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Significant Dates

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<tr>
<td>Start of Michaelmas Term</td>
<td>21 September 2017</td>
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<td>Start of Teaching</td>
<td>25 September 2017</td>
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<td>Graduate Student-Staff Liaison Committee</td>
<td>25 October 2017</td>
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<td>Michaelmas Term Reading Week</td>
<td>30 October – 5 November 2017</td>
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<td>Early December 2017</td>
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<td>End of Michaelmas Term</td>
<td>8 December 2017</td>
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<td>Start of Lent Term</td>
<td>8 January 2018</td>
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<tr>
<td>Lent Term Reading Week</td>
<td>12 – 18 February 2018</td>
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<tr>
<td>Graduate Student-Staff Liaison Committee</td>
<td>28 February 2018</td>
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<tr>
<td>End of Lent Term</td>
<td>23 March 2018</td>
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<tr>
<td>Announcement of Examination Timetable</td>
<td>End of Lent Term</td>
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<tr>
<td>Start of Summer Term</td>
<td>23 April 2018</td>
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<tr>
<td>Sat Examination Period</td>
<td>May to June 2018</td>
</tr>
<tr>
<td>End of Summer Term</td>
<td>8 June 2018</td>
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<tr>
<td>Dissertation Due</td>
<td>16 August 2018</td>
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<tr>
<td>Graduation Ceremonies</td>
<td>Mid-December 2018</td>
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The School will also be closed for English public holidays*. In 2017/18 these will be:

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<tr>
<td>Christmas Closure</td>
<td>Thursday 21 December 2017– Monday 1 January 2018</td>
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<tr>
<td>Easter Closure</td>
<td>Thursday 29 March – Wednesday 4 April 2018</td>
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<td>May Bank Holiday</td>
<td>Monday 7 May 2018</td>
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<td>Spring Bank Holiday</td>
<td>Monday 28 May 2018</td>
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<td>Summer Bank Holiday</td>
<td>Monday 27 August 2018</td>
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Some facilities, such as the Library, may be open on some of these dates. The School will issue updates throughout the year.
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.

At LSE Sociology 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 relatively small department consisting of 30 full-time academics and teaching fellows, 17 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, department 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 advisers. 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
Programme Director

Dear Incoming Student,

The London School of Economics was founded by Fabian Socialists at the turn of the twentieth century. Their political goal was a non-revolutionary transformation of society that made heavy use of a politically-engaged social science to inform political and policy decisions. While the LSE has not always lived up to all of the intentions of its founders it was and remains one of the only universities in the world that is devoted exclusively to the social sciences (and related professions). It has incubated ideas about society on both the political right and the left. Its graduates have been instrumental in policy, social scientific inquiry, and even the founding of political orders (for example, India’s constitution was written by an LSE PhD).

The programme seeks to arm students with an understanding of the ways that society and politics mutually influence one another. With this in mind, the MSc in Political Sociology explores various ways of imagining the “society” that might shape “politics” and the “politics” that is to be shaped. But the core premise is that an exclusively political science is inadequate, even if the exact way it is inadequate is not always clear. Despite this fuzziness, however, there is a core literature on the relationship between politics and society that dates back to the very beginnings of an empirically-informed moral philosophy – an endeavour that eventually became the social sciences. Certainly, the canonical thinkers in classical sociological thought had deeply political interests and concerns. Marx developed a theory of social conflict and revolution. Weber helped write a constitution, described the modern state, and developed a theory of authority. Tocqueville imagined democracy itself as being strong to the extent it was social rather than exclusively political. Du Bois theorized the subjectivity and consciousness of the marginalized. Durkheim demonstrated how political categories were rooted in moral ones, and so on.

The programme will provide students with an opportunity to consider these foundational texts as well as their extension to issues of contemporary concern including social movements, identity politics, neoliberal institutional transformations, the politics of class, the social foundations of political transformations, and other salient contemporary issues.

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 Moodle and, as needed, via class or Academic Advisor meetings. If you have any questions which are not answered here, please speak to the Sociology Administrative team, or contact your Academic Adviser.

I wish you the best in your experience at LSE.

Dr Robin Archer
Programme Director
About the Department

History and Research Profile

The Department of Sociology at LSE was the first to be established in Britain and has played a key role in establishing and developing the discipline - nationally and internationally - since 1904. The Department has around 30 teaching staff, and a number of research fellows, visiting professors and visiting scholars from all over the world.

The Department is committed to empirically rich, conceptually sophisticated, and socially and politically relevant research and scholarship, building upon the traditions of the discipline, and playing a key role in the development of the social sciences into the new intellectual areas, social problems, and ethical dilemmas that face a globalised society.

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

Economy, Technology and Expertise

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 financialization, 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. The cluster is associated with LSE Human Rights. The 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.
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Houghton Street
London WC2A 2AE
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Web: lse.ac.uk/sociology

Location of Department Facilities
Most of the teaching staff of the Department have offices on the first, second and third floor of the St Clement’s Building (rooms prefixed with ‘S’).

Key Departmental Staff
The Head of Department is Professor Nigel Dodd.
The Departmental Manager is Louise Fisher.
The Director of the MSc Political Sociology is Dr Robin Archer.
Please refer to the next page for contact details.
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<td>STC S109</td>
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<td>Dr Ian Patel</td>
<td>TBC</td>
<td>STC S114</td>
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<tr>
<td>Prof. Mike Savage</td>
<td><a href="mailto:M.A.Savage@lse.ac.uk">M.A.Savage@lse.ac.uk</a></td>
<td>STC S210</td>
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<td>Dr Don Slater</td>
<td><a href="mailto:D.Slater@lse.ac.uk">D.Slater@lse.ac.uk</a></td>
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<tr>
<td>Prof. Charis Thompson</td>
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<tr>
<td>Prof. Fran Tonkiss</td>
<td><a href="mailto:F.Tonkiss@lse.ac.uk">F.Tonkiss@lse.ac.uk</a></td>
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<td>Prof. Judy Wajcman</td>
<td><a href="mailto:J.Wajcman@lse.ac.uk">J.Wajcman@lse.ac.uk</a></td>
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<tr>
<td>Dr Leon Wansleben</td>
<td><a href="mailto:L.J.Wansleben@lse.ac.uk">L.J.Wansleben@lse.ac.uk</a></td>
<td>STC S208</td>
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Staff Research Interests

Dr Fabien Accominotti
Assistant Professor. His research interests include economic sociology, the sociology of culture, historical sociology, social networks, and the study of status and inequality. Currently, Dr Accominotti studies how the management of status by economic actors impacts economic outcomes such as prices, reciprocity in informal exchange, and the production of innovation.

Dr Suki Ali
Associate Professor. Dr Ali’s interests include feminist cultural studies, postcolonial theory, psychoanalysis, research methods, visual culture, theories of identity and embodiment, processes of racialisation with specific regard to ‘racial science’ and technologies, kinship and postcoloniality. Her work focuses on the interplay between gender, sexualities, ‘race’ and class.

Dr Robin Archer
Associate Professor (Reader). Dr Archer’s interests include the comparative study of social movements, especially labour movements; political culture, especially the influence of liberalism, religion and race in the United States; comparative political economy, especially the development of industrial relations and welfare states; political institutions; and social and political philosophy.

Dr Tina Basi
Dr Basi’s research interests include gender, identity, postcolonial theory, qualitative methods, and ethnographic methods. She is interested in the intersection of technology and society which she has explored through the experiences of women working in call centres in India’s BPO industry, the ageing experience across Europe, and user engagement in product and service development.

Professor Chetan Bhatt
Interim Director of LSE Human Rights. In addition to extensive work on human rights, discrimination and social justice, Professor Bhatt’s research interests include modern social theory and philosophy, early German Romanticism, philosophical idealism, the religious right and religious conflict, nationalism, racism and ethnicity.

Professor Ricky Burdett
Director of LSE Cities. Professor Burdett’s research interests focus on the interactions between the physical and social worlds in the contemporary city, and the effects of urbanisation on social and environmental sustainability. He was Chief Adviser on Architecture and Urbanism for the London 2012 Olympics and architectural adviser to the Mayor of London.

Dr Ayça Çubukçu
Assistant Professor in Human Rights at the Department of Sociology. In conjunction with the history and critique of international law, Dr Çubukçu’s research interests are in the fields of social and political theory, human rights, cosmopolitanism, secularism, postcolonial studies and transnational social movements.

Dr Antonia Dawes

Professor Nigel Dodd
Professor Dodd’s research interests span the sociology of economic life, money and financial markets, consumerism, and classical and contemporary social theory. He is currently working on a research monograph on the conceptualization of time in the social theory of Walter Benjamin and Michel Foucault. Professor Dodd is the editor in chief of the British Journal of Sociology.

Dr Rebecca Elliott
Assistant Professor. She received her PhD in sociology from the University of California, Berkeley and her research interests span economic sociology, political sociology, environmental sociology, and knowledge production and science studies. She is particularly interested in how the environmental impacts of climate change are confronted as economic problems.

Dr Liene Ozolina-Fitzgerald

Dr Janet Foster
Associate Professor. Dr Foster’s work has spanned a number of different areas within Criminology (including offending, crime prevention and policing) and Sociology (urban change, communities and social exclusion). In
recent years she has focused on policing – particularly police cultures, neighbourhood policing, diversity and murder investigation.

**Dr Sam Friedman**
Associate Professor. Dr Friedman has an interest in the study of cultural taste. His book *Comedy and Distinction* examines the relationship between social class and the consumption of comedy. It explores what comedy people like (and dislike), how comedy taste lubricates everyday interaction, and whether some comedy tastes are valued higher than others in society.

**Dr Carrie Friese**
Associate Professor. Dr Friese’s research interests include genetics, assisted reproductive and genetic technologies, and qualitative methods. She is particularly interested in the role of animal models in biomedical developments, which she explores at the intersections of medical sociology, science and technology studies, animal studies, and feminist theory.

**Dr Ioanna Gouseti**
Course Tutor. Ioanna’s research interests lie at the intersection of criminology, sociology and research methodology, including attitudes to crime and justice, public communication of crime, social research methods, social categorization bias, gender and crime. Currently, Ioanna’s work explores whether particular types of crime information processing ‘cool off’ fear of crime.

**Dr Suzanne Hall**
Associate Professor. Dr Hall is an urban ethnographer and has practised as an architect and urban designer in South Africa. Her research interests are foregrounded in local expressions of global urbanisation, particularly social and spatial forms of inclusion and exclusion, urban multiculture, city design, and ethnography and visual methods.

**Dr Ursula Henz**
Associate Professor. Dr Henz’s research has been concerned with longitudinal aspects of compulsory and post-compulsory educational participation, poverty, labour market participation, family dynamics and informal caregiving. Her work addresses the interrelationship between the spheres of the family and the labour market and pays special attention to gender differences.

**Professor Bridget Hutter**
Professor Hutter’s research interests are in the sociology of regulation and risk governance; the regulation of economic life; organisational risk management and social control; risk regulation, resilience and natural disasters. Her book on risk regulation and crisis will be published in 2017 and her current research is engaging with issues of risk, resilience, inequality and environmental regulation.

**Dr Martina Klett-Davies**
Course Tutor. Martina’s principal research interest concerns gender and social inequalities, particularly within the context of family lives and relationships. Her most recent projects explored the meanings and experiences of long-term couple relationships and the positioning of single parenthood in Britain. Currently, Martina is researching how lesbian, homosexual and transgender people from different socio-economic backgrounds experience homo- and transphobia in six cities across Europe.

**Dr Monika Krause**
Assistant Professor. Monika’s research addresses comparative questions about forms of expertise, professions, organization and fields of practice. Monika won an ESRC Future Research Leaders Award for her project “Triaging Values”. Monika is also interested in the history of the social sciences and in social theory.

**Dr David Madden**
Assistant Professor. Dr Madden works on urban studies, political sociology and social theory. He has conducted qualitative, ethnographic and historical research in New York City, London and elsewhere, addressing topics including urban politics, gentrification, cultural development, public housing, public space, urban theory and planetary urbanisation.

**Dr Patrick McGovern**
Associate Professor (Reader). Dr McGovern specialises in economic sociology, especially the sociology of work and labour markets; and international migration. He is currently working on a multi-disciplinary comparative project, which involves the creation of a database of national immigration policies and will develop measures of the relative restrictiveness of government controls relating to migration.

**Dr Michael McQuarrie**
Associate Professor. Dr McQuarrie’s research interests focus on changing modes and practices of urban governance, the changing meaning and practice of "participation" and "community", the theoretical use of organizations to better understand the city, methods for meso-level organizational and institutional analysis, and cities of the global south.

**Dr Claire Moon**
Associate Professor. Her research is framed by a socio-legal perspective and addresses topics such as transitional justice, truth commissions, post-conflict reconciliation, apologies, reparations, war trauma, human rights reporting, and forensic knowledge in human rights. She is currently working on a book on the governance of
social suffering.

Dr Ian Patel
BJS LSE Fellow. Dr Patel gained his PhD from Queens' College, Cambridge, in 2012. Before joining LSE, he held posts at King's College London and SOAS, University of London. His research is broadly concerned with international justice, human rights, and global governance. His research interests lie in postcolonial history, intellectual history, the politics of knowledge, and genealogies of the modern nation-state and international system.

Professor Mike Savage
Professor Savage is an expert in the sociology of stratification, and in the cultural aspects of social inequality. Much of his work explores the overlaps with urban and historical sociology. He is interested in both quantitative analysis and qualitative and historical sources, as well as in digital data sources, including work with the BBC as adviser to their ‘Great British Class Survey’.

Dr Don Slater
Associate Professor (Reader). Dr Slater’s research interests fall into three broad areas: the sociology of economic life (consumer culture and market society); the sociology of new media, particularly in the global South; and material and visual cultures (lighting and design; photography). Most of his work has been informed by a commitment to ethnographic research.

Professor Charis Thompson
Professor Thompson’s research is in the areas of Science and Technology Studies and feminist theory. She is interested in science, medicine, and environmental policy, and in mixed methods appropriate for addressing recalcitrant social challenges in these areas. She is currently writing a book on psychology and models of the brain.

Professor Fran Tonkiss
Professor Tonkiss’s research is in the fields of urban and economic sociology. Her interests in urbanism include cities and social theory, urban development and design, urban inequalities, spatial divisions and public space. In economic sociology, her research focuses on markets, globalisation, trust and social capital.

Professor Judy Wajcman
Professor Wajcman’s research interests focus on the sociology of work and employment, science and technology studies, sociology of information and communication technologies, gender theory, and organizational analysis. Her current major empirical project explores the impact of mobile communication technologies on time poverty and work-family balance.

Dr Leon Wansleben
Assistant Professor. Dr Wansleben’s research interests include the sociology of knowledge (sociology of classifications, institutions, knowledge and expert cultures); economic sociology (history and sociology of markets, sociology of calculation); and financial market and money sociology (social studies of finance, political economy).

See lse.ac.uk/sociology/whoswho/academic for more extensive descriptions of staff research interests and publications.
Programme Details

The MSc Political Sociology consists of four units, which are made up of compulsory and optional courses.

**Compulsory Units**
- SO407 Politics and Society (full unit)
- SO494 MSc in Political Sociology Dissertation (full unit)

**Optional Courses**
One full unit or two half units (H) from the following:
- EU425 Interest Representation and Economic Policy-Making in Europe (H)
- EU447 Democracy, Ideology and the European State (H)
- EU481 The Future: Political Responses to a Challenge (H)
- GV479 Nationalism
- MC408 Theories and Concepts in Media and Communications I (Key concepts and interdisciplinary approaches) (H)
- SA4M1 Politics of Social Policy: Welfare and Work in Comparative Perspective (H)
- SO424 Approaches to Human Rights
- SO425 Regulation, Risk and Economic Life
- SO426 Classical Social Thought (H)
- SO427 Modern Social Thought (H)
- SO430 Economic Sociology (H)
- SO457 Political Reconciliation (H)
- SO458 Gender and Societies (H)
- SO468 International Migration and Migrant Integration (H)
- SO469 Risk and Governance: A Sociological Approach (H)
- SO470 The Sociology of Markets (H)
- SO471 Technology, Power and Culture (H)
- SO479 Human Rights and Postcolonial Theory (H)
- SO481 Class, Politics and Culture (H)
- SO482 Topics in Race, Ethnicity and Postcolonial-Studies (H)
- SO483 Social Change Organisations (H)
- SO490 Contemporary Social Thought (H)
- SO491 Quantitative Social Research Methods (H)
- SO492 Qualitative Social Research Methods (H)

One full unit or two half units either from the above list, or any MSc courses offered at the LSE, subject to the approval of the Programme Director and course teacher.

**Course Guides and Programme Regulations**
To find out more about optional courses and to read the programme regulations in detail please see lse.ac.uk/resources/calendar/programmeRegulations/taughtMasters

Course guides for all courses are available at lse.ac.uk/resources/calendar/courseGuides/graduate.htm

Please note that because the list of options is long, 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 Adviser or Programme Director about your option choices.

You are also welcome to consider other appropriate masters options offered within the School, but please consult with your Academic Adviser or Programme Director first.

* Some optional courses may not be available each year. Please see lse.ac.uk/resources/calendar/courseGuides/graduate.htm for details.
The Dissertation

Dissertation Abstract
You are required to submit a topic proposal for your dissertation at the end of Michaelmas Term and a fuller dissertation proposal at end of Lent Term. The submission date for the completed dissertation is the third Thursday in August. Please refer to the online course guide for the compulsory Dissertation course (see previous page for the course code) for details.

Research Ethics
The School attaches great importance to high ethical standards in research undertaken by staff and students. Along with the title and abstract of your dissertation, you and your Academic Adviser are also required to review and complete the LSE Research Ethics Checklist. The ethics guidance and the checklist can be found at lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx

Purpose of the Dissertation
The dissertation is an integral part of the MSc programme. It is an opportunity to study in depth a topic of special interest to you and to apply the knowledge and skills that you have gained over the year. In your dissertation you will apply one or more research approaches covered in other parts of the MSc programme to a question within the field of sociology.

Your dissertation accounts for one quarter of your final grade. It should be logically structured, well researched and clearly written. Please allocate your time and effort accordingly, and plan your work in order to ensure that you meet with your supervisor within term-time, since academics may not be available during term breaks. At the end of the Summer Term you will be expected to have developed the structure of your dissertation and to start to work independently.

Content and Approach
The dissertation is an extended piece of written work that critically appraises evidence and opinion to reach a conclusion about a sociological question. The key requirement is that the dissertation should demonstrate a high level of independent critical ability. You must show your ability to organise your material clearly and logically and to sustain a reasoned and cogent argument from beginning to end. Where appropriate you should explain clearly the research method(s) that you have applied and the reasons for your choice of approach. You should show awareness of any shortcomings of your study in relation to methods employed and quality or quantity of the data.

Dissertations can take a number of forms:
- A library-based project utilising existing secondary sources;
- An empirical investigation using existing data-sets or published data;
- A research report based on the collection of primary data.

Where the Dissertation involves the collection of your own data, appropriate credit will be given. Whatever the nature of your dissertation, it is never appropriate to present merely an accumulation of disparate factual material, without placing this in the context of a body of sociological literature or a sociological debate, or using it in order to address a sociological question, or applying it to assess a recognised sociological theory or set of theories, or interpreting it with sociological insights.

Format and Style
Whatever the form of the dissertation, 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, sub-title, abstract, contents page, tables, diagrams, bibliography and appendices, but including footnotes/ endnotes). Five marks will be deducted for assessed work that exceeds the word limit, and examiners are not required to read any material in excess of the word-limit. Include a declaration of word-length on the title or contents-page of your dissertation. The manuscript should be printed in double spacing using 12-point type, single or double sided, with page numbers. The finished product must be bound – see also submission of assessed work.

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 Adviser 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 provide citations for the most banal assertions.

- O R

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 names of US towns or cities are followed by the two-letter abbreviation of the state concerned; e.g., Cambridge, Massachusetts, is identified as ‘Cambridge, MA’.

Publications with up to three co-authors should be referenced as in the Butler/Stokes example; those with four or more co-authors should be referenced as in the Himmelweit example.

Internet references should be given in the text as in the following examples, normally, though not necessarily in every case, identifying simultaneously the holder of the website.

- The website of the Commission for Racial Equality [www.cre.gov.uk] 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.

Assessments

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

Your performance will be assessed across four modules or module equivalents. The general Postgraduate Mark Frame is as follows:

**Distinction** (70-100 per cent): 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 and professional manner, and all citations, footnotes and bibliography are in the proper academic form. Essays in the upper range of this class (80 per cent and higher) may make an original academic contribution to the subject discussed and will be outstanding in terms of originality, sophistication and breadth of understanding of relevant themes and material.

**Merit** (60-69 per cent): Awarded when the essay offers a systematic analysis of the issues raised by the question and demonstrates independent thought. The essay shows appropriate skill in presenting a clear 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.

**Pass** (50-59 per cent): This is awarded when the essay shows understanding of the issues raised by the question, and demonstrates an 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.

**Fail** (40-49 per cent): The essay shows limited understanding of the subject and lacks evidence of an independent response to the question. It may be based entirely on lecture material, poorly structured and contain significant errors of fact. The essay may be incomplete, including poor presentation and inadequate referencing, and fail to demonstrate an appropriate level of engagement with relevant literature.

**Bad Fail** (0-39 per cent): The essay is incomplete or fails to address the question under study. It offers little evidence of reading or understanding. It may be poorly presented and lack referencing.

Dissertations that are generally satisfactory but fall short of the required standard of presentation may be referred for emendation within one month of the examiners’ meeting. In order to pass your whole MSc, you must pass the dissertation with a mark of at least 50.

Classification Schemes

Graduate degrees are awarded according to the classification scheme applicable to the year in which you started your programme, and are applied by the Boards of Examiners. See [lse.ac.uk/resources/calendar/taughtMasters.htm](http://lse.ac.uk/resources/calendar/taughtMasters.htm) for details of the School’s schemes of award. Staff in the Student Services Centre can provide you with guidance on the School’s academic regulations and degree classification schemes.

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 will 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

Two hard copies of all formally assessed work, including the Dissertation, must be submitted to the Sociology administration office S116. A third copy must be uploaded to Moodle the same day. Please refer to specific course guides for the precise deadlines.

Please refer to specific course guides for the precise deadlines.
Hard copies of assignments should be stapled, and in the case of the dissertation 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. The title page must include the word count. Submitted copies must be identical in every respect. Submitted hard copies will not be returned to you.

When you submit your two hard copies, you must complete and attach the *Summative Assessment Submission Form* and also ensure you have ticked the Declaration on Plagiarism/Academic Dishonesty. This form can be found on Moodle. You will receive an email acknowledging receipt of your assignment within two working days of submission.

**Late Submission and Extension Requests for Summative Coursework**

Missing an assessed coursework or dissertation deadline is treated identically to missing an exam: Just as an exam date cannot be moved, the deadline for essay submissions is fixed.

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. If you require an extension you must complete the summative coursework extension request form, you must

1. Complete your request as early as possible and **before the deadline**.
2. Note that extensions are only granted in exceptional circumstances where there is a good reason, backed by supporting evidence.
3. 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.
4. 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.
5. 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 extended submission deadline (b) the documentation required and (c) the date by which the documentation must be received.

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

If you miss a deadline without having requested an extension, the relevant Exam Board will consider the reasons offered and documented by you (your ‘mitigation’) and decide whether or not the mitigation offered allows the Board to waive the normal penalties. Normally, these are only waived where there is evidence of significant circumstances, such as illness, injury or bereavement, which can be directly connected to the inability to meet the deadline.

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 [lse.ac.uk/intranet/students/registrationTimetables Assessments/examinationsAndResults/exceptionalCircumstances.aspx](http://lase.ac.uk/intranet/students/registrationTimetables Assessments/examinationsAndResults/exceptionalCircumstances.aspx)

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.

Exception to these policies: if you have an Inclusion Plan (IP) agreed by the Disability and Well-being Service, this may allow the Department to make adjustments of both coursework deadlines and examination conditions. In this case, the Chair of the Examinations Sub-Board is empowered to move the deadline to an extent appropriate to the condition covered by the IP.

**Interruption / Transfer / Deferral / Withdrawal**

If you experience any difficulties during your time at LSE you should make sure that you keep in regular contact with your Academic Adviser who 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. However, if this isn’t the case, you may wish to consider the following options:

- **Interruption:** with approval from your department you can take a year-long break in your studies, which we call an interruption. You are usually required to return at the start of the nearest applicable term – be that Michaelmas or Lent term. Summer term interruptions are not possible. For more information, please see [lse.ac.uk/interruptions](http://lase.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 on transferring programmes, and sometimes transfers are not possible. All transfer requests are considered by and require approval from both academic departments and the School before being authorised. For more information, please see lse.ac.uk/programmetransfers

- Deferral: if you complete the teaching year but have difficulties in the lead up to or during the exam period, then in exceptional circumstances you can seek to defer assessment(s) to the following academic year. For more information, please see lse.ac.uk/deferrals
- Withdrawal: withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information, please see lse.ac.uk/withdrawals

Please see lse.ac.uk/registrationchanges for more information.

Both interruptions and deferrals require a formal submission to the Chair of the Exam Board, who must decide whether deferral or interruption is warranted. The grounds for this decision are the same as in the case of late submissions but with the additional criteria that the issues invoked are longer-term or chronic. For more information, see lse.ac.uk/deferrals.

**Change mode of study**

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

**What to do if you are ill during your exams:**

Information about the School’s procedure can be found online at:

- lse.ac.uk/intranet/students/registrationTimetablesAssessment/examinationsAndResults/exceptionalCircumstances/illnessExceptionalCircumstances.aspx

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.

**Fit to sit policy**

By entering the exam room, the School considers that you are declaring yourself fit to sit your exam. The same policy applies to all summative assessments; by submitting the assessment you are declaring that you are fit enough to do so.

If you have experienced disruption to your studies, e.g. illness/injury, personal difficulties, prior to the exam from personal difficulties you must think carefully about whether you should attempt the assessment of whether you should discuss deferring the exam with your academic department.

**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 two to four weeks of submission.

**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 assessment in the form of qualitative comments and an indicative mark. The Department aims to provide feedback within two to four weeks of the essay submission deadline.

Dissertation feedback in the form of qualitative comments will be provided to students before the first week of Michaelmas Term.
**Plagiarism**

The work you submit for assessment must be your own. If you attempt to pass off the work of others as your own, whether deliberately or not, you are committing plagiarism. 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 from 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, examination scripts, dissertations, essays, computer programmes) must be solely 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 information and the School’s Statement on Editorial Help, see [lse.ac.uk/intranet/LSEServices/TQARO/Calendar\StatementOnEditorialHelp.pdf](http://lse.ac.uk/intranet/LSEServices/TQARO/Calendar\StatementOnEditorialHelp.pdf). Any breach of the Statement will be treated as plagiarism.

A piece of work may only be submitted for assessment once. Submitting the same piece of work twice will be regarded as an offence of “self-plagiarism” and will also be treated as plagiarism.

However, we recognise that it is not only common but desirable for students to build on material, arguments and ideas that they have developed throughout their degree and trialled in earlier essays. The key point is that later submissions should show substantial development of the earlier work and should not reproduce sections of the earlier work verbatim.

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

The Regulations on Plagiarism can be found at [lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsAssessmentOffences_Plagiarism.pdf](http://lse.ac.uk/intranet/LSEServices/TQARO/Calendar/RegulationsAssessmentOffences_Plagiarism.pdf). If you are unsure about the academic referencing conventions please refer to the above referencing guidelines or consult your Academic Adviser.
Academic Advisers

During your year at the LSE you will be assigned a supervisor (Academic Adviser) who will oversee your progress. You should meet your supervisor at regular intervals for advice and feedback and to discuss the progress of your work, as well as any problems of a more personal nature that may arise. As well as overseeing your general progress, your supervisor will help you develop your dissertation topic. However, we also encourage you, during the course of preparing for your dissertation to approach other members of staff who may be able to help you with your dissertation.

Supervisors will, as far as possible, be allocated by the end of the first full week of the Michaelmas Term. A list of supervisors and students will be displayed on the Departmental notice boards and emailed to you during the second week of the Michaelmas Term. As soon as you know the name of your supervisor, 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 option course(s) that you wish to take. All staff have allocated office hour/s which are displayed on their door. However, staff are also happy to arrange appointments for supervision discussions to be held at other, mutually acceptable, times. You can contact staff via email.

There is no single model for the relationship between you and your MSc supervisor. However, the relationship is important when you are preparing your MSc dissertation. We strongly recommend students start thinking about their dissertation early in the course and seek assistance in doing so. We hold a dissertation workshop early in the Summer Term to help prepare you. We ask students to produce a dissertation title and abstract by week 8 of the Lent term.

You have the right to expect your supervisor to be available to see you during term-time but not outside term-time. This is especially the case during the Summer vacation when you are writing up your dissertation. You should therefore plan your work so that you are in a position to receive final advice on your dissertation before the end of the Summer Term. In the interest of equity between students your supervisor may comment on your early efforts on your dissertation before the end of the Summer Term. You cannot expect your supervisor to read, or offer extensive comments on, your final dissertation draft.

Should any problems arise concerning supervision, you should in the first instance consult your supervisor or alternatively your programme Director.
Study Guidelines and Support

Access to guides to LSE buildings

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

Advice, Communications & Operations Team (ACO)

ACO provide advice to students on academic matters (particularly around non-progression, interruption and withdrawals), run the Student Services Centre counter, co-ordinate Welcome and co-ordinate Student Services Centre communications:

Their specific responsibilities include:

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

You can contact ACO at the SSC counter during opening hours, by email at ssc.advice@lse.ac.uk or by phone on 020 7955 6167.

Auditing Courses

You may wish to audit some courses which are not part of your programme, and for which you will not gain credit. You may audit the lectures of any courses in the School subject to the approval of the teacher responsible, but you may not normally attend the associated seminars if you are not registered on the course. It is courteous to introduce yourself to the teacher responsible for any course you intend to audit regularly.

Class Changes

If you have circumstances which prevent you from attending your scheduled class, you should include in your request full details of the dates and times that you are unavailable. Your request will be considered by the department responsible for teaching the affected course. You may be asked to provide evidence in support of your application. Once a decision has been made, you will be notified via your LSE email account. If your request has been approved, it will be reflected in your LSE for You personal timetable.

Certificate of Registration

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 details about what is contained in a certificate of registration visit lse.ac.uk/certificateofregistration.

You can obtain a Certificate of Registration from the Student Services during our opening hours (normally 11:00 to 4:00pm, Monday to Friday). If you are planning to use the document to open a bank account you must specify which bank it needs to be addressed to. If you require a certificate with information beyond what is on the standard Certificate of Registration please see lse.ac.uk/registrydocuments.

Change of Address

If you change your term-time address you must inform the Registry (via LSE for You). Your address will not be disclosed to a third party without your permission unless it is for reasons of official School business. Please keep us informed of your private address and telephone number.

Business Continuity Management

This is concerned with planning for recovery from major incidents (e.g. the loss of a building) or managing less serious events (such as pandemics, power failures, severe weather conditions or disruption to travel) with a view of keeping the School running and keeping you informed about what action is being taken.

The main method of communication during all disruptive incidents is the LSE website and it is therefore important that you check the website regularly. We may also try to contact you by other means, such as LSE mobile, text or e-mail. Departments will be informed of developments and we may advise you to contact staff in your department during these periods.

In any emergency the key messages are to keep calm, follow instructions issued by the School, and to remain in touch with your department. The School seeks to manage all disruptive incidents swiftly so that work can return to normal as quickly as possible.
within three working days of the date of approval.

**Codes of Good Practice**

The Codes of Practice for Taught Masters Programmes explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your departments and what departments are expected to provide in relation to the teaching and learning experience. The Code covers areas like the roles and responsibilities of Supervisors and Programme Directors; the structure of teaching at the School; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you.

The code for postgraduate students:
lse.ac.uk/resources/calendar/academicRegulations/codeOfGoodPracticeForTaughtMastersProgrammesTeachingLearningAndAssessment.htm

All students should read The Ethics Code and guidance. The Ethics Code and guidance sets out the core principles by which the whole School community (including all staff, students and governors) are expected to act lse.ac.uk/ethics.

The Student Charter sets out the vision and ethos of the School — lse.ac.uk/intranet/LSEServices/policies/pdfs/school/stuCha.pdf

If you conduct research you should refer to the School’s Research Ethics Policy and procedures —

lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx

and also the Code of Research Conduct —

lse.ac.uk/intranet/LSEServices/policies/pdfs/school/codResCon.pdf

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

**Course Choice and Seminar Sign Up**

LSE Course Finder apps.lse.ac.uk/coursefinder will help you to 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 Timetable for that shortlist. Course Finder will be open from 10:00 on Monday 18 September 2017 to 12:00 on Monday 9 October 2017, and is available to registered students.

Once you have selected your shortlist, you must choose all of your courses, including any compulsory courses and your dissertation, in LSE for You.

Course choice opens for browsing during Welcome Week so that you can get used to the system however you will not be able to make any choices during this period. The system opens fully from Friday 22 September 2017 to fully registered students. The deadline for course choices for postgraduate students is Monday 9 October 2017. The system will re-open at the beginning of Lent Term so you can make any changes that are needed for Lent Term.

Full information on how to select course can be found at lse.ac.uk/coursechoice. Here you will find links to the programme regulations which outline your available course choices and a course guide for each of them. You will also find tutorials on how to use the Graduate Course Choice system.

Some graduate courses have been designated as ‘controlled access’ due to limited places and/or prerequisites that are required in order to study the course. You will need to apply to the department teaching the course for permission to take it using the course choice system. These courses are highlighted in the course choice system. You will be notified of the outcome of your request to take a controlled access course by email. If you have been offered a place on a controlled access course, you must use the course choice system to indicate whether you would like to accept or decline the offer within two working days of receiving the offer email. After this time the offer will expire. Your overall selection of courses is also subject to the approval of your home department.

Some academic departments allocate places to seminars centrally whilst others permit you to choose using the seminar signup facility in LSE for You. You can see which method is used for each of your registered courses in the seminar sign-up system. If you wish to change your seminar you should contact the department teaching the course for more information.

Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically for you. There is usually around a 15 minute delay between successful course registration and your timetable being updated.

**Course Readings**

All books marked as essential reading on reading lists can be found in the Course Collection in the Library. The books in this section can be borrowed for 3 days and are restricted to LSE staff and...
students. Please be aware that your account will be blocked if books are overdue and will not be unblocked until books are returned or renewed. Most current journal articles can be accessed online. It is worth checking if articles on your reading lists are available this way, since printing these is cheap and straightforward. In addition to the Library main collection and course collection, many teachers will have created online versions of important chapters or articles. You can find the link to these materials in your reading list.

Dean of Graduate Studies
The Dean has a wide range of duties relating to the School’s graduate community. The Dean is available to any graduate student who wishes to discuss academic or personal issues. The Dean works closely with members of academic staff, including Supervisors, Programme Directors, Heads of Department, and with other support services across the School, such as the Disability and Wellbeing Service and the Teaching and Learning Centre, to help maximise graduates’ learning potential and enhance the student experience. To arrange an appointment with the Dean please contact pg.dean@lse.ac.uk.

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

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

In practice, this means we expect you to:

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

The School is committed to embedding and mainstreaming equity, diversity and inclusion. In 2017/2018, we are initiating a programme of training on consent and positive bystander interventions, in partnership with the LSE Students’ Union.

For further advice or information, please visit lse.ac.uk/equityDiversityInclusion, see our blog, and follow us on Twitter @EDI_LSE.

Evaluation
We want you to get the best out of your programme, and evaluation is an important element of this. At key stages during the year we will ask you to complete anonymously course evaluations. The information provided from these is invaluable in terms of developing the course for future years. You do not need to wait for evaluations however to express your feelings about the course (either good or bad!) and we will do our best to respond to your comments.

Faith Centre
The Faith Centre in the Saw Swee Hock Building offers multi-faith facilities for prayer, worship and faith society meetings as well as providing a contemplative space on campus. The Chaplain is also available to provide pastoral support to anyone seeking non-judgemental conversation or advice and to support religious life and cohesion within the wider School community. See lse.ac.uk/faithCentre for details.

Fees
You can either pay them in full prior to Registration or by Payment Plan where you pay one third of your fees on the 28 September 2017, 28 January 2018 and 28 April 2018. If you do not know the cost of your fees, please see the Table of Fees at lse.ac.uk/tableoffees. Full information, including how to pay, can be found here: lse.ac.uk/feesoffice.

Fieldwork Safety
If you are planning fieldwork or any other off site activity please complete a risk assessment on lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx

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

Please read the Fieldwork Health and Safety Guidance document for further information: lse.ac.uk/intranet/LES/Services/healthAndSafety/pdf/Fieldwork-H&S-Guidance-May-2014.pdf. For any further information or advice, please contact the Health and Safety Team on 020 7852 3677 or email Health.And.Safety@lse.ac.uk.

Financial Support Office (FSO)

The FSO is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It holds drop in sessions in the Student Services Centre. Advice can also be given by telephone on 020 7955 6609 (9.30am-5.30pm).

FSO provide information about funds such as the Student Support fund, LSE Access Fund and the Postgraduate Travel fund.

Full details and application forms are available from lse.ac.uk/financialsupport.

International Student Immigration Visa Advice Team (ISVAT)

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

For more information including drop in times go to: lse.ac.uk/isvat. You can also follow us at @LSE_ISVAT.

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

IT Support

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

Laptop Surgery (first floor, Library): Visit the Laptop Surgery for advice and hands-on help with problems connecting to LSE resources from personally-owned laptops and mobile devices.

LSE Mobile: Download the LSE Mobile app to access your course timetable, library information, maps, guides and more. Search ‘LSE Mobile’ on the App Store or Google Play to download.

IT Support for students with disabilities: PCs and printing facilities for students with disabilities are provided in the Library. We also provide one-to-one support for students with disabilities who wish to become familiar with assistive technologies and software. Please email its.disabilities.support@lse.ac.uk.

Social Media: The School has outlined guidance on the use of social media, which can be found at lse.ac.uk/intranet/LSEServices/policies/pdfs/school/guiSocMedStu.pdf.

For contact details and further information see lse.ac.uk/intranet/LSEServices/IMT.

The Language Centre

As well as degree options the LSE Language Centre provides a comprehensive programme of support if English is not your first language and a range of extra-curricular courses designed for students of the social sciences. The Language Centre also offers an extra-curricular programme in a range of languages for a fee. Please see lse.ac.uk/languages for information.

The Library

Your LSE student card is also your Library card. Additional registration with the Library is not required. All the information you need to get started is on the Library website at lse.ac.uk/library. This is also where you access Library Search, your gateway to the Library’s print and electronic resources.

Ellen Wilkinson (e.wilkinson@lse.ac.uk) and Andra Fry (a.e.fry@lse.ac.uk) are your department’s Academic Support Librarians. They can help you use the Library’s resources effectively, as well as offering guidance on referencing and managing information. Get in touch for advice or to arrange a consultation.

The Library also offers training sessions on literature searching, reference management, finding data and much more. You can sign up for a course at apps.lse.ac.uk/training-system.

Follow the Library at on Twitter: @LSELibrary. You can also contact the Library by emailing library.enquiries@lse.ac.uk or visiting the Enquiries Desk on the ground floor.

LSE Careers

LSE Careers offers a wide range of seminars,
employer presentations, fairs and face-to-face career discussions to help you at every stage of your career planning process - from deciding what you want to do to preparing for interviews and settling into your first job. LSE Careers also works with your department to deliver events and services tailored to you.

LSE attracts top recruiters in many sectors who use our vacancy board to advertise hundreds of internships, voluntary, part-time and graduate positions. You can access the vacancy board and book career discussions and events through LSE CareerHub at careers.lse.ac.uk.

The LSE Careers website lse.ac.uk/careers and blog are also full of tips, advice and information about every stage of the careers process from CV writing to interviews, and information about a wide range of employment sectors.

You can also browse the Graduate Destinations website (lse.ac.uk/GraduateDestinations) to find out what LSE graduates have gone on to do.

For up-to-date information about events, booking, resources, news and vacancies follow us on Facebook facebook.com/lsecareers and Twitter @LSECareers.

LSE Day Nursery

lse.ac.uk/nursery The LSE Day Nursery is registered under the Early Years sector; and our Ofsted registration allows us to provide care and learning for 63 children aged between 3 months and 5 years.

We are located in the basement of an LSE Hall of Residence on Wild Street. We primarily serve students and staff of the LSE. We offer full-time and part-times spaces. We base our curriculum on the Revised Early Years Foundation Stage Framework (EYFS). The nursery was rated Good on the last Ofsted Inspection in January 2012.

The nursery has four main rooms: two baby rooms, which can take up to 23 babies aged 3 months to 2 years. We can accommodate up to 26 toddlers aged between 2 to 3 years, and 16 pre-school children aged between 3 to 5 years.

The nursery is opened from 8:45am-6:15pm. It is open for 50 weeks of the year, except for bank holidays and a week at both Christmas and Easter. There are always places available and we welcome enquiries from interested parents, both students and staff.

The Nursery welcomes viewings any week day at 10.30am or 3.00pm by appointment, please email nursery@lse.ac.uk or call 0207 107 5966.

LSE for You

LSE for You is a personalised web portal which gives you access to a range of services:

- View or change your personal details
- Reset your Library and network passwords
- Monitor and pay your tuition fees online
- Check your exam results

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

LSE LIFE

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

We offer:

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

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

For more information, please visit lse.ac.uk/lselfife.

LSE Students' Union

lsesu.com We believe that LSE has one of the most active student communities at any university, and is being led by students. The Student’s Union is independent from the School. We’ll 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 we do it:

- 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 – our independent, legally-trained advice workers offer free, confidential advice when things go wrong or you need help
- The Union runs a bar, some shops and the only gym on campus.

You will be part of one of the most important chapters in our history, where we go now and what happens next for your union is up to you.

LSE Volunteer Centre

The LSE Volunteer Centre is based within LSE Careers and is here to help you develop new skills and new friendships while making an impact through volunteering. We advertise volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part-time internships with charities. The annual Volunteering Fair takes place at the beginning of Michaelmas term and is a great opportunity to meet a wide range of charities and get a feel for the work they do. You can find out more, as well as tips and advice about volunteering, on the LSE Volunteer Centre website lse.ac.uk/volunteercentre or @LSEVolunteering.

Moodle

Moodle is LSE’s Virtual Learning Environment (VLE). It is a password protected web environment that contains a range of teaching resources, activities, assignments, information and discussions for your course. The content of Moodle is the responsibility of your teacher and so it will vary from course to course; not all teachers choose to use Moodle.

Go to moodle.lse.ac.uk/ and use your LSE user name and password to log in. This page also has links to help and advice on using Moodle.

You will also find links to Moodle from a number of web pages, including the webpage for ‘Staff & Students’. If you have any technical problems with Moodle you should contact the helpdesk at it.helpdesk@lse.ac.uk.

New Arrivals and Welcome Week

Welcome 2017 offers a huge range of talks, tours and other activities to help you settle into life at LSE. It is designed to introduce you to LSE and help you meet other students. For more information visit lse.ac.uk/yourfirstweeks or pick up a copy of The Welcome Guide 2017.

The Welcome Guide 2017 is packed full of information about the things you need to do, events you must attend and gives you some great tips on how to start your time at LSE. You can pick up a copy, when you register, in the Student Services Centre (from mid-August) or at any of the Help Points (during Welcome Week).

Paid Employment during Your Studies

Paid employment will not normally be accepted by examiners as a mitigating circumstance in the event of a performance at a lesser level than could otherwise have been expected. If you have no choice but to take some paid employment, under School regulations the total hours cannot exceed 20 per week for a full-time student.

Programme Registration

At the start of the academic year, all new and continuing students need to formally register on their programme of study. New students need to do this in person (usually in Clement House), whilst most continuing students will be able to re-register online.

To ensure that you are able to register as quickly as possible, each programme is allocated a time slot (for large programmes these slots are further split by surname), please make sure that you attend the correct slot or you may be turned away. At registration, you will be asked to provide proof of your eligibility to study in the UK and will be issued with your LSE ID Card.

For more information, including schedules, details of what documents you need to provide and how to re-register visit lse.ac.uk/registration.

Public Lectures

Throughout the year there are special School lectures, which are open to everyone. Upcoming lectures are advertised on the large computer screens around the School and on the School homepage under ‘Events’. You can also keep up to date with the latest information through the LSE Events email information service which enables you to receive email notification of new events and public lectures at LSE when they are announced. See lse.ac.uk/publicEvents.

Quality Assurance

The School’s approach to quality assurance is set out in the document “Strategy for Managing
You, your referee will be able to see your work by putting your CV on the CV builder on LSE for a draft which the programme practice is for your Academic Adviser to produce from the programme. Sometimes an application requires a reference as any form you submit.

Senior members of staff write many references each term. If you are asking them to write a reference for you, please give them at least three weeks’ notice. Provide all the information needed to write the reference preferably in a single email and ensure that you have filled out your part of any form you submit. Don’t put down someone’s name as a referee without asking them first.

Sometimes an application requires a reference from the programme Director. If so, the usual practice is for your Academic Adviser to produce a draft which the programme Director will sign.

By putting your CV on the CV builder on LSE for You, your referee will be able to see your work experience and extra-curricular activities, so enabling them to write a fuller reference for you.

The Robert McKenzie Room

The Robert McKenzie Room (STC S219) can be used by Sociology Masters students for quiet study. If you wish to hold a formal meeting in this room, please book through one of the administrators.

School and Academic Regulations

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

The following web searches/web links detail the School’s Programme Regulations.

- Regulations for Diplomas
- Regulations for the consideration of appeals against decisions of boards of examiners for taught courses
- Regulations for Taught Masters degrees (before 2009/10)
- Regulations for Taught Masters degrees (entering in or after 2009/10)
- Regulations on assessment offences: other than plagiarism (i.e. Exam Misconduct)

And the following web link gives you an A-Z list of relevant regulatory documents where you can find further details of all School Regulations: lse.ac.uk/intranet/LSEServices/policies/home.aspx.

Staff-Student Liaison Committee

At the start of the year you will be asked by your department if you would like to represent your programme on the Staff Student Liaison Committee. These are important Committees as they provide a forum for feedback from students both on their programme and for discussion of issues which affect the student community as a whole. The role of an SSLC representative is therefore central to ensuring that courses and programmes in the School work efficiently; and those elected or chosen as a representative will be given training.

The SSLC also elects one representative to attend the relevant School level Students’ Consultative Fora. More information on the Consultative Fora can be at: lse.ac.uk/studentrepresentation.
Student Services Centre (SSC)

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

- Certificates of registration (for bank accounts, embassies, council tax etc.)
- Course choice and class changes
- Examinations and results
- Collection of Cheques
- Graduation ceremonies
- Information for new arrivals
- Information about programme registration (registration itself normally takes place in Clement House)
- Transcripts and degree certificates
- Student Cards
- Exams information and advice

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

You can also contact us by telephone or email – to find out which team is best to contact look at the Who’s Who section in lse.ac.uk/ssc.

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

- Erasmus and Berkley Exchanges
- Financial Support Office
- Fees Office
- Graduate Admissions
- International Student Visa Advice Team

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.

Follow the SSC at @LSE_SSC.

Student Study Advice

The LSE Teaching and Learning Centre offers study advice, with specialist provision for undergraduate and taught Masters students. There is a series of lectures and workshops throughout the academic year covering essay writing, time management, preparing for exams, dealing with stress, etc. A limited number of one-to-one appointments can also be booked with a study adviser to discuss strategies for quantitative/qualitative subjects or with the Royal Literary Fund Fellow to improve writing style. Email studentsupport@lse.ac.uk for further details.

Student Wellbeing Services

LSE’s Student Counselling Service offers bookable one to one appointments and daily drop in sessions; its Peer Support scheme lse.ac.uk/peersupport enables students to talk with fellow students if they have any personal worries. For more information visit lse.ac.uk/studentcounselling

The Disability and Wellbeing Service provides advice to disabled students, makes LSE Inclusion Plans and helps with Individual Examination Adjustments. For more information visit lse.ac.uk/disability

The Students’ Union has an Advice and Support Centre which provides legal advice on housing, immigration, visa extensions, employment problems, welfare benefits, grants, fee status and disability rights, lsesu.com/support

The Faith Centre is available to all students of any faith, or none, to confidentially discuss anything and everything. lse.ac.uk/faithCentre

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

St Philips Medical Centre is an on campus NHS medical practice available to students living locally to the School. lse.ac.uk/medicalCentre

Teaching and Learning Centre (TLC)

TLC provides a range of events, resources and services that will complement your study and help you to make the most of your time here.

LSE Study Toolkit: A brand new web resource, lse.ac.uk/studytollkit is designed to help you tackle LSE-style study with confidence. Four areas – justifying your arguments, studying independently, communicating your ideas and honing your quantitative skills – are addressed with short films and expert guidance that provide the tools for effective and rewarding study.

Learning development events: There is a year round series of workshops and lectures on topics such as effective reading strategies, exam preparation and participating in classes and seminars. You can just turn up, but booking guarantees you a place. More information at lse.ac.uk/tlc/development.

One to one advice: Study advisers are available to offer free advice on aspects of both quantitative and qualitative subjects. LSE also hosts two Royal Literary Fund Fellows who can advise on writing style and structure. For details on all of these, see lse.ac.uk/tlc/taughtstudents

MSc Dissertation Week: There are five days of events at the end of the Summer Term designed to help you plan, write and make the most of your dissertation. See lse.ac.uk/tlc/dissertation

Timetables Office

The Timetables Office is responsible for scheduling and allocating rooms to all of the School’s taught courses. The Timetables web page includes information for students and staff.
Volunteering with LSE’s Widening Participation (WP) Team

WP aims to raise aspiration and attainment in young people from London state schools. We deliver a number of projects that encourage young people from under-represented backgrounds to aim for a university education. We need enthusiastic LSE students to be inspiring role models and to contribute to the success of our programmes. For more information visit lse.ac.uk/wideningparticipation or email widening.participation@lse.ac.uk.
Graduation and Alumni Association

Results and Transcripts of Results
The School releases confirmed marks once the relevant School Board of Examiners has ratified them. For further information, please see lse.ac.uk/results.

To ensure that your results are released as scheduled, please check your balance on LSE for You to see if you have any outstanding fees. You should contact the Fees Office if you have any queries, as the School will not release your results if you have an outstanding debt. Transcripts for finalists are issued digitally within ten working days of publication of final results. Continuing students will be able to request an 'intermediate transcript' of results from the Student Services Centre.

For more information, please see lse.ac.uk/transcripts.

Graduation Ceremonies
Graduation ceremonies for postgraduate students take place in July for students who have followed nine or ten month taught postgraduate degree programmes and in December for students who have followed twelve month taught programmes.

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see lse.ac.uk/ceremonies.

Degree Certificates
Your degree certificate will give your full name, level of award, programme of study, and class of degree or other award obtained.

It will be available for collection on your graduation day. If you don’t collect it at the ceremony, it will be posted to your home address within eight weeks.

For more information, please see lse.ac.uk/degreeCertificates.

Hobhouse Memorial Prizes
This prize has traditionally been given to students who achieve an overall first class classification upon completing their degree. The Department also gives out prizes, based solely on academic merit, to completing students. These prizes are normally in the form of book tokens. Winning the Hobhouse Prize makes a valuable addition to your CV, especially if you plan to compete for places on further postgraduate programmes.

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 us 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 lse.ac.uk/alumni or contact the Alumni Relations team on 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 us on Twitter @LSEsociology where we will share our news and celebrations with you.

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.

There is also a Facebook group for LSE Sociology alumni, where you can catch up with students from your year, network with people from other years, and share events and job opportunities. In order to gain access to the Alumni Facebook Group, please:

- Login to your Facebook account and search “LSE Sociology Alumni”.
- Ask to be added to the group.
- We will confirm your pending request and add you to the group.

We also have an alumni webpage at lse.ac.uk/sociology/study/Alumni%20and%20careers/LSE%20Sociology%20alumni.aspx. If you would like to add your details, once you are working or have gone on to further study, please contact us at sociology.alumni@lse.ac.uk.