WELCOME TO THE
Department of Sociology

BSc Sociology Handbook 2019
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Connect with the LSE community

[studenthub.lse.ac.uk/welcome](studenthub.lse.ac.uk/welcome)
Welcome to LSE Sociology

To all new undergraduate students,

Welcome to the Department of Sociology at the LSE. We are delighted that you’ll be studying with us, and committed to making your time here intellectually rewarding, exciting and memorable.

In the Department, we seek to engage with the central issues confronting the world today, such as inequality, economic and political instability, financialisation, globalisation, urbanisation, technological change, crime and social order. We strive to give all of our students rigorous training in both theoretical and methodological sociology, and we encourage them to think critically and independently. We aim to inspire our students with the passion of sociological inquiry and convey the significance of current disputes in the discipline. Rigorous, critical, independent thought is the most transferable skill of all, and the overarching objective of what we seek to provide to our students. As a Department we are committed to public sociology, and therefore seek to engage not only with the broader academic community but with wider publics too.

As a medium sized Department consisting of approximately 30 full-time academics and teaching fellows, 15 Graduate Teaching Assistants and around 400 students, we hope that you will come to feel part of a community of sociologists at the LSE. Throughout the year you will receive invitations to major public events, Departmental seminars, workshops, lunches and parties. We very much hope that you take every opportunity to come along to these events and get to know us, besides engaging with us as teachers and Academic Mentors. As students, you will be an integral part of the Department during your time here, so please let us know about any concerns you may have about your experience here as soon as they arise.

I hope to meet all of you during the next few weeks. Along with all of my colleagues, I wish you every success in the coming year, and very much hope that you will enjoy your studies at the LSE.

Professor Nigel Dodd
Head of Department
Dear Student,

Welcome to the BSc Sociology and to what we hope will be three exciting and challenging years of learning, exploration and discovery.

The BSc Sociology is perhaps the most critical degree offered by the Department of Sociology: throughout a combination of lectures, seminars, workshops and numerous activities, we hope to inspire in you a passion for the discipline and the possibilities of the sociological imagination. The degree is challenging: you will have to deal with new types of knowledge, collaborate with your peers in novel ways, and critically assess some of the most profound taken-for-granted assumptions of the modern world. It is, however, also a rewarding experience: you will learn to create, collaborate and think in new and critical ways.

You have been selected from a large pool of applicants. We have chosen you not only because of your academic ability but also because of the skills you might bring to the degree. At LSE, you will be part of a relatively small cohort of students and will be in close proximity to our faculty and staff. We expect you to work closely with us and your peers and to exhibit the highest standard of integrity and dedication to the degree. This is a fascinating adventure, but it is one that requires work and dedication.

To assist you in making the best of the Department’s resources, and to guide your programme of study, the following pages document what you will need to know. More detailed answers to your questions will be available to you on our Moodle web-pages and, as needed, via class or Academic Mentor meetings. If you have any questions which are not answered here, please speak to the Sociology Administrative team or contact your Academic Mentor.

I wish you the best in your experience at LSE.

Professor Fran Tonkiss
Director of Undergraduate Studies
Established in 1904, the Department of Sociology at LSE is committed to empirically rich, conceptually sophisticated, and socially and politically relevant research and scholarship. Building upon the traditions of the discipline, we play a key role in the development of the social sciences into the new intellectual areas, social problems, and ethical dilemmas that face our society today.

Research in the Department is organised in clusters around four priority areas.

Research Clusters

Economic Sociology

This cluster unites scholarship associated with economic sociology, science and technology studies (STS) and the sociology of risk regulation, and our work has particular strengths in addressing research questions that require a combination of concepts and methods from these sub-disciplines. We draw upon a range of classical and contemporary social theory to explore topics such as the social life and politics of money, the history of financialisation, the impact of digital technologies on time poverty and speed, consumption, marketing and creative industries, and formation of art markets. Our economic sociology is concerned with how technologies and cultures of expertise shape institutions, cultures, money and markets. We explore risk regulation in the light of broader concerns for organizational processes and techniques of governance. In addition, we draw on economic sociology and STS in order to investigate phenomena such as digital money, everyday technologies and labour. Lastly, we study scientific fields and practices, particularly in the areas of bioscience and medicine.

Politics and Human Rights

This cluster builds on a strong intellectual tradition in LSE Sociology. Research focuses on: the social bases of political parties and movements; the theory and practice of human rights; democracy and participation in states, firms and civil society organisations; political ideologies, including liberalism and neo-liberalism, socialism, conservatism secularism and cosmopolitanism; political violence, including war and its opponents, transitional justice, trauma and the investigation of atrocities; and the politics of cities and housing. Colleagues use comparative, historical, case-based, ethnographic, critical, post-colonial, and institutionalist methods and approaches. Associated with LSE Human Rights, this cluster has regular research seminars, dedicated postgraduate degrees in both Political Sociology and Human Rights, and a lively programme of public events.

Social Inequalities

This cluster brings together colleagues working on multiple dimensions and crystallisations of social inequality, including class, race and ethnicity, gender, and age, to critically analyse contemporary challenges across the globe. Driven by an awareness of the dramatic increase in economic inequality in recent decades associated with contemporary neo-liberal capitalism, we seek to develop new paradigms and methodologies for the sociological analysis of inequality. We are especially attracted to developing relational perspectives on inequality which draw on intellectual currents including field analysis, social network analysis, science studies, material culture studies, feminism, and critical race theory. Our research uses both quantitative and qualitative methods, including ethnography, social network analysis, and multiple correspondence analysis. We directly collaborate with colleagues in the Economic Sociology cluster on the theme of ‘Inequalities, Culture and Expertise’ as well as with the LSE’s International Inequalities Institute.

Urban Sociology

The Department of Sociology has a distinctive cluster of urban sociologists and ethnographers, who work alongside urban designers and planners to address the dynamism of urban transformations. Processes of urbanisation are examined in relation to global systems of power and regulation, cultural hierarchies and subversions, and forms of association and exclusion. Current research interests include pronounced conditions of urban inequality, the role of housing in an era of dispossession, the practice of new media and technology in global contexts, cross-disciplinary explorations of architecture and cultural space, and the configurations of migrant urbanisms. The LSE Cities research centre, located within the Department, brings together interdisciplinary and applied research and teaching activities. LSE Cities’ core focus is on space and society, the environment and climate change, and urban governance, and it employs innovative social, spatial and visual approaches to analyse contemporary urban conditions and to conceptualise urban futures.

Researching Sociology Blog

Researching Sociology is the Department of Sociology’s blog. It was first established by a group of PhD students in 2013, used as a forum to share research and ideas. Since then, it has evolved into a hub for both our academics and our students; a space to discuss sociology of all varieties, sociological understandings and reflections on current affairs, and experiences of studying or teaching sociology.

Read the blog here: https://blogs.lse.ac.uk/researchingsociology/

If you have an idea for a blog post, contact the Communications and Events Officer with a brief outline. It’s always better to get in touch first, before writing the whole post. Contact details for all Department staff can be found here: lse.ac.uk/sociology/people

LSE Human Rights Blog

The LSE Human Rights blog is a student-led project based in LSE Human Rights. It is a place for open discussion of ideas, events, and critical views on the topic of human rights – whatever the term means to you.

Read the blog here: blogs.lse.ac.uk/humanrights

Anyone is free to contribute ideas for articles to the blog. LSE MSc Human Rights students and members of the LSE Human Rights Doctoral Network are welcome to join the Editorial Team. If you are a student interested in joining the editorial board, just send an email to humanrights.blog@lse.ac.uk
Key Academic Staff

Professor Nigel Dodd
Head of Department

Professor Fran Tonkiss
Deputy Head of Department

Dr Sam Friedman
Departmental Tutor

Meet your Professional Services Staff

Louisa Lawrence
Department Manager
Email: l.m.lawrence@lse.ac.uk
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Room STC S119C

Clara Lyons
Undergraduate Programme Manager
Email: c.lyons@lse.ac.uk
Tel: 020 7106 1426
Room STC S116

Leon Killin
Student Engagement and Experience Coordinator
Email: l.killin@lse.ac.uk
Tel: 020 7107 7309
Room STC S116

Here to help

Our Professional Services team are here to help! Whether you have a query about course choice, assessments, life at LSE, what to do in London or you just need to chat, they are always happy to talk. You can find the team in STC S116 on the 1st floor of St Clements Building. See all our staff on our website: lse.ac.uk/sociology/people

Sociology Hub

The Sociology Hub (STC S116) is located on the first floor of St Clements Building and is open to queries from students all year round. During term time the Sociology Hub is open Monday – Friday 9:30–16:30. Outside of term time the Sociology Hub is open Monday - Friday 10:00–12:00 and 14:00–16:00.

Please note that the Sociology Hub is sometimes closed for team or Department meetings during our published opening hours. If this is the case, we will provide information on alternative ways to contact us.

Undergraduate Common Room

The Undergraduate Common Room (STC S202) is a space to be used exclusively by undergraduate sociology students. It is a space for you to share, to relax and meet up in an informal setting. The room is furnished with sofas, tables and bean bags. It is open Monday to Friday between 9.30am and 5.30pm.

Study Areas

There are a number of study areas around the School including LSE Library, Centre Building, New Academic Building, 32 Lincolns Inn Fields and Saw Swee Hock Student Centre.

Reading Week

The Department of Sociology holds reading weeks in week 6 of both Michaelmas and Lent Term in which you can undertake intensive reading and prepare formative or summative work. No undergraduate classroom teaching will take place during this week.
Recycling

The School has a “zero waste” strategy: zero percent of LSE waste goes to landfill. We need the support of School members in achieving this. Please use the recycling bins located throughout the LSE Campus.

Blue bin: paper, newspaper, magazines, thin card
Brown bin: food waste including used tissues and wooden drinks stirrers
Green bin: metal, plastic, paper, glass (no liquid or food waste)
Grey bin: “the last resort” bin for non-recyclable items (chewing gum, crisps and sweets wrappers, and polystyrene)

Employment during Your Studies

Part-time or temporary work may be necessary to boost your bank balance, but it is also an opportunity to improve your CV and develop the skills and experiences that graduate employers look for.

LSE allows 15 hours of part-time work per week in term-time and depending on your visa, you may work full time during vacations. You must not miss lectures or classes in order to work and always ensure you prioritise your academic work if committing to a part time job.

More information and School advice on employment during your studies can be found here: info.lse.ac.uk/current-students/careers/resources/internships-and-work-experience/part-time-work

Communication within the Department and within the School

Email

Please bear in mind that email is used in the Department and throughout the School as the standard form of communication.

It is therefore essential, once you have set up your LSE email address that you check it regularly. Please note the Department will not send email to LSE students at non-LSE email addresses. If you wish to use a non-LSE email address you will need to set up your account to have your LSE emails directly forwarded to your non-LSE address.

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

See the IT service desk webpage for more details at: info.lse.ac.uk/current-students/dts

Appropriate Use of Email

The Department and all its staff receive a high volume of email and ask that you bear the following guidelines in mind when using email:

- Please make use of the subject field and give a clear and concise description of the content of the message e.g. “Request for tutorial meeting Thursday 7 May”.
- Do not mark your email as urgent unless it really is.
- Email should be used to arrange meetings with your Academic Mentor and for requests for information that only require a brief response. We expect you to attend office hours if you would like to discuss academic material; emails asking staff to summarise entire classes/lectures will not receive a reply.
- We try to reply to individuals within 5 working days. We will provide an initial response to any feedback, enquiries and complaints within 3 working days. Please do not expect an immediate reply. If your enquiry is urgent please attend office hours, call the Department or come to the Sociology Hub.

In Person

Members of the Department can always be contacted during their office hours.

If you want to set up a different time for a meeting, contact the staff member via email. Contact details for all staff can be found on the Departmental webpage: lse.ac.uk/sociology/people

Student Hub

Download the Student Hub, LSE’s student app, available on IOS and Android app stores or as a web app.

Student Hub provides your timetable, events and key Academic dates all in one place. You can receive notifications about timetable changes and view upcoming deadlines.

You can also use it to connect with friends, peers and the LSE community.

There is a helpful campus map and regular updates so you can keep up with news and events from across the School.

You can follow the Department of Sociology on the Hub to keep up to date with what’s happening in the Department. Search for Sociology to find us.

Social Media

The Department is very active on social media and this is often the first place we share news and events. To keep up to date on what’s happening in the Department you should follow us. We are on Facebook, Instagram, LinkedIn and Twitter.

LSE Sociology
@lsesociology
Department of Sociology, LSE
@lsesociology
How to Get in Touch and Give Feedback

Academic Mentor

Your main ‘contact person’ for the course is your Academic Mentor. If he or she cannot deal with your question/problem, you should contact the Departmental Tutor.

Your Academic Mentor is a member of the Department’s full-time teaching staff. He or she is academically responsible for you during your course of study, although he or she is clearly not the only person with such a responsibility; your course lecturers and class teachers have such duties too. The Academic Mentor is the person to whom you should turn for academic advice on issues other than those arising directly from the courses that you are studying. You may also discuss pastoral issues with your Academic Mentor.

A list of Academic Mentors and students will be displayed on the Departmental notice boards and emailed to you. First and second year students will be allocated Mentors in induction week; third year students in Week 1 of Michaelmas Term, following submission of their dissertation abstracts. As soon as you know the name of your Mentor, please make contact with them and arrange an appointment. It is important to do this as soon as possible, especially if you are uncertain about the options course that you wish to take.

It is your responsibility to make sure you see your Academic Mentor regularly. As per the LSE Academic Code, you will be invited to meet your Academic Mentor at least 2 times a term. As the major objective of the meeting is to help individual students with their learning needs, there is no set pattern with regard to their content. The meetings with your Academic Mentor are intended as ‘advice and feedback meetings’. These regular meetings provide you the opportunity to receive feedback on your progress through the term. You can make an appointment to see your Academic Mentor via email or via the Student Hub. For a list of staff email addresses, see: lse.ac.uk/sociology/people

Students in each year of study will also have group sessions with their Academic Mentor. For first and second year students, the schedule of the group meetings will be communicated to students once term has started. For third year students, the group meetings will be timetabled as part of the dissertation course. We should emphasise that the group meetings do not preclude students from seeking one-to-one meetings with their Mentor in order to discuss their academic progress, as well as more personal, pastoral matters.

You have the right to expect your Mentor to be available to see you during term-time but not outside term-time. You cannot expect your Academic Mentor to read, or offer extensive comments on, your final dissertation draft.

While your Academic Mentor is your first point of contact for academic support in the Department, we encourage you to consult with other colleagues (including your lecturers, class teachers and other academic experts in the Department) in relation to more specific advice on particular courses, assessments and research areas. All academic staff have regular weekly office hours which are open to all students. You can also book office hour appointments directly using the Bookings feature in the Student Hub. If you are unable to access office hours (for example, due to a timetable clash), you can contact staff via email to arrange meetings outside these times.

Office Hours

All Department of Sociology academic staff have weekly office hours in term time, which can usually be booked on Student Hub. These office hours can be accessed on the Student Hub app are also posted outside STC S116. Academics are happy to meet any students (not just academic mentees) in office hours to discuss issues relating to their teaching, research or any other aspects of student life. This is a great opportunity to spend time with world leading academics, we urge you to take advantage of the office hour system, even if it is just for a brief chat, they are always happy to talk.

Student Representatives and the Staff-Student Liaison Committee (SSLC)

The Department has an undergraduate Staff-Student Liaison Committee (SSLC), which deals with academic concerns and issues affecting students in the Department. This is a key consultative forum and includes elected student representatives from each year group on the programmes and it usually meets twice per term.

While the SSLC often deals with problems encountered by students, it also allows them to make a constructive contribution to the life of the Department, airing positive feedback and suggestions for change.

Each year group will have at least one representative member of the committee, more information on the process of becoming a rep will be provided during your welcome meeting. Being a rep is a great opportunity to feedback on behalf of your colleagues and play a vital role in helping the Department shape its practice and provision to the benefit of both the current cohort and future cohorts.

Please make sure you get to know who the programme rep is for your programme!
What if I have a Problem?

Unfortunately, students sometimes run into difficulties whether it be health, accommodation, finance or a personal matter. It is important that your Academic Mentor knows about these difficulties as early as possible so as to be able to offer advice.

If the problem is likely to affect exam performance, attendance at classes or lectures, or the submission of written work, then a formal record is necessary. Your Academic Mentor should be informed promptly so that they can ensure that such a record is made or that they can provide support and advice. They will be able to help signpost you to appropriate services within the School so that you receive the support to enable you to continue studying successfully.

Permission for late submission of assessed work must be obtained in advance in writing. Please see the section on late submission of summative work and contact your Programme Manager for more advice.

LSE Student’s Union

LSE has one of the most active student communities at any university. The Students’ Union is independent from the School. It will help you out if you get into trouble, tell you how you can meet students with similar interests and views, and provide opportunities to have the sort of student experience you want.

Here are some of the ways in which the Student’s Union achieves this:

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising
- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society
- Representation – led by a Student Executive, working with representatives across the School, you influence and shape the decisions and direction of the School
- Welfare and student support – independent, legally-trained advice workers offer free, confidential advice when things go wrong or you need help

You can find out more here: lsusu.com
Sociology at LSE is very broad and we cover many interesting topics, from studying the original texts of Durkheim and Marx, to debating the causes and impact of growing inequality in the UK. There is also a strong emphasis on developing independent critical and reasoning skills. The fact that my teachers and lecturers are authors of many works I have studied and continue to study really appeals to me.

Akosua Yeboah, Essex, UK | BSc Sociology
New Students Checklist

☐ Complete your registration
☐ Visit the Department in St Clement’s Building (STC)
☐ Visit the Undergraduate Common Room in STC S202
☐ See where academics’ offices are on the 1st, 2nd and 3rd floors
☐ Meet your Academic Mentor
☐ Explore the Saw Swee Hock Student Centre (it includes the Gym, Careers Service, Faith Centre, and a pub) and grab a coffee at the 6th floor café terrace!
☐ Attend Welcome Week talks
☐ Meet the Professional Services team in the Sociology Hub, STC S116
☐ Download the Student Hub app
☐ Visit the Library and LSE LIFE
☐ Login to LSE for You and Moodle and familiarise yourself with these platforms
☐ Admire the panoramic view of London from the New Academic Building’s 8th floor
☐ Take a stroll through Lincoln’s Inn Fields
☐ Check out LSE’s public lecture programme
☐ Like and follow the Sociology Department’s social media accounts
☐ Go to the Freshers’ Fair
☐ Sign up to a GP and dentist
☐ Take a local area tour (provided by LSE)
Off Campus Support Scheme

The Off-Campus Support Scheme connects new students who are not living in LSE halls of residence with an experienced LSE student to act as a Mentor. It also connects them to the other students in their mentoring group.

Mentors help new students settle in at LSE. They are allocated a group of 8-10 mentees, usually in the same department as them, and send them an email towards the end of the summer to welcome them to LSE and answer any questions. Mentors will then arrange to meet with their mentoring group during Welcome, a couple of times during the rest of Michaelmas Term and occasionally during the remainder of the first academic year. For more information, see: info.lse.ac.uk/current-students/student-wellbeing/students-supporting-students/off-campus-support-scheme

Student Academic Mentor Programme

The Student Academic Mentor (SAM) programme is a peer-to-peer mentoring programme for first year students, coordinated by LSE LIFE. The SAM programme matches second and third year student mentors with incoming first year student mentees from the same department. The aim is for the student mentors to help new students with their academic studies and access the right support resources. The SAM programme enables students to hear from the people who have been where they are, had some difficult and some positive moments in their studies, and made it through successfully: senior students in their department. For more information, see: info.lse.ac.uk/current-students/lse-life/projects/student-academic-mentor-programme

Peer Support Scheme

The Peer Support programme provides students with a confidential space to talk and be listened to. It can sometimes be hard to talk to friends and family about certain issues, therefore Peer Support provides a crucial service for students to talk to other students about anything they are worried about.

Peer Supporters are not counsellors, nor can they provide students with solutions to problems. However Peer Supporters have been specifically selected and trained in listening, questioning and responding skills to ensure they are able to help other students to reach their own solutions. It can be helpful to talk to someone who is non-judgemental, impartial and outside of their situation. For more information, see: info.lse.ac.uk/current-students/student-wellbeing/students-supporting-students/peer-support-scheme
About the Programme

We aim to equip you with the intellectual tools and methodological competences to:

- Understand our rapidly changing world;
- Critically evaluate claims and arguments about societies and social change; and
- Conduct rigorous sociological investigations of key issues.

You have the opportunity to study a wide range of substantive topics and theoretical and methodological approaches, and to explore critically the interrelations and tensions between them. The programme is organised developmentally over the three years, through a combination of carefully structured core courses, related in each year to a selection of specialist optional courses. Within the programme we aim to use a range of teaching and assessment methods which are carefully tailored to specific courses.

Programme Structure

Year 1 (4.0 Course Units (CU))

The first year aims to provide a foundation. All students take SO100, SO102, SO110 and one Level 1 course unit from outside the Department. These courses provide a platform for more specialised work in later years. Furthermore, the average of the three best papers in the first year count towards your final degree classification, so it is essential to work hard at these courses.

All first year students are required to take the interdisciplinary course LSE100 which is taught over two terms: the Lent term of your first year and the Michaelmas term of your second year. Marks for LSE100 appear on your transcript but do not affect your degree classification. See lse.ac.uk/LSE100 for more information.

Year 2 (4.0 CU)

In the second year, students build upon their foundational knowledge by taking two compulsory courses, SO201 and SO221. In addition, they take 1.0 - 2.0 CU of specialist Sociology courses from a list of options (see below). Students can, if they wish, take an outside option of 1.0 CU but this should be discussed with their Academic Mentor. Students will need to think ahead and take the pre-requisite courses for the third year courses they wish to follow.

Year 3 (4.0 CU)

The third year allows students to specialise further, and to pursue independent research in the form of a 10,000 word dissertation in The Sociological Dissertation (SO302). Besides this, the main aims of the third year are for students to fully develop their own specialist interests. They take a further 2.0 CU Sociology courses from a list of options, in addition to another 1.0 CU option which can be taken either inside or outside the Department.

Courses by Year

Year 1

- SO100 Key Concepts: Introduction to Social Theory
- SO102 Data in Society: Researching Social Life
- SO110 Power, Inequality, and Difference: Contemporary Themes in Sociology
- An approved level 1 course taught outside the Department OR a course taught outside the Department subject to the approval of your Academic Mentor and the Departmental Tutor. See lse.ac.uk/resources/calendar2019-2020/programmeRegulations/undergraduate/2019/BScSociology.htm
- LSE100: The LSE Course: Understanding the causes of things

Year 2

- SO201 Key Concepts: Advanced Social Theory
- SO221 Researching London: Advanced Social Research Methods
- Approved Year 2 or Year 3 Sociology option(s) to the value of 1.0 CU
- Approved Year 2 or Year 3 Sociology option(s) OR approved Year 2 or Year 3 outside option(s) to the value of 1.0 CU. See lse.ac.uk/resources/calendar2019-2020/programmeRegulations/undergraduate/2019/BScSociology.htm
- LSE100: The LSE Course: Understanding the causes of things

Year 3

- SO302 The Sociological Dissertation
- Approved Year 2 or Year 3 Sociology option(s) to the value of 2.0 CU
- Approved Year 2 or Year 3 Sociology option(s) OR approved Year 2 or Year 3 outside option(s) to the value of 1.0 CU. See lse.ac.uk/resources/calendar2019-2020/programmeRegulations/undergraduate/2019/BScSociology.htm

Recommended Optional Courses

Year 1

- AN100 Introduction to Social Anthropology
- GV101 Introduction to Political Science
- IR100: International Relations: Theories, Concepts and Debates
- PB102 Social Psychology
- PH103 The Big Questions: An Introduction to Philosophy

An approved Year 1 course taught outside the Department OR a course taught outside the Department subject to the approval of your Academic Mentor and the Departmental Tutor
Years 2 and 3

- SO203 Political Sociology
- SO208 Gender and Society
- SO210 Crime, Deviance and Control
- SO224 The Sociology of Race and Empire
- SO232 Sociology of Health and Illness (half unit)
- SO234 Digital Technology, Speed and Culture (half unit)
- SO235 The Sociology of Homicide (half unit)
- SO236 Urban Society (half unit)
- SO309 Atrocity and Justice (half unit)
- SO310 The Sociology of Elites (half unit)
- SO312 Work, Inequality and Society (half unit)
- SO313 Material Culture and Everyday Life (half unit)
- Approved Year 2 or 3 outside option(s) listed on: lse.ac.uk/resources/calendar2019-2020/programmeRegulations/undergraduate/2019/BScSociology.htm
- You may choose a first year language course but not in your native language, and subject to your Academic Mentor’s approval

Course Guides and Programme Regulations

Find out more about the above courses and read the programme regulations in detail at: lse.ac.uk/resources/calendar2019-2020/programmeRegulations/undergraduate/2019/BScSociology.htm

See: lse.ac.uk/resources/calendar/courseGuides/undergraduate.htm for guides for all courses.

Please note that, because the list of options is long, sometimes timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses. It is a good idea to consult with your Academic Mentor or Departmental Tutor about your choices.

Study Skills Workshops for First Year Students

In conjunction with LSE LIFE, the Department will be running a series of compulsory study skills workshops in Michaelmas Term. These have been designed specifically for first year students to help them adjust to study at university. A member of the Department will co-teach each one of the workshops. You will receive a schedule of the workshops before term starts.

SO302 The Sociological Dissertation

The third-year dissertation should address a sociological topic developed in consultation with your Academic Mentor. The purpose is to allow you to study in depth a sociological interest of your own choosing. Many approaches are possible in the work for the dissertation, including both original fieldwork and secondary analysis, and both qualitative and quantitative approaches.

The topic must be within the general field of sociology and should be identified in consultation with your Academic Mentor; however, it need not be chosen from those areas of sociology which are at present taught within courses in the Department. Students may follow up a theme suggested to them by their previous coursework, but the topic must allow the material and arguments to be developed in greater depth than is possible in the lectures and seminars for the course.

Language Specialism

Students who have taken and passed a 1.0 unit language course in each year of their degree (i.e. 25% of their overall programme of study) will be offered the opportunity to receive a language specialism attached to their degree certificate and transcript. Students must take all courses in the same language (French, Spanish, German, Mandarin or Russian) in order to qualify for the specialism. The three courses must also be consecutively harder in level, for example: beginner, intermediate and advanced. Students who choose to take language courses are not obligated to receive a specialism, but have the option if they wish. Degree certificates which include a language specialism will state the language in the title, for example: BSc in Sociology with French.
Project workshop and supervision

The dissertation process will be supported by a series of compulsory workshops in the Michaelmas and Lent terms. The workshops will focus on research project design and cover topics such as identifying a sociological problem for investigation, constructing a bibliography, research ethics, research access, data collection, data analysis, writing up and trouble-shooting. In addition, students' work on the dissertation will be supervised in small-group and individual tutorials with their Academic Mentor.

Students should consult their Academic Mentors throughout the year in order to self-assess progress and resolve general issues related to their projects. The dissertation is an independent piece of work, and the role of the Academic Mentor is not to give detailed instruction, but to suggest ways of tackling or limiting a topic, lines of enquiry and preliminary reading. Academic Mentors can be expected to offer advice on preliminary reading, research design, ethical and risk considerations, data collection and analysis, and on organisation of the dissertation. They can also read and comment on an outline of the dissertation, or on draft sections. Academic Mentors are not permitted to read or comment on a final draft of the whole dissertation.

Research ethics

The School attaches great importance to high ethical standards in research undertaken by staff and students. Once you have confirmed your dissertation topic, and before you begin data collection, you are required to review and complete the LSE Research Ethics Checklist under the oversight of your academic mentor. The ethics guidance and the checklist can be found at info.lse.ac.uk/staff/divisions/research-division/research-policy/research-ethics

Format and style

You must demonstrate a thorough knowledge of the academic and professional literature relevant to the research topic and a critical awareness of the contribution of different writers or schools of thought. This will usually take the form of a literature review presented early in the dissertation.

The dissertation should be no more than 10,000 words (excluding title, abstract, contents page, tables, diagrams, bibliography and appendices, but including footnotes/ endnotes). Five marks will be deducted for dissertations that exceed the word limit, and examiners are not required to read any material in excess of the word limit. The title page must include the word count. The manuscript should be printed in double spacing using 12-point type, single or double sided, with page numbers and the finished product must be spiral bound. On both dissertation copies, the front cover should be transparent to allow the title and your candidate number (but not your name) to be read without opening.

Please attach great importance to proper notation, grammar, spelling, footnotes and referencing, and adopt a consistent set of conventions.
Referencing

Proper referencing is an important academic skill. You may use any recognised system, so long as you do so correctly and consistently. Your teachers and examiners will be evaluating whether you are referencing fully and accurately, not judging which system of referencing you use. We recommend – but do not require – that you use the Harvard system of referencing.

There are numerous online guides to using Harvard – minor conventions may vary, but this system always uses the author/date citation in the text, and the author/date/publication/publisher format in the reference list. We would encourage you to consult with your Academic Mentor and class teachers to help you develop referencing skills and to clarify any problems.

References should be inserted into the text as close as possible to the relevant point as is consistent with clarity and legibility. The usages contained in the following examples should be followed as appropriate.

- As Dollard (1988) argues, . . . ; Dollard’s (1988) classic study; (Perrineau 1985)
- (Messina 1989, pp. 23–6) – use the minimum number of digits in page-numbers, except between ‘10’ and ‘19’
- (Banton 1987a; 1987b) – two or more references to works by the same author published in the same year should be distinguished in this way
- (Banton 1983; 1987a) – omit the author’s surname after the first reference if you are citing more than one text by the same author
- (Banton 1987a; Anthias 1992) – order multiple references by year of publication rather than alphabetically. If the texts by different authors are published in the same year, then list these alphabetically (Anthias 1998; Banton 1998)
- (Butler and Stokes 1974; Himmelweit et al. 1981) – works by up to three co-authors should cite the surnames of all co-authors, while those with four or more co-authors should be cited using only the surname of the first, followed by ‘et al.’

Note: you should always try to access and read the original texts that you wish to cite, but if it is not practical to do so then you must make clear when you have read about a certain text in another book or article (i.e you have not read the original text directly). In this case, you should cite the work you have actually read, both in the body of your essay and in your list of references.

Floya Anthias has argued ‘that “race” categories belong to the more encompassing category of ethnic collectivity’ (Anthias 1992, p.421, cited in Jenkins 2008, p.77).
The purpose of referencing is to situate your own argument in relation to existing research and debate, to demonstrate your reading, and to allow your readers to identify and follow up these sources. The corresponding list of References should be included at the end of the essay or dissertation. The list should be alphabetical by surname of author or first co-author and in the style of the following examples. It is important to include, where they exist, issue-numbers as well as volume-numbers of cited journals and inclusive page-numbers of material from journals and edited collections. It is also important to provide any subtitle of a book or an article, as well as the initials and/or forenames of authors. You should also take care that only those references you have cited in your work appear in the list of References and vice versa. (General bibliographies should not normally be given.) Also, avoid citation mania – the tendency to give only the first-named place of publication if more than one is listed on the title-page of a book. It is now conventional that the corresponding list of References should include the initial citation of a book or article even if it is merely one source for...'. However, note: 'There are several Internet sources providing basic information about current legislation on racial discrimination in employment (e.g. www.cre.gov.uk/rights)...'.

All Internet references should also be listed at the end of the article after the textual References and with the title ‘Internet references’. They should be listed in alphabetical order of holder of the website, giving the date on which each was accessed, and website address.


**Teaching**

Teaching normally begins in the first week of Term. Details of lecture times and locations are available at info.lse.ac.uk/Current-Students/Timetables. Undergraduate courses are taught via lectures and classes, with research methods courses also using workshops. Students take four course units each year and are assessed in these subjects throughout the year.

**Lectures**

Lectures are usually one hour long. They provide a crucial guide to the subject and a framework for your own reading. Try to follow the arguments made by the lecturer while taking outline notes. You should not (and in practical terms cannot) try to note down everything the lecturer says; the point of the lecture is to focus on listening and to make notes that will help guide your approach to the readings, class discussions and coursework exercises.

**Classes**

Classes are an essential element of the educational process, which is why they are compulsory. Classes are made up of small groups of about 15 students. They provide a forum for discussion and debate, sometimes led by a student presentation. The class teacher will expand on lecture topics and can explain more fully difficult concepts or arguments, but the focus of the class is on discussion within the student group. Class teachers might ask you to prepare and give oral presentations of pre-prepared papers, or to participate in debates. If there are issues you do not understand in the lectures or in your reading, you should seek clarification in the classes. Classes aim to help students resolve academic problems, and develop oral and written presentation skills. Classes are interactive meetings between students and staff and you are expected to contribute to these sessions.
Student attendance and performance is regularly recorded and failure to attend classes or to complete written work is reported to Academic Mentors; persistent non-attendance may result in students being ineligible to enter for the written examinations. At the end of each term class teachers write reports on class participation and formative assessments. Students should discuss these reports with their Academic Mentor at the beginning of the following term. These reports form a permanent record of performance, and also provide a basis for academic and professional references in the future.

Organising Your Time

Time-management skills are crucial to the independent learning involved in a university degree. The following offers an idea of the amount of time we think you should be allocating to your programme. The guidance given is based on a typical selection of courses, so slight variations can arise.

Formal Contact Hours

- 4 one-hour lectures per week during the Michaelmas and Lent Terms
- 4-6 hours of classes per week
- 6-7 meetings with your Academic Mentor spread over the three Terms.

This totals about 165 hours of formal contact over the year in both classes and lectures. For a full-time student, this means more than 700 hours are available for private study and individual work (i.e. over four hours of independent reading and private study for every formal contact hour!). During this time you will need to complete set and further readings, prepare essays and assessed pieces of work. During the Easter Vacation and Summer Term you will need to prepare for the examinations and revise course materials.

What You will be Required to Produce

You will be required to produce 1-2 pieces of formative work each term for each course, which will be marked and returned to you with feedback. Completion of this formative work is a requirement for entry into the summer examinations.

Summative coursework (i.e. contributing to your final mark on the course) is required on most core and optional courses. Depending on the length and format of the course, this involves 1-3 pieces of written coursework.

Examinations: a number of courses are assessed in whole or part by written examinations in May or early June.

What is expected of you? Getting a good degree is not a one-way process. Merely turning up at lectures and classes is not enough. There has to be commitment on your part to:

- Work in your own time between lectures, classes and workshops so as to achieve a full-time working week during term-time and 10 to 20 hours per week during the teaching breaks. (N.B. The teaching breaks are not vacation periods but breaks from ‘formal’ teaching to allow you dedicated time to read, reflect and work on your own).
- Prepare thoroughly for classes, make sure that you have done the necessary reading and have questions or comments ready to contribute.
- Make the most of advice, guidance and feedback provided by academic staff.
- Manage your own work schedule and produce your work according to the deadlines.
Assessment Information

Assessment Types

You are usually expected to do two types of assessment. Class or course work is submitted to the class teacher for formative assessment. These are exercises or essays that do not count towards your final mark. Their purpose is to help you develop your analytical and writing skills and to provide you with feedback ahead of formally assessed essays and examinations. This is an opportunity to try out different ideas and approaches without the pressure of being ‘examined’. Formative assessments are handed in to your class teachers. You will also be expected to participate in class presentations and discussions.

In addition, you are also required to produce assessed essays and projects and take written examinations for summative assessment, designed to evaluate your level of academic achievement (for grading). Each course will be summatively assessed as specified in the course guide. In planning for your summative assessment, please be aware that teaching staff are not available during the winter and spring teaching breaks. Queries and advice on assignments should therefore be obtained during term-time classes and office hours.

Assessment Criteria

The Undergraduate Mark Frame is what the examiners work with when marking papers:

<table>
<thead>
<tr>
<th>Class of Pass</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Honours (70-100%)</td>
<td>This class of pass is awarded when the essay demonstrates clarity of analysis, engages directly with the question, and shows an independent and critical interpretation of the issues raised by it. The essay shows exemplary skill in presenting a logical and coherent argument and an outstanding breadth and depth of reading. The essay is presented in a polished manner, and all citations, footnotes and bibliography are rendered in the proper academic form. (&gt;80%) Answers in the upper range will be outstanding in terms of originality, sophistication and breadth of understanding of relevant themes and material.</td>
</tr>
<tr>
<td>Upper Second Class Honours (60-69%)</td>
<td>This is awarded when the essay attempts a systematic analysis of the issues raised by the question and demonstrates independent thought. The essay shows appropriate skill in presenting a clearly reasoned argument, and draws on a good range of relevant literature. The essay is well-presented and citations, footnotes and bibliography are rendered in the proper academic form.</td>
</tr>
<tr>
<td>Lower Second Class Honours (50-59%)</td>
<td>This class of pass is awarded when the essays shows an understanding of the issues raised by the question, and demonstrates some engagement with relevant literature. The discussion may rely more heavily on description than on independent analysis. There may be some inconsistencies, irrelevant points and unsubstantiated claims in the argument. Presentation and referencing is adequate but may contain inaccuracies.</td>
</tr>
<tr>
<td>Third Class Honours (40-49%)</td>
<td>This class of pass is awarded when the essay shows a limited understanding of the question and demonstrates a partial familiarity with the issues raised by it. The essays contain a minimal attempt at analysis and argumentation and demonstrates limited knowledge of the relevant literature. Presentation may be poor and referencing incomplete.</td>
</tr>
<tr>
<td>Fail (20-39%)</td>
<td>The essay shows little understanding of the subject and does not adequately address the question. It may be based entirely on lecture material, poorly structured and contain significant errors of fact. The essay may be poorly presented with inadequate referencing, and fail to demonstrate knowledge of the relevant literature.</td>
</tr>
<tr>
<td>Bad Fail (0-19%)</td>
<td>A bad fail is awarded to essays that demonstrate no understanding of the question nor of the relevant literature. The essay may be incomplete, and is likely to be poorly presented with little or no referencing.</td>
</tr>
</tbody>
</table>
Word Length

Assessed coursework must not exceed its applicable word length (excluding title and sub-title, abstract and contents page, tables, diagrams, bibliography and appendices, but including footnotes/endnotes). Five marks may be deducted for coursework that exceeds this limit, and examiners are not required to read any material in excess of the word-limit.

Submission of Assessed Work

An electronic copy of all formally assessed work, including the Dissertation, must be uploaded to Moodle by the deadline specified. Two spiral bound hard copies of the Dissertation must also be submitted to the Sociology Hub in STC.S116. The submitted hard copies will not be returned to you.

Late Submission and Extension Requests for Summative Coursework

LSE sets strict deadlines for formally assessed summative coursework, including the dissertation. We recognise, however, that students may, in the course of the year, face unforeseen difficulties. We hope that no such difficulties will arise during your studies at LSE.

The LSE has a “fit to sit” policy that applies to all students. If you submit an assessment, or sit an exam, we consider you to have declared yourself well enough to do so. However, you may experience circumstances which are sudden, unforeseen, outside of your control and proximate to an assessment date. They may have a significant impact on your academic performance in an exam or other form of summative assessment.

If your assessment has not yet taken place, you should first seek an Extension Request. This may be appropriate for a summative essay, project or dissertation.

If you require more time to submit the work than an extension would normally allow, or the assessment in question has a static deadline e.g. an exam or take home assessment, you may apply for a deferral.

How Do I Apply for an Extension for a Sociology Department Course?

To apply for an extension of summative coursework, please contact the relevant Programme Manager to request the Sociology Department’s extension request form. You will need to include the following in your extension request form:

i. a clear statement detailing what has happened;

ii. information about how this has affected your ability to submit the assessment by the deadline;

iii. the number of additional days you require to complete the assessment.

You will also need to attach any supporting evidence in line with the School’s Standards of Evidence table.

Please remember to:

• Complete your request as early as possible and before the deadline.

• Note that extensions are only granted in exceptional circumstances where there is a good reason, backed by supporting evidence.

• If you are requesting an extension for more than one piece of coursework, you must list each individual summative coursework extension request in a single form.

• Your request will be forwarded to the Chair of the Exam Sub Board - you can expect to receive a response within 5 working days. You will not receive a response when the School is closed.

• If you are unable to include supporting evidence at the time of submitting the request, you may be granted a “conditional extension” pending the submission of documentary evidence to support your claim. If this is the case, the Chair will advise (a) the documentation required and (b) the date by which the documentation must be received.

• Please submit the completed form and supporting evidence (e.g. medical certificate) via email to the relevant Sociology Programme Manager.

The Programme Manager will pass the form on to the Sociology Department Exam Sub-Board Chair responsible for the course in which the assessment takes place. Their decision will be communicated to you via the relevant Programme Manager.

If you fail to submit coursework by the set deadline, five marks out of 100 will be deducted for each 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 Exam Sub-Board. Bad time management, software or hardware issues do not count as mitigation. School policies and forms on mitigating circumstances are at info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/exceptional-circumstances.

These procedures are not narrowly bureaucratic but are matters of equity and fairness: no student should get an unfair advantage over their peers by being allowed an extra few days.
Where a student with a disability or long-term condition may require extensions to coursework deadlines this should be explicitly stated in their Inclusion Plan (IP). Such students are required to submit an extension request form but do not need to submit additional evidence if the request is related to their IP.

If extensions are not explicitly included in a student’s IP, or the extension request is not related to the condition outlined in the IP, the student will need to complete an Extension Request Form in accordance with Department policy and accompanied by relevant supporting evidence.

For more information please see, info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/extension-policy

Due to the short period between the end of the In Year Resit and Deferral Period (IRDAP) and Sub-Boards of Examiners, extensions beyond the end of the IRDAP will not be possible and assessments will need to be deferred to the following IRDAP. Please refer to the Deferral Policy for further information info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances/deferral

What to do if You are Ill During Your Exams

Information about the School’s procedure can be found online at info.lse.ac.uk/current-students/services/assessment-and-results/exceptional-circumstances

Submitting your Exceptional Circumstances and evidence to the Student Services Centre by the deadline is the only way to make Exam Boards aware of your circumstances when considering the treatment of failed courses or your overall classification. It is essential that you submit information about your circumstances within this deadline and before your results are known even if you think you may have done well. Your circumstances cannot be considered once the Exam Boards have met and your results have been formally released.

Feedback

Feedback is fundamental to learning. It is best seen as a process of dialogue – putting your ideas, arguments, evidence and sources forward and seeing how others see them. Feedback also helps you to understand what standard of work you need to achieve to progress and ultimately pass your programme.

Feedback on formative coursework

You will receive feedback on formative coursework, including ongoing dissertation work as follows:

- Verbal feedback during office hours, supervisions, class presentations and dissertation workshops;
- Written feedback in hard copy, or via e-mail, Moodle or LSE for You.

The Department’s policy is to provide feedback within three weeks of submission, where students submit their work on time, as per the LSE Academic Code.

Feedback on summative coursework

Please note that the provision of qualitative feedback is a separate process from the formal marking process for coursework, which is completed by two internal examiners and moderated by an external examiner.

You will receive written feedback on all summative coursework in the form of qualitative comments and an indicative mark. The Department aims to provide feedback on summative coursework in line with the LSE Academic Code.

Dissertation feedback in the form of qualitative comments will be provided to students within four weeks of the beginning of the following term in which the dissertation was submitted, as per the LSE Academic Code.

Hobhouse Memorial Prize

These prizes have traditionally been given to the highest performing student in each year and the highest performing student in SO302 The Sociological Dissertation. The prizes are normally in the form of book tokens. Winning the Hobhouse Memorial Prize makes a valuable addition to your CV, especially if you plan to compete for places on postgraduate programmes. Being a Hobhouse Prize winner is also noted on your official transcript.
Key Information

Term Dates and LSE Closures – Academic Year 2019/20

<table>
<thead>
<tr>
<th>Term Dates Term (MT)</th>
<th>Monday 30 September – Friday 13 December 2019</th>
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<tbody>
<tr>
<td>Reading Week</td>
<td>Monday 4 – Friday 8 November 2019</td>
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<tr>
<td>Lent Term (LT)</td>
<td>Monday 20 January – Friday 3 April 2020</td>
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<tr>
<td>January Exams</td>
<td>Monday 13 – Friday 17 January 2020</td>
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<tr>
<td>Reading Week</td>
<td>Monday 24 – Friday 28 February 2020</td>
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<td>---------------------</td>
<td>---------------------------------------------</td>
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<tr>
<td>Summer Term (ST)</td>
<td>Monday 4 May – Friday 19 June 2020</td>
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<tr>
<td>Summer Exams</td>
<td>Monday 11 May – Friday 19 June 2020</td>
</tr>
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<td>---------------------</td>
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LSE will be closed during the following periods:

- **Christmas Closure**
  - Monday 23 December 2019 – Wednesday 1 January 2020

- **Easter Closure**
  - Thursday 9 April – Wednesday 15 April 2020

- **May Bank Holiday**
  - Friday 8 May 2020

- **Spring Bank Holiday**
  - Monday 25 May 2020

- **Summer Bank Holiday**
  - Monday 31 August 2020

Registration

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

Inclusion Plans

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

Student Status Documentation

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

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

Your LSE Card

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

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

**Programme Transfer**

You can request to transfer from your current programme to another programme at the same level according to the School’s regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by, and require approval from, both your current and new academic department and the School before being authorised. For more information visit [lse.ac.uk/programmeTransfers](http://lse.ac.uk/programmeTransfers)

**Change of Mode of Study**

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

**Withdrawal**

Withdrawal means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information visit [lse.ac.uk/withdrawal](http://lse.ac.uk/withdrawal)

**Regulations**

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

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

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

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

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

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

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

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

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

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

To find out more about the Student Services Centre visit lse.ac.uk/ssc, follow our page on the Student Hub and follow @lse_ssc on Twitter.

What If...

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

You can find these questions and answers at info.lse.ac.uk/current-students/what-if

Advice Team

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

International Student Visa Advice Team (ISVAT)

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

ISVAT also manage student exchanges to UC Berkley and through the Erasmus+ scheme. For more information about this visit lse.ac.uk/erasmus
Student-Staff Liaison Committees and Student Consultative Fora

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

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

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

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

More information, including access to minutes from SSLCs across the School can be found online: info.lse.ac.uk/current-students/part-of-lse/student-voice

Student-Only Forums

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

Quality Assurance

Quality Assurance Strategy

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

Student Teaching Surveys

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

Teaching scores are made available to teachers, Heads of Departments, the Director of the Teaching and Learning Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). In addition to producing reports for individual teachers TQARO produce aggregated quantitative data for departments and School-wide bodies. The results can be found online in the “Surveys” section of the website at lse.ac.uk/tqaro
LSE Services to Support You with Your Studies and in Your Career

LSE LIFE

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

LSE LIFE offers:

• Hands-on practical workshops where you can get advice on key areas of university work, including effective reading, academic writing, critical thinking, managing your dissertation research, and organising your time.

• Workshops to learn ways to adapt and thrive in new or challenging situations, including the development of skills for leadership, study/work/life balance, and life beyond university.

• One-to-one appointments with our study advisers for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.

• Drop-in sessions with specialists from around LSE covering areas like CV writing, English language advice, finding and referencing academic sources, and statistics support.

• A space to meet and work together with students from other courses and departments.

• Special events to take advantage of what LSE and London have to offer.

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

LSE Library

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

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

• The course collection is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.

• The main collection is housed across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 20 books at any one time. You will be unable to borrow any more until your overdue item is returned or renewed.

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

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

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

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

For more information visit lse.ac.uk/languages

**LSE Volunteer Centre**

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

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

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

**LSE Careers**

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

There is lots of information and support at lse.ac.uk/careers including:

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

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

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

You can access CareerHub at careers.lse.ac.uk

Keep up-to-date with events and advice by following @LSECareers

**LSE Generate**

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially-driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team.

Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website lse.ac.uk/generate or keep up to date with Generate news through our social media, @LSEGenerate
As part of the School’s commitment to equality of respect and opportunity, and as set out in our Ethics Code, we are all responsible for treating everyone at LSE with dignity and respect. This entails ensuring that no one is treated unfavourably because of their age, sex, disability, gender identity, race, religion or belief, sexual orientation, marital or civil partnership status, pregnancy and maternity status, social or economic background, or their role at the School.

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

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

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

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

For further advice or information, please visit lse.ac.uk/EquityDiversityInclusion and follow the EDI Office on Twitter @EDI_LSE
Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

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

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

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

Health Care in the UK

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

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

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

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

If you are unfamiliar with the NHS search for “NHS Services explained” to find out more. You are usually required to register with a local General Practitioner’s (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you are unwell. The nearest GP surgery is St Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register please visit stphilipsmedicalcentre.co.uk or call 020 7611 5131. Alternatively, you can find your nearest GP by using the GP finder function on the NHS website nhs.uk

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

There is a lot more information about Health Care, including details about dentists and opticians, available at lse.ac.uk/studentHealth

LSE Faith Centre

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

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

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

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

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

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

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

Extension Policy
If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit lse.ac.uk/extensionpolicy

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

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

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

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

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

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

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

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

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

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

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

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

The Regulations on Assessment Offences: Plagiarism can be found at lse.ac.uk/calendar.

Results and Classification

Results

Final results are released using LSE for You once the relevant School Board of Examiners has ratified them. Results are not released to students that have debts owing to the School. Provisional exam results are also made available in LSE for You for students taking January exams and for students on 12 month Master’s programmes. For more information on how and when results are released visit lse.ac.uk/results.

Classification Schemes

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

Transcripts

Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically within a system called Digitary which allows them to be easily shared. For more information about final transcripts please visit lse.ac.uk/transcripts.

Degree Certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit lse.ac.uk/degrecertificates.
Fees and Finance

Fees

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

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

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

If you do not know your fees please visit lse.ac.uk/tableoffees

To pay online or to find out about the different payment methods available, visit lse.ac.uk/feepayments

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

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

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

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

Financial Support Office (FSO)

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

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

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

Cheque Collection

Some payments are made by cheque.

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

LSE Academic Code

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

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

A copy of the Academic Code is included at the end of this handbook.

The Ethics Code

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

The School expects the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School’s commitment to the ethics principles of Responsibility and Accountability; Integrity; Intellectual Freedom, Equality of Respect and Opportunity, Collegiality and Sustainability. You can find the Code, guidance and link to the online ethics module “Ethics at LSE” at lse.ac.uk/ethics

Research Ethics

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

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

If you have any questions regarding research ethics or research conduct please email: research.ethics@lse.ac.uk

The Student Charter

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

The charter covers:

• Your education – what an LSE education is and how you can make the most of it

• Our community – what it means to be part of the LSE community and how to contribute

• Your future, our future – how to inspire future generations of LSE students.

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

Codes of Good Practice

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

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

Need IT help?

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

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

LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at lse.ac.uk/lseforyou

LSE for You allows you to:

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

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

Student Hub

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

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

Download the Student Hub app on iOS or Android, or you can access the web app at studenthub.lse.ac.uk.

Moodle

Moodle is LSE’s virtual learning environment.

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

You can access Moodle by visiting moodle.lse.ac.uk

Email

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

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

Training and Development System

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

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

Information Security Awareness Training

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

You can access the course at moodle.lse.ac.uk/course, logging in using your LSE username and password.
Course Selection and Timetables

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

When to Select Courses

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

How to Select Your Courses

1. Find the courses you’d like to take

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

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

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

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

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

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

2. Select your courses in LSE for You

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

3. Check your timetable and Moodle enrolments

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

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

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

Changing Class or Seminar

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

Postgraduate students should either use Seminar Sign Up if it is enabled for your courses or contact the department responsible for teaching the course.
Can’t See Your Timetable?

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

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

Access Guide to LSE Buildings

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

Getting Help

There is more detailed information, contact details and answers to frequently asked questions online at lse.ac.uk/courseSelection
Completing your Studies

Graduation Ceremonies

For more information, including the dates of future ceremonies and details of the School’s overseas ceremonies, please see info.lse.ac.uk/current-students/graduating-from-lse

LSE Alumni Community

The international LSE alumni community comprises more than 142,000 people in over 200 countries. The Alumni Relations team works to keep the LSE alumni community engaged with each other and with the School at every stage, from student to new graduate to post-retirement, providing a programme of communications, events, services, volunteering and opportunities to connect. As a current student, there are many opportunities for you to get involved with the alumni network:

- **Register for LSE Alumni Online** - The alumni website and networking community features news from campus, our world leading academics and alumni all over the world, and provides access to the alumni programme offered by the School. To use this service, please register for a student Alumni Online account with your Student ID number.

- **Alumni Professional Mentoring Network** - This career networking resource allows LSE alumni to share their valuable professional experience and expertise with current students.

- **Alumni groups** - LSE’s network of regional and special interest alumni groups organise regular professional and social events that students can attend. There are more than 80 regional groups and 11 special interest groups.

- **Involve alumni in your events** - Looking for alumni speakers? Wish to invite alumni to a networking session or event? Want to learn from the experiences of LSE alumni in a wide range of industries? Connect with alumni through the Alumni Relations team for your events and other endeavours.

- **What do LSE graduates do?** Find statistics about the careers undertaken by graduates and also many alumni career profiles.
Social Media - Follow the School on Facebook and Twitter to keep up to date with alumni events and activities. Students are welcome to join the official LSE Alumni LinkedIn group. There are also a number of LSE alumni groups on LinkedIn, many of which accept students as current members.

For more information about the benefits and services available, please visit info.lse.ac.uk/staff/divisions/advancement/our-teams/alumni-relations or contact the Alumni Relations team via alumni@lse.ac.uk.

LSE’s Alumni Association is the official voice of LSE’s global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups. Its primary role is to support the alumni programme coordinated by the LSE Alumni Relations team by a) developing and supporting the network of international and special interest alumni groups and contact networks, and, b) representing the voice of the alumni community within the School.

You automatically become a member upon graduation. Membership is free. By registering with the LSE Alumni Online community, you will be able to stay connected with former classmates and the School after your graduation. You will also receive the monthly LSE Alumni Echo e-newsletter and the annual LSE Connect alumni magazine.

LSE alumni also have access to:

- Alumni Professional Mentoring Network
- LSE Careers for up to two years after graduation
- An email forwarding address to continue using an LSE email address
- The Library’s printed collections on a reference basis, and can borrow free of charge

For more information about the benefits and services available to alumni, please contact the Alumni Relations team on alumni@lse.ac.uk.

Sociology Alumni Network

You can keep in touch with the Department on Twitter, Facebook, Instagram and LinkedIn where we will share our news and celebrations with you.

We also send a Sociology Newsletter, you can subscribe to the newsletter on our website: lse.ac.uk/sociology/events

We are planning to introduce regular events for Sociology Alumni in future. If you would like to join these, as well as receive updates on public lectures and other events hosted by the Department, please provide your private email address before graduation to the Sociology Department’s Communications and Events Officer, sociology.alumni@lse.ac.uk.
The LSE Academic Code

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

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

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

1. All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent term.

2. Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.

   2.1 All assessment submission deadlines and feedback time frames will be clearly communicated to students at the start of each course, including on the course Moodle page.

   2.2 Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.

   2.3 Feedback on summative assessment (excluding exams, dissertations or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.

   2.4 Feedback on January exams will normally be provided within six term weeks of the end of the exam period.

   2.5 Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas term.

   2.6 Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.

   2.7 For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.

3. All students will have an Academic Mentor to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.

4. Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.

5. In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.

6. Staff teaching on LSE programmes will be available to students through a minimum of 35 office hours (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.

7. Departments will hold at least one Student-Staff Liaison Committee and one Departmental Teaching Committee meeting during each of the Michaelmas and Lent terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students’ Union.
All buildings have wheelchair access and lifts, except 95A, KGS, KSW*, 5LF, 50L, POR* and SHF.

*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).