisor has an obligation to arrange a meeting at short notice.
- The student should have his/her own agenda of topics that he/she would like to discuss with the supervisor(s) when they meet. However, with new students, the principal supervisor has the responsibility to indicate how best to use their time for supervision;
- Towards the end of the period of writing up, the principal supervisor should take an active part in introducing the student to the professional field, e.g. encouraging the student to attend meetings of learned societies, seminars, workshops, etc. and introducing the student to other research workers in the field. The principal supervisor should give advice on publication.

In addition, principal supervisors are expected:

- To provide students with academic guidance and feedback on progress and performance, and to discuss any academic problems they may experience;
- To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School;
- To liaise with the School's Disability Office with regards to the Individual Student Support Agreements (ISSAs) for students with disabilities;
- To maintain regular contact with the student regarding academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails;
- To inform the Doctoral Programme Director and the School of any students whose progress is not satisfactory.

Supervision should normally work well, and a good relationship should be built up between student and supervisor. In rare cases, when problems may occur, these should not be ignored, since they are likely to affect both the progress of the student's research, and the probability of ultimately completing the thesis. Difficulties with supervision which affect the progress of the student's work should be discussed with the Doctoral Programme Director in the first instance. If no resolution is possible the Head of Department should be approached. If the Doctoral Programme Director is the supervisor, then difficulties should be

discussed directly with the Head of Department. If the Head of Department is the supervisor then the Head of the PhD Academy should be approached if necessary.

Further useful sources of information:

[Regulations for Research Degrees](#)

[PhD Supervisor Handbook](#)

PhD Log

The PhD log is available on [LSE for You](#) and is a **requirement** of the programme. Research students are required to record attendance at and outcomes of all supervisory meetings (either in person or via Skype). Supervisors must confirm that meetings have taken place and that the outcomes reported by the student are accurate. **This is a School requirement to meet its statutory obligations.** Activity on the log will be checked at the end of each term. Re-registration is depending on the satisfactory completion of the log. **Failure to update the PhD Log could result in the student being unable to re-register for the following year of their programme.**

The PhD log has been developed to make PhD student record-keeping simple and more efficient. It provides a means to keep a shared record of meetings and any other communication between student and supervisor(s) and to act as a record of attendance on the programme.

The advantages are numerous:

- Having a record of what was discussed and agreed helps the student have a clear idea of how to move forward effectively.
- Any misunderstandings/miscommunications can be identified before they may become problematic.
- Records help to structure subsequent meetings and give supervisors a useful aide memoire about students whom they may not have seen for a month or so.
- Records can be viewed by the supervisory team, so that everybody is kept aware of progress and/or problems.
- Where a new supervisor takes over or joins an existing supervisory team, the record can provide useful background information and help them see what advice and support has been offered earlier in the process.
- If complaints arise about the frequency or quality of supervision, records of meetings or other contact can be used in support of a supervisor's position where necessary.
- For international students on visas, records of meetings can function as proof of contact points.
- The log acts as a source of information about the student and supervisors. It provides: supervisors' names, registration status, mode of attendance, research title, date of enrolment, expected completion date, interruption of study dates, and fieldwork dates.

Students are required to initiate the process by starting the first log after which supervisors are given access to the system and can add any comments.

If you need any help in using the log, please contact your programme administrator, Aifsha Butt (a.butt5@lse.ac.uk) or Matthew Brack from the PhD Academy (m.brack@lse.ac.uk).

Teaching and Research Training

The research degree provides training in research methods and preparation for an academic or research career. Students need to acquire the necessary tools for their research tasks, so in addition to progressing with their research, students are expected to take specific training and transferable skills courses. These should be identified in conjunction with the supervisor and training undertaken reported in the annual progress report.

Students may 'audit' other taught courses (i.e. attend the lectures but not the seminars), and are encouraged to attend any of interest. Students can register for courses through the Graduate Course Choice System (lse.ac.uk/coursechoice) but they will be required to withdraw from it prior to examination (unless they wished to be examined for that course). The Graduate Course Choice system will go live from **10.00 on Friday 23 September 2016** and close on **Monday 10 October 2016 at 12 noon**. There will be a 'browsing' period during welcome week (**10.00 on 19 September 2016 to 10.00 23 September 2016**) so that students can familiarise themselves with the system. The PhD Academy will provide detailed information on the process at registration.

The department is planning to hold a research day in week 6 of the Michaelmas term that will involve research students and faculty across the department. Further information will be circulated in due course.

Courses for research students provided by other departments may also be valuable to students studying interdisciplinary topics. Students should search for relevant courses starting with the numbers 4 and 5 (MSc and Research student level) in the Graduate School Course Guides as published in the [LSE calendar](#).

Seminars for Research Students (SA550)

All first year research students are expected to attend the compulsory seminar series [SA550](#). The course is led by the Doctoral Programme Director with other members of staff attending on occasion.

The [SA550](#) seminars take place on Thursday afternoons and a timetable will be provided in a separate hand-out.

Topics in the Michaelmas Term concern the process of doing a PhD and attaining library skills. At the end of the Michaelmas Term each student will be required to prepare a 2/3 page outline of their research topic (including salient literature), their research question(s) and proposed methods. This will form the basis of the seminars in weeks 9, 10 and 11 and are designed to prepare students for their pre-Major Review presentations.

Pre-Major Review presentations take place in the Lent Term onwards. It is important to attend these sessions as they assist with preparation for Major Review: staff and other students provide constructive comments on the proposed research enabling modifications to be made.

ESRC 1 + 3 students are invited to join the Pre-Major Review presentations.

Social Policy Courses

Students may also wish to audit core courses in Social Policy offered by the Department (see below). They may also audit courses in addition to those listed, and should discuss possible courses with their supervisor.

Social Policy: Goals and Issues ([SA488 Half Unit](#))

This course examines the nature of social policy and policymaking: key approaches and issues. The goals of social policy in relation to policy formation and the policymaking process. Issues including: the political economy of social policy; social justice and social policy; human needs; the mixed economy of welfare; the

governance of social policy; gender and social policy; poverty, inequality and social exclusion; globalisation and the future of social policy.

Social Policy: Organisation and Innovation ([SA4C9 Half Unit](#))

This course examines the organisation of social policy, structures, processes and delivery, and recent developments in social policy in industrialised countries. The course examines how policy debates affect policy implementation, with a particular focus on innovation, identifying the social forces influencing the relevant policy changes, and examining the practical consequences for service provision in industrialised countries. Changes in the organisational structure and management approach, in the nature of social control, and in the social and economic context are examined.

Social Policy Research ([SA451](#))

Students will also find it useful to attend the Social Policy Research course organised by Dr Tania Burchardt. This is a core course for the MSc in Social Policy (Research), which introduces students to the range of research methods available to approach the analysis of Social Policy, and works through examples of major studies in the field.

Department of Methodology Courses

The [Department of Methodology](#) provides training for PhD and MSc students across departments in the design of social research, and in qualitative and quantitative analysis.

Courses running in 2016/17 are:

[MY500 Fundamentals of Social Science Research Design](#)

[MY505 Research Methods for Evaluation in Health, Development and Public Policy](#)

[MY521 Qualitative Research Methods](#)

[MY526 Doing Ethnography](#)

[MY529 Special Topics in Qualitative Research Methods: Qualitative Text Analysis](#)

[MY551 Introduction to Quantitative Analysis](#)

[MY552 Applied Regression Analysis](#)

[MY555 Multivariate Analysis and Measurement](#)

[MY556 Survey Methodology](#)

[MY557 Causal Inference for Observational and Experimental Studies](#)

[MY559 Special Topics in Quantitative Analysis: Advanced Regression Modelling](#)

[MY565 Intermediate Quantitative Analysis](#)

Here are specific links to **shorter workshops**:

[MY530 Advanced Qualitative Research Workshops](#)

[MY560 Workshop in Advanced Quantitative Analysis](#)

[MY591 Computing Packages for Qualitative Analysis](#)

[MY592 Workshop in Information Literacy: finding, managing and organising published research and data](#)

[MY593 Authoring a PhD and Developing as a Researcher](#)

The Department of Methodology also offers a walk-in 'Methods Surgery' where staff and students can drop in with methods-related problems for which they seek advice. Two members of staff, covering both quantitative and qualitative approaches, will be present during each session to help with a potentially large range of methodological problems. The focus is on methods, not software, since there is a separate 'software surgery' offered by Learning Technology and Innovation (LTI). In addition to the 'Methods Surgery', the Department of Methodology is starting to compile a knowledgebase, online accessible at lsemi.webfactional.com/knowledgebase, where frequently asked questions are posted along with detailed answers. The 'Methods Surgery' is offered weekly **during term time** on Thursdays 10-12 in COL8.13. This service is based on a first-come, first-served policy: no appointment is necessary.

Teaching and Learning Centre courses

lse.ac.uk/TLC

The Teaching and Learning Centre (TLC) offers a wide range of development and training opportunities for PhD students.

In particular in association with the Department of Methodology it runs the '[Authoring a PhD](#)' which is a key resource to support research students throughout their PhD.

It is organised into 3 strands for students at different stages of their research:

- Getting Started strand (first-year MPhil/PhD students)
- Middle Years strand (second- and third-year PhD students)
- Middle Years/Endgame strands (PhD students in second year or beyond)
- Endgame strand (students within a year of completing their doctorate)

The Teaching and Learning Centre (TLC) is also in association with the PhD Academy in providing a number of opportunities for professional development, this is known as the Academic and Professional Development Programme. For information on the full TLC's Academic and Professional Development programme, please check the website: lse.ac.uk/TLCPhD

IT Training

Word 2010: Formatting an Academic Paper course

IT Training recommends that new students take this course early on in their research. It should save time when producing important documents such as Major Review reports and theses.

See: <http://www.lse.ac.uk/intranet/LSEServices/IMT/training/formatAcademicPaper.aspx>

Drop-in PhD Thesis Surgeries

IT Training also offers a PhD Thesis Surgery held each month for solving specific problems as well as other training sessions for research students alongside its training provision for staff.

See: <http://www.lse.ac.uk/intranet/LSEServices/IMT/training/ITSurgeries.aspx>

Other training courses

Other training courses designed especially for MPhil/PhD students are provided in conjunction with the LSE's Learning Technology and Innovation ([LTI](#)). The courses are designed to support MPhil/PhD students accessing electronic and online sources, resources and tools for research and research dissemination.

For further information on the range of IT training provided, see:

lse.ac.uk/TLCPhD

lse.ac.uk/IMT/training

LSE Careers

careers.lse.ac.uk

LSE Careers provide a comprehensive careers service for PhD students and recent graduates during and after your PhD; helping them to make the most of their PhD experience, to research career options, network with employers, and find vacancies for jobs and part-time work. LSE Careers work completely confidentially with students to help them make the best decisions about their career and develop their future plans. Students can book [an appointment](#) with [Catherine Reynolds](#), the PhD careers consultant for PhD students at any stage of their PhD.

Assessment

Major Review

[Regulations for Research Degrees, paragraphs 22-25](#)

Transfer from MPhil to PhD registration is a significant step and the Department needs to be sure that students have an appropriate research topic, research question(s) and methodology in place. Students therefore undertake a Major Review in the Summer Term at the end of the first year for full-time students and at the end of the second year for part-time students. **Students may not start their fieldwork until they have passed their major review.**

Students submit a document in early May (**Wednesday 3 May 2017**) which forms the basis for a discussion with a panel consisting of two senior members of staff from within the Department (other than their supervisors), although their supervisors may be present. The panel meeting usually takes place in June.

The document should include:

- An introduction that states why the topic or topics to be addressed are of interest, and provides an indication as to the main debates around it: in other words, provides the reader with a clear statement of your 'problematic' (the puzzle you are trying to solve or problem you are seeking to address);
- A literature review: this should not be a synthesis of all the related literature, but rather should focus on the research that is relevant to your problematic. You should identify the gaps – substantive and/or theoretical – in the literature and show how you have derived your research question(s).
- A clear statement of the research question(s) and any subsidiary research questions.
- A detailed plan of the proposed research including:
 - Details of proposed methods and reasons why the method(s) have been chosen;
 - A statement of how the data will be accessed/collected and how they relate to the research question(s) (you must be able to answer your question(s) using the methods you specify);
 - A statement as to how they will be analysed and why the method of analysis has been chosen;
 - An indication of how the analysis is intended to relate to the research question(s);
 - Draft versions of research instruments (interview schedules/guides/ questionnaires) (if relevant);
 - A clear timetable; and
 - Chapter headings (as in a Table of Contents).
- For a thesis by publishable papers the Major Review document should provide material relevant to the four headings above for each paper, but greater emphasis and detail may be given to the one or two papers among three (or more) proposed.
- Length: 10,000 words, excluding footnotes, appendices and bibliography. Draft questionnaires/schedules should be included in an Appendix. Other appendices may not be read by the reviewers.

The PhD Style Guide published on the Department's website also provides guidance on formatting and the layout of the Major Review document as well as the final thesis. This might prove helpful.

See: lse.ac.uk/PhDStyleGuide.pdf

Outcomes:

- The outcome of a **first attempt at Major Review** results in one of the following decisions:
 1. Pass, with comments and suggestions.
 2. Requires submission of additional material and/or minor amendments to the Major Review document (a second viva might be held and will be determined by the Panel).
 3. Fail, requiring resubmission and additional viva.

Passing Major Review will lead to upgrade to PhD status. For all decisions, the outcome and any comments will be returned to the student and supervisors, within two weeks of the viva.

- **Second attempt at Major Review**

In the case of a decision taken under **point 3** above, i.e. that the student has failed the first attempt, he/she must revise and resubmit his or her Major Review document in full within the time frame specified by the panel (no more than six months after the first attempt). No extension will be granted other than for exceptional and documented medical or personal reasons (see below). Students should prepare their resubmission in close contact with their supervisor(s) and in relation to the comments provided following the first major review.

In the case of a decision taken under the **point 2** above, the student is required to submit the additional and/or amended material within the timeframe specified by the Panel. No extension will be granted other than where exceptional and documented medical or personal reasons apply (see below). The Panel will indicate whether or not a further viva is also required.

If a student fails to meet the requirements specified under **points 2 or 3** (i.e. additional material/minor amendments **or** resubmission/viva respectively), the student normally has the option of continuing as an MPhil student and submitting for an MPhil degree.

- **A third attempt to upgrade will not be allowed.**

In making their recommendations the members of the panel will take account of the submission date and any other information of relevance (such as supervisor's reports and the student's justification of his/her Major Review document).

Students have the right of appeal against a final decision not to upgrade to PhD. Appeals procedures are available (See: [Appeals Regulations for Research Students](#)).

In the event of illness or other exceptional circumstances preventing submission or attendance at the major review meeting, an application for deferral to a later date may be made. In this case, a medical certificate or other form of independent evidence to support the deferral must be provided. The Department will make a decision on the basis of the information provided and the availability of reviewers. It is unlikely that major reviews will be held in the Michaelmas or Lent Terms due to time constraints.

Annual Progress Reports

[Regulations for Research Degrees, paragraphs 19-21](#)

At the end of each academic year all research students are required to complete a progress report form and submit a 1-2,000 word self-assessment of progress. Students who have submitted a substantial written document during the year, such as a major review document, a third review document or a draft thesis are exempted from submitting this self-assessment but should nevertheless fill in the progress report form nonetheless. Students are required to send their reports to their supervisors for comments. The reports are then reviewed by the Doctoral Programme Director for approval and re-registration purposes.

Third Year Student Progress Reviews

[Regulations for Research Degrees, paragraphs 19-21](#)

A formal review of progress takes place during each student's third year.

Submission this year will be on **Friday 19 May 2017**. An information session on the Third year process will take place on **Thursday 9 February 2017 at 14.00** and announced by email at the beginning of the Michaelmas term.

The 'Third-Year Review' is a School wide policy to monitor the quality of the student's research, to consider her/his progress towards submission within the 4 year deadline and to establish a timetable for completion.

The document should contain:

- A short introduction to include the context of the chapters submitted and an overall chapter outline.
- A short outline of the methods if appropriate.
- Minimum of 2 empirical chapters (draft versions are acceptable) or a minimum of one completed paper and one draft paper for paper theses. Any tables or figures should be placed in the main text (not in a separate document).
- Timeline for completion.
- Realistic report from supervisors about progress.

Outcomes:

Two senior academics will review the document. In the event of the panel expressing concern about a student's progress a formal meeting with the student will be arranged. The student should provide any supplementary documentation in the event of exceptional circumstances.

Following this meeting, the student will be allowed (a) to proceed; or (b) allowed to re-register conditionally with a view to de-registration at a later time (but usually before the next annual progress review point) if these conditions are not met.

Conduct of Research

LSE Research Ethics

All students are expected to discuss the ethical implications of their research with their supervisors.

Where appropriate a **research ethics review checklist** and a **research ethics review questionnaire** needs to be completed. Additionally, PhD students undertaking fieldwork are required to complete an application, which includes a risk assessment.

lse.ac.uk/PhDAcademy/fieldworkform

The conduct of research is a vital part of the life of the Department. Not only is it integral to the work of all academic staff, but many students in the course of their studies will undertake a piece of primary research for the purposes of a dissertation or thesis. Although any particular empirical investigation may be modest in scope, if it entails human participants, it is nonetheless essential that staff, students and supervisors should consider and address any ethical implications that may pertain to the project. While some students will receive explicit instruction in relation to research ethics as part of a taught research methods course, others may not. In either event, it is a requirement that dissertations or theses that are based on data directly gathered from human participants should include a statement to demonstrate that the research has been conducted in accordance with appropriate ethical principles.

In unusually sensitive cases it may be sensible for this to be done in any event. In such instances the School has recently established a [Research Ethics Committee](#) that may be consulted

See Ethics Review Checklist and Questionnaire for Researchers, and Research Ethics Guidance, at:

lse.ac.uk/ethicsguidanceandforms

Although it would not usually apply to student research projects, there are certain circumstances in which a piece of research may have to be subject to prior independent ethical scrutiny and approval. For example, any research that involves patients of the UK National Health Service must have approval by a Local Research Ethics Committee. Details of research requiring ethical approval is given on page 7-8.

General Guidelines on Research Ethics

The Social Policy Association (SPA) has published Guidelines on Research Ethics, which may be downloaded at <http://www.social-policy.org.uk/publications.html>

It should be noted that anybody engaged in social research has obligations:

- **To society at large.** The purpose of social research is so far as possible to advance human understanding and not exclusively the interests of the researcher, of any particular organisation, group or government.
- **To other researchers.** All researchers, including students, have a responsibility to make sure that what they do does not prejudice the work of others who may be conducting or who may seek in future to conduct similar investigations.
- **To participants.** People who are interviewed or observed in the course of social research should come to no harm as a result. The two most widely discussed principles in this connection are **informed consent** and **confidentiality**: participants should clearly understand the purposes of the research and must explicitly agree to take part; and they should have a right, if they choose, to have any personal data treated in confidence. Because research in social policy may well involve individuals or groups who are unusually vulnerable or marginalised, adhering to these principles

can sometimes be problematic. Additionally, it may be necessary to anticipate, for example, that participation in certain kinds of research may occasion emotional distress to the individuals concerned, or that the reporting of research - even when participants have been anonymised - may indirectly harm or unintentionally stigmatise those who took part, or the groups or communities to which they belong.

It should also be recognised that researchers have a responsibility to themselves and the School has a responsibility for the safety of staff and students involved in research. Certain kinds of research may expose the investigator to danger, including the risk of violence from participants or because of the inherently hazardous nature of the environment in which the investigation is to be conducted. In such instances, attention should be paid to the ways in which such risks may be minimised.

Personal Safety and Risk Assessment

School policy and good practice requires a risk assessment where students are engaged in academic work away from LSE which produces what can be termed 'serious additional risk'. For some students, research will involve poring over the latest Government policies, but for others it will mean going out to talk to stakeholders and policy makers. Many of you will be staying in the UK whilst others will be going further afield to carry out research. With so many variables and permutations it is impossible to offer specific advice about personal safety. However the following general points should be kept in mind at all times:

- Your fieldwork is an important part of your research. HOWEVER you should never do anything or go anywhere that you believe would put you at personal risk.
- You should always ensure that you let someone know where you are going, when you are planning to return and when you have returned.
- If you are going out to interview stakeholder groups take due care. Where possible go with someone else or hold focus groups. Do not put yourself at risk in order to obtain information. It is NEVER worth it.
- Use common sense at all times when thinking about where and how to gather your information and always pay due care and attention to your own health and safety.
- If you are travelling to a country where you are not a citizen and have no right to health care you should take out insurance to cover your costs should you fall ill or require some form of assistance. Seek advice from the Health and Safety team before going anywhere to make sure you are covered by the School's insurance.
- In addition, if you are travelling to a country where you are not normally resident you should check to be sure that you have all of your immunisations current and do not require any further medical treatment before you travel. It is worth seeking advice from the Country specific information is also available on the NHS website at:
<http://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx>
- Finally, you should check the British Foreign and Commonwealth Office travel advice web pages for specific information regarding the country to which you are travelling. See:
<https://www.gov.uk/government/organisations/foreign-commonwealth-office>

The risk assessment form is attached to the application to undertake fieldwork form and should be discussed with their supervisors in the first instance, as with the declaration on ethical issues.

The Thesis

Requirements of a Thesis

The full requirements of a thesis are set out in the School Regulations at:

[Regulations for Research Degrees, paragraphs 29-41](#)

Department's Guidelines for a Thesis by Publishable Papers

In 2008 the LSE regulations were amended to allow students to gain a PhD by submitting a series of publishable papers instead of a conventional thesis provided that such a format is permitted by the guidelines issued by the student's department and that the thesis conforms to those guidelines.

This option is not normally appropriate for the Department of Social Policy except for topics that fall within economics, demography or cognate disciplines.

In cases where this option is acceptable, the guidelines are:

- The papers concerned should actually have been published in high quality refereed journals, be submitted for publication to such a journal, or be of a quality to be published in such a journal.
- The introduction to the thesis should link the papers.
- The thesis should consist of at least 3 papers, an introduction, conclusion and any other linking chapters that might be appropriate.
- The thesis should have a minimum of 50,000 words and a maximum of 100,000 words including figures and tables in the overall count.
- The introduction and conclusion should have no specific word limit.
- The large majority of the work for the papers concerned should have begun after the student's initial registration for MPhil/PhD.
- At least one paper should be single authored, and any other papers should be primarily authored, by the student.
- If there are any co-authored papers, the thesis should be accompanied by specific detailed statements on the contribution of the co-authors.

Current students could switch to this format, but only with the agreement of the principal supervisor and any co- or second supervisors. In the event of non-agreement, the Doctoral Programme Director would decide which format was appropriate.

Incoming students would normally make the decision as to which format to adopt at Major Review stage. Again the agreement of all supervisors (and if necessary the Doctoral Programme Director would be required).

PhD Style Guide

The Department offers a [PhD Style Guide](#) to assist students with setting out their theses, and a template with the recommended format. Both documents are published under Information for Current Students on the Social Policy web pages at: lse.ac.uk/socialPolicy/InformationForCurrentStudents

Further guidelines are provided under the Year 4 tab of the PhD Academy website.

See section '[Submitting your thesis](#)'.

Editorial and Outside Help with your Thesis

Students may wish to seek help from a third party in editing their theses before submitting it for examination. The School has published statement on [editorial help and outside help](#) during the research process. These set out the levels of assistance a student might legitimately seek during their PhD. Students will need to read the statement, provide a copy of it to any third party who might be used when editing the thesis and declare what help has been received from a third party in the front pages of the thesis.

PhD students are encouraged to seek advice on the different aspects of their research in the form of 'peer review' (for example, by presenting at conferences). It is also legitimate for a student to seek outside help with particular aspects of their research, for example, in using research organisations to facilitate fieldwork trips. But it is important that external input of this kind is not excessive. Also, there will be aspects of research that students are expected to conduct themselves, within the context that their eventual thesis is expected to be their own original work.

To ensure that the levels of outside help a particular student might seek are within acceptable norms, students are required to:

- Discuss with their supervisor(s) any help they are considering using with any aspect of the research process;
- Discuss with their supervisor(s) any advice they are seeking from other departments at the School or from sources outside of the School; and
- Credit appropriately within his/her work any help received.

iThenticate

[iThenticate](#) is a text matching software whose purpose is to ensure originality of work before professional publication. The software which was piloted by the School in 2013 remains available to all research students who wish to check draft text or chapters. Access can be requested by emailing Phdacademy@lse.ac.uk

Submission and Examination

An Examination entry form for PhD examination **must be submitted at least two months before submission of the thesis to allow sufficient time for the examiners to be formally appointed**. The application forms and guidance can be downloaded at lse.ac.uk/PhDAcademy/formsandguidance. Students should complete sections 1-3 with information on their thesis, before forwarding to their supervisors to complete section 4 with information on the proposed examiners. The application has also to be signed by the Doctoral Programme Director before being sent to the PhD Academy for formal approval of the examiners.

Final copies of the thesis should be submitted to the PhD Academy who administers the examination process except for arranging the viva which is the responsibility of the supervisor and department.

The [PhD Academy webpages](#) provide excellent guidance and advice on the examination process.

Regulations

The regulations for the research degree are set out in the School Calendar at: lse.ac.uk/calendar/Research

Registration

The School expects that research students will be registered continuously when carrying out their research and writing their MPhil or PhD theses.

<http://www.lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsForResearchDegrees.pdf>

Within this period, a minimum and a maximum period of Registration for students registered on the MPhil/ PhD programmes is specified. **The minimum period** of registration is two academic years for full-time students or the equivalent for part-time students. **The maximum period** of registration is four years for full-time students, and eight years for part-time students.

If a student is unable to continue their studies full-time, it may be possible to change the mode of study to part-time provided that their circumstances fulfil certain conditions. Where a student follows periods of both full- and part-time study the maximum length will be adjusted according to the length of registration spent in each mode.

If a student is unable to continue their studies for a limited period, such as pregnancy or illness, it may be possible to interrupt registration, in which case the maximum length of their registration will also be adjusted.

Exceptionally, the Research Degrees Subcommittee Chair may permit a student to continue in registration beyond the maximum length on the basis of criteria laid down in the regulations. Students will normally be granted one extension of registration beyond the maximum period. They should normally submit requests for extension of registration **by the end of the penultimate year** of registration.

The PhD Academy authorises any changes or amendments to students' registration for which students need to apply. Forms and guidance are available at: lse.ac.uk/PhDAcademy/formsandguidance

Forms should be completed in consultation with supervisors whose signatures are required, before being forwarded to the programme administrator for signature by the Doctoral Programme Director.

Term Dates, Vacations and Working

Term Dates

The School's term dates are published [online](#). When you register for a research programme, you are expected to reside within the UK in order to attend taught courses and/or supervision meetings at the LSE. In exceptional circumstances, the Research Degrees Subcommittee Chair might permit you to reside outside of the UK during the final stages of your research: for further information on residing outside of the UK please see the [PhD Academy](#) website.

For all registered research students' vacations are the Christmas and Easter breaks in each year of registration. You are considered a registered student, continuing your studies during each summer vacation; this is therefore not vacation time. You can request one short vacation (of up to 4 weeks) during each summer vacation in years 1 to 3 (or 1 to 7 if part time). This does not normally apply in the summer of your final year when you are expected to be completing your thesis for submission. Vacations during the summer must be negotiated with your academic department, usually with your supervisor and/or Doctoral Programme Director in good time before you plan to leave. Agreed vacation periods should be notified to

the PhD Academy (Phdacademy@lse.ac.uk) If additional vacation periods of this kind are granted to you, this cannot then be used as a reason for needing to extend your maximum period of registration in order to complete your thesis.

Working while studying

Studying at the LSE and completing an MPhil or PhD is intensive and demanding. Therefore, we recommend that students limit work during term time to 15 hours per week.

Further guidance on working during your studies as a Tier 4 visa holder can be sought from the [International Student Visa Advice Team](#) at the LSE.

If you have an ESRC award, you are encouraged to undertake a certain amount of paid teaching or other research work during your studentship provided that you spend a minimum of 1800 hours each academic year on your doctoral training and research. Your programme of training should be compatible with such work and your supervisor must approve. Further guidance on the conditions of ESRC funding can be sought from the [Financial Support Office](#) at the LSE.

Funding For Research Students

Conference Expenses for Research Students

The School has a Postgraduate Travel Fund open to PhD students who have been invited to give a paper at the conference related to their research degree. Students will **not** normally be assisted with more than one conference per academic year.

See: lse.ac.uk/financialsupportoffice/postgraduatetravelfund

The Department of Social Policy has also set aside a limited amount of funding to help PhD students with conference expenses, providing that the following conditions are met:

- The student must not be in receipt of a scholarship/studentship that covers conference expenses;
- The student must first have applied (and been unsuccessful) for School funds (via the Financial Support Office);
- The student's supervisor and the Doctoral Programme Director must confirm that she/he is within 12 months of submission and that she/he is presenting a paper or a poster presentation based on their thesis;
- Research students can claim this **only once** during their programme of study.
- The maximum allowed per student will be £200.

In addition, the Department will also contribute £80 for any research student to attend the Social Policy Association annual conference or another relevant professional association conference (e.g. British Educational Research Association). Students can claim this **only once** during their programme of study. Presenting a paper is **not** a requirement.

Hardship Funds

Information on financial assistance for registered students is available at:

lse.ac.uk/financialsupportoffice/registeredstudents/in_course_financial_support

Final Year PhD Fund

For students who are within a year of submitting their thesis. Information is available at:

lse.ac.uk/financialsupportoffice/registeredstudents/finalstagePhDstudents

Titmuss Meinhardt Hardship Fund

lse.ack.uk/socialpolicy/hardshipfunds

Available to all Social Policy students. In proven cases of unforeseeable need or emergency, a student may apply for a sum up to an approved maximum from the Secretary of the Fund. Students are expected to approach the Financial Support Office before seeking help from this fund.

Research Student Facilities

Research Student Study and Common Rooms

There are three research study rooms and a common room. Each room has networked computers, and a printer that services the computers in that room.

- OLD 1.15 (PhD Common Room) has 3 computers
- OLD 1.19 has 10 computers
- OLD 1.20 has 10 computers
- The Social Science Research Laboratory (SSRL) has 6 computers

These rooms are kept locked at all times, and access is restricted to Social Policy research students. To gain access to these rooms, please contact the Programme Administrator for the door codes. Special arrangements need to be made via the Programme Administrator if students require access to rooms OLD 1.19 and 1.20 after 6.30 pm on week-days or at week-ends. Please note that there may be no access to any of these rooms during periods when the School formally closes e.g. for periods over the Christmas and Easter holidays (when all heating to the LSE buildings is also switched off).

The PhD Common Room, adjacent to the Study Rooms, is provided chiefly for use as a discussion and relaxation area. In addition to chairs and tables, there are tea and coffee making facilities, and two fridges. Please use the recycling bins provided, and as a matter of courtesy, please ensure that you leave this room clean and tidy, and as you would wish to find it. You will need your LSE ID card to access this room.

Phones in the PhD computer rooms have been set up so students can make non-local external calls on these phones with a phone card. Phone cards are widely available (including at the Student Union shop).

Paper and Printer Cartridges

Each Study Room is equipped with a printer which services the computers in that room. There is a spare toner cartridge beside each printer to ensure that there is always toner available for the printing of documents. Please ensure that you inform Angela Fitzgerald (a.fitzgerald@lse.ac.uk , OLD 2.46) if you use the spare toner cartridge so that a replacement can be ordered. Empty toner cartridges should be placed inside the packaging from which the new cartridges are taken and placed in the recycling box under the table in the Department Post Room (Room OLD 2.43). Please contact your Programme Administrator, Department Manager, or Deputy Department Manager for the code to access this room.

Paper supplies can also be collected from the Department Post Room.

Lockers

In addition to computer facilities, each Study Room has a bank of lockers. Research students may request one locker each to store material during their time in the Department.

Upon completion of your degree, you are expected to empty your locker, and return the key. On the first day of the new academic year, the Department will empty the lockers of any students who completed their degrees in the previous academic session and will dispose of any unclaimed possessions.

Locker keys are available from Aifsha Butt (a.butt5@lse.ac.uk , OLD 2.45). There is a £5 deposit for the key, which is refunded when you have finished with the locker and returned the key.

Computer Access

New students should approach the IT Service desk to activate their LSE IT account. You will need to take proof of registration in order to obtain an individual password and network space on the LSE's Network (H space). Once you have received your individual username and password, you will be able to access e-mail and the Internet.

Conditions of Use of Computers

No documents should be stored on the hard disk drives (C drive). All unofficial files will be erased from the c: drive directories periodically and without prior notice. If you use the study rooms you are strongly advised to keep two separate copies of all important material. In addition, we advise you store all important electronic information on your H space.

Computer use across the School is on a first come, first served basis. If you are leaving the room for any time, please log out and free the machine for someone else to use. The computers are in huge demand, so there can be no "saving" machines or reserving space in advance.

Each Department is supported by an [IT Support Team](#) who assist in the event of individual PC problems. The Support team within the Department is managed by Angela Aubertin. If you encounter any equipment that is not working, please report the fault immediately on Ext 5000, or by email at it.servicedesk@lse.ac.uk or visit the [Walk-in Centre](#) on the 1st Floor of the Library.

Other Useful Resources

Postdoctoral Opportunities

Information on postdoctoral opportunities can be found at on the Social Policy website:
lse.ac.uk/socialpolicy/postdocfellowship

Learned Societies and Professional Associations

There are a number of learned societies and professional associations relevant to postgraduate students in the fields of Social Policy. Many publish their own professional journal, and most offer student membership at reduced rates.

- [British Society for Population Studies](#)
- [British Sociological Association](#)
- [Development Studies Association](#)
- [International Union for the Scientific Study of Population](#)
- [Political Studies Association](#)
- [Population Association of America](#)
- [Royal Economic Society](#)
- [Social Policy Association](#)