



Sociology

LSE **Cities**
Programme



Student Handbook 2016/17

MSc CITY DESIGN AND SOCIAL SCIENCE

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Significant Dates

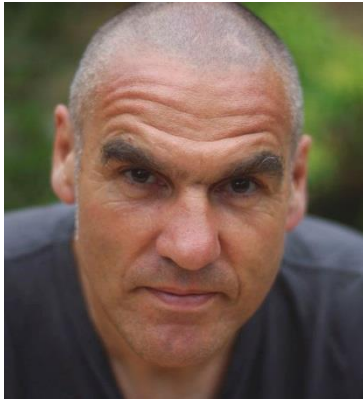
Welcome Drinks Reception (All Sociology students)	21 September, 6-8pm, Atrium of NAB
Start of Michaelmas Term	22 September 2016
Start of Teaching	26 September 2016
Cities Programme Pub Quiz	27 September, 7-9pm, Upstairs at the George
Graduate Student-Staff Liaison Committee	26 October 2016
Meet LSE Cities Researchers and lunch together	26 October 10.30-1.30, TW2 8.01H
Reading Week	31 October – 6 November 2016
Programme Feedback Sessions (MT)	1 & 2 November, TW2 8.01B
Candidate Examination Numbers Allocated	Early December 2016
End of Michaelmas Term	9 December 2016
Start of Lent Term	9 January 2017
Lent Term Reading Week – International Fieldtrip	13-17 February 2017
Programme Feedback Sessions (LT)	22-23 February, TW2 8.01B
Abstract of SO449 Independent Project due	Date tbc
Graduate Student-Staff Liaison Committee	1 March 2017
End of Lent Term	24 March 2017
Announcement of Examination Timetable	End of Lent Term
Start of Summer Term	24 April 2017
Sat Examination Period	May to June 2017
Final SO449 Independent Project review	Date tbc
Studio Book Launch and Drinks Reception	6 June, 6-8pm, venue TBC
End of Summer Term	9 June 2017
Submission deadline: SO449 Independent Project	22 August 2017
Results published	Mid-November 2017
Graduation Ceremonies	Mid-December 2017

The School will be closed on public holidays as follows:

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

Images on cover by kind permission of our former MSc students (from left): students in Barbican, Francis Moss (2012); Bucharest reflections, Alejandro Sajgalik (2013); students in Bucharest, Carina Arvizu Machado (2013).

Department of Sociology Welcome



To all new students,

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

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 encouraged 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

Welcome from Programme Director



Dear Cities Student,

A very warm welcome to the LSE and to our MSc programme in City Design and Social Science. Many congratulations on your success in gaining the opportunity to study city design in a world-leading social sciences university. The MSc City Design and Social Science is an innovative master's programme that focuses on the relations between city design and the physical, social, and political organisation of cities and urban environments. Design is explored as a field of research, knowledge, and practice that shapes urban space, responds to urban problems and possibilities of transformation, and integrates critical and practical approaches to the city. This interdisciplinary programme combines an exciting and diverse range of learning experiences. The Cities Programme is the graduate education branch of the LSE Cities research centre and is hosted by the Department of Sociology, and our core interdisciplinary teaching team is here to actively engage with you on contemporary urban issues and debates.

The MSc programme draws students from different academic and professional backgrounds, reflecting the range of skills involved in urban policy, design and development today: architecture, engineering, planning and transport studies; economic, social and policy sciences; geography and environmental science; law and humanities; business and management; real estate and finance. This rewarding programme therefore aims to promote interdisciplinary practitioners, academics, and professionals who will engage with the city in a holistic manner and have a positive impact on the making of the urban environment.

To assist you in making the best of the Department's resources, and to guide your programme of study, the following pages document some of what you will need to know. More detailed answers to your questions will be available to you on Moodle and via class or Academic Adviser meetings. If you have any questions, please do speak to myself, to Anna Johnston the Cities Programme Administrator, and to your Academic Adviser.

We look forward to an exciting year ahead with you, and are delighted to welcome you to the programme. We wish you a stimulating, productive and happy year at LSE.

Suzi Hall,
Programme Director, MSc City Design and Social Science

The Cities Programme

Location and facilities

Cities Programme faculty offices can be found in the LSE Cities research centre on the 8th floor of Tower 2 and in the Department of Sociology, St Clement's Building.

The MSc City Design students' dedicated studio, with computers and work-space for the sole use of Cities Programme students, can be found on the 5th floor of Tower 2 (access from Tower 1 only).

The programme manager, Anna Livia Johnston, can be found on the first floor of St Clement's, in the main administration office STC 116. She is your first point of contact for any questions about the Programme.

Most of your classes will be held in other rooms on campus (see later for more information about core and optional courses) so please try to acquaint yourself with the campus and your personal timetable before teaching begins, to avoid getting lost and late for class!

The Student Salon in Kings Chambers (K building) is also available for study and the gathering of small groups of students for the purposes of studying.

Contact information

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London School of Economics and Political Science
Houghton Street
London WC2A 2AE
United Kingdom

Tel No: (+44) (0)20 7955 6828

Email: cities@lse.ac.uk

Website: lse.ac.uk/LSECities/citiesProgramme

Communication

You are expected to check your email regularly (using your School-supplied email address), since both academics and administrators routinely use this medium in order to communicate with students.

Where to find us

	Room No.	Ext.
Anna Johnston	STC 116 a.johnston@lse.ac.uk	6828
Suzi Hall	TW2 8.01B s.m.hall@lse.ac.uk	7056
Ricky Burdett	TW2 8.01J r.burdett@lse.ac.uk	5232
David Madden	STC S209 d.j.madden@lse.ac.uk	6593
Philipp Rode	TW2 8.01I p.rode@lse.ac.uk	6483
Don Slater	STC S501 d.slater@lse.ac.uk	4653
Fran Tonkiss	STC S301 f.tonkiss@lse.ac.uk	6601
Savvas Verdis	TW2 8.01D s.verdis@lse.ac.uk	6313

About the Sociology Department

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 the interdisciplinary Centre for the Study of Human Rights, regular research seminars, dedicated postgraduate degrees in both Political Sociology and Human Rights, and a lively program 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.

Cities Programme Teaching Staff

Core Teaching Staff

Dr Suzanne Hall (Director of the Cities Programme)

Assistant Professor, Department of Sociology and Senior Research Associate, LSE Cities. Dr Hall is an urban ethnographer and has practised as an architect in South Africa. Her research interests are foregrounded in local expressions of global urbanisation, particularly urban migration, and multiculture, Suzi's research engages with ethnography and visual methods.

Professor Ricky Burdett (sabbatical MT)

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 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.

Philipp Rode

Executive Director of LSE Cities and Senior Research Fellow at LSE. He co-convenes the course on City-making: The Politics of Urban Form. As researcher and consultant he has been directing interdisciplinary projects comprising urban governance, transport, city planning and urban design over the last 10 years. The focus of his current work is on green city strategies.

Dr Don Slater

Associate Professor (Reader). His 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). Dr Slater's current research combines all these interests: Configuring Light/Staging the Social comprises linked projects that examine light as material culture, technology and design, starting with the configuration of light as part of built environments at the level of homes and buildings, spaces and cities.

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.

Dr Savvas Verdis

Senior Research Fellow at LSE Cities and infrastructure economist at Siemens. Savvas has been teaching in the Cities Programme for over a decade, first with Richard Sennett and David Frisby and currently with Philipp Rode in subjects that include development economics and urban politics. He co-convenes the course on City-making: The Politics of Urban Form.

Associated Faculty

Sarah Sackman is a barrister practising at Francis Taylor Building in London, where she specialises in public, environmental and urban planning law. Sarah is interested in the relationship between law and the urban environment and how legal doctrines and processes can be designed to promote social justice in the city.

Julia King is an architectural designer and urban researcher at LSE Cities. Her research is concerned with housing, sanitation infrastructure, urban planning, and participatory design processes. She has won numerous awards including a Holcim Award (2011), SEED Award for 'Excellence in Public Interest Design' (2014), Emerging Woman Architect of the Year (2014) and short listed for the World Design Impact Prize (2013) and the Deutsche Bank Urban Age Award (2014). She has taught at the Bartlett School of Architecture, Architectural Association and the CASS, Faculty of Art, Architecture and Design.

Dr Daniel Kilburn is a Geography and Built Environment Tutor at UCL, and teaches GIS at LSE. He is a Human Geographer with specialisms in urban neighbourhoods, housing, and social research methods.

More information on Cities Programme faculty and associates can be found on the Cities Programme website.

Programme Details

Duration of course of study: 12 months full-time; 2 or 3 years part-time. Degree requirement of a total of four units comprising:

- SO451 Cities by Design (MT) ½ unit
- SO465 City-making: The politics of urban form (LT) ½ unit
- SO448 City Design Research Studio (MT and LT) 1 unit
- SO449 Independent Project 1 unit
- One whole unit or two half unit options

Core Courses

SO448 City Design: Research Studio

Course content: The City Design Research Studio is the central unit of the MSc programme, linking the critical issues raised in the core and optional lecture courses, including questions of power and social justice, with the practical analysis of issues of city design and proposals for urban intervention. This course promotes a practical understanding of the city as a social and built environment. Through a mixed-methods engagement with site-based issues, the research studio explores the different ways city design relates to policy formation, planning processes, legal frameworks, financing mechanisms, local forms of organisation and the emerging needs of complex urban societies. It will provide students with an appreciation of the complexities of urban design and development processes, and with interdisciplinary tools for addressing specific urban challenges. The course addresses design as both informed and imaginative modes of research and practice that shapes urban environments, responds to urban problems, and connects visual, social and material dimensions of the city. It aims to integrate the physical, economic, social and political aspects of urban contexts, and develop ways to analyse these visually, textually and verbally. The studio-based approach to learning is an immersion in site-based research and experimental, strategic and pragmatic forms of design intervention.

Teaching: The Studio course runs for one full day each teaching week in MT and LT through lectures, workshops and regular small-group tutorials. Additional specialist seminars and workshops are scheduled throughout the Studio course. Studio groups are expected to work together during the scheduled Studio hours, and prepare collectively for regular workshops and tutorials. In MT, the Studio course focuses on methods and approaches of social and spatial research and analysis. In LT, Studio groups work intensively on a detailed analysis of a specific urban context, and develop a practical proposal for intervention in that site.

Assessment: The assessment consists of one Studio portfolio (50%) and an individual tutor assessment (50%).

SO451 Cities by Design

Course content: The course examines the relationship between built form and its social, political and cultural impacts in the contemporary, changing city. By introducing students to key concepts and methodologies in visual narratives and spatial analysis, the course investigates how the design of our complex urban environments affects the people who live in them. Using the city as a laboratory - through the analysis of case studies and discussion seminars - students are encouraged to evaluate how new policies and projects will impact on the macro and micro scales of city landscapes. While the course does not focus on urban policy, it provides students with the critical tools to understand the paradigms that underpin much of contemporary urban practice in cities of the global North and South, with a special focus on London's political and spatial context. Key issues include urban analysis and public space; densification and the compact city; gated communities and social exclusion; accommodating complexity and difference; boundaries and borders in contemporary city.

Teaching: 10 hours of lectures and 20 hours of seminars in MT.

Assessment: Class Participation (25%) and Essay (75%), 5000 words) in the LT. An illustrated course essay of not more than 5,000 words to be submitted by 4pm on the first Tuesday of LT, two hard copies to be handed in to the Cities Programme administration office, a third copy to be posted to Moodle.

SO465 City-Making: The Politics of Urban Form

Course content: This case study-led course provides a critical understanding of major urban development initiatives and practices in international city contexts. It will introduce students to the following knowledge and skills:

- General understanding of political theories underlying urban development models
- Ability to situate major urban development initiatives within different development cultures and socio-economic policy agendas
- Understanding the role of public, private and third party actors and formal and informal urban development processes
- Perspectives on decision making at the strategic, pre-design stage for urban development initiatives and ability to relate urban policy to spatial outcomes, operating at

different scales

- Knowledge of key evaluation approaches and analytic frameworks used in the analysis of proposed and existing urban developments
- Understanding of how urban development objectives, phases and processes can be integrated and how policy making, economic development, urban planning, city design, architecture, and engineering are related.

The course content is based on contemporary projects and urban trends examined in the context of cities throughout the world. These range from policies such as congestion charging (London) and Progressive City Development (Medellin) to urban development trends such as extreme urbanism in Mumbai and privatist planning (Canary Wharf, London and Santa Fe, Mexico City). Such projects will be examined through critical frameworks that include utilitarianism, cost benefit analysis, social and environmental justice, citizenship theory and the capabilities approach. The course will focus on negotiation, politics, financing, appraisals and decision-making for cities by inviting practitioners, experts and policy makers to join individual sessions for presentations and debate. Seminars and assessed project work for the course will be based on the analysis of Development Strategies and City Design briefs.

Teaching: Ten hours of lectures and twenty hours of seminars in the LT.

Assessment: Project (100%, 5000 words) in the ST. Two hard copies of the project to be submitted to the Cities Programme administration office, no later than 4.30pm on the first Wednesday of ST; a third copy uploaded to Moodle.

SO449 Independent Project

Course content: The independent project enables students to develop an original and extended piece of work on any approved topic within the field of the MSc programme - students are encouraged, but not required, to develop work on themes or sites introduced in their Studio or core courses. The project may focus on a small-scale urban research study or on a practical proposal for urban intervention. Approval for the topic must be obtained from your academic adviser.

Teaching: Students attend a project workshop and then submit a provisional project abstract in LT; academic advisers for the independent project are assigned on the basis of the abstract. Each student has three supervisory meetings with their academic adviser, together with group project workshops and one day of final reviews with members of faculty. Students are also encouraged to consult with other members of faculty during regular office hours.

Assessment: A 10,000-word project (100%), post-Summer Term.

Optional courses, programme regulations and course guides

To find out more about optional courses and to read the programme regulations in detail please see the MSc City Design and Social Science in the Programme Regulations section of the current School Calendar:

[MSc City Design and Social Science.](#)

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

Please note that, although we do our best to ensure there is no clash between core courses and approved optional courses, 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 Convenor 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 Convenor first.

Key Optional Course

SO477 Urban Social Theory

This course is a comprehensive introduction to urban social theory. The class will focus on major concepts, paradigms, texts and thinkers in order to critically assess different ways of theorising the urban. It will analyse various forms of urban theory including political economy, human ecology, phenomenology, feminism and postcolonialism, which are used as lenses through which to understand a variety of topics, such as socio-spatial restructuring, urban utopianism, industrial transformation, neoliberalisation, technocracy, infrastructural politics, multiculturalism, cosmopolitanism, the right to the city and planetary urbanisation.

Teaching: 20 hours of seminars in the MT.

Assessment: Essay (100%, 5000 words) in the LT. Two hard copies of the assessed essay with submission sheets on each, to be handed in to the Administration Office, S116, no later than 16:30 on the second Thursday of Lent Term. An additional copy to be uploaded to Moodle no later than 18:00 on the same day.

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 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 Independent Project must be submitted to the Sociology administration office S116. A third copy must be uploaded to Moodle the same day, unless otherwise specified. Please refer to specific course guides for deadlines.

Hard copies of assignments should be stapled, and in the case of the Independent Project (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

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.

If you miss a deadline, the relevant Exam Board looks at the reasons offered and documented by you (your 'mitigation') and decides whether or not the mitigation offered allows the Board to waive the normal penalties. Normally, these are only waived where there is evidence of either medical issues (mental or physical) or critical situations amongst the very immediate family or friends (e.g. bereavement) that can be directly connected to the failure to meet the deadline.

If you cannot meet your deadline, you must immediately raise the matter with the appropriate administrator and the Chair of the Examinations Sub-Board. Normally this will include at a minimum a mitigation form submitted via the Student Services Centre, a cover letter explaining your circumstances and documentary support (e.g. a medical certificate).

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/registrationTimetablesAssessment/examinationsAndResults/exceptionalCircumstances/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.

There is one exception to these policies: if you have been granted an Inclusive Plan (IP) by the

Disability and Well-being Service this allows, and in fact requires, the Department to make adjustments of both coursework deadlines and examination conditions in view of chronic health issues. 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 / 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 interrupt your programme by taking a break, normally from the end of one term and for one calendar year.
- Deferral: if you complete the teaching year but have difficulties during the exams then in exceptional circumstances you can apply to defer an examination(s) to the following year.
- 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.

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

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 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 range. The Department aims to provide feedback within 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

Any work you submit for assessment must be your own. If you try to pass off the work of others as your own, whether deliberately or not, you will be committing plagiarism.

Any quotation from the published or unpublished works of other persons, including other candidates, must be clearly identified as such, being placed inside quotation marks and a full reference to their 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 does a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

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. 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%20Plagiarism.pdf)

If you are unsure about the academic referencing conventions please refer to the above referencing guidelines or consult your Academic Adviser.

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.

- Anthia, F. (1992) 'Connecting "race" and ethnic phenomena', *Sociology*, 26(3), pp. 421–38.

OR

- Anthias, Floya (1992) 'Connecting "race" and ethnic phenomena', *Sociology*, 26(3), pp. 421–38.
- Banton, M. (1983) *Racial and Ethnic Competition*. Cambridge: Cambridge University Press
- Butler, D. and Stokes, D. (1974) *Political Change in Britain: The Evolution of Electoral Choice*, 2nd edn. London: Macmillan.
- Dollard, J. (1988) *Caste and Class in a Southern Town*, 4th edn. Madison, WI: University of Wisconsin Press.
- Engbersen, G. and van der Leun, J. (1998) 'Illegality and criminality: the differential opportunity structure of undocumented immigrants', in K. Koser and H. Lutz (eds), *The New Migration in Europe: Social Constructions and Social Realities*.

Basingstoke: Macmillan, pp. 199–223.

- Himmelweit, H. T., et al. (1981) *How Voters Decide: A Longitudinal Study of Political Attitudes and Voting Extending Over Fifteen Years*. London: Academic Press
- Jenkins, R. (2008) *Rethinking Ethnicity: Arguments and Explanations*, 2nd edn. London: Sage.
- Sombart, W. (1976) *Why Is There No Socialism in the United States?*, London: Macmillan [first published in German in 1906]

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.

- Commission for Racial Equality, www.cre.gov.uk/rights. Accessed 27 November 2016
- Higher Education Statistics Agency, www.hesa.ac.uk. Accessed 1 May 2017

Academic Advice and Support

Faculty are available to provide academic advice and support during regular weekly office hours, which you can book using LSE for You. You are also encouraged to contact the programme director for further academic advice and personal support. In particular, the programme director is available to discuss your option choices at the start of Michaelmas Term, and help you to plan your programme of study.

Following submission in Lent Term of the provisional abstract for your Independent Project (SO449) you will be assigned a supervisor (Academic Adviser) who will oversee your progress through to the end of Summer Term. All students are offered 2 class workshops as well as 3 scheduled meetings with their supervisors over Lent and Summer Terms, allowing you to meet your supervisor at regular intervals for advice and feedback and to discuss the progress of your work. We also encourage you, during the course of preparing your project, to approach other members of staff in the Cities Programme and the Sociology Department who may be able to provide further specialist input.

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 period when you are writing up your project. You should therefore plan your work so that you are in a position to receive final advice on your work before the end of the Summer Term. In the interest of ensuring equity between students, your supervisor may comment on drafts of your project before the end of the Summer Term. The period between the end of term and the final submission date is designated as independent writing-up time. You cannot expect your supervisor to read or comment on your final dissertation draft during this time.

Should any problems arise concerning supervision, you should in the first instance consult your supervisor or alternatively your programme director.

Study Guidelines and Support

New Arrivals and Welcome Week

The website lse.ac.uk/yourFirstWeeks provides comprehensive information to help you settle in to life at LSE. These pages will refer you to information regarding what to expect after you arrive, how to open a bank account, what to do if you arrive early or late, crucial health information, how to set up your LSE IT account, School support services and much more.

The Welcome Week page lse.ac.uk/welcomeweek contains information about events taking place at the start of the academic year, including those specific to your department, and the Students' Union Freshers' Fair, as well as central School Orientation events.

Programme Registration

At the start of the academic year you are required to formally register on your programme of study in person. Each programme / department is allocated a time slot in which to register. At registration, you will be asked to provide proof of your eligibility to study in the UK in order to receive your School ID card. This card will, amongst other things, allow you to access your library account. For more information, including registration schedules, please see lse.ac.uk/registration.

Course Choice and Seminar Sign Up

The deadline for course choices is available at lse.ac.uk/coursechoice. If you wish to change your course after this date you can do so using a 'late course change' form available from the Student Services Centre. See lse.ac.uk/intranet/students/registrationTimetables [Assessment/Registration](http://lse.ac.uk/intranet/students/registrationTimetables) for details.

Seminar registration is co-ordinated by the department who is the first point of contact for any queries. See lse.ac.uk/coursechoice for information about course choice and seminar sign up.

Some courses are capped to avoid overcrowding and it may not be possible for everyone to get a place. We hope that you will be able to choose the options you are interested in but cannot guarantee that everyone will get their first choice. If you are not sure which options to choose you should talk to your Academic Adviser.

Some courses have restricted access and require department approval to take. This will be noted in the Course Guides lse.ac.uk/resources/calendar/courseGuides/graduate.htm. You may request approval to take restricted access courses through LSE for You.

Email and Communication

You are expected to check your email regularly using your LSE email address, since both academics and administrators routinely use this medium to communicate with you. The email program Microsoft Outlook is available on all student PCs on the LSE network. You can also access e-mail off-campus using webmail and remote desktop or on the move, using email clients for laptops and mobile phones. For instructions please visit lse.ac.uk/intranet/LSEServices/IMT/remote.

Notices of interest will also be placed on the departmental notice boards.

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 within three working days of the date of approval.

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.

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.

Reading Weeks

Students have a reading week in week 6 of both

Michaelmas and Lent Term in which they can undertake intensive reading and prepare formative work. No undergraduate classroom teaching will take place during this week. There may be programme-specific activities at post-graduate level, including dissertation workshops.

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. lse.ac.uk/intranet/diaryAndEvents/timetables

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.

Graduate Staff-Student Liaison Committee

At the start of the year you will be asked if you would like to represent your programme on the Graduate Staff Student Liaison Committee (GSSLC). The Committee provide a forum for feedback from students on their programme and for discussion of issues which affect the student community as a whole. The role of a GSSLC 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 GSSLC also elects one representative to attend the relevant School level Students' Consultative Forum. More information on this can be found at lse.ac.uk/studentrepresentation.

Moodle

Moodle is LSE's Virtual Learning Environment that may contain 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.

You can access Moodle from any computer on and off campus. 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.

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 twitter.com/LSELibrary. You can also contact the Library by emailing library.enquiries@lse.ac.uk or visiting the Enquiries Desk on the ground floor.

Finding Your Way around LSE

The geography of the School can seem complicated at first, but you will find direction signs spread around the buildings, and maps and diagrams in various School publications. Find maps at lse.ac.uk/resources/mapsAndDirections

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.

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.

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 more formal meeting in this room, please book through one of the administrators.

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.

Requesting Written References

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 convenor. If so, the usual practice is for your Academic Adviser to produce a draft which the programme convener 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.

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/LSEServices/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

School and Academic Regulations

The School has Regulations and Codes of Conduct covering many aspects of student life

and it is a good idea to familiarise yourself with the policies. Some of the regulations explain the organisation and conduct of your academic study and you are advised to refer to the General Academic Regulations and Programme Regulations. These include information about the structure of programmes, assessment, graduation and what to do if illness affects your studies.

The General Academic Regulations can be found at lse.ac.uk/intranet/LSEServices/TQARO/Calendar/GeneralAcademicRegulations.pdf. Please also refer to the following regulations:

- [Regulations for the consideration of appeals against decisions of boards of examiners](#)
- [Regulations for Taught Masters degrees](#)
- [Regulations on assessment offences: other than plagiarism](#)

The following link gives you an A-Z list of relevant regulatory documents where you can find further details lse.ac.uk/intranet/LSEServices/policies.

Codes of Good Practice

The Codes of Practice explain the basic obligations and responsibilities of staff and students. They set out what you can expect from your Department – and what Departments are expected to provide – in relation to the teaching and learning experience. The Codes cover areas like the roles and responsibilities of Academic Advisers and Departmental Tutors; the structure of teaching; and examinations and assessment. They also set out your responsibilities, i.e. what the School expects of you. See

lse.ac.uk/intranet/LSEServices/TQARO/Calendar/CodeOfGoodPracticeTaughtMasters.pdf

We recommend that you also read the School's [Student Charter](#) and [Ethics Code](#). The Student Charter sets out the vision and ethos of the School, while the Ethics Code highlights the core principles of LSE life.

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](https://twitter.com/LSECareers).

The *LSE Volunteer Centre* can help you to develop new skills and friendships while making an impact through volunteering. It advertises volunteering opportunities at different charities across London and internationally, with positions ranging from one-off opportunities to part-time internships. The annual Volunteering Fair at the beginning of Michaelmas term 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, at lse.ac.uk/volunteercentre or [@LSEVolunteering](https://twitter.com/LSEVolunteering)

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.

International Student Visa Advice Team

ISVAT provide immigration advice for International Students on their website which is updated whenever the immigration rules change. They can advise you by e-mail (fill out the web query form on the ISVAT website) or at the drop-in service in the Student Services Centre reception. ISVAT run workshops for students applying to extend their stay in the UK; and in complex cases, they will make individual appointments. For more information including drop in times and workshops go to lse.ac.uk/isvat

Fees

You can pay your fees either in full prior to Registration or by Payment Plan one third of your fees in October, January and April. If you do not know your fees, please see the [Table of Fees](#) at lse.ac.uk/feesoffice. For full fee information, including how to pay, see lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx.

Certificate of Registration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at the School.

Once you are formally registered with the School you will be able to print out your certificate instantly via LSE for You under the 'Certificate of Registration' option. If you require this certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you.

If you require a certificate with information beyond what is on the Certificate of Registration, please see lse.ac.uk/registrydocuments

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.

Services for Disabled Students

LSE acknowledges that disabled students have often overcome additional barriers in order to gain a university place, and is committed to eliminating further unnecessary obstacles and to facilitating equal access to study and university life. The Disability and Well-being Service (DWS) runs three specialist services, all of which are free and confidential:

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

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

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.

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/studytoolkit 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

LSE LIFE

LSE LIFE is a centre for academic, professional and personal development and can help you find your own best ways to study, think about where your studies might lead you, and make the most of your time at LSE. LSE LIFE offers:

- Guidance and hands-on practice of the key skills you'll need to do well at LSE: effective reading, academic writing and critical thinking
- Workshops related to how to adapt to new or difficult situations, including development of skills for leadership, study/work/life balance, and preparing for the working world
- A place to meet and work together with your peers on interdisciplinary group projects and research
- Support in making the transition to (or *back to*) university life;
- Advice and practice on working in study groups and on cross-cultural communication
- Ideas and inspiration about academic pursuits and pathways into professional life

LSE LIFE is located on the ground floor of the library. The LSE LIFE team, together with advisers and specialists from LSE Careers, LSE Library, the Language Centre and other parts of the School, will be on hand to answer your questions. Sign up for a workshop, come by for help with your homework, or just drop in. For more information please visit lse.ac.uk/lselife

Welfare Services

The Student Counselling Service (see below) lse.ac.uk/counselling

The Disability and Well-being (see above) lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService

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

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.

LSE Students' Union

www.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.

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.

Student Counselling Service

This free and confidential service aims to enable you to cope with any personal or study difficulties that may be affecting you while at LSE. As well as one-to-one appointments, there are group sessions and workshops throughout the year on issues such as exam anxiety and stress management. For full details, please see lse.ac.uk/counselling.

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.

Student Services Centre

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

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

The SSC provides a general enquiry service for between 11am and 4pm every weekday. You can also contact us by telephone. See lse.ac.uk/ssc for more information.

Financial Support

The Financial Support Office is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. It is located in the Student Services Centre with a daily drop in session during term time between 1pm and 2pm (Mondays, Wednesdays and Fridays during vacations). No appointment is necessary.

FSO provide information about funds such as the Student Support Fund, LSE Access Fund and the Postgraduate Travel fund. Full details and application forms are available at lse.ac.uk/intranet/students/moneyMatters/financialSupport

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

IT Support

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

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/guidSocMedStu.pdf

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

Quality Assurance

The Teaching Quality Assurance and Review Office (TQARO) conducts two School-wide surveys each year to assess students' opinions of teaching, one in each of the Michaelmas and Lent Terms. They give you the opportunity to give feedback on lectures, classes and seminars and provide academics with important information about the perceived quality of their teaching, and the School with a measure of general teaching standards. They are conducted via paper questionnaires which are distributed in classes and lectures.

Teaching scores are made available to individual teachers, heads of departments, course convenors, the Director of the Teaching and Learning Centre and Pro-Director (Teaching and Learning). In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and the School. These can be found at: lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results.

Equality, 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.

For further advice or information, please visit the School's Equality and Diversity website (lse.ac.uk/equityDiversityInclusion), see our blog, and follow us on Twitter [@EDI_LSE](#).

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.

Graduation and Alumni Association

Results and Transcripts of Results

The School releases confirmed marks once the relevant School Board of Examiners has ratified them (see lse.ac.uk/results for details).

Please note that the School will not release your results if you have any outstanding tuition, halls or library fees. Please check your balance on LSE for You and contact the Fees Office on fees@lse.ac.uk if you have any queries.

Transcripts are issued within ten working days of final results being officially published. Continuing students will be able to request an 'intermediate transcript' of results as soon as they are officially published (see lse.ac.uk/transcripts for details).

Graduation Ceremonies

Graduation ceremonies are held in December and take place in the Peacock Theatre. The Student Services Centre emails invitations, which include details of the ticket booking process, five to six months before the ceremonies. The ceremony itself lasts around one hour and is followed by a drinks reception. 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

The degree certificate gives your full name, level of award, programme of study, and class of degree or other award obtained. It will be available for collection at the graduation ceremony. If you don't collect it at the ceremony, it will be posted to your home addresses within six weeks. It is therefore essential that you keep your address details up-to-date on LSE for You. Please see lse.ac.uk/degreeCertificates for details.

Hobhouse Memorial Prizes

This prize has traditionally been given to students who achieve an overall first class classification upon completing their degree. The Department of Sociology 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's Alumni Association

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](https://lse.ac.uk/alumni) 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.

Cities Alumni Network

Cities alumni form a vibrant international network, and are a valuable source of advice, information and guidance for current students and recent graduates. Find out more from our webpage: [Cities alumni and careers](https://lse.ac.uk/cities).

When you have completed your Master's with us we hope you will stay in touch as part of the Cities Programme community.

Cities Programme

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