

LSE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Welcome to the
Department of Sociology

BSc Sociology Handbook










2023/24

lse.ac.uk/sociology



Contents

Department of Sociology

- 3** New Students Checklist 
- 4** The Department of Sociology 
- 5** Key Staff in the Department 
- 7** About the Programme 
- 9** Teaching and Assessment 
- 14** Communication and Student Representation 
- 18** Key Information 
- 58** Completing your Studies 
- 60** LSE Campus 



New Students Checklist

What to do in your first weeks at LSE:

- Complete** your campus enrolment
- Meet** your Academic Mentor
- Attend** Welcome events
- Attend** your programme treasure hunt
- Download** the Student Hub app
- Visit** the Library and LSE LIFE
- Login** to LSE for You and Moodle and familiarise yourself with these platforms
- Take** a stroll through Lincoln's Inn Fields
- Check** out the Undergraduate Common Room
- Check** out LSE's public lecture programme
- Like** and follow the Sociology Department's social media accounts
- Go to** the LSESU Freshers Fair
- Sign up** to a GP and dentist
- Take** a self guided walking tour

The Department of Sociology

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.

You can find out more about the Department, our research and our people here: lse.ac.uk/sociology. The Sociology Hub (STC S116) is located on the first floor of St Clements Building and is open to queries from students during office hours. Please see our Department web pages for more information: lse.ac.uk/sociology/people





Key Staff in the Department

Academic Mentor

Your main “contact person” for the programme is your Academic Mentor.

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

It is your responsibility to make sure you meet with your Academic Mentor regularly. 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

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.

Departmental Tutor

The Departmental Tutor has oversight of pastoral support in the Department and alongside your Academic Mentor, can provide advice on more complex academic and personal issues. The Departmental Tutor is also an alternate point of contact if you do not wish to speak to your Academic Mentor about a particular issue.

Programme Director

The Programme Director has academic oversight of the BSc Sociology programme. They convene the Undergraduate Student-Staff Liaison Committee and are the academic point of contact for student representatives and for issues concerning course and programme-level matters.

Undergraduate Programme Manager

The Undergraduate Programme Manager has administrative oversight of the BSc Sociology programme and can be your first point of contact for any administrative queries. You'll most frequently hear from your Programme Manager during your induction to LSE, when being invited to Department Events and regarding any information relating to your programme and assessments. They will also be the best person to ask for support if you are unsure which service at LSE to turn to – they can signpost you to the right service and contact information to make sure you receive the support you need. Your Programme Manager can be contacted on sociology.ug@lse.ac.uk. For non-academic queries, your Academic Mentor may suggest you speak to your Programme Manager to assist you in navigating departmental policies and LSE services.

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. 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.





About the Programme – BSc Sociology

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 and Programme Regulations

Each year of an undergraduate programme comprises four papers. Each of these papers is completed by taking either one full unit, or two half units. It is not possible to take more than the equivalent of four full units in each academic year. **You are expected to complete your course selection in accordance with the programme regulations set at the year of your entry to LSE.** For example, if you joined LSE in 2023-24, you will be expected to follow the programme regulations set for 2023 entry.

You will need to select all of your courses in [LSE for You](#) – this includes your compulsory courses and your option courses, however first year students will be automatically enrolled onto SO100 and SO110. Your timetable will then be created by the Timetables Team.

When to select your courses

Undergraduate course selection will open for all new LSE students on Tuesday 5 September 2023 at 10am. Undergraduate course selection for continuing 2nd and 3rd year LSE students will have opened in August 2023.



Course selection will close at 5pm 9 October 2023 for all students across LSE.

If something goes wrong, then in exceptional circumstances late changes to course selections can be made until 13 October 2023. After this no changes can be made, no matter the circumstances.

Find out more about the courses you can select from and to read the programme regulations in detail at: lse.ac.uk/resources/calendar/programmeRegulations/undergraduate/2023/BScSociology.htm

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

Please note that a space is not guaranteed on option and outside courses as many courses are capped and have limited space. We encourage students to complete their course selection as soon as possible once course selection opens in order to gain spaces on the courses they want. Because the list of option courses is long, sometimes timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses and will be asked to change your course selection to avoid a timetable clash. You are encouraged to consult with your Academic Mentor or Departmental Tutor about your course selection.

If you have questions about the course selection process or encounter any problems, then please contact the Undergraduate Programme Manager on sociology.ug@lse.ac.uk and they will be able to assist or redirect your query as appropriate. If you are not able to access [LSE for You](#) at all then please contact [Tech Support](#) in the first instance.

Language specialism

Students who have taken and passed a 1.0 unit language course in each year of their degree (ie, 25 per cent 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).



Teaching and Assessment

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 and in your personal teaching timetable. Undergraduate courses are taught via lectures and classes, with research methods courses also using workshops. Attendance at classes, seminars and workshops is compulsory.

Lectures

Lectures are usually one hour long and are considered compulsory in the Sociology Department. They provide a crucial guide to the subject and a framework for your own reading.

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 usually 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 summative assessments (called an exam bar). 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 to review their academic progress. These reports form a permanent record of performance, and also provide a basis for academic and professional references in the future.

Timetables

Undergraduate students are allocated to all teaching centrally by the Timetables Team. If you have made your selections in [LSE for You](#) by the deadline, you should receive your personal timetable by the start of term. After this, if you make changes to your course selections it can take up to 48 hours for these to be reflected in your personal timetable.

Can't see your timetable?

If you can't see your timetable, or it is incomplete, after the release date then check that you have:

- Completed [online registration](#) for this academic year
- Selected all your courses in [LSE for You](#)
- Not selected a course which creates a timetable clash (check the [course by course timetable](#))
- Not made changes within the last 48 hours.

Changing your timetable

It is not possible to change the lectures in your timetable, there is usually only one lecture for each course, and it takes place at a fixed time. You can potentially change class/seminar group in exceptional circumstances. To request a group change apply using the "course group change request" tool within [LSE for You](#). You should include details of why you need to change group and outline your availability for alternative groups. We may request evidence in support of your request.



Timetable Clashes

A timetable clash occurs when two or more of the courses you have chosen have teaching (lectures, seminars, classes or workshops/help sessions) scheduled at the same time. Every effort is made by the School to avoid clashes but this is not always possible. Students are expected to attend all lectures and attendance at classes/seminars/workshops is mandatory. Timetable clashes between classes or seminars are not permitted, and clashes affecting lectures will only be approved in exceptional circumstance. **If your preferred course selection results in a timetable clash, you should seek advice from the Departmental Tutor on the best course of action, including guidance on changing your course selection. You can also contact your Programme Manager on sociology.ug@lse.ac.uk.**

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. It is essential that you attempt all summative assessments. A failure to attempt (submit) a summative assessment can result in a student being unable to graduate or not able to progress to the next academic year.

Please ensure you have read the **[BSc degree classification scheme](#)** on the LSE website to fully understand what is required of you.

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 assessment (ie, 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.

What is expected of you?

Getting a good degree is not a one-way process. Merely listening to lectures and attending 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, making sure that you have completed 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 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 via email, Moodle or LSE for You.

The Department’s policy is to provide formative feedback within three term weeks of submission, where students submit their work on time, as per the LSE Academic Code. Feedback on late or extension submissions will be returned within three weeks from the date of submission and therefore may be returned later than the rest of the class.



Feedback on summative assessments

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

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 Autumn and Winter 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 (ie, 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 Spring vacation period and Spring Term you will need to prepare for the examinations and revise course materials.



Communication and Student Representation

In person/online

Members of the Department can always be contacted during their office hours, and you can expect office hours to take place in person. You should book office hours via the Student Hub in the first instance.

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

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 emails 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 eg, "Request for tutorial meeting Thursday 7 May".
- Do not mark your email as urgent unless it really is.



- Email should be used for requests for information that only require a brief response. We expect you to attend and utilise 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 students within 5 working days. If emailing Professional Service staff we will provide an initial response to any questions, concerns or feedback within 3 working days. Please do not expect an immediate reply. If your matter is urgent, please attend faculty or PS office hours, email the Programmes Team at sociology.ug@lse.ac.uk or come to the Sociology Hub.

Using Your Voice – Committees and Student Representatives

Each term, a number of meetings give staff and students the opportunity to discuss issues relating to their programme of study and wider School issues.

Student-Staff Liaison Committee

Students from each year of each degree programme are elected in Autumn Term to represent the views of their peers at their departmental Student-Staff Liaison Committee (SSLC). The Department has an Undergraduate Student-Staff Liaison Committee (USSLC), which deals with academic concerns and issues affecting undergraduate students in the Department, and we meet twice a term (once in Spring Term)

The role of a Student Academic Representative is central to ensuring that courses and programmes at LSE work effectively. 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, providing positive feedback and suggestions for change.

Normally in attendance are the Student Academic Representatives, the Departmental Tutor, the BSc Programme Director, and the Undergraduate Programme Manager.

More information on Student Staff Liaison Committees can be found [here](#).

School Committees

One student representative from each of the Undergraduate, Taught Graduate and Research Student programmes also serves on the Students' Consultative Fora.

More information on this can be found here: info.lse.ac.uk/current-students/part-of-lse/student-voice



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. You can also contact the Undergraduate Programme Manager if you are unsure of where to seek advice – they too can signpost you to the most suitable member of staff.

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 on sociology.ug@lse.ac.uk for more advice.

What if I have a concern or complaint?

If you have concerns about any aspect of your studies, we would like to hear from you so that we can take steps to address and resolve them. Your Academic Mentor is often best placed to advise you, but if you are unsure of who to speak to, please email the UG Programme Manager on sociology.ug@lse.ac.uk in the first instance who will do their best to assist you or direct you to the right person. You can also broach concerns that affect your class or cohort more generally by asking your Student Academic Representatives to raise them at the department's next SSLC meeting.

If you have a complaint, you should first speak to the person concerned to seek an informal resolution. If you are unsure of who to speak to, please contact the UG Programme Manager. If you are unhappy with the content, teaching or organisation of a course you should first speak with the course convenor. If the situation remains unresolved, you can contact your Programme Director. If you feel that the issue is still not resolved, you may wish to contact the Sociology Head of Department. If you feel that the issue is still not remedied or you are unhappy with the outcome, you may wish to follow the School's formal complaints process. More information on this can be found here: info.lse.ac.uk/current-students/what-if/make-a-complaint



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: [lsesu.com](https://www.lsesu.com)



Key Information

[Term Dates and LSE Closures – Academic Year 2023/24](#) ↘

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

[Equity, Diversity and Inclusion \(EDI\)](#) ↘

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE100](#) ↘

[LSE Campus](#) ↘

“ At LSE, you don't just get to study our changing world, you can see it and experience it. With history being made every day, why would you want to be anywhere else? ”



Term Dates and LSE Closures

Academic Year 2023/24

Autumn term Monday 25 September – Friday 8 December 2023
Reading Week: Monday 30 October – Friday 3 November 2023
Winter break Monday 11 December 2023 – Friday 12 January 2024
January Exams: Monday 8 – Friday 12 January 2024
Winter term Monday 15 January – Thursday 28 March 2024
Reading Week: Monday 19 February – Friday 23 February 2024
Spring break Friday 29 March – Friday 26 April 2024
Spring term Monday 29 April – Friday 14 June 2024
Summer Exams: Monday 6 May - Friday 14 June 2024

LSE will be closed during the following periods*:

Winter Closure Thursday 21 December 2023 – Tuesday 2 January 2024
Spring Closure Friday 29 March – Thursday 4 April 2024
May Bank Holiday: Monday 6 May 2024
Spring Bank Holiday: Monday 27 May 2024
Summer Bank Holiday: Monday 26 August 2024

*Some buildings will remain open or operate reduced hours during public holiday and School closure days. Full details will be communicated in advance.



Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building. Advice and information is available on services including:

- **Support for new arrivals**
- **Student status documentation**
- **Course selection**
- **Immigration advice**
- **LSE ID cards**
- **TfL 18+ Student Oyster Photocards**
- **Exams and assessment**
- **Results and degree certificates**
- **Graduation**

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit lse.ac.uk/ssc for the latest information about our services, opening times and drop-in sessions.

Online pre-enrolment and campus enrolment

The majority of new students will be required to undertake a two-stage process: online pre-enrolment and campus enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person and is where we will check your official documents and you will be issued with your LSE Card. It is very important that you attend campus enrolment and with the **correct original documents**. Usually, you can re-enrol for subsequent years of study online, but sometimes we may need to see you in person again.

For more information, visit lse.ac.uk/enrolment



Student status documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Enrolment provides proof that you are enrolled as a current student at LSE to organisations such as council tax offices, embassies and banks. For more information about what a Certificate of Enrolment shows visit lse.ac.uk/studentletters

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address as a PDF. If the standard letter is not sufficient, you can request a bespoke Certificate of Enrolment to be produced by the Student Services Centre. **We will do our best to provide the information required, but this cannot be guaranteed.** Please bear in mind that during peak periods bespoke letters may take longer to produce. For more information about both types of Certificates of Enrolment and how to order, please visit lse.ac.uk/studentletters

The Student Services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. For more information about the types of documents available, how to request letters, and to access our enquiry form, please visit lse.ac.uk/studentletters

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 to find out how to get a replacement.

Student Advice and Engagement

The SSC has a dedicated Student Advice and Engagement Team that can provide advice on academic (particularly non-progression, interruption, withdrawal, regulations and exams), and immigration matters.

If you are not sure who to contact about a query or question, then the Advice and Engagement Team will be happy to help. You can contact the team via the enquiry form at lse.ac.uk/studentadvice

Immigration Advice

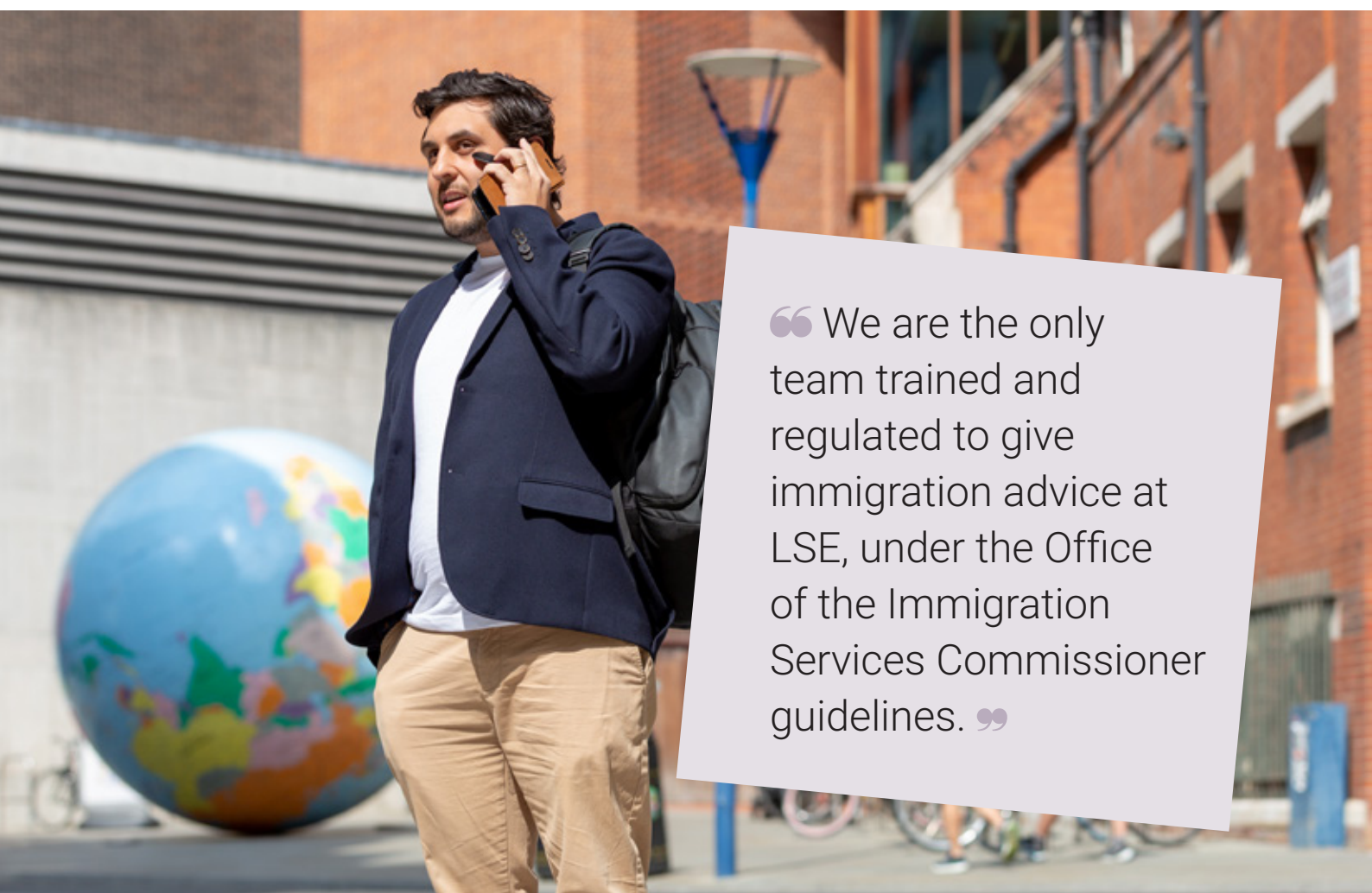
The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the visa advice query form or to attend one of their drop-in sessions, or log-in to their dedicated visa advice live chat.

What do I do 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; or want to change degree programme. You can find these questions and answers at lse.ac.uk/what-if

Interruption

In certain circumstances 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 Autumn term or Winter term the following year as appropriate. Spring term interruptions are not possible. For more information visit lse.ac.uk/interruptions



“ We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. ”

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 need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit

lse.ac.uk/programmetransfers

Change of mode of study

If you are studying a master's programme, and you need to change from full-time to part-time study due to your circumstances, you will need to seek approval from your academic department.

Changing from full-time to part-time study is generally acceptable up until the end of Winter term Course Selection, as long as your selected courses can be amended according to programme regulations and in line with the teaching that you have already taken. Your fees will also be amended.

Changing from part-time to full-time may not always be possible, especially if you need a visa to study at LSE, 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





Withdrawal

Withdrawing means that you are leaving your programme permanently.

Before withdrawing you should consult with your Academic Mentor, and you may want to consider requesting an interruption instead, so that you have some time to consider your options. For more information visit 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 programme, assessment requirements, how your final degree is calculated and what to do if you experience problems during your studies.

Visit lse.ac.uk/calendar for more information on:

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Assessment offences including plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees.

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

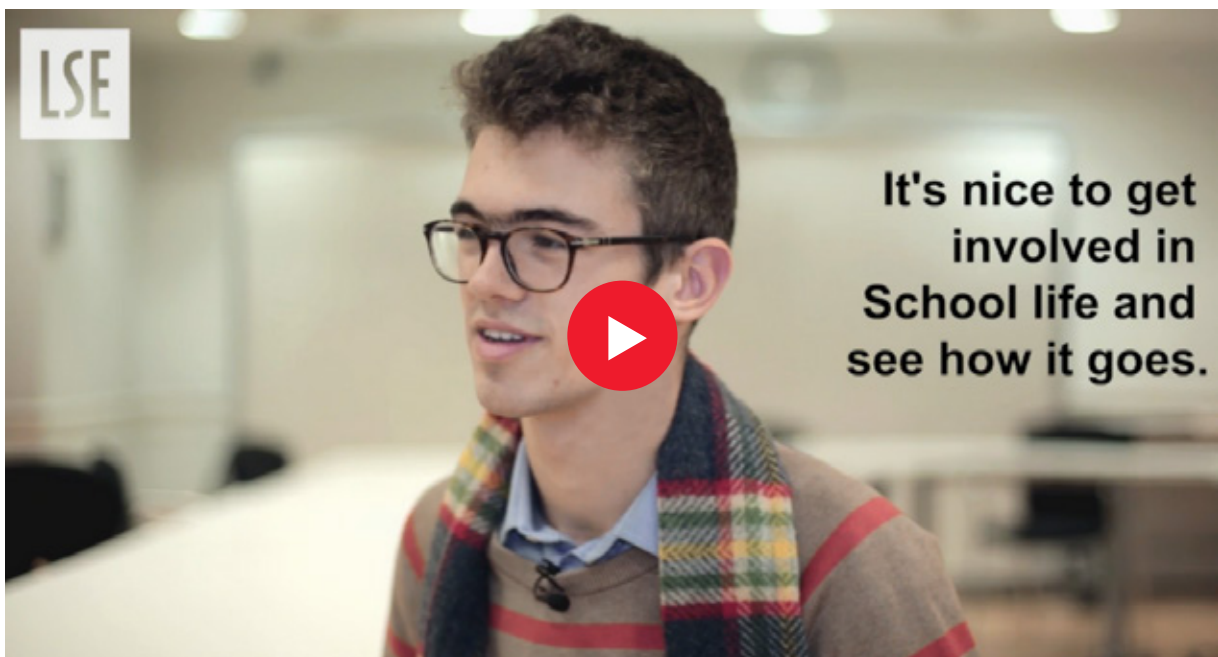
Student Voice

Student-Staff Liaison Committees

Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. They are 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.

SSLCs are your chance to engage with LSE and enact positive change for the benefit of yourself, your peers, and even future cohorts. Volunteer to represent your peers and take a leading role in the student body.

At the start of the year, you will be asked by your department if you would like to represent your programme on the SSLC as a Student Academic Representative.



Hear from current students about their experience of getting involved in SSLCs and the Peer Support scheme.

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found on the [student voice webpages](#).



Student Q&As with LSE Leadership

The LSE President and Vice Chancellor hosts student Q&As with members of the School Management Committee, where you can discuss your experience as a student with LSE leadership.

The Q&As are an opportunity for students from across the School to hear from the President and Vice Chancellor in person and give you the chance to ask questions, raise suggestions and voice any concerns. Look out for details of where and when the Q&As will be happening.



Student Partnership

Change Makers

Change Makers is an opportunity for you to instigate positive changes at LSE through independent research.

You are invited to propose a research project (independently, as a pair or as a group) about an aspect of student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff.

Approximately 25 proposals will be selected to receive 80 hours of funding, full academic supervision, and the opportunity to present your findings and recommendations directly to LSE leaders.

Applications to become a Change Maker will open in Autumn term 2023 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

The Student Education Panel is an opportunity for you to enhance education at LSE and gain insight into how the university works.

50 Student Education Panellists meet twice per term to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they work in partnership with LSE and LSESU leaders to co-create a better educational experience for everyone. In recognition of their contributions, and to enable a wide range of students to participate, panellists receive a voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2023 and you can find out more at lse.ac.uk/studenteducationpanel





Quality Assurance

Quality assurance

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality. 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.

The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at lse.ac.uk/tqaro. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's [Calendar](#). Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student surveys

In both Autumn term and Winter term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information can be found online in the "Surveys" section of the website at lse.ac.uk/tqaro

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments.

Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to tqarosurveys@lse.ac.uk



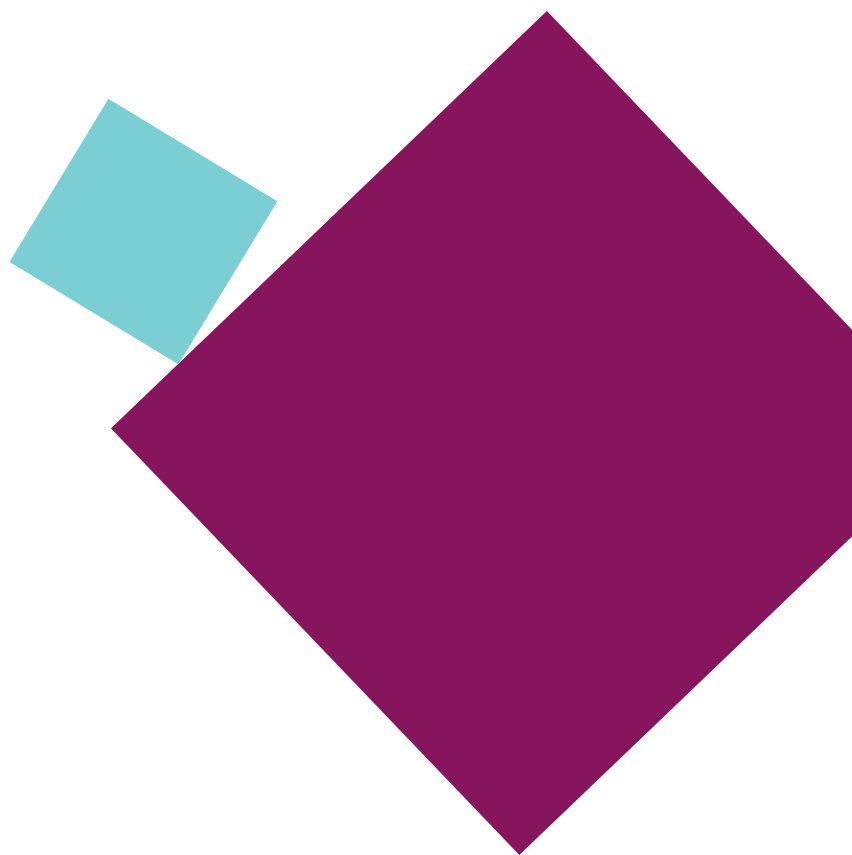
Study and Career Support Services

LSE LIFE

LSE LIFE is the place to discover and develop the skills you'll need to reach your goals at LSE, whether they concern 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. It is also the place to come to ask about the range of opportunities and services available across the School to help you achieve success, whatever 'success' means to you.

LSE LIFE offers:

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.
- **Constructive conversations** and **workshops** to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.
- **One-to-one appointments with LSE LIFE study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE. Or simply book an appointment – on campus or online – to talk through your ideas for an essay, a project, or your research.





- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

Find out more at lse.ac.uk/lse-life, check out workshop materials and other resources on Moodle or just drop by with any questions, or just to pick up a lollipop – LSE LIFE is on the ground floor of the Library, open Monday-Friday, 10am – 6pm.



[Listen to our podcasts](#)

LSE Library 

Language Centre 

LSE Careers 

LSE Volunteer Centre 

LSE Generate 





LSE Library

LSE Library is the major international library of the social sciences. The collections, both print and online, cover the discipline in the widest sense, and will support your studies and research.

The two main print book collections are:

- **The course collection**, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.
- **The main collection** is located 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 30 books at any one time. You can renew your books online by logging into your Library account at lse.ac.uk/library. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

Each department has a dedicated professional Librarian, a subject expert offering email support and in-person and online appointments to help you locate and access information resources on any topic. This support ranges from identifying key resources to support your studies to high-level systematic literature searching for researchers. They also provide expert help in managing references.

The Library is a focal point of the School and we are open seven days a week during term time and breaks and 24 hours daily from the beginning of the Winter term until the end of the examination period. There are over 2,300 study spaces, including group study rooms, and extensive IT facilities, including over 500 PCs, laptop points, a laptop loan service, wireless Internet access via eduroam, and photocopying and printing facilities.





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. You can find out more information on what is on offer and how to sign up at info.lse.ac.uk/current-students/lse-life/events/english-language-skills

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 a GCSE Grade 4 (or equivalent) in a language that is not your mother tongue, you are eligible to take a course for free!

For more information visit lse.ac.uk/languages



LSE Careers

LSE Careers is here to work with you throughout your LSE journey – from helping you to find part-time work and internships, to providing opportunities for you to explore different sectors and connect with employers and alumni.

How do I get started?

Whether you're just beginning to explore your career options or have a clear idea of where you want to go, use LSE Careers to access a range of careers support, from events and job opportunities to resources and careers appointments. We also provide bespoke services for Disabled students and PhD students.

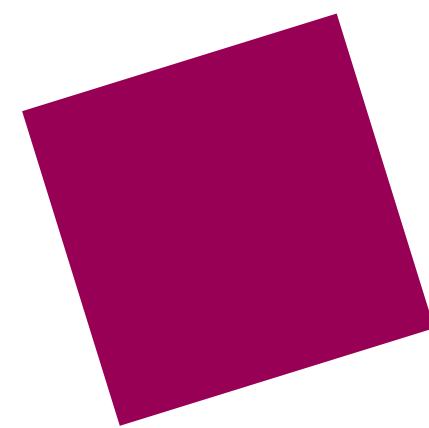
Explore our website (lse.ac.uk/careers) to find:

- details about our services and how to access them.
- resources about career options.
- insight into employment sectors and recruitment processes.
- CV, cover letter and application form advice.
- details of what LSE graduates have gone on to do.

Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- register for careers events.
- browse jobs and opportunities.
- book a one-to-one appointment with a careers consultant.
- update your preferences to receive careers information relevant to your career interests.

Follow @LSECareers on [Instagram](https://www.instagram.com/lsecareers) and [TikTok](https://www.tiktok.com/@lsecareers) to stay up-to-date with upcoming events, expert advice and new resources.





LSE Volunteer Centre

Volunteering is a great way to help develop new skills and meet new people whilst making a difference. 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 multiple organisations to provide you with short term and long-term volunteering opportunities across London, the UK and internationally. Throughout the year charities will be on campus to discuss their volunteering opportunities with you at our volunteering fairs and Charity Tuesdays.

We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. Additionally, we can support you with starting your own volunteering project with fellow students.

You can find out more, as well as the advice and support we can offer, at lse.ac.uk/VolunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering)



Read our blog

“ The feeling of fighting for a cause that you are passionate about is second to none, but the skills you gain from it are unparalleled. ”

Dan Lawes, International Relations and History, 2022





LSE Generate

LSE Generate is the student home of entrepreneurship at LSE.

We welcome all students and alumni – from those starting their journey in developing entrepreneurial skills to those who have already launched their ventures and are looking for support. We specifically focus on supporting and scaling socially driven student ventures and have a presence here in the UK and across the globe (from Lisbon to Lagos!).

As a student, you'll have access to all of our startup resources as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our events vary from funding competitions, talks, workshops on a range of topics, skill development bootcamps, and even international treks!

Pop by and meet us in our co-working space (the GenDen) opposite the Student Services Centre on campus.

Discover more on our website lse.ac.uk/generate, [register with Generate](#) to receive our monthly newsletter, follow us on all our social media channels (Instagram, Facebook, Twitter) [@LSEGenerate](#), or you can join our [Slack community](#) where ALL the action happens!



Equity, Diversity and Inclusion (EDI)

What is EDI?

One of our guiding principles in Strategy 2030 is to sustain excellence through an inclusive and diverse community. We work to build a School – and a society – in which everyone is able to fulfil their potential, and everyone’s contribution is valued.

Support and resources available:

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential “signposting” service for staff and students who have previously or are currently subjected to some form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence.

Safe Contacts are often the first point of contact if you are unsure of what to do. They provide support to you and help you navigate what comes next. Find out more at lse.ac.uk/safecontacts

Report it Stop it: If you have been subjected to, or witnessed, any form of bullying, harassment (including those based on protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), hate crimes or sexual violence and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave your contact details, the School’s Deputy Head of Student Services will be able to get in touch to help with the next step.

Find out more at info.lse.ac.uk/making-a-choice/report-an-incident

Ethics Module: This online module has been designed for the whole School community with the aim of increasing understanding of the Ethics Code, the range of ethics policies that support the ethics principles, how they can be applied, and the importance of creating a culture in which individuals can and do raise any concerns that they may have.





Consent.ed: Consent.ed is an educational programme that explores issues around consent and provides an opportunity for us to discuss how we can look out for one another and create a respectful and inclusive campus. It is expected of students at LSE to take part in the Consent.ed sessions. It takes place over 2 platforms. The first step is completing a short online module at your own pace before taking part in the second step which is an in person 90-minute session. The session is led by 2 student facilitators.

As we recognise the sensitive nature of Consent.Ed, students who feel unable to participate for personal reasons can opt out.

More information can be found here: <https://www.lsesu.com/support/consented/>

AccessAble: Our partnership with AccessAble will help us to be proactive in improving the accessibility of our buildings, at a time when the LSE estate is undergoing major physical change.

LGBT+ Role Models and Allies Directory: Being an LGBT+ role model at LSE is about being a visible member of the LGBT+ community and a champion for LGBT+ issues.

Rape Crisis: Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more: info.lse.ac.uk/Making-a-choice/Sexual-violence-support-worker

Survivors UK: LSE has recently partnered with Survivors UK and they can provide independent sexual violence advisor services to any man, boy, transgender or non-binary person in the LSE community. Any staff or student can book a 45 minute confidential appointment by emailing isva@survivorsuk.org

If you would like to find out more about these and the information and support available to you, please contact the EDI Team at edi@lse.ac.uk, or visit lse.ac.uk/equitydiversityinclusion where you can also find out more about our initiatives including the Race Equity Framework.





Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two specialist student facing services; the Disability and Mental Health Service (DMHS) and the Student Counselling Service (SCS), supported by the Wellbeing Team. SWS also facilitates the Peer Supporter Scheme. Student Wellbeing Services works with you to remove barriers and manage challenges to get the most out of your LSE experience. Visit lse.ac.uk/studentwellbeing to access support.

Student Counselling Service (SCS)

SCS provides a professional, free and confidential service to help you with any personal problems that you may be experiencing. You can speak to a qualified and experienced counsellor about academic stresses, as well as personal and emotional difficulties.

Visit lse.ac.uk/counselling to book a Wellbeing appointment to discuss whether counselling is the best option for you, and to explore further options available to you.

SCS also organises groups and workshops to support students experiencing stress, anxiety or other issues. Details of these groups can be found at [info.lse.ac.uk/ current-students/student-wellbeing/counselling-workshops](https://info.lse.ac.uk/current-students/student-wellbeing/counselling-workshops)

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DMHS can help you to create My Adjustments 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

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

My Adjustments

If you have a disability, long-term medical or mental health condition, you are advised to apply for My Adjustments (MA) as soon as possible. The earlier that you let the Disability and Mental Health Service (DMHS) know about your condition, the earlier they can work with you to put appropriate support in place. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. For more detailed information about My Adjustments, and to apply for My Adjustments, visit lse.ac.uk/myadjustments



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 Student visa and have paid the Immigration Health Surcharge (IHS)**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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 available at 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 www.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 available at 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, transformational interfaith leadership programmes, and provides spaces for worship, prayer, and quiet reflection.

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options!

We provide a space for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our [resources](#).

Wellbeing

We host a range of wellbeing activities. Details of our regular classes can be found on the [Wellbeing page](#) and we always have [spaces](#) available for prayer, meditation, and reflection.

Facilities

The Faith Centre comprises Islamic Prayer Rooms, a space for silent prayer/meditation (The Cave), and a multifaith space (The Desert Room) which is bookable for LSESU Faith Societies or faith/wellbeing-based staff groups. [Find out more here](#) or email faithcentre@lse.ac.uk for booking enquiries.





Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on j.walters2@lse.ac.uk for confidential support regardless of your religion or belief.

You can also find contact details for our team of Associate Chaplains on our “People” page at lse.ac.uk/faithcentre

Beecken Faith and Leadership Programme

Learn more about our flagship faith and leadership programme at lse.ac.uk/faithcentre. These programmes are free, extra-curricular modules for all students at LSE, providing opportunities to explore, question and challenge religious differences, and build relationships and transform attitudes across faiths.

LSE Religion and Global Society

The Faith Centre is also home to the Religion and Global Society research unit; an interdisciplinary unit conducting, coordinating and promoting religion-related social science research at LSE.

LSE Religion and Global Society Blog

The [LSE Religion and Global Society blog](#) is an interdisciplinary platform that explores the place and role of religion in our globalised world. The blog is a platform for experienced and early career academics, PhD and Masters research students, and other expert commentators to share their insights on this complex, wide-reaching topic. We welcome contributions from all researchers working on religion and global society.

If you are interested in contributing to the blog, have a look at our [guidelines](#) or get in touch with the editor Flora Rustamova at f.d.rustamova@lse.ac.uk

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Flora Rustamova at f.d.rustamova@lse.ac.uk

Keep up-to-date with the Faith Centre: [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#)

Visit us: 2nd Floor, SAW Building, 1 Sheffield Street, WC2A 2AP



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 Autumn term.

Exam timetables

Course by course exam timetables will be available [online](#). For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter 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.

Exam procedures 

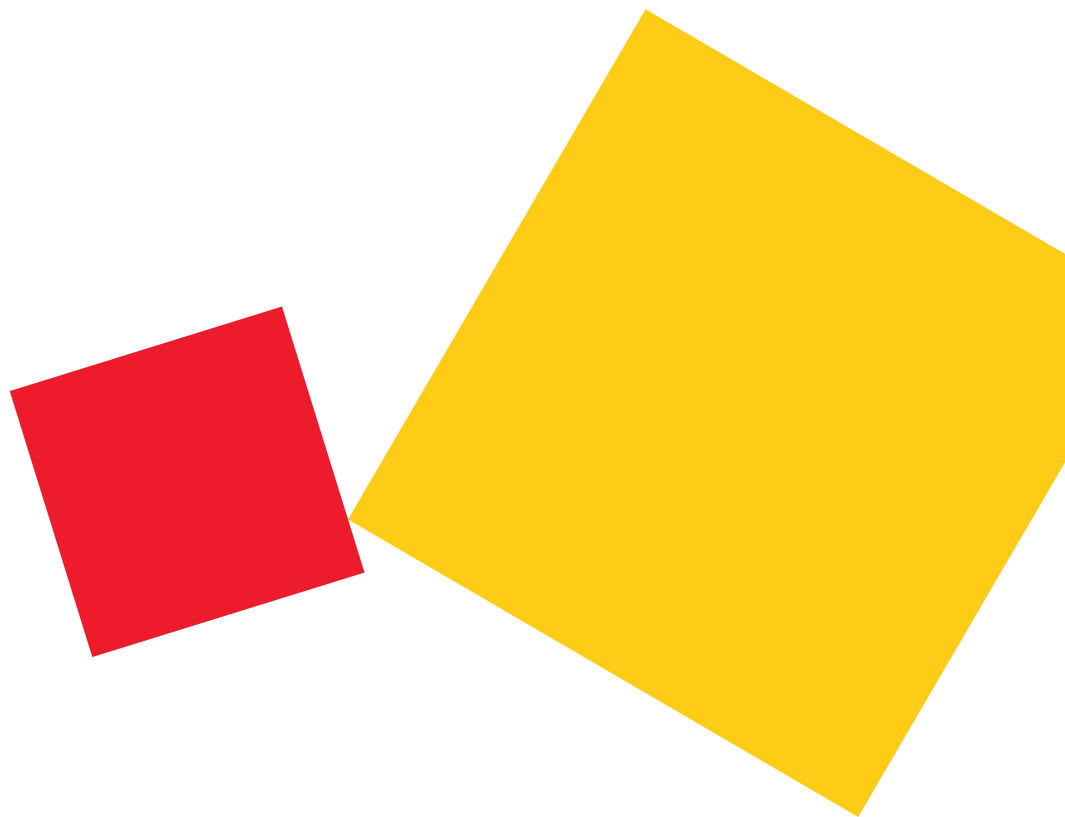
Central exam adjustments 

Fit to sit policy 

Deferral policy 

Extension policy 

Exceptional circumstances 





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 fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams 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 one of the approved models. For more information on the types of calculators allowed, please read the Exam Procedures for Candidates. 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 LSE Shop.

Central exam adjustments

Central Exam Adjustments (CEAs) 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 CEAs 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 CEAs as part of getting your My Adjustments in place. However, there is a different process for applying for CEAs for short-term, unexpected, conditions. For more information visit lse.ac.uk/CEA

Fit to sit policy

By attempting any type of assessment, including but not limited to sitting exams, submitting coursework, class participation, presentations, or dissertations, you are declaring yourself fit to do so. If you have experienced disruption to your studies (including but not limited to illness, injury or personal difficulties) 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.

Deferral policy

If you feel 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 released on a specific date, you should consider requesting a deferral. You must submit the deferral form and evidence in advance of the submission deadline or starting time of an exam. 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

You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which you feel may have affected your performance. These could include (but are not limited to):

- **missing an assessment which you did not defer, or submitting an assessment late and incurring penalties**
- **experiencing difficulties which could have affected your academic performance in an exam or coursework**
- **adjustments such as CEAs, My Adjustments or deadline extensions that you feel were insufficient to compensate for the impact of your circumstances**
- **a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.**

Submitting an EC Form is the only way for you to alert the Exam Boards to the circumstances which may have affected your performance. For more information visit lse.ac.uk/exceptionalcircumstances





Assessment Misconduct

All summative assessments that you submit to the School are subject to the School's Regulations on Assessment Offences. You are expected to have read and acknowledged these regulations before you submit your work to the School. If you are found to have committed an assessment offence, such as plagiarism, exam misconduct, collusion, contract cheating or using Artificial Intelligence software, you could be expelled from the School. For more information and support regarding the School's expected standards of academic integrity visit lse.ac.uk/assessmentdiscipline

When you submit your summative (assessments that count towards your mark in a course) assessments to the School you are expected to have read and understood the following academic integrity statement:

By submitting work to the School you confirm you will abide by and uphold the School's Code of Good Practice, Ethics Code and academic integrity as outlined in the School's Regulations on Assessment Offences and Department guidance and you also confirm that:

- the work in this assessment is solely your own; and
- you have not conferred or colluded with anyone in producing this specific assessment*; and
- you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and
- your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

**It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment.*

You can seek advice about the School's rules regarding academic integrity from the Library (visit lse.ac.uk/library) and LSELIFE (visit lse.ac.uk/lse-life)

You should also ensure that you adhere to the School's Research Ethics Policy and Procedures where appropriate when conducting research. Failure to obtain the necessary Ethics Approval for your research could result in your conduct being considered under the School's Research Misconduct Procedure. For more information visit lse.ac.uk/ethics

Results and Classification

Results

Final results are available once the relevant School Board of Examiners has ratified them. Provisional results are available for students taking January exams and for 12 month master's students.

Results are not released to students who owe debts to the School.

For more information on how and when results are released visit lse.ac.uk/results

If you need to take a deferred or resit assessment, more information about the resit period can be found at lse.ac.uk/re-entry

Classification schemes 

Transcripts 

Degree certificate 





Classification schemes

Degrees are awarded according to the classification scheme. 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](#) through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared.

For more information about final transcripts please visit lse.ac.uk/transcripts

Degree certificate

Depending on when you are awarded your degree, you may have the opportunity to collect your certificate at graduation. Any certificates that are not collected are posted to the permanent home address we have on record. 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 your tuition fees. You can either pay them in full prior to enrolment or by payment plan. If you have not paid your fees in full before you enrol you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 2023

28 January 2024

28 April 2024

For payment plan options relating to Executive programmes please see Instalment options Executive Programmes.

For tuition fee levels please visit lse.ac.uk/tableoffees

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

Once you are enrolled you can access your financial details at any time to review your tuition and accommodation fees, invoices, payments and instalment arrangements by accessing the Student Finance Hub. Please visit our webpage to get full details lse.ac.uk/ficc

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

The Fees, Income and Credit Control Office also run support services for students who wish to discuss fees, loans and payment related enquiries. For further information, please visit lse.ac.uk/ficc

For full details regarding tuition fees, charging policy, payment and instalment options, visit lse.ac.uk/feepolicy



Financial Support Office

The Financial Support Office is responsible for administering a variety of scholarships, bursaries and funds for registered students. Please contact us if you have any questions about your LSE funding or have any funding related queries.

If you experience financial difficulties, contact us as soon as possible to talk about your options.

Phone, email or join a one-to-one Zoom Drop-in Session: lse.ac.uk/financialdropin

Contact details:

Financial Support Office

+44 (0)20 7955 6609

financial-support@lse.ac.uk | lse.ac.uk/financialsupport





Codes and Charters

LSE Academic Code

LSE's Academic Code sets out what we are doing to deliver a consistent student experience across our School, and clarifies what you can expect from an 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 in four key areas: teaching standards, academic support, assessment and feedback, and student voice – areas that students have told us matter the most to them.

[Read the Academic Code in full.](#)

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.

Find out more about the charter and [read the full version](#) online.

Codes of Good Practice

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

They set out what you can expect from your department in relation to your teaching and learning experience. The codes cover areas like the roles and responsibilities of Academic Mentors and Departmental Tutors, the structure of teaching at LSE and exams and assessment. The codes also lay out your responsibilities as a member of our community. You can find the codes of practice in the [LSE calendar](#).



The Ethics Code

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

We expect the highest possible ethical standards from all staff, students and governors. The Ethics Code sets out the School's commitment to the six ethics principles:

- **Responsibility and Accountability**
- **Integrity**
- **Intellectual Freedom**
- **Equality of Respect and Opportunity**
- **Collegiality**
- **Sustainability**

Learn more about the [Ethics Code](#).

Research Ethics

If you conduct research, you'll need to follow the Research Ethics policy and procedures.

Find [resources, training and support on LSE research ethics](#). If you have any questions regarding research ethics or research conduct, please email research.ethics@lse.ac.uk



Systems and Online Resources

Need IT help?

- Visit the Tech Centre on the first floor of the library – Lionel Robbins building (LRB)
- Email: tech.support@lse.ac.uk
- **Call: 020 7107 5000**

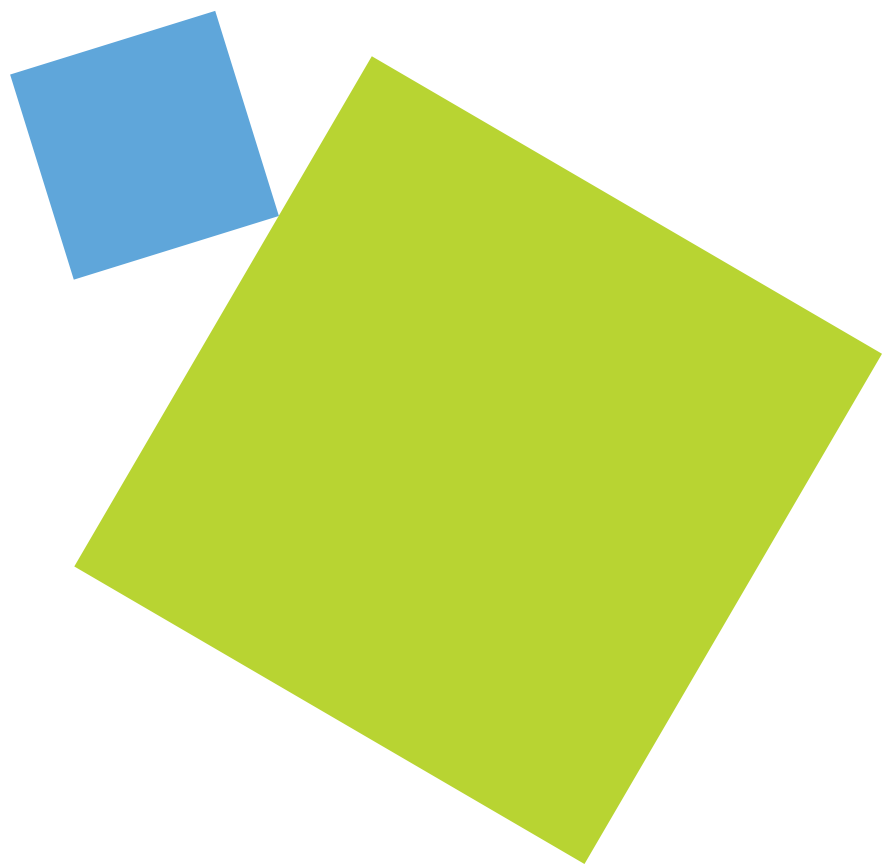
The Tech Centre is open seven days a week during term time and offers a range of services including laptop surgery. For further information visit info.lse.ac.uk/current-students/dts

Student Hub 

Moodle 

Reset your IT password 

Email 





Student Hub

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

- **View your timetable and upcoming deadlines**
- **Find your way around with the campus map**
- **Follow your department, LSE events, Careers, the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services.**

Available on iOS and Android app stores or as a web app at studenthub.lse.ac.uk





Moodle

Moodle is LSE's virtual learning environment.

The majority of taught courses have a corresponding course on Moodle, the online learning platform used at LSE. Moodle courses contain essential resources such as lecture slides, lecture recordings and reading lists. Moodle also enables activities such as quizzes and discussion forums and allows for online assignment submission, marking and feedback. How Moodle is used is determined by the course convenor and so this may vary from course to course. LSE also provides a Moodle Archive service which provides teachers and students with a snapshot of previous year's courses.

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

Reset your IT password

You can reset your own IT password at the [LSE Password website](#)

Multi-Factor Authentication (MFA)

MFA provides an extra layer of security on top of your username and password when you access our resources online – providing increased protection against cyber-attacks.

Once set up, it is easy to use and manage via the link below: lse.ac.uk/mfa

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 via the outlook app. For help setting up email on your device search "LSE mobile email setup".

Microsoft Office 365 @ LSE 

Training and Development System 

Information security awareness training 



Microsoft Office 365 @ LSE

All our students are eligible for a free copy of Microsoft Office 365 on their personal computers and devices.

[Microsoft Office 365](#)

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

Login using your LSE username and password.

Information security awareness training

The LSE Cyber Security Awareness Training can be self-enrolled at [Course: LSE Cyber Security Awareness Training](#). We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

More tips are available at lse.ac.uk/cyber



LSE100

Welcome to LSE100

LSE100 is LSE's flagship interdisciplinary course taken by all undergraduate students in the first year of your degree programme. The course is designed to build your capacity to tackle multidimensional problems through research-rich education, giving you the opportunity to explore transformative global challenges in collaboration with peers from other departments and leading academics from across the School.

Your LSE100 theme

Before registering at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing challenge facing social scientists. In 2023/24, the themes will focus on:

- **AI**
- **Climate**
- **Fair society**

For more information about each theme, visit info.lse.ac.uk/current-students/lse100/welcome

LSE100 is a single course, and the themes are highly interrelated. Whichever theme you choose to study, you will have the opportunity to investigate issues from different themes throughout the course, including in both your individual and group assessments.

Alongside learning about your chosen theme from a range of disciplinary perspectives, you will also study frameworks of systems thinking and systems change during LSE100. These are fields of interdisciplinary research that are being adopted by academics, policymakers, corporations, and NGOs. During LSE100, you will think holistically about how complex systems work and how the social sciences can enable change at a systemic level.

How will I study in LSE100?

LSE100 is a half unit course running across Autumn and Winter terms in the first year of your undergraduate degree programme. Each term, you will attend five 90-minute interactive, discussion-based seminars in alternating weeks.

Before each seminar, you will use Moodle to watch short video lectures featuring leading LSE academics and complete carefully selected readings to explore ideas and arguments from across the social sciences.



How will I be assessed?

Your LSE100 mark will be based on two summative assessments: one individual written assessment (50 per cent) and one group research project (50 per cent) that you will submit and present as a team. Your final mark in LSE100 will be included with your other first year marks and, if it is one of your six best marks, will count towards your overall first year average.

Chat with the LSE100 team

We have a team answering your enquiries from 9am to 5pm, Monday to Friday. Email us and we will be happy to help answer any questions you may have about LSE100 – get in touch at LSE100@lse.ac.uk or visit the LSE100 Course Office in KSW 4.10.

We're [online](#), on [Moodle](#), on the [Student Hub](#), and on the fourth floor of 20 Kingsway (KSW). To find out more about LSE100, check out lse.ac.uk/LSE100 and follow us on Twitter [@TheLSECourse](https://twitter.com/TheLSECourse).



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

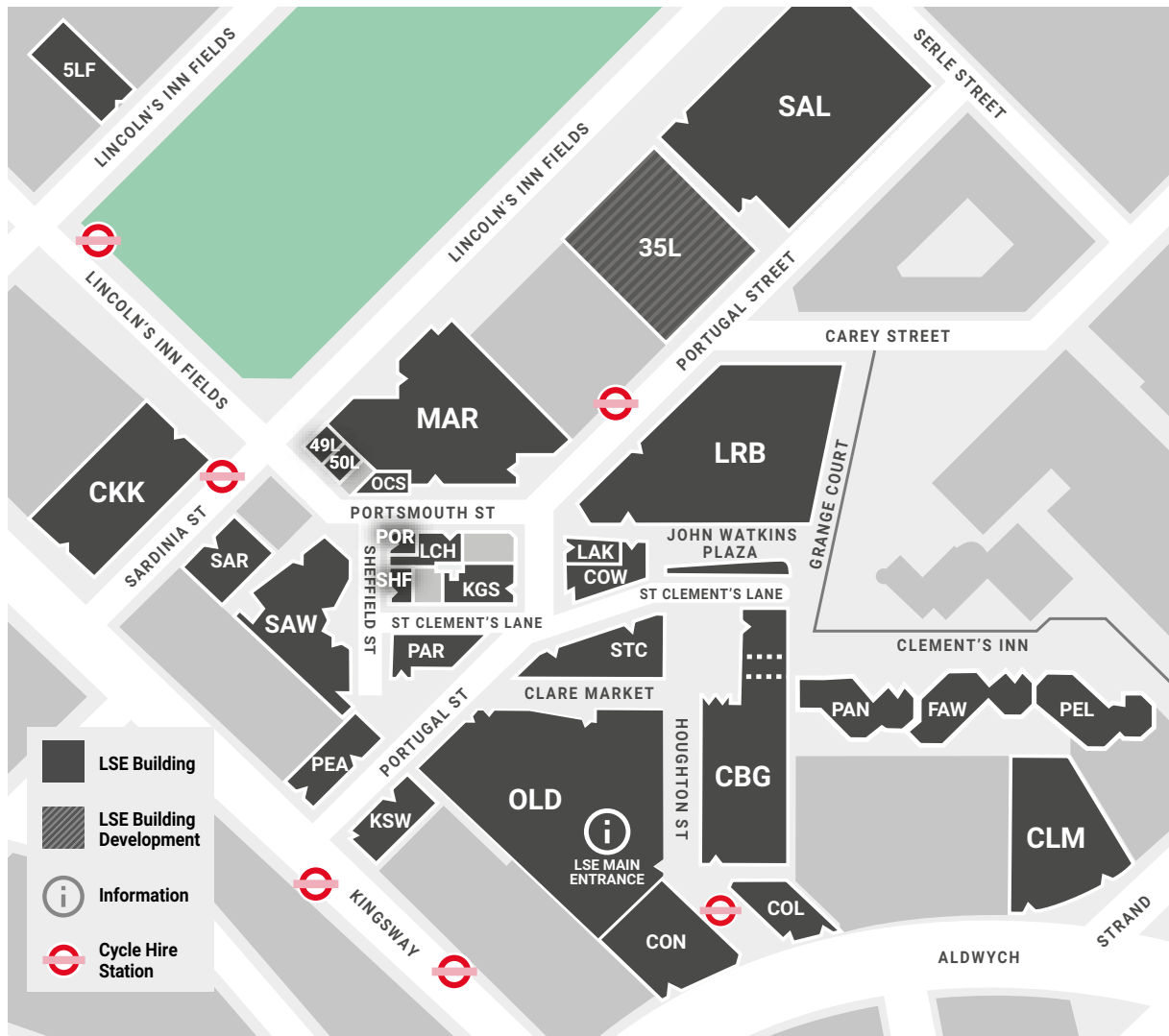
You can keep in touch with the Department on Twitter, Facebook, Instagram and LinkedIn where we will share our news and celebrations with you.

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 the 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



LSE Campus



Key

CBG Centre Building	KGS King's Chambers	50L 50 Lincoln's Inn Fields	PAN Pankhurst House	SAW Saw Swee Hock Student Centre
CKK Cheng Kin Ku Building	KSW 20 Kingsway	LRB Lionel Robbins Building, Library	PAR Parish Hall	SHF Sheffield Street
CLM Clement House	LAK Lakatos Building	MAR The Marshall Building	PEA Peacock Theatre	SAL Sir Arthur Lewis Building
COL Columbia House	LCH Lincoln Chambers	OLD Old Building	PEL Pethick-Lawrence House	STC St Clement's Clare Market
CON Connaught House	35L 35 Lincoln's Inn Fields	OCS Old Curiosity Shop	POR 1 Portsmouth Street	
COW Cowdray House	49L 49 Lincoln's Inn Fields (Coopers)		SAR Sardinia House	
FAW Fawcett House				



All buildings have wheelchair access and lifts, except, KGS, KSW*, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

After 6.30pm, please call Security Control on **020 7955 6200** to ensure that any disabled access doors are open. Also see: [Accessibility map \[PDF\]](#) For access to 20 Kingsway, please call security staff on **020 7955 6200** to set up the portable ramp in the entrance foyer.

Access Guides to LSE buildings

AccessAble have produced detailed access guides to the LSE campus and residences, and route maps between key locations. These access guides, and route maps, are now [available online](#).

lse.ac.uk/sociology



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T: 020 7955 7288

**This information can be made available
in alternative formats, on request.
Please contact sociology.ug@lse.ac.uk**

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

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

Design: LSE Design Unit (lse.ac.uk/designunit)

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Internal photography: Nigel Stead, LSE School Photographer and Maria Moore.

Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place.

LSE takes every step to ensure the safety of all their staff and students.