



Sociology



Student Handbook 2016/17

**MPhil/PhD SOCIOLOGY**

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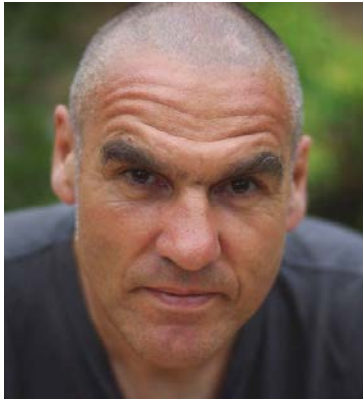
## Significant Dates

Start of Michaelmas Term	22 September 2016
Start of Teaching	26 September 2016
Student-Staff Liaison Committee Meeting (S219)	26 October 2016
End of Michaelmas Term	9 December 2016
Start of Lent Term	9 January 2017
Cumberland Lodge Study Weekend (Friday to Sunday)	27-29 January 2017
Student-Staff Liaison Committee Meeting (S219)	15 February 2017
End of Lent Term	24 March 2017
Start of Summer Term	24 April 2017
MPhil/PhD Progress Report Form Due to Supervisor	24 April 2017
Submission of 'Aims and Method' for full-time students	2 May 2017
Submission of 'Aims and Methods' for part-time students	2 May or 1 Sept 2017
End of Summer Term	9 June 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

## 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*

## Programme Director



Dear Student,

Welcome to the MPhil/PhD programme in Sociology, and congratulations on being admitted! We will do our best to ensure that you thrive while here. You will find a vibrant research culture, a dedication to teaching, and a commitment to service to our community and beyond. Your own research project and other contributions will quickly become an important part of the mix.

You will benefit from rigorous training in research methods and theory, while simultaneously being encouraged to develop your own ways to address pressing social issues and advance the field. The department hosts a large number of visiting scholars from around the world. Our own extremely active academic staff, our visitors, and you, our postgraduate students, make the department an exciting place to work, and will prepare you well for your future. We look forward to working closely with you to foster the highest standards of integrity and scholarship.

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 Supervisor meetings. If you have any questions which are not answered here, please speak to the Sociology Administrative team, or contact your Supervisor.

I wish you the best in your experience at LSE.

Professor Bridget Hutter,  
*Doctoral 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 25 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.



## Department Contact Information

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Web: [lse.ac.uk/sociology](http://lse.ac.uk/sociology)

## Location and 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').

The Department has approximately twenty desks and computers, as well as a networked printer, dedicated to research students. These can be found in room S221.

PhD students are also welcome to use the departmental kitchen, which is located in room S220. Please keep the kitchen clean and tidy at all times.

## Key Departmental Staff

The Head of Department is Professor Nigel Dodd.

The Doctoral Programme Director (DPD) is Professor Bridget Hutter. She oversees the programme and is next in line after your Supervisor for any queries or problems that cannot be resolved within the supervisory relationship, and for guidance on procedures and regulations. A variety of forms that require departmental support need to be signed by the DPD. The DPD oversees student progress review and ensures that all students are effectively supervised.

The Departmental Manager is Louise Fisher. Kalynka Bellman is the MPhil/PhD programme manager. She is located in room S116.

Please refer to the next page for contact details.

In the first instance, your contact person for the course will be your Supervisor. If he or she cannot deal with your question/problem, you should contact the DPD. The assignment and role of your Supervisor is discussed in more detail below.



LSE Campus Map

## Staff Directory

Name	Email	Office
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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

Director of the Centre for the Study of 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 and the Centre for the Study of Human Rights. 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.

### 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

Course Tutor. Her research interests include political sociology, social theory, theories of political subjectivity and the state, as well as Science and Technology Studies. Her doctoral thesis, entitled 'The Ethics of the Willing: An Ethnography of Post-Soviet Neoliberalism', examines reconfigurations of state-citizen relationship in post-Soviet Latvia.

### 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

Assistant 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 Frieze**

Associate Professor. Dr Frieze'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**

Assistant 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 multiculturalism, 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.

**Dr Nazia Hussein**

LSE Fellow. Dr Hussein's PhD thesis is entitled 'Negotiating Boundaries of Respectable Femininity: the 'New Women' of Bangladesh'. Her research interests include femininity, class, gender and normative conceptions of womanhood. She has extensive teaching experience in the area, and publications under review in 'Gender, Work and Organisation' and other leading journals.

**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 Kay Inckle**

Course Tutor. Dr Inckle's work focuses on user-led approaches to self-injury, critical disability studies, embodiment, gender and sexuality, and qualitative and creative research methods. She has published two books about self-injury and articles in journals including *Disability & Society*, *Feminist Review*, *Men & Masculinities*, *Social Work in Mental Health*, *Sociological Research Online*.

**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 Lisa McKenzie**

LSE Fellow. Dr McKenzie's research interests focus upon class inequality; space; place and community; the changing shapes of community, family, and belonging in contemporary Britain; and the theoretical and ethnographic work of Pierre Bourdieu. She has worked with Professor Savage on the Great British Class Survey.

**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.

**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 falls 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](http://lse.ac.uk/sociology/whoswho/academic) for more extensive descriptions of staff research interests and publications.

# Programme Structure: Rough Guide

## Aims of the MPhil/PhD Programme

The course of study leading to a PhD in Sociology aims to impart research skills for the social sciences in general, as well as the more specialist skills necessary for carrying out the research for your PhD thesis in Sociology.

The timeline for PhD completions is three to four years (full-time). The PhD is not a life's work, and its aim is not a magnum opus: you will have a subsequent career to accomplish that. The aim of the doctoral programme is to provide research training and career development in the broadest sense: to reach the highest possible standards in research and fieldwork; in the ability to engage with existing literatures and debates; in theoretical and analytical development; in writing and public presentation of your work; in teaching; in IT and information skills. The evidence and culmination of all this is the production of an original contribution to your discipline, and one which attains a professional academic standard: the doctoral examination – conducted by a panel of leading specialist academics – is a judgement by the academic community that you are now a potential colleague, rather than a student.

The aim of the doctoral programme is to achieve this as smoothly and quickly as possible while fully supporting the uniqueness of each student and research project. Your complicated research trajectories can only be rationalised up to a point. The doctoral programme therefore comprises some basic regulations, procedures and mileposts that have been standardised at school and department levels. These are detailed below. Please contact the Doctoral Programme Director or the PhD Programme Manager if you are unclear about any of the regulations or how they apply to you. If you have registered as a Sociology research student then you are bound by these regulations and all the requirements detailed below.

The best single source of information on doctoral matters is [lse.ac.uk/study/PhDAcademy](http://lse.ac.uk/study/PhDAcademy). This site includes regulations and financial support information, as well as all necessary forms, regulations and procedures. For all research training and course guides, you should consult the LSE Calendar: [lse.ac.uk/resources/calendar](http://lse.ac.uk/resources/calendar).

## Full-Time Registration

### Year 1

- SO500: Two-term seminars followed by examination comprising of a 5,000-word Aims & Methods paper and viva. Paper submitted on the 1st May of Year 1.
- Additional courses agreed with your Supervisor for purposes of research training.

### Year 2

- SO501 Research seminar. All students are expected to attend.
- Upgrade: Full-time students must upgrade at the end of their second year.

### Year 3-4

- Completion: Full time students must submit their dissertation by the end of their fourth year.

## Part-Time Registration

- SO500: Paper may be submitted on the 1st May, or the 1st September, of Year 1.
- Upgrade: Part-time students must Upgrade at the end of their third year.
- Completion: Part-time students should submit their dissertation by the end of their sixth year.

It is quite common to start full-time and switch to part-time (or vice versa) one or more times over the course of your programme. Please understand however that the switch to part-time registration is governed by School rules. The eligibility criteria for switching to part-time status is as follows:

- Employed or self-employed in excess of 20 hours per week;
- On the basis of a protected characteristic recognised in the Equalities Act 2010;

Evening or weekend work is not sufficient to allow part-time registration.

## Registration Period and Interruptions

Students are required to submit their dissertation within four years of registration (full-time students) or six years (part-time students). Periods of leave of absence (e.g. for fieldwork) do count towards the maximum period of registration but periods of interruption do not.

Any student unlikely to submit the thesis by the end of the maximum period of registration will need to request an extension. The department will not support such a request unless there is clear evidence that one or two terms will be sufficient to complete the dissertation; the intention is not to allow stalled research to drag on indefinitely. The student must complete the Request for Extensions form available at [lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx](http://lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx), obtain and attach a letter from their Supervisor and obtain the Doctoral Programme Director's signature. The form should be returned to the PhD Programme Manager and will be passed to the Research Degrees Team who will pass it to the Chair of the Research Degrees Sub-committee (RDSC) for approval.

LSE regulations also require a minimum period of

registration before a student is allowed to submit a thesis: two academic years for full-time students, and four years for part-time students.

Students are required to remain in continuous registration, and are required to remain in residence in London until they have completed their minimum period of registration. Residence outside London or the UK (other than leave of absence for field work) is only permitted if the minimum residence requirement has been met and with the agreement of the Supervisor, and approval by the Doctoral Programme Director and Chair of the RDSC. The request form can be found at [lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx](http://lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx)

We consider it a vital part of the doctoral experience that students are fully integrated into the research culture of the department; a research degree is not a correspondence course or distance learning.

### **Interruptions**

Students are allowed to interrupt their studies for a maximum of two years (though longer periods are allowed in exceptional circumstances). Periods of interruption do not count towards maximum or minimum registration allowances. If you are unable to carry out your studies fully for any reason (medical, personal, employment) you are strongly advised to discuss with your Supervisor the possibility of interrupting. Until recently, students were able to interrupt retrospectively; however this possibility is now considerably restricted: to apply for retrospective interruption you have to make a clear case for why you could not have foreseen the need to interrupt in advance.

### **The Supervisory Relationship**

The student-Supervisor relationship is the core of the doctoral programme. It is an often complex and changing relationship but it is a professional one: both parties have obligations and responsibilities. These are best managed within the relationship, and the Doctoral Programme Director makes every effort not to interfere unless requested to.

Supervisory relationships are all different and the department does not try to enforce uniformity; much depends on different styles, needs and research methods. This policy extends to co-supervisions: some students have one primary Supervisor and an adviser; others have two CoSupervisors. However, the School has a policy in this area that the department has implemented as follows. Students may have:

- EITHER: Co-supervision: Two official Supervisors, with varying divisions of labour. Students should note that co-supervisions are not necessarily double supervisions: do not

expect to have both Supervisors attending all supervisions or reading all texts. Normally all parties will work out a division of labour and a schedule of joint and separate meetings.

- OR: First Supervisor plus Second Supervisor: In this case the student has one primary Supervisor who is responsible for overseeing the entire research programme. The Second Supervisor provides continuity when the First Supervisor is on leave by signing forms or supporting their registration, and is available to discuss problems and issues that might arise. Second Supervisors are not expected to read and comment on work, and they are not obliged to take on the role of the First Supervisor should the relationship between the student and the initial First Supervisor come to an end (for whatever reason).

### **Changes of Supervisor**

Problems with supervisory relationships should be referred to the Doctoral Programme Director in the first instance. Students can of course also contact their second Supervisor or adviser if appropriate.

Students should be aware however that most staff normally have a full complement of doctoral students and that we do not generally have more than one specialist in any given area; moreover staff cannot be compelled to take on particular doctoral students. Doctoral students are accepted in the first instance largely on the basis of their fit with an available Supervisor. If you feel you need to change Supervisor, the department will do its best but simply cannot guarantee an entirely satisfactory outcome. By the same logic, the department cannot guarantee to provide supervision for a student whose thesis topic has changed substantially from the subject area for which the student was admitted to the School: such a substantial change in topic may be grounds for terminating the doctoral registration.

### **Responsibilities of Research Students**

- Students should submit written work regularly to their Supervisors.
- Students should take note of the guidance and feedback from their Supervisors.
- Students should inform their Supervisor of other people with whom they discuss their work.
- Students should discuss with their Supervisors any ethical and risk issues which are raised by their research plans.
- It is the student's responsibility to seek out the Supervisor. This is an adult and professional relationship: Supervisors are not in the role of teacher, ensuring attendance and progress.
- Students should plan their work in order to meet the various deadlines for Upgrade and completion.
- Students are required to record details of



each supervision in the web-based PhD Log, including what is being discussed/agreed with their Supervisors. Please contact the PhD Administrator for information on the use of the PhD Log.

### Responsibilities of Supervisors

- There should be regular meetings between student and Supervisor. Full-time students have the right to see their Supervisor at least three times a term in the first year and twice a term thereafter. Part-time students have the right to see their Supervisor at least twice a term in the first year and once a term thereafter.
- Supervision sessions will naturally vary in length but on average they should last for at least one uninterrupted hour.
- A student should be given some response on written work, either orally or in writing, within one month of it being given to the Supervisor.
- In the case of urgent problems, Supervisors should be available by phone or email.
- The Supervisor and the department should introduce the student to the wider research community within and outside the School. The Supervisor should take an active part in introducing the student to meetings of learned societies, seminars and workshops and to researchers in the field. The Supervisor should give advice on publication and put the student in touch with publishers where appropriate.
- The Supervisor is responsible for nominating the external and internal examiner for a student's viva and for arranging a mutually convenient date. There should be no unreasonable delay in examining a thesis once it has been submitted to the University.
- The Supervisor signs off on the student's entries in the PhD Log (see above) and insert comments or clarifications as necessary.

### Employment and Supervision

Supervisors are increasingly concerned about the number of hours of paid employment students take on in order to get by. You should not enter into commitments that hinder your research or unduly delay Upgrade or completion; we can help you towards other arrangements such as temporary interruption or shift to part-time status. If you are full-time and are going to do more than 15 hours a week of paid employment, you should talk this over thoroughly with your Supervisor.

### Courses

In addition to progressing with your research, you are expected to take courses as follows, in agreement with your Supervisor:

#### *Year 1: compulsory courses (examined)*

- SO500 Research Class for MPhil Students
- Students may be asked to attend and pass up to one further course unit (or two half units) chosen with their Supervisor based on the assessment of their research training needs.

#### *Year 1: optional courses (examined)\**

- MY400 Fundamentals of Social Science Research Design (half unit)
- MY521 Qualitative Research Methods (half unit)
- MY551M or MY551L Introduction to Quantitative Analysis (half unit)
- MY552M or MY552L Applied Regression Analysis (half unit)
- SO401 Social Research Methods
- SO511 Research Seminar in Political Sociology
- Other courses from Sociology MSc programmes

#### *Year 1: optional courses (not examined)\**

- MY591 Computing Packages for Qualitative Analysis
- MY592 Workshop in Information Literacy: Finding, Managing and Organising Published Research and Data

#### *Years 2 to 4: optional courses (not examined)\**

- SO501 Research Students' Seminar
- SO511 Research Seminar in Political Sociology
- SO521 Research Seminar on Cities and Space

Course guides for all courses are available at [lse.ac.uk/resources/calendar/courseGuides/graduate.htm](http://lse.ac.uk/resources/calendar/courseGuides/graduate.htm)

\* Please note that some optional courses may not be available each year. Please see [lse.ac.uk/resources/calendar/programmeRegulations/mPhilPhD/sociology.htm](http://lse.ac.uk/resources/calendar/programmeRegulations/mPhilPhD/sociology.htm) for details.



# Programme Structure in Detail

## Annual Review Board

All doctoral students are required to complete an Annual Progress Review Form at the end of each session. This needs to be completed and forwarded to your Supervisor no later than the last Monday in April. It is then reviewed by your Supervisor and the MPhil/PhD Board. Re-registration depends on the submission and approval of this form.

## Year One

Your first year will focus on identifying and refining your research questions; exploring and deciding on appropriate research methods and strategies; and identifying and reviewing relevant literatures. All this forms the basis for your SO500 Aims and Methods submission. You should be working closely with your Supervisor(s), clarifying your interests to them, and taking on board their comments and steers.

### SO500 Aims and Methods

All students are required to attend SO500 Aims and Methods in their first year, and cannot continue their registration and continue to their second year unless they have passed the SO500 assessment within two attempts. Assessment is by submission of a 5,000-word paper that demonstrates a clear sociological research question, appropriate research methods, ability to deal with any ethical issues that arise from the research and a plausible schedule for completing the dissertation in a timely fashion. The paper is examined by viva voce examination before a panel comprising the SO500 course convenor(s) or another member of staff if the convenor is also the student's Supervisor. Supervisors attend the viva, and may be consulted by the panel, but must otherwise leave the defence to the student. Full-time students must submit this paper on the 1st May of their first year. Part-time students can submit on the 1st May, or the 1st September, of their first year. Please note, if the 1st of either month falls on a weekend or holiday, then the paper must be submitted on the first working day of that month.

The SO500 assessment will occur within one calendar month of the submission date. There are three possible outcomes:

- An unproblematic pass;
- Pass, subject to minor revisions;
- Fail with major revision and additional viva.

In order to progress to the second year, students must successfully pass the assessment for SO500. This requirement is taken very seriously by the department: we believe it is imperative to

identify and overcome – or terminate – fundamental research problems at the earliest possible moment, especially given the investment of time and energy involved for both student and staff. It is not uncommon for several students to fail at their first attempt in any given year; students who have failed on their second attempt have, without exception, been de-registered.

Full-time students who have an outcome requiring a re-submission must re-submit on the 1st September of the same calendar year. Part-time students who originally submitted on the 1<sup>st</sup> May and who are required to re-submit must do so by the 1st September of the same calendar year. Part-time students who originally submitted on the 1<sup>st</sup> September and who are required to re-submit must do so by the first working Monday in January of the following calendar year. Please note, if the 1<sup>st</sup> of either month falls on a weekend or holiday, then the paper must be submitted on the first working day of that month.

SO500 assessments will result in a written report, detailing comments, suggestions and criticisms, which is sent to both Supervisors and the student.

All students have the right to a second submission if they fail the first attempt; however, the department will not allow a third attempt. There is an appeals procedure, explained below.

### Other obligations

You will discuss your research training needs at your first meeting with your Supervisor(s) and decide on any additional courses to take during your first year. These courses may be substantive or methodological. If your Supervisor(s) consider that you have insufficient background in a relevant aspect of sociology, they may require you to be assessed in one or more MSc courses and to attain a minimum of 60 per cent in examination as a condition of re-registration.

It is important to address any research or substantive weaknesses through courses. It is equally important not to succumb to the temptations of all the enormously interesting courses and seminars provided at LSE. Doctoral programmes in the UK – unlike, e.g., the US – are degrees by research, rather than taught degrees. Your focus in the first year must be on establishing your research question and strategy, and laying the basis for your substantive research in Year 2. Discuss any other potential commitments thoroughly with your Supervisor.

First year students often take courses offered by the Methodology Institute. Other courses from Sociology Masters programmes or specialist research courses may be taken with the agreement of the student's Supervisor.

## Year Two

Following SO500, you will concentrate on fieldwork, data collection or other empirical work. We expect fieldwork to be completed during this period, in time to submit for the next assessment hurdle – the ‘Upgrade’.

Meetings with Supervisors will be less frequent than before SO500, though you might sometimes meet more frequently in response to research issues at key stages.

Students who have satisfactorily passed the first year requirements may audit at least one further course in their second year and some may, at the discretion of their Supervisor, be required to complete further assessed coursework. All second year students are strongly advised to follow SO501: Research Students’ Seminar,.

### Fieldwork

Fieldwork is commenced and completed during the second (full-time) or third year (part-time).

If you expect to spend time away from the LSE to complete fieldwork, you must seek leave to undertake fieldwork, the form can be found at [lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx](http://lse.ac.uk/study/PhDAcademy/a-z-of-guidance.aspx). This application must be supported by your Supervisor and by the Doctoral Programme Director, and must be accompanied by a risk assessment. Obtaining formal leave to undertake fieldwork has the advantage of a much-reduced fee. Unfortunately, periods of leave do not count towards your minimum period of registration while they do count towards your maximum period of registration allowed by the School.

Whether you do or do not get official leave of absence for fieldwork, you do have to consider two issues: risk assessment and ethics. In case of doubt about how these apply to you, please consult your Supervisor, the Doctoral Programme Director or the two School departments most concerned with these matters: Research Division or Research Degrees Unit.

### Risk assessment

School policy requires a risk assessment when students ‘are engaged in academic work away from LSE which produces what can be termed “serious additional risk”’. In the first instance this should simply be a conversation between student and Supervisor that should routinely take place: removing the jargon, it is a common sense discussion of any problems that might arise during fieldwork. The checklist can be found within the Application to Undertake Fieldwork form.

School policy requires that this conversation take place. If you are applying for leave to undertake fieldwork you will further be required to submit a risk assessment form (found at the end of the Application to Undertake Fieldwork form available

from the link above), which needs to be signed by student, Supervisor and Doctoral Programme Director. At the end of five pages of risk assessment (to avoid School legal liability) this form also contains one paragraph on Research Ethics, which must also be duly signed.

### Research ethics

All School policy and forms concerning research ethics can be found at [lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx](http://lse.ac.uk/intranet/researchAndDevelopment/researchDivision/policyAndEthics/ethicsGuidanceAndForms.aspx) and are overseen by the Research Division. We take research ethics enormously seriously in the department and seek to inculcate sophisticated, informed and appropriate research practices that match up to our responsibilities to research subjects, communities, users and colleagues. Developing such understandings and practices is intrinsic to developing as a professional researcher and we expect you not only to address ethics directly at strategic moments but to keep the ethical and political status of your actions constantly in mind.

This educational process is of course loosely related to the formalised procedures and forms by which institutions cover themselves legally and in relation to public bodies and public opinion. School ethics policy – particularly with respect to students – is based on a ‘light touch approach’. The aim is to ensure 1. that ethical issues are identified and dealt with in research design; and 2. that only the most problematic cases have to be referred upwards to School level ethical review procedures.

Formal treatment of ethical issues should happen between student and Supervisor. Have your normal discussions of ethics and politics but in addition you should look at the School ethics policy (see above link) to see if you are in accord.

If the proposed project (or publication) is problematic with respect to School policy or any other recognised guidelines, you can consult the Doctoral Programme Director or Research Division. At this point you may, or may not, be advised to fill in a full ethical review form and submit your project to a School review. Again, this can be light or heavy touch: e.g., quick scrutiny by Chair of Research Committee.

Most funding applications require evidence of ethical scrutiny by your institution, and this will require filling out an ethical review form which may be scrutinized outside the department. In such cases, please follow this procedure with your Supervisor’s help and approval and refer any questions to the Doctoral Programme Director.

### The Upgrade

Full-time students must Upgrade at the end of

their second year and part-time students at the end of their third year. In certain circumstance an extension may be requested, normally due to the nature of fieldwork being completed. Extensions must be discussed with the Supervisor and requested at the end of the first year. The Doctoral Programme Director should also be informed of any Upgrade extension requests. Any delays to Upgrades require the approval of the Chair of the Research Degrees Subcommittee. A student who fails to meet the Upgrade deadline will normally be advised to submit an MPhil thesis.

Administratively, Upgrading means moving from your original MPhil registration to registration as a PhD candidate. If you pass your Upgrade, PhD registration is made retrospective to the start of your registration, and you are eligible to submit a dissertation for doctoral examination. If you fail this hurdle, you remain an MPhil student with the option of submitting for that degree.

In more constructive terms, a successful Upgrade registers the view of senior academics that you are pursuing a viable research project to doctoral standard. It is also a chance for students to get detailed comments from academics other than their Supervisor(s), and for issues or critiques to emerge and be dealt with before it is too late. Upgrading also means that you have completed your fieldwork and substantial data analysis; are writing at the appropriate level; and that you have solved the central structural issues of argument and presentation. Most students find that after the Upgrade their work has taken on stability, critical mass and confidence that allows for good progress to completion.

Students submit for Upgrade by preparing a package of Upgrade material:

- The thesis proposal and a chapter outline of approximately one page per chapter;
- A schedule for completing the thesis in the required time (four years for full-time, six years for part-time students);
- Two draft chapters of no more than 20,000 words in total: an introductory chapter stating clearly the research question and locating the thesis within contemporary debate and literatures, and a substantive chapter demonstrating that the student can deal with research data and/or materials at a level necessary for a PhD.

Assessment is carried out by an Upgrade panel comprising two members of staff, at least one of whom is from the Sociology Department. One or both of your Supervisors will normally attend the viva, but in a purely supportive and silent role: they are there to take notes only and should not enter the conversation unless explicitly asked by the panel for comment. The panel should be chosen in consultation with your Supervisor(s), with a view to getting useful comments and critique. Typically, one panel member will be

chosen for specialist expertise; the second either for expertise in another relevant area or for their more general skill in crafting a dissertation.

Once you and your Supervisor have agreed on a panel, it is the Supervisor's responsibility to approach the prospective panel members, obtain their agreement and organise a date for submission and for the viva examination. The viva examination must occur within one month of submission of the Upgrade package unless there are compelling reasons that are clearly communicated to student and Supervisor.

The job of the panel is to assess whether or not there is a viable PhD that is of PhD standards of scholarship. The decision may be:

- Pass, with comments and suggestions;
- Required additional material or amendments, with or without additional viva;
- Fail, requiring resubmission and additional viva.

A full report will be returned to the student and Supervisor within two weeks of the viva.

In the case of a fail at the first attempt, the student must resubmit their Upgrade package within six months. No extension will be granted except for extreme and documented medical or personal reasons. Students should prepare resubmission in close contact with their Supervisor(s) and in relation to the Upgrade Report.

In the case of a fail at the second attempt, the student has the option of continuing as an MPhil student and submitting for an MPhil degree (regulations for this degree can be found on the Research Degrees website). A third attempt to Upgrade will not be allowed. Appeals procedures are available (see below).

### Years Three and Four

The period after Upgrade is often referred to as the writing up phase: fieldwork is complete, dissertation structure has been largely settled and substantial sections have been written. Students are expected to attend SO501: Research Students' Seminar. Supervisions may be less frequent, or even mediated through email. Moreover, the work may become increasingly editorial. Bear in mind that with a complex 100,000 word document students need to leave plenty of time both for Supervisors to read and comment and for their own revisions in response to comments. The department expects full-time students to submit their thesis for examination within three to four years of registration (part time students within six years).

### Word limits

The maximum allowed word length is 100,000, including footnotes but excluding tables,

diagrams, bibliography and appendices. It is not advisable to submit a dissertation under 85,000 words as a shorter text is unlikely to meet examiners' expectations of this genre.

### *Criteria of assessment*

The thesis must...

- Offer a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- Give a critical assessment of the relevant literature, describe the method of research and its findings, include a discussion on those findings, and indicate in what respects they appear to advance the study of the subject; and so demonstrate a deep and synoptic understanding of the field of study;
- Demonstrate relevant research skills;
- Be of a standard to merit publication in whole or in part or in a revised form.

Students are encouraged to seek advice on the different aspects of their research in the form of 'peer review' (for example, by presenting at conferences). It is also legitimate for a student to seek outside help with particular aspects of their research, for example, in using research organisations to facilitate fieldwork trips. But it is important that external input of this kind is not excessive. Also, there will be aspects of research that students are expected to conduct themselves, within the context that their eventual thesis is expected to be their own original work.

Students should discuss with their Supervisor(s) any help they are considering using with any aspect of the research process. This includes any advice being sought from other departments at the School or from sources outside of the School. The student should ensure that any help received is credited appropriately within their work.

The examination entry process is handled by Research Degrees Unit. For instructions and forms, as well as advice on formatting and printing your final copy, see [lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx](http://lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx). You should complete the exam entry procedures two months before submitting your dissertation.

### *Editorial help*

You may wish to seek help from a third party in editing your thesis before you submit it. See [lse.ac.uk/resources/calendar/academicRegulations/statementOnEditorialHelp.htm](http://lse.ac.uk/resources/calendar/academicRegulations/statementOnEditorialHelp.htm) for the School Statement on the permitted level of editorial help. You will need to provide a copy of the statement to any third party you might use when editing your thesis and declare what help you have received from them in the front pages of your thesis.

In addition to editorial help you may wish to seek outside help of different varieties during any stage of your research process. To ensure that the levels of outside help are within acceptable norms, you will need to

- Discuss with your Supervisor any help which you are considering using with any aspect of your research;
- Discuss with your Supervisor any advice which you are seeking from other departments at the School or from sources outside the School;
- Ensure that any help received is credited appropriately within your work.

### *Choosing the examiners*

Discuss potential examiners with your Supervisor(s). You need to have one 'internal examiner' (from any College within the University of London) and one 'external examiner' (from any other university). Permission for two internals or two externals is possible if there are compelling reasons. Examiners from outside the UK are possible so long as a good case is made for them. Examiners should have experience of examining University of London dissertations, and should have subject expertise. They must not be connected to the candidate: normally this means that they have no close personal connection, and have had no major formative influence on the dissertation. In practice, an examiner whom you have simply met at seminars would be fine; one who has read and commented on your dissertation work in the past would not.

Be very aware that choice of examiners is vastly consequential and should be done carefully and in very close discussion with Supervisors: it is one of the most important decisions you will make. Bluntly, examiners should be as senior and eminent as possible so that they can fully legitimate your work in the academic community as well as be able to support you in the future with references. At the same time, they should be intellectually in tune (if not in agreement) with your work so that they are likely to judge it in its own terms. They should also have a reputation for fairness and even-handedness.

Students should not contact the potential examiners: it is the Supervisor's job to get their agreement and organize a viva date. Once this is agreed, you will need to fill in an examination entry form available at the above website, which is then completed by your Supervisor and passed on to the Doctoral Programme Director. The form is then sent via the Administrator to the PhD Academy and then to the Board of Examiners to approve and appoint the examiners. After this point you will be notified by Research Degrees Unit as to the progress of the examination process, and distribution of the dissertation is organised through that office.



### **The PhD viva**

Examinations should be held within two to three months after submission but in reality this is variable: the viva depends on two senior and incredibly busy academics not only reading and commenting on a complex text but also coordinating their diaries in order to be in the same country and indeed the same room for a couple of hours.

The PhD viva is an art-form of sorts, each one is unique and difficult to predict. The Aims and Methods viva and Upgrade viva should give you some experience and understanding of the process, but it would be absurd to claim it is anything less than nerve-wracking for both student and Supervisors. It is a formal occasion and it is a defence: the examiners' job is to ask probing questions that clarify intentions, logic, evidence and claims. In a substantial proportion of examinations, a good defence can have a real impact on the outcome (often in shifting the examiners' verdict from major to minor revision). A good viva generally has a constructive element as well, with advice on future research directions and publishing strategy.

The LSE Sociology convention is that it is entirely the student's choice as to whether their Supervisor(s) will attend the viva, and their choice should have no bearing on the outcome. If the Supervisor attends, they are not meant to interact or intervene in anyway, unless specifically asked to by the examiners.

There are three possible outcomes to the PhD viva:

- Straight pass: you are now a doctor. The examiners may still ask you to correct a few typos or references before binding.
- Minor revisions: you have three months to revise according to detailed specifications. This might involve adding a few pages; adding or revising a chapter; considering additional literatures; revising or extending data analysis. The revised dissertation is normally checked by one or both examiners, but without a second viva. Minor revisions are very common these days and bring no shame, but you are not a doctor until the revised text has been approved.
- Major revision: you have 18 months to make substantial revisions in response to a detailed report from the examiners. Examiners cannot move the goalposts by coming up with new demands after resubmission; on the other hand, the requested revisions may be far-reaching and complex. It is crucial to discuss the comments and proposed revisions thoroughly with your Supervisor(s).

### **Appeals**

If a decision is made, as part of the SO500 or

Upgrading procedure, not to allow re-registration or Upgrade to PhD, the department must inform the student in writing of its decision and the reasons for that decision.

Within three months of the decision not to allow registration or three months of the final decision not to Upgrade to PhD, a student may appeal against the decision to the Academic Registrar. The student should prepare a written statement of the grounds for the appeal, which may be procedural or substantive. This statement should be submitted to the Academic Registrar who will ask the Dean of Graduate Studies to determine whether there is a prima facie case. If the Dean determines that there is no prima facie case, the student will be notified by the Academic Registrar in writing.

Where the Dean determines that there is a prima facie case, the Academic Registrar will convene an Appeal Panel comprising the Chair of the Graduate Studies Subcommittee and two members of the Committee chosen by lot. If the student belongs to the Chair's Department, the Chair will nominate another member of the Committee as a substitute.

Where the Dean has determined that there is no prima facie case, the student must inform the Academic Registrar in writing within fourteen days if he or she wishes to pursue the appeal. If the student wishes to pursue the appeal, a Panel will be convened as above. The decision of the Panel will be final, and will be communicated in writing to the student and to the department within seven days from the hearing of the appeal.

If an appeal against re-registration is unsuccessful the student will not be allowed to re-register at any time for the same MPhil/PhD project. Registration for a new topic will be subject to the normal admissions procedures. If an appeal against the Upgrade is unsuccessful the student may only submit his or her thesis for the MPhil.

For more details on appeal procedures see [lse.ac.uk/intranet/LSEServices/TQARO/Calendar/AppealsRegulationsForResearchStudents.pdf](https://lse.ac.uk/intranet/LSEServices/TQARO/Calendar/AppealsRegulationsForResearchStudents.pdf)

### **Funding and Funding Deadlines**

A range of facilities offered by the Financial Support Office are available, as well as a number of funds operated by or through the department. You should be clear about what they offer and what the procedures are. Please also check [lse.ac.uk/intranet/students/moneyMatters/financialSupport](https://lse.ac.uk/intranet/students/moneyMatters/financialSupport). Two important points:

- Many funding applications deadlines are in late January/February. It is advisable to think through your funding strategies in autumn.
- Please give your Supervisor as much notice – and as much detail – as possible as regards

references. One Supervisor can receive many requests at the same time,, so do liaise closely over this.

#### *LSE Scholarships and ESRC Scholarships*

The LSE awards scholarships/studentships each year, with only a few awards granted to each department. These awards also include those funded by the Economic and Social Research Councils (for which eligibility these are confined to UK and EU students). Applications to the School will be considered by prospective Supervisors, and the best will be put forward for departmental consideration. The department Selection Committee will then shortlist and rank

candidates for selection by a central School panel. In order to qualify for consideration by the department, the student's application to the department's MPhil/PhD programme must be submitted (with all ancillary documents) to the School by one of two deadlines set by the School. For further details and deadlines see [lse.ac.uk/intranet/students/moneyMatters/financialSupport/ScholarshipsLSE/PhDApp/MResMPhilPhDProgrammes.aspx](http://lse.ac.uk/intranet/students/moneyMatters/financialSupport/ScholarshipsLSE/PhDApp/MResMPhilPhDProgrammes.aspx). Please note that the first deadline is the only deadline for ESRC applications.

The LSE is now a Doctoral Training Centre under the auspices of the ESRC. Please see [lse.ac.uk/intranet/students/moneyMatters/financialSupport/esrc.aspx](http://lse.ac.uk/intranet/students/moneyMatters/financialSupport/esrc.aspx) for more detail.



# Study Guidelines and Support

## If You Need Help

If you find that you need help, it is most important that you discuss your problems with your Supervisor or the Doctoral Programme Director. Supervisors are intended to have a pastoral as well as an academic role. Meetings with them provide the opportunity to receive feedback on your progress throughout the term. You should feel able to discuss anything with your Supervisor that affects your ability to benefit academically from your time with us. You should keep him or her informed of any medical difficulties or illness that may prevent you from studying or may affect your academic performance. If you have difficulties of a personal nature that you do not wish to discuss with your Supervisor, you may wish to make use of the School's counselling services. Please see [lse.ac.uk/counselling](http://lse.ac.uk/counselling) for details. If you have difficulties, you should tell someone within the Department or School - they will usually know who to put you in touch with.

## @LSESociology Twitter Account

The @LSESociology Twitter account is part of the public face of the department. It promotes news, announcements, blog entries and events from both within and outside of the Department of Sociology to wider audiences. If you would like to live-tweet from events that take place within or outside the Department, please get in touch with David Madden at [d.j.madden@lse.ac.uk](mailto:d.j.madden@lse.ac.uk).

## Blog: Researching Sociology @LSE

*Researching Sociology @LSE* is a blog primarily intended to share the new and cutting edge research from the Department, particularly that of the PhD research students. Contributions are welcome from all researchers in the department – from undergraduates to faculty staff. The aim is to promote and showcase the research work of the Department to wider audiences and to encourage debate and discussion within the Department's research community and beyond. If you would like to contribute to the blog please get in touch with the Blog Manager or the Blog Editor at [blogs.lse.ac.uk/researchingsociology](http://blogs.lse.ac.uk/researchingsociology).

## 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.

## Student Charter and Ethics Code

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

## Communication

You are expected to check your email regularly using your LSE email address, since both academics and administrators routinely use this medium in order to communicate with you. Notices of interest to students and staff will be placed on the departmental notice boards.

## Cumberland Lodge

Each January a residential weekend is arranged at Cumberland Lodge, the University of London's Conference Centre situated in Windsor Great Park. The programme is organised around themes of sociological importance and consists of lectures and panel sessions involving prominent speakers, members of staff and PhD students. As well as being of educational value, the weekend is also great fun and offers a chance to meet with colleagues in a unique and informal setting. All PhD students are invited to attend and if there are places available we are also delighted to see MSc students attend the weekend. The cost of the weekend is determined at the beginning of term and is subsidised by both Cumberland Lodge and the Department with some bursaries also being available.

## Editorial and Outside Help

You may wish to seek help from a third party in editing your thesis before you submit it. See [lse.ac.uk/intranet/LSEServices/TQARO/Calendar/StatementOnEditorialHelp.pdf](http://lse.ac.uk/intranet/LSEServices/TQARO/Calendar/StatementOnEditorialHelp.pdf) for the permitted level of editorial help. You will need to provide a copy of the statement to any third party you might use when editing your thesis and declare what help you have received from them in the front pages of your thesis.

In addition to editorial help you may wish to seek outside help of different varieties during any stage of your research process. To ensure that the levels of outside help are within acceptable norms, you will need to

- Discuss with your Supervisor any help which you are considering using with any aspect of your research;
- Discuss with your Supervisor any advice which you are seeking from other departments at the School or from sources outside the School;
- Ensure that any help received is credited appropriately within your work.

## EndNote Plus

Entering reference citations is an essential part of preparing any piece of scholarly writing, and correct and helpful citation can make a huge difference to readers of your work. EndNote Plus is a specialized reference-management software that is used in the Library and installed on standard workstations throughout the School. It makes referencing quick, easy, and accurate, and you should use it from the beginning of your studies at LSE. Please see [lse.ac.uk/library/usingTheLibrary/training/Information-skills-and-resources.aspx](http://lse.ac.uk/library/usingTheLibrary/training/Information-skills-and-resources.aspx) for details.

## 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](http://lse.ac.uk/resources/mapsAndDirections)

## Graduation Ceremonies

The graduation ceremonies take place on campus 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 are scheduled to take place. MPhil/PhD research students are invited once their degrees have been awarded. The ceremony itself usually lasts between one and one and a quarter hours and is followed by an on-campus 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](http://lse.ac.uk/ceremonies).

## Interruptions, Deferrals and Withdrawals

If you experience any difficulties during your time at LSE you should make sure that you keep in regular contact with your Supervisor 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](http://lse.ac.uk/registrationChanges) for more 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](http://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](mailto:e.wilkinson@lse.ac.uk)) and Andra Fry ([a.e.fry@lse.ac.uk](mailto: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](http://apps.lse.ac.uk/training-system)

Follow the Library at [twitter.com/LSELibrary](https://twitter.com/LSELibrary). You can also contact the Library by emailing [library.enquiries@lse.ac.uk](mailto:library.enquiries@lse.ac.uk) or visiting the Enquiries Desk on the ground floor.

## 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/](http://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](mailto:it.helpdesk@lse.ac.uk).

## MPhil/PhD Board

The MPhil/PhD Board, consisting of all Supervisors, and chaired by the Doctoral Programme Director, is the departmental body responsible for academic standards relating to research students in the department and particularly for reviewing their progress towards completion of their degrees. The Board, which meets annually at the end of Lent Term, may take a range of decisions on particular cases, including setting deadlines for Upgrades, deregistering students in breach of regulations and altering supervisory arrangements.

The Board also has a sub-committee, which meets once a term to deal with MPhil/PhD policy,

and it may also appoint a sub-committee to hear appeals against recommendations of the Board.

### **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.

### **Part-Time Study**

The department admits a small number of part-time students each year, spread across the range of subject specialisms. Part-time students must meet the same requirements, but have an extended period during which to complete their programme. It is the responsibility of part-time students to ensure that their other commitments allow them to attend their seminars, complete written assignments and attend examinations. Special arrangements cannot be made for them. That said, the department recognises that other commitments can make it difficult for such students to become fully integrated into the life of the department.

### **PhD Log**

The PhD Log has been created by the School as a tool to allow students to keep an accurate record of their research and any actions required when meeting with their Supervisor. The Log entry is initiated by the student who adds a detailed entry on the discussion, which is then reviewed and commented on by their Supervisor. This process helps to summarise what has been discussed and agreed which in-turn aids with research and time management planning to ensure targets and deadlines are met. Please note that completion of PhD Logs by students and Supervisors is now compulsory.

### **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](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.

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 you should seek guidance from your Supervisor.

### **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/](http://lse.ac.uk/publicEvents/).

### **References**

If you are asking an academic to write a reference for you, please give them at least three weeks' notice before the reference is due. Senior members of staff may well be asked to write scores of references every term. Often each reference requires updating or adaptation to a specific job or scholarship. It is in your own interest to give the referee enough time to do it justice.

Never put down someone's name as a referee without asking them in advance.

Provide all the information needed to write the reference. Make sure that you have filled out your part of any form you submit.

It is helpful if you include all the information your Academic Adviser will need in a single email, with a clear subject line. You might, for example, wish to remind your Academic Adviser of scholarships awarded or internships undertaken.

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.

Once someone agrees to be a referee, he or she has the obligation to do the job on time.

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.

## Scholarly Presentation

When preparing your dissertation, bear in mind that great importance is attached to proper noting, grammar, punctuation, spelling, and 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.
- 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*, 2<sup>nd</sup> 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](http://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](http://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](http://www.cre.gov.uk/rights). Accessed 7 May 2016.
- Higher Education Statistics Agency, [www.hesa.ac.uk](http://www.hesa.ac.uk). Accessed 16 May 2016.

### 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. See in particular the [regulations for research degrees](#) and [regulations on assessment offences: other than plagiarism](#). An A-Z list of relevant regulatory documents can be found at [lse.ac.uk/intranet/LSEServices/policies](http://lse.ac.uk/intranet/LSEServices/policies)

### Staff-Student Liaison Committee

This Committee normally consists of at least seven members, four students plus three academics (including the Doctoral Programme Director). The Committee meets once a term to discuss a variety of issues surrounding academic studies in the department. Representatives from each year of the MPhil/PhD programme are members of the committee and report on any issues that may have been raised by the students they represent. The Committee is chaired by the Doctoral Programme Director.

Representatives will be expected to attend all three meetings. It is important that representatives contact all MPhil/PhD students to ascertain if there are important topics that need to be discussed and in order to prepare an agenda. After each meeting, they will be expected to report back to the other students.

Two of the student representatives will be required to sit on the School's Research Students' Consultative Forum.

### The PhD Academy

The PhD Academy [lse.ac.uk/study/PhDAcademy](http://lse.ac.uk/study/PhDAcademy) is LSE's dedicated services hub for doctoral candidates.

It provides a number of opportunities for professional development and networking that complements the support you receive from your supervisors at departmental level.

The PhD Academy runs a series of short courses which offer you help at the different stages of your PhD. These include support in core skills such as writing, constructing a thesis, managing your time effectively, coaching for timely completion as well as preparing for upgrade and your viva. For more information please see [lse.ac.uk/study/PhDAcademy/academicAndProfessionalDevelopment](http://lse.ac.uk/study/PhDAcademy/academicAndProfessionalDevelopment)

In addition, courses offered by the PhD Academy help you promote your ideas outside of LSE and prepare you for the job market. To find out more about the courses and events see [lse.ac.uk/study/PhDAcademy/events-and-courses.aspx](http://lse.ac.uk/study/PhDAcademy/events-and-courses.aspx)

The LSE Careers website [lse.ac.uk/careers](http://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.

The Teaching and Learning Centre also provides support and training for PhD students who teach, including a compulsory programme for new graduate teaching assistants. Those students who wish to take their teaching training further should consider taking the 'LSE Postgraduate Certificate in Higher Education' (PGCertHE), a formal qualification in teaching in HE, which is externally accredited by a national body, the Higher Education Academy. For further information about the LSE PGCertHE and other TLC teaching training, please contact the TLC Departmental Manager at [tlc@lse.ac.uk](mailto:tlc@lse.ac.uk). There are a number of other training events and support networks. Please see the training portal website [apps.lse.ac.uk/training-system](http://apps.lse.ac.uk/training-system) for further details.

### Accommodation Office

The Accommodation Office (3.02 Saw Swee Hock Student Centre) can provide advice on

finding accommodation. Visit [lse.ac.uk/accommodation](https://lse.ac.uk/accommodation) or send an email to [accommodation@lse.ac.uk](mailto:accommodation@lse.ac.uk).

### LSE 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](mailto:alumni@lse.ac.uk).

### 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.

### 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](https://lse.ac.uk/lselife)

### 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](https://lse.ac.uk/registrydocuments)

### 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](https://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](https://lse.ac.uk/counselling).

### 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](https://lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService) for further information or email [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk).

### 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](https://lse.ac.uk/intranet/LSEServices/IMT/remote).

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

### 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](https://lse.ac.uk/equityDiversityInclusion)), see our blog, and follow us on Twitter [@EDI\\_LSE](#).

### 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](https://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](https://lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx).

### 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.

**Student Support Fund:** This fund is for students who register with sufficient funding but then experience unforeseen financial difficulties. In all cases applicants need to provide supporting documentation. PhD students who are in the final stages of completing their thesis are also eligible to apply.

**Access to Learning Fund:** This is to assist Home UK students with their living costs. Funds are limited and priority is given to undergraduates, students with children, disabled students, and final year students.

**Short Term Loans:** This is for students experiencing acute cash flow difficulties whilst awaiting a guaranteed source of funds (e.g. a loan or salary payment). Students may borrow up to £500, repayable within 4 weeks.

**Postgraduate Travel Fund:** This is for postgraduate research students attending a conference at which they have been invited to give a paper.

**Final Stage Funding:** This is for PhD students in their final stages of their PhD who require some further support while they prepare to submit.

Full details and application forms are available at [lse.ac.uk/intranet/students/moneyMatters/financialSupport](http://lse.ac.uk/intranet/students/moneyMatters/financialSupport)

### 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](http://lse.ac.uk/isvat)

### IT Support

**Student IT Help Desk** (first floor, Library): Contact the IT Help Desk ([it.helpdesk@lse.ac.uk](mailto: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](mailto: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](http://lse.ac.uk/intranet/LSEServices/policies/pdfs/school/guidSocMedStu.pdf)

For contact details and further information see [lse.ac.uk/intranet/LSEServices/IMT](http://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](http://lse.ac.uk/languages) for information.

### 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](http://lse.ac.uk/lseforyou)

### LSE Day Nursery

[lse.ac.uk/nursery](http://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](mailto:nursery@lse.ac.uk) or call 0207 107 5966.

### 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](http://lse.ac.uk/intranet/LSEServices/TQARO/TeachingSurveys/Results).

### **LSE Students' Union**

[www.lsesu.com](http://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.

### **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](http://lse.ac.uk/ssc)

for more information

### **Welfare Services**

The Student Counselling Service (see below)

[lse.ac.uk/counselling](http://lse.ac.uk/counselling)

The Disability and Well-being (see above)

[lse.ac.uk/intranet/LSEServices/disabilityAndWellBeingService](http://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](http://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](http://lse.ac.uk/faithCentre)

Nightline is a free and confidential listening service run by students for students from 6pm to 8am. [nightline.org.uk](http://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](http://lse.ac.uk/medicalCentre)

### **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](http://lse.ac.uk/wideningparticipation) or email [widening.participation@lse.ac.uk](mailto:widening.participation@lse.ac.uk).

## **Department of Sociology**

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Twitter: **[@lsesociology](https://twitter.com/lse sociology)**

Facebook: **[facebook.com/lse sociology](https://facebook.com/lse sociology)**