



Department
of Social Policy

Department of Social Policy

Postgraduate Handbook

MSc Social Policy (Social Policy and Planning)

2016/17

Programme Director:

Dr Timo Fleckenstein

OLD 1.17 email: t.fleckenstein@lse.ac.uk ext. 6994

Programme Administrator:

Anne Okello

OLD 2.46 email: a.okello@lse.ac.uk ext. 7665

lse.ac.uk/socialPolicy



September 2016

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
LSE LIFE	4
Library.....	4
Student Services Centre (SSC)	5
Timetables	5
School Wide Codes and Regulations	5
Equality, Diversity and Inclusion.....	5
Regulations and Codes of Practice - The Calendar	6
Fieldwork Safety	7
Research Ethics.....	7
Registration	8
An Overview of Your Department	13
Sources of Information	13
Socialising	13
Department Committees and Student Representation	14
Teaching, Supervision and Support	14
Examination and Assessment.....	15
Formative Assessment.....	15
Summative Assessment.....	16
Departmental Assessment and Feedback Statement	16
Marking Framework: MSc Programmes.....	17
Plagiarism	18
Defining Plagiarism	18
Avoiding Plagiarism	19
Detection of Plagiarism	19
MSc Social Policy (Social Policy and Planning).....	23

Programme Administration	23
Key Academic Staff Contact Details.....	23
Programme Regulations	24
Academic Adviser	25
Full Time Students	25
Part Time Students	25
Programme Meetings.....	25
SA471: Social Policy and Planning Dissertation.....	26
Purpose of the Dissertation.....	26
Dissertation Planning and Timeline.....	26
Dissertation Publication	27

**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.

LSE LIFE

lse.ac.uk/lselife

LSE LIFE is the School's centre for academic, professional and personal development. They can 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.

LSE LIFE offers

- 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.

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 Offices is responsible for scheduling and allocating rooms to all of the School's Undergraduate, Masters and Research taught courses. Teaching begins on Monday 6th October 2014, this is referred to as week 1 of Michaelmas Term. 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.

Codes of Good Practice

The Codes of Good Practice for Undergraduates and Taught Masters Programmes explain the basic 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 Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

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://www2.lse.ac.uk/intranet/LSEServices/policies/home.aspx>

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.

Undergraduate Course Choice

lse.ac.uk/coursechoice

You will need to choose all of your courses, including those that are compulsory, in LSE for You. All course choices need to be approved by your Academic Advisor so please make sure you discussed your options with him/her. The deadline for course choice for undergraduate students is **10 October 2016**.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations for which outline your available course choices and a course guide for each of them. You will also find tutorials on how to select courses, including information on how to select courses that are not listed in your programme regulations.

The schedule for publication of personal Timetables in LSE for You is shown below.

- Continuing students: from Tuesday 20th September 2016
- First years: from Friday 23rd September 2016
- General course students: from Friday 23rd September 2016
- Intercollegiate students: from Friday 30th September 2016
- Diploma students (undergraduate course): from Friday 30th September 2016

If you have made your course choices in LSE for You by the specified date, but cannot view a personal timetable this may be because you have a timetable clash. If this is the case you should see a message telling you the codes of the courses that are clashing. For further information on timetable clashes please see the timetables web page:

<http://www.lse.ac.uk/intranet/diaryAndEvents/timetables/timetableClash.aspx>

If you make a change to your course choices after the publication date please allow three working days for the changes to appear on your timetable.

Postgraduate Course Choice and Seminar Sign Up

lse.ac.uk/coursechoice

You will need to choose all of your courses, including any compulsory ones and your dissertation, in LSE for You.

Course choice opens for browsing during Welcome Week so that you can get used to the system. However, you will not be able to make any choices during this period. The system opens fully from **23 September 2016** but you will only be able to access the 'Graduate Course Choice' option in LSE for You when your admissions paperwork is completed. The deadline for course choices is **10 October 2016**. The system will re-open at the beginning of Lent Term so you can make any changes that are needed for Lent Term.

To choose your courses first visit lse.ac.uk/coursechoice. Here you will find links to the programme regulations for which outline your available course choices and a course guide for each of them. You will also find tutorials on how to use the Graduate Course Choice system.

Many courses have 'controlled access' and you will need to apply to the Department teaching the course for permission to take it before you can select it. If such an application is required, it will be indicated in the system. You can make applications to take these courses within the system. Your overall diet of courses is also subject to the approval of your home department.

Some departments allocate places to seminars centrally whilst others permit you to choose using the seminar signup facility in LSE for You. Personal Timetables can then be viewed in LSE for You.

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.

Interruption / Deferral / Withdrawal / Programme Transfers / Change of Mode of Study

lse.ac.uk/registrationChanges

Interruption: with approval from your department you can take a break in your studies. Interruptions are one calendar year long. You are usually required to return at the start of the nearest applicable term – be that Michaelmas or Lent term. Summer term interruptions are not possible. For more information, please see lse.ac.uk/interruptions

Deferral: if you complete the teaching year but have difficulties in the lead up to or during the exam period, then in exceptional circumstances you can seek to defer assessment(s) to the following academic year. For more information, please see lse.ac.uk/deferrals

Withdrawal: withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information, please see lse.ac.uk/withdrawals

Programme Transfers: you can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by and require approval from both academic departments and the School before being authorised. For more information, please see lse.ac.uk/programmetransfers

Change of Mode of Study (for postgraduate students): if a change in your circumstances occurs that means that you need to change your study mode from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study mode is generally acceptable, and your course choice will be amended according to programme regulations. Your fees will also be amended in line with the part-time fees published in the Table of Fees for the same academic year. Changing from part-time to full-time may not always be possible. Requests to change from part-time to full-time study mode will be considered on a case-by-case basis. For more information please see: www.lse.ac.uk/PTchange

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

Student Common Room

The Student Common Room is in OLD 2.14 and is available for Social Policy students as a social and general study space. To ensure that the room is secure, the door has been fitted with a digital lock. The code for this lock is **C1278Y**. Please do not share this code with anyone from outside the Department.

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.

Teaching, Supervision and Support

Teaching

Lectures are an integral part of your programme and will introduce themes and ideas on a particular topic before the corresponding **class** (undergraduate) or **seminar** (postgraduate). Every lecture at the LSE is open to all students, subject to space in the lecture theatre, so if you would like to attend additional lectures out of interest, and your timetable permits, do take advantage of this opportunity. Attendance at **classes/seminars** is compulsory and attendance is recorded.

Advice and Feedback Hours

The purpose of "advice and feedback hours" is to give students regular access to teachers. This gives you the opportunity to talk to your course teachers on a 1-2-1 basis. If you need clarification on a particular topic, are having any difficulties with the course, or if you are interested in their particular field of study and want to know more, you can visit the course teacher during their advice and feedback hour. You can see any teacher during their advice and feedback hour, even if you are not a student on one of their courses.

All teachers hold an advice and feedback hour at least once a week during term time. Some teachers operate a drop in session, whilst others ask you to book an appointment via LSE for You. You can check a teacher's advice and feedback hour on the *Who's Who* pages of the departmental website, on the sign outside their office door and, for some courses, on Moodle. If you are unable to attend a particular advice and feedback hour, for example because of a timetable clash, you can contact the individual teacher to arrange an appointment at an alternative time.

Academic Adviser

At the start of your degree programme, you will be assigned an Academic Adviser, who is also usually your dissertation supervisor. Your Academic Adviser is your tutor and will guide and assist you in your learning development and is also available to help with any personal difficulties.

The Academic Adviser's responsibilities include:

- Providing academic guidance and feedback on students' progress and performance and to discuss any academic problems they might experience.
- Providing pastoral support on non-academic issues and referring students to the appropriate support services within the School.
- Implementing the provisions outlined in Inclusion Plans (IPs) for disabled students, in liaison with the School's Disability and Well-Being Service.
- Advising /approving course selection.
- Informing the Programme Director and School of any student whose progress is not satisfactory.

You should make arrangements to see your adviser and aim to do so at least twice each term, or more frequently if you are having particular difficulties. You can also use the advice and feedback hour system to keep in touch with your Academic Adviser. Any issues that cannot be resolved with your adviser can be taken to your Programme Director.

Role of the Programme Director (Taught Post Graduate Students)

A Programme Director is responsible for each taught programme. The responsibilities of the Programme Director include:

- Providing students with detailed information about their programme.
- Providing a programme induction for new students, including information on the selection of options and arrangements for supervision.
- Arranging regular termly meetings with student programme representatives and the nomination of a representative(s) to the Department's Staff-Student Liaison Committee.
- Providing a direct channel of communication between the School and any student who is encountering academic or pastoral difficulties.
- Agreeing, where appropriate, a student's request for course choice outside the degree regulations.
- Agreeing, where appropriate, a student's request for a degree transfer.

Examination and Assessment

Formative Assessment

Formative (non-assessed) coursework is designed to prepare you for the summative (assessed) work that you will complete later in the course. Formative assessment might include essays, problem sets, presentations or mock examinations. The purpose is to provide you with an opportunity for feedback on your work. All courses include some kind of formative assessment and you will be given full information about the required piece(s) of work by the course convener and/or your Programme Administrator.

Summative Assessment

Summative assessment counts towards your final degree award. Summative assessment may take the form of a written examination, an essay, a presentation or a combination of two or three of these modes of assessment. The modes of summative assessment are set out in each course guide and you will be given full details of your summative assessment by the relevant Programme Administrator.

Extensions

If you have good cause not to meet a summative assessment deadline because of illness/injury, bereavement or other serious personal circumstances, you should first discuss the matter with the course teacher and seek a formal extension from the Chair of the appropriate Sub-Board of Examiners. This must be done as early as possible. Extensions will be granted only where there is good cause backed by supporting evidence (e.g. medical certificate), and where the circumstances are unforeseen and out of the student's control. All evidence must be in English, or accompanied by a certified translation.

Exceptional Circumstances

Exceptional circumstances are those which you feel may have had a significant impact on your academic performance during an exam or other summative assessment. Such circumstances might include, but are not limited to, illness, injury, or bereavement. If you wish to make the Sub-Board of Examiners aware of your circumstances and how these have affected your performance, please complete the Exceptional Circumstances form (available from the Student Service Centre). The form should be accompanied supporting evidence of your circumstances (such as doctor's letter, hospital note, death certificate or police report).

This and supporting documentation must be submitted to the Student Services Centre on the ground floor of the Old Building within seven days of your last exam or your dissertation/coursework submission deadline.

Penalties for the Late Submission of Summative Coursework

If you fail to submit a piece of summative assessment 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.

Exceeding the Word Limit

Written work must not exceed the word limit. If it is clear that a piece of coursework exceeds the set word limit, the markers will make a judgement based only on the content up to the word limit.

Departmental Assessment and Feedback Statement

The Departmental Assessment and Feedback Statement is currently being revised for the 2016/7 academic year and will be issued to all students separately from this handbook. It will also be made available on Moodle and on the Departmental webpages.

Marking Framework: MSc Programmes

This is a guide to the principal criteria used for the marking of both assessed and 'formative' written work. The descriptors given are merely illustrative of the standards that markers apply. Feedback from markers will usually include specific comments under each of the four headings below. Overall marks/grades awarded will reflect an overall judgement, based on all four criteria, but will additionally take account of the extent to which students have substantively answered the question(s) set.

CLASS	MARK	CRITERIA			
		STRUCTURE AND CLARITY OF EXPRESSION	AWARENESS AND USE OF LITERATURE	KNOWLEDGE BASE AND UNDERSTANDING	ARGUMENT/CRITICAL ANALYSIS AND CONCLUSION
Distinction	75+	Exceptionally well rounded argument; persuasively written	Excellent use of extensive literature well beyond the reading list which is impressively exploited	Excellent understanding and outstanding exposition of relevant issues; impressively well informed; insightful awareness of nuances and complexities. No major room for improvement, given constraints of essay form	Argument marshalled in an outstanding manner with excellent integration of theory/conceptual framework; searching questioning, unbiased approach; unambiguous evidence of original and independent thought.
	70-74	Excellent, logically developed argument; very well written	Very good use of wide range of literature to support argument / points	Very good understanding and exposition of relevant issues; well informed; good awareness of nuances and complexities	Well constructed arguments with appropriate use of theory/conceptual framework; questioning, unbiased approach; clear evidence of independent thought; good demonstration of originality of thought
Merit	65-69	Very well developed argument; well expressed	Good use of wide range of literature to support arguments	Clear awareness and exposition of relevant issues; some awareness of nuances and complexities but tendency to simplify matters	High standard of critical analysis with appropriate choice and use of theory/conceptual framework; some questioning of literature
	60-64	Logically presented argument; clearly expressed	Adequate use of standard literature to support arguments	Shows awareness of issues but lapses into description in places	Appropriate choice and use of theory/conceptual framework; attempts analysis
Pass	50-59	Poorly developed argument; meaning not necessarily or entirely clear	Use of narrow range of standard literature to support arguments	Work shows understanding of issue but at superficial level; no more than expected from attendance at lectures; some irrelevant material	Weak understanding or use of chosen theory/conceptual framework; too descriptive and/or analysis too superficial
Fail	40-49	Confusingly structured and argued; meaning unclear	Relies on superficial repeat of lecture/seminar notes	Establishes a few relevant points but superficial and confused; much irrelevant material	No choice or use of theory/conceptual framework; essay almost wholly descriptive; no grasp of analysis with many errors and/or omissions
Bad fail	< 40	Lacking structure and meaningful argument; difficult to understand	No significant reference to literature	Very little or no understanding of the issues raised by the topic or topic misunderstood; content largely irrelevant	No choice or use of theory/conceptual framework; essay almost wholly descriptive; no grasp of analysis with many errors and/or omissions
NOTE: marks < 30 signifies work that is significantly flawed or seriously inadequate; marks < 15 signifies work representing only a minimal or no serious attempt.					

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.

The Programme

MSc Social Policy (Social Policy and Planning)

The MSc Social Policy (Social Policy and Planning) is a broad programme in many aspects of social policy that can be tailored to the interests of students from a wide range of backgrounds. It is the oldest master's level programme in social policy in the world but it has evolved to reflect new interests and challenges.

Four course units in total are required to complete the MSc programme. There are compulsory courses amounting to two units. So, you can select elective courses to the value of two course units. There is a wide range of options on many different aspects of social policy that you can choose from. Your selections may be constrained by timetable clashes or because there are upper limits ('caps') in the number of students who can take a course.

Programme Administration

The programme organisation is the responsibility of Dr Timo Fleckenstein, the Programme Director, who is supported by the Programme Administrator, Anne Okello.

Key Academic Staff Contact Details

The rooms and telephones extensions of those most closely involved with the MSc Social Policy (Social Policy and Planning) are listed below. Telephone extensions can be accessed from outside the School as direct lines by the addition of the prefix 020 7955

Name	Room	Ext	Email
Dr Timo Fleckenstein Programme Director	OLD 1.17	6994	t.fleckenstein@lse.ac.uk
Anne Okello Programme Administrator	OLD 2.46	7665	a.okello@lse.ac.uk
Dr Tania Burchardt - CASE Lincoln's Inn Fields	32L 3.34	6700	t.burchardt@lse.ac.uk
Dr Joan Costa-Font (Sabbatical leave MT)	OLD2.37	6484	j.costa-font@lse.ac.uk
Dr Sonia Exley (Sabbatical leave LT)	OLD 2.65	7348	s.exley@lse.ac.uk
Professor John Hills – CASE	32L 3.32	7419	j.hills@lse.ac.uk
Professor Stephen Jenkins – Head of Department	OLD 2.29	6527	s.jenkins@lse.ac.uk
Professor Hartley Dean	OLD 2.30	6184	d.lewis@lse.ac.uk
Professor David Lewis	OLD2.40	6037	d.lewis@lse.ac.uk
Professor Jane Lewis	OLD 1.18	6754	j.lewis@lse.ac.uk
Dr Steen Mangel	OLD 2.62	7365	s.mangel@lse.ac.uk
Professor Eileen Munro	OLD2.33	7349	e.munro@lse.ac.uk
Professor Lucinda Platt	OLD2.25	6829	l.platt@lse.ac.uk
Dr Amanda Sheely	OLD1.10	7481	a.sheely@lse.ac.uk
Dr Mike Shiner	OLD2.60	6355	m.shiner@lse.ac.uk
Dr Kitty Stewart	OLD 2.36	6434	k.j.stewart@lse.ac.uk
Dr Polly Vizard - (CASE) Lincoln's Inn Fields	32 LG3.28	6782	p.a.vizard@lse.ac.uk
Professor Anne West	OLD 1.16	7269	a.west@lse.ac.uk

Name	Room	Ext	Email
Professor Tim Newburn	OLD 2.40A	6220	t.newburn@lse.ac.uk
OTHER TEACHING DEPARTMENTS			
Dr Nancy Holman – Geography Department	S315B	7745	n.e.holman@lse.ac.uk
Professor Wendy Sigle Gender Institute	COL5.01I	7358	w.sigle@lse.ac.uk
Dr Ania Plomien – Gender Institute	COL5.01J	7771	a.plomien@lse.ac.uk

Programme Regulations

Paper Course number and title

Compulsory courses

- 1 [SA488](#) Social Policy: Goals and Issues (H)
[SA4C9](#) Social Policy: Organisation and Innovation (H)

2 & 3 Optional courses

Choose to the value of two full units from the following courses:

- [GI414](#) Gender and Social Policy: Theory and Practice (H)
[GI415](#) Gender and European Welfare States (H)
[GI417](#) Gender, Population, and Policy (H)
[GY441](#) The Politics of Housing (H)
[GY454](#) Urban Policy and Planning (H)
[SA407](#) Financing Health Care (H)
[SA409](#) Social Security Policies (H)
[SA429](#) Understanding Social (Dis)advantage (H)
[SA451](#) Social Policy Research
[SA4B5](#) International Planning and Children's Rights (H)
[SA4B8](#) Ethnicity, Race and Social Policy (H) (n/a 16/17)
[SA4B9](#) Education Policy, Reform and Financing (H) (n/a 16/17)
[SA4C6](#) International Housing and Human Settlements (H)
[SA4C8](#) Globalization and Social Policy (H) (n/a 16/17)
[SA4D4](#) Measuring Health System Performance (H)
[SA4D5](#) Social Rights and Human Welfare (H)
[SA4F7](#) The Economics of European Policy (H)
[SA4F8](#) Behavioural Public Policy (H)
[SA4F9](#) Housing, Neighbourhoods and Communities (H)
[SA4G8](#) The Third Sector (H)
[SA4H7](#) Urbanisation and Social Policy in the Global South (H) (n/a 16/17)
[SA4L1](#) The Governance of Welfare: The Nation State and the European Union (H)
[SA4L2](#) Contemporary Issues in European Social Policy (H) (withdrawn 16/17)
[SA4L4](#) Behaviour, Happiness and Public Policy
[SA4L6](#) Illegal Drugs and Their Control: Theory, Policy and Practice (H)
[SA4M1](#) Politics of Social Policy: Welfare and Work in Comparative Perspective (H)
[SA4N8](#) Riots, Disorder and Urban Violence (H)

Or a full or half unit course from another MSc programme*

- 4 [SA471](#) Dissertation: Social Policy and Planning (10,000 words) to be handed in by 1 September
[SA4C1](#) Long Essay and the Research Process (not assessed)

Notes

* May only be taken with the permission of your tutor, the MSc Programme Director and the Course Tutor.

It is not always possible to offer students a place on each of their preferred courses. This is particularly the case where courses are offered outside the Department of Social Policy (ie not prefixed with 'SA'). For further information please see lse.ac.uk/socialPolicyCourses.

Academic Adviser

At the start of the course, we arrange an initial, individual meeting at the beginning of Michaelmas Term with the programme director or another member of teaching staff. The purpose of the meeting is to clarify issues concerning the choice of taught courses and discuss with your ideas for your dissertation topic. Your Academic Adviser will then be assigned on the basis of your planned dissertation topic.

In order for us to get off to a good start and to help identify the most appropriate dissertation supervisor for you, we advise you to start thinking about the broad theme of your dissertation topic and to prepare a short research outline of no more than one side of a page. This brief outline should set out your initial thoughts about the research topic and how you might use to address it. Please rest assured that this short outline is meant to provide a basis for our initial meeting and is not binding you to a rigid line of enquiry. If you have at this stage no idea, please do not worry; you should still meet to discuss your choice of courses and your dissertation. We understand that some of you will need time to settle into the programme before you can commit to a particular project but you are encouraged to think about it early.

In the case of both full time students and second year part-time students, your academic adviser will be allocated in accordance with your choice of topic for the dissertation. The primary focus of your tutorials will be dissertation planning and supervision.

Full Time Students

Full time students take the MSc over one year starting in October and completing it with the submission of the dissertation in September 2017.

Part Time Students

Part time students take the Programme over two years. In the first year they should enroll for the two half unit compulsory courses (SA488 and SA4C9) and also choose one full unit or two half units from the various option courses. In total two full units in the first year. In the second year two units are taken comprising the dissertation (SA471) and either one full unit or two half unit courses.

The Department does its best to schedule classes so that part-time students can complete their degree in two years on a day release basis. Given the wide range of options on offer, however, it is impractical to schedule all classes with part-time students in mind. Students will, therefore, need to 'pick and choose' their options depending upon their personal circumstances and availability.

Programme Meetings

Issues affecting MSc Social Policy (Social Policy and Planning) students are raised and considered at a meeting of the Course Representatives with the programme director and programme administrator prior to the Staff-Student Liaison Committees (SSLC) which are held once each term. Please refer to the Departmental Section for the role of course representatives and for dates of meetings held each term. Students will be asked to elect two course representatives by Week 2 in October to liaise with other students on the MSc programme.

SA471: Social Policy and Planning Dissertation

Please also refer to **The Dissertation** information in the 'Information for Current Students' section of the website, which contains important details of the format the dissertation must take, fieldwork safety and research ethics, as well as further general guidance on the dissertation process.

Purpose of the Dissertation

The dissertation is an integral part of the course requirements for your programme. The dissertation is your chance to write a substantial piece of academic work on a topic of interest to you. As such, it is an opportunity to produce a work of scholarship, using the academic skills that you have developed during your course. Regardless of topic, your Dissertation will demonstrate the following skills:

- defining and outlining a topic;
- identifying the issues;
- finding or generating the relevant information;
- evaluating its reliability and validity;
- weighing up the evidence on all sides of a debate;
- arriving at a well-argued conclusion;
- organising and presenting the results of your work critically, cogently and coherently.

Dissertation Planning and Timeline

MICHAELMAS TERM	
Week 1 & 2	Meet with programme director and another member of staff to discuss proposed dissertation topic and proposed methods.
Week 3	Dissertation Workshop and MSc course meeting. Wednesday 12th October 2016 from 1500-1615 CLM 5.02 Clement House. An academic adviser in the Department will be allocated.
Week 4	Arrange preliminary meeting 1 with academic adviser to discuss research topic, possible research question, methods.
Week 10	Arrange preliminary meeting 2 with academic adviser to discuss progress, decide on research question, plan timetable for completion.
Winter vacation	Preliminary work on dissertation. Please note: academic advisers are not normally available during vacations for meetings.
LENT TERM	
Week 1 & 2	Arrange first substantive meeting with academic adviser to discuss draft literature review.
Week 8	Arrange second substantive meeting with academic adviser to discuss early draft of main sections or a plan/outline of proposed dissertation, plan empirical work (if any), seek ethical committee approval if needed (see 'Department' section of this handbook).
Week 9	Submit agreed title or theme to programme administrator, Anne Okello, Room OLD2.46.
Spring vacation	Carry out empirical work (if any), continue work on dissertation. Please note: academic advisers are not normally available during vacations for meetings.
SUMMER TERM	
Weeks 3 - 4	Arrange third and final meeting with academic adviser and submit draft to academic adviser for comment.

Weeks 5 - 7	This is the final point at which you can normally expect advice and comments from your academic adviser. It is therefore important that in the last three weeks of this term, after the examinations you arrange a final briefing meeting to ensure that you are on track for successful submission. In emergency situations, it may be possible to contact the academic adviser at some point in July if they are available, but it cannot be guaranteed that this would be a face to face contact.
COMPLETION/ DEADLINE	Submit dissertation before 12.00 (midday) on 1st September 2017 to Anne Okello in Room OLD 2.46. Please refer to the Examination and Assessment information in the 'Department' section of this handbook for guidance on submission procedures.

***PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO MAKE CONTACT WITH YOUR ACADEMIC ADVISER TO AGREE TIMES FOR YOUR EACH OF YOUR MEETING**

Dissertation Publication

Following the examination board meetings, the Programme Director (in consultation with other teachers if necessary) will decide which dissertations may be published via **SA488** Moodle for other students to access for reference purposes. Generally, those dissertations awarded 70% or more will be considered.

At the time of submission, students are asked to give their consent in writing for their dissertations to be placed on the public folder and also have the option to decide if they would like their names or candidate numbers to be used. Students are not obliged to give their consent.