

# MPhil/PhD Statistics

## HANDBOOK 2013 – 2014



Department of Statistics

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## Contents

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### **Introduction by Head of Department 6**

### **Introduction 7**

### **Regulations, policies and codes of practice 7**

### **When you first arrive 8**

How to find us;

Term dates

Public holiday closures

### **Registration 9**

### **Fees 10**

How to pay your fees;

Penalties for late payment

### **Induction 11-12**

LSE school induction;

Induction to Statistics PhD programme;

Tours of the LSE campus;

What to bring;

Induction timetable

### **New Arrivals 13**

### **LSE main website 14**

### **“LSE for You” website 14**

### **The Department of Statistics 15-16**

About the department;

Research environment;

Departmental websites

### **MPhil and PhD Research Interests 17**

**Academic Staff 18-21****Administrative Staff 22****Departmental Facilities 23**

Leverhulme Library;  
Photocopying;  
Incoming mail;  
Kitchen

**Communication between Students and the Department 24**

In person;  
Email;  
Contact by telephone/post;  
Notice boards

**Absence 25****Student Representation in the Department 26****Student Representation in the School 25****The PhD Programme 27-28**

MPhil and PhD in Statistics;  
First and second supervisor; Doctoral programme director;  
Outside help;  
Annual monitoring;  
Procedure for upgrading to PhD

**Course Structure 29-31**

First year MPhil;  
Second year MPhil/PhD;  
Third year PhD;  
Thesis examination;  
Submission of thesis;  
Where to send your thesis;  
Binding

**Plagiarism 31****Statement on editorial help for PhD theses 31****Research Training 32-33**

Department of Methodology;  
Teaching and Learning Centre;  
Academic and professional development programme for PhD students;  
LSE postgraduate certificate in higher education

**Research Degrees Office 34****Academic and Professional Development 35-38**

Annual research presentation event;  
Poster presentations;  
PhD advanced taught courses;  
London Graduate School in Mathematical Finance;  
London Taught Course Centre;  
Teaching; Conferences; Seminars;  
Office and computing facilities

**Library (British Library for Political and Economic Science) 39-40**

Joining the library;  
Library opening times;  
Study places and study rooms;  
Photocopying

**Student Services 41****Financial Support 41****Students Counselling Service 42****LSE Careers Service 43****IT Services – support for research postgraduates 44**

User support;  
Laptop surgery

**IT Training 45****Students' Union 46-47**

Copy Shop;

Advice and Counselling Service; Gymnasium

**International Students 48**

Immigration procedures;

Registering with the police

**The Language Centre 49****Equal Opportunities Policy 50**

School Race Equality Statement;

School Policy on Disability

**Disability Equality 51-52**

Disability and Well-Being Office;

LSE Circles Network;

Funding for students with disabilities/dyslexia

**Health Services 53****Chaplaincy 54****Accommodation 55****LSE Calendar 55****Shaw Library 55****Catering Venues 56****General Information 57-60**

Banks; Chemists; Entertainment; Fitness; News (News & Views; The Beaver); Nursery; Parks and walks; Post Office; Public Transport; Sports Ground

**How to find LSE 61****Map of LSE buildings 62**

## Welcome by the Head of Department

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Welcome to the Statistics PhD programme at the London School of Economics and Political Science.

Undertaking a PhD is a major commitment and should be one of the most creative periods of your life. Your PhD will require you to work with purpose throughout your time here and we will provide every support we can to help you achieve your potential.

Alongside your PhD work there are many seminars and special lectures and we strongly encourage you to attend these and take maximum advantage of the resources that the LSE can offer you. You may also have the chance to attend and present a paper at a conference. All in all, undertaking a PhD in Statistics at LSE is an excellent opportunity to develop your academic and research interests.

I would like to wish you all the best for your studies here and I hope that you will make the most of your time with us. Our success very much depends on your success and we look forward to getting to know you and supporting you in your endeavours. Enjoy your time at the LSE and do take some time to enjoy London too.

**Professor Chris Skinner**  
Head of Department



## Introduction

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This handbook provides useful general information about the LSE, the Department of Statistics and the MPhil/PhD in Statistics programme. It includes registration details as well as information about seminars and teaching opportunities. There is also important information about the submission of your thesis.

## Regulations, policies and codes of practice

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In addition to the information in this handbook, it is essential that you familiarise yourself with the LSE regulations on Research Degrees. The up-to-date version of these can be found on the school's website at:

<http://www2.lse.ac.uk/researchStudents/Regulations.aspx>

The regulations specify the general school rules and practices for most aspects of your study, including teaching, supervision, assessment and degree classification, as well as the basic reciprocal obligations and responsibilities of staff and students. It is very important that you read and understand these regulations.

## When you first arrive

### How to find us

The Department of Statistics is located in Columbia House, the entrance to which is on the Aldwych (see the map of LSE buildings on page 61). The administrative offices and notice boards are all located on the sixth floor and there are other offices on the fifth and seventh floors. Additional study rooms are located in Lincoln Chambers. Most academics in the Department of Statistics have offices on the sixth and seventh floors.

**Please feel free to come and see the research administrator in room COL 6.12 on the sixth floor when you first arrive to the department.**

### Term dates

Michaelmas Term (MT)	<b>Thursday 3 October - Friday 13 December 2013</b>
Lent Term (LT)	<b>Monday 13 January - Friday 21 March 2014</b>
Summer Term (ST)	<b>Monday 28 April - Friday 4 July 2014</b>

### Public holiday closures

Christmas closure: **23/12/2013 to 31/12/2013**; New Year's Day Holiday: **01/01/2014**; Easter closure: **17/04/2014 – 24/04/2014**; May Bank Holiday: **05/05/2014**; Spring Bank Holiday: **26/05/2014**; Summer Bank Holiday: **25/08/2014**



## Registration

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Registration will take place on **Wednesday 2 October 2013 from 10am to 4:30pm**. This applies only to new MPhil/PhD students, who should report to the Research Degrees Unit in Tower 2, sixth floor, to register.

For more details about registration please see the **Registration 2013/2014 (MPhil/PhD and Visiting Research Students)** page on the website:

<http://www2.lse.ac.uk/researchStudents/Registration.aspx>

Please remember to bring your original offer letter from the School, plus some form of photographic identification, such as your passport. You must ensure that you have returned all required admissions paperwork prior to registration. This includes transcripts of results, your acceptance form and your financial undertakings form. These should be sent to the Graduate Admissions office. Please note that all documentation must be in English.

At registration you will be given a network password and an email address. It is important that you regularly check your email, preferably on a daily basis. Information about course arrangements, meetings, seminars and job advertisements is distributed by email.

All registered students will be issued with an LSE student ID card. This card serves as your student identity card and your library card and should be kept in a safe place. You should carry it with you when on campus. A fee is charged to replace a lost or stolen card.

## Fees

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The School offers two options for payment of fees. They can either be paid in full in September/October or by Payment Plan using:

[http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How\\_to\\_Pay.aspx](http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx)

Or as one third at the start of each term. If you do not know the cost of your fees, please see the Table of Fees at:

<http://www2.lse.ac.uk/intranet/students/moneyMatters/tableOfFees/2012-13.aspx>

### How to pay your fees

You can pay by cheque either by posting your cheque to the Fees Office or by using the drop-box in the Student Service Centre.

You can pay by credit/debit card either after you have registered by using the fees page on LSE for You; or you can pay on-line using the following link:

[http://reports.lse.ac.uk/internetbuilder/UIB.asp?goto=WEB\\_PAY\\_01](http://reports.lse.ac.uk/internetbuilder/UIB.asp?goto=WEB_PAY_01)

You can pay by Bank Transfer; the full details of the bank transfer options are available at:

[http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How\\_to\\_Pay.aspx](http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/feesAndStudentFinance/Paying%20fees/How_to_Pay.aspx)

### Penalties for late payment

There are penalties for late payment. These may include loss of library rights, de-registration, referral to Credit Control or fines. You will be warned by email if your payments are late and/or if sanctions are going to be imposed on you. At this time you are able to contact the Fees Office directly. Please visit the Fees Office website for more information at:

<http://www.lse.ac.uk/collections/financeDivision/FeesandStudentFinance/FeesandStudentFinance.htm>

## Induction

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### LSE school orientation

Key LSE staff from the Directorate, the Deans' and the Students Union General Secretary will give you essential information about the school. This is an important part of your induction and you are expected to attend.

The LSE school orientation will take place on **Wednesday 2 October 2013**, starting at 2pm in the **Sheikh Zayed Theatre**, which is located on the lower ground floor in the New Academic Building.

### Induction to Statistics PhD programme

In addition to the LSE school registration and induction, the Department of Statistics holds its own induction for new PhD students as an introduction to the department and to the MPhil/PhD in Statistics programme. This will be an opportunity to meet the doctoral programme director, the Head of Department and the other new students on the programme.

The department's induction meeting takes place on **Tuesday 1 October 2013**, starting at **10.45am** in the **Leverhulme Library** (COL 6.15) in the Department of Statistics in Columbia House.

The induction meeting is followed by a welcome reception for our new research students in the **Leverhulme Library**. This is a social event with a sandwich lunch and refreshments. You will meet academic and administrative members of the department as well as other students on the programme.

Students commencing their studies in the Lent or Summer term are expected to meet with the doctoral programme director on arrival at the school in order to obtain course information and become acquainted with the department.

## Tours of the LSE campus

These will be announced on the LSE website in due course.

## What to bring

Whether you start at the beginning of the academic session or later on in the year, please bring with you one passport-sized photograph (or email a JPEG to [i.marshall@lse.ac.uk](mailto:i.marshall@lse.ac.uk)). This should be handed to staff in the department's administrative office as soon as possible.

## Induction timetable

<b>01 Oct 2013</b>	<b>10.30am</b>	<b>Department of Statistics Induction to PhD programme</b>	<b>Leverhulme Library, Columbia House (Department of Statistics)</b>
<b>02 Oct 2013</b>	<b>2.00pm</b>	<b>LSE school orientation</b>	<b>Sheikh Zayed Theatre New Academic Building</b>

## New Arrivals

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Student Services has a website devoted to new arrivals, providing useful information.

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/newArrivals/Home.aspx>

Please refer to the New Arrivals website for any queries about your arrival at LSE. It provides information on registration and induction, details of documents you will need and additional information for overseas students and students with disabilities.

## LSE website

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The school's website has links to all LSE department web pages, as well as many useful external links. Please use this as your first point of reference.

<http://www.lse.ac.uk>

## "LSE for You" website

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The LSE for You website is the school's self-service portal to administrative services and information. LSE for You is an online facility that enables you to view and update your personal details from inside or outside the school. Through the LSE for You website you can access useful information, such as:

- Fee information
- Personal exam timetable
- Exam results
- Find a study room

It is important that your personal details recorded on LSE for You are accurate and up to date. You can access to LSE for You via the main LSE website. To log into your personal LSE for You account, please use your LSE username and password.

## The Department of Statistics

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### About the department

The discipline of Statistics flourished at LSE under Sir Arthur Bowley, the eminent statistician and economist, who joined the school in 1895 and was made Professor of Economic Statistics in 1915.

The Department of Statistics became one of the world's leading centres of quantitative methods in the social sciences and home to some of the world's most famous and innovative statisticians, including Sir Maurice Kendall, Claus Moser, Roy Allen, Jim Durbin, Anthony Atkinson and Howell Tong.

Today, the department has an international reputation for the development of statistical methodology that has grown from its long history of active contributions to research and teaching in statistics for the social sciences.

### Research environment

The department offers expert teaching in three key areas; time series analysis, risk and stochastics and social statistics. The Centre for the Analysis of Times Series (CATS), based in Tower One, is affiliated to the department

The department shares teaching and research with other sections of the school that have strong interests in statistics, including the Methodology Institute and the Departments of Accounting, Economics, Finance and Management. The department also has close links with the Royal Statistical Society.

Throughout the academic year the department holds weekly Econometrics and Statistics Research Seminars jointly with the Department of Economics. There are regular departmental seminars at which statistics academics and research students present current research. Seminars on Risk and Stochastics run regularly throughout the year, with speakers from academia and industry.

**Departmental websites**

Department of Statistics	<a href="http://www2.lse.ac.uk/statistics/home.aspx">http://www2.lse.ac.uk/statistics/home.aspx</a>
The Centre for the Analysis of Time Series (CATS)	<a href="http://www.lse.ac.uk/collections/cats/">http://www.lse.ac.uk/collections/cats/</a>



## MPhil and PhD Research Interests

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Research topics undertaken by current and recent MPhil/PhD students include:

- Improving stability of variable selection techniques for regression
- Machine learning for high-dimensional data
- Self-duality and semi-static hedging
- Social media data mining and data analysis
- Some approaches to statistical inference of finite populations through web based surveys
- Sparse factor modelling for high dimensional time series
- The application of artificial intelligence and machine learning in financial econometrics
- Modelling multivariate longitudinal data subject to dropout using latent variable models
- Crop yields and seasonal forecasts
- Factor modelling for high-dimensional time series
- New statistical methods for the analysis of high-dimensional high-frequency financial data
- Quantitative applied climate economics
- Change-point detection for nonstationary time series
- Asymptotic equilibrium in insider trading
- Parisian option pricing and other related Parisian excursions
- Consideration of a competitive insurance market model; value of forecasting to the insurance industry; multiyear contracts and climate change; testing the robustness of skill scores and then using robust scores in evaluating climate reconstructions
- Stochastic modelling of the limit order book
- A nonstationary time series model from adaptive basic functions
- Defining the limits of climate modelling: when to downscale
- Pricing estimation risk in modern portfolio theory
- Moving into and back from modal space: data assimilation and forecast formation
- Efficient estimation of risk measure in a semiparametric model / time varying conditional skewness measure

### Your research interests

We would like to add you and your research interests to the section of our web pages detailing your research. Please email your profile and research interests to the research administrator. Please see the department's PhD Students directory here:

<http://www2.lse.ac.uk/statistics/whosWho/studentwho.aspx>

## Academic Staff

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**Dr Beatrice Acciaio**

Research interests include the theory of martingales and stochastic processes and their application to finance and insurance, risk measures and stochastic ordering of risk, pricing and hedging of financial derivatives and optimal risk sharing

Email: tbc Room COL 6.02 / Ext. 6400



**Dr Matteo Barigozzi**

Research interests include time series analysis, dynamic factor models (stationary and non-stationary), volatility modelling, graphic models and social networks.

Email: [m.barigozzi@lse.ac.uk](mailto:m.barigozzi@lse.ac.uk) Room COL 7.11 / Ext. 6063



**Professor Pauline Barrieu** (Deputy Head of Department and PhD Programme Director)

Research interests include insurance derivative, derivatives on non-tradable risks, financial mathematics, security design, risk measures and environmental economics.

Email: [p.m.barrieu@lse.ac.uk](mailto:p.m.barrieu@lse.ac.uk) Room COL 6.03 / Ext. 6016



**Dr Erik Baurdoux**

Research interests include optimal stopping, stochastic games, Lévy processes and financial and insurance mathematics.

Email: [e.j.baurdoux@lse.ac.uk](mailto:e.j.baurdoux@lse.ac.uk) Room COL 6.04 / Ext. 7621



**Dr Wicher Bergsma**

Research interests include categorical data analysis, multivariate analysis, graphical modelling, measures of association, non-parametric statistics and non-linear smooth optimisation with constraints.

Email: [w.p.bergsma@lse.ac.uk](mailto:w.p.bergsma@lse.ac.uk) Room COL 6.06 / Ext. 7635



**Dr Luciano Campi**

Research interests include stochastic calculus and its applications to finance, information asymmetry and insider trading, credit risk, financial markets and transaction costs and energy markets.

Email: tbc Room COL 7.10 / Ext. tbc



**Dr Umut Cetin**

Research interests include stochastic calculus, theory of martingales and Markov processes, liquidity risk and credit risk modelling, asymmetric information in financial markets, carbon finance.

Email: [u.cetin@lse.ac.uk](mailto:u.cetin@lse.ac.uk) Room COL 6.08 / Ext. 7644



**Dr Angelos Dassios**

Research interests include applied probability, stochastic processes and applications to insurance, mathematics and mathematical finance. Current research projects include Quantile and Parisian options and possible connections to insurance mathematics as well as applications of point processes in default risk.

Email: [a.dassios@lse.ac.uk](mailto:a.dassios@lse.ac.uk) Room COL 6.15 / Ext. 7749



**Professor Piotr Fryzlewicz**

Research interests include time series, wavelets and multiscale modelling and estimation, estimation in the "large p, small n" paradigm and statistics in finance.

Email: [p.fryzlewicz@lse.ac.uk](mailto:p.fryzlewicz@lse.ac.uk) Room COL 6.01 / Ext. 7953



**Dr Sara Geneletti**

Research interests include causal inference, graphical modelling (in particular directed acyclic graphs and their applications to social science and epidemiology) and Bayesian modelling.

Email: [s.geneletti@lse.ac.uk](mailto:s.geneletti@lse.ac.uk) Room: COL 7.04 / Ext. 7646



**Dr Kostas Kalogeropoulos**

Research interests include Bayesian inference, Markov chain Monte Carlo, sequential Monte Carlo and inference on models with stochastic differential equations, and high frequency financial data analysis.

Email: [k.kalogeropoulos@lse.ac.uk](mailto:k.kalogeropoulos@lse.ac.uk) Room COL 6.10 / Ext. 6017



**Dr Kostas Kardaras**

Research interests include stochastic analysis, martingales and the general theory of stochastic processes, foundations of mathematical finance and economics, stochastic control and optimisations and Monte Carol methods.

Email: [k.kardaras@lse.ac.uk](mailto:k.kardaras@lse.ac.uk) Room COL 6.07 / Ext. 7169



**Dr Jouni Kuha**

Research interests include model selection, models with measurement error and missing Data, and categorical data analysis.

Email: [j.kuha@lse.ac.uk](mailto:j.kuha@lse.ac.uk) Room COL 8.08 / Ext. 6835



**Dr Clifford Lam**

Research interests include semiparametric modelling, variables and feature selections, regularization methods and high-dimensional data analysis.

Email: [c.lam2@lse.ac.uk](mailto:c.lam2@lse.ac.uk) Room COL 6.09 / Ext. 7636



**Professor Irini Moustaki**

Research interests include latent variable models, structural equation models, categorical data analysis, multivariate analysis, missing values and detection of outliers.

Email: [i.moustaki@lse.ac.uk](mailto:i.moustaki@lse.ac.uk) Room COL 6.05 / Ext. 5172



**Professor Chris Skinner** (Head of Department)

Research interests include statistical methodology of sample surveys, official statistics and the social sciences, including measurement error, non-response and statistical disclosure control.

Email: [c.j.skinner@lse.ac.uk](mailto:c.j.skinner@lse.ac.uk) Room COL 7.13 / Ext. 6726



**Professor Leonard Smith** (Director of the Centre for the Analysis of Time Series)

Research interests include time series, non-linear time series and chaos.

Email: [l.smith@lse.ac.uk](mailto:l.smith@lse.ac.uk) Room TW1 11.01 / Ext. 7626



**Professor Fiona Steele**

Research interests include statistical methods for social research, including multilevel modelling, event history (survival) analysis and structural equation modelling (SEM), with applications in demography, psychology, education and public health. Methodological research includes work on event history analysis for repeated events, competing risks and multiple states, multilevel models for event history data with long-term survivors, multilevel analysis of correlated processes and multilevel structural equation modelling.

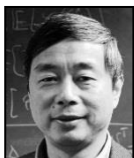
Email: tbc Room COL 7.08 / Ext. tbc



**Dr Hao Xing**

Research interests include stochastic calculus, analysis of differential equations, and their application on finance and insurance, and computational finance.

Email: [h.xing@lse.ac.uk](mailto:h.xing@lse.ac.uk) Room COL 7.12 / Ext. 7629



**Professor Qiwei Yao**

Research interests include time series analysis, multidimensional nonparametric regression and spatio-temporal modelling.

Email: [q.yao@lse.ac.uk](mailto:q.yao@lse.ac.uk) Room COL 7.16 / Ext. 7044

To telephone a member of staff from outside the school dial +44 (0)20 7955 followed by the relevant extension number.

## Administrative Staff

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The administrative office of the department is open 10am – 1pm and 2pm – 4pm, Monday to Friday. We would be grateful for your co-operation in respecting these office hours. The main administration office is located in COL 6.11 on the sixth floor of Columbia House. The research administrator is in COL 6.12, also on the sixth floor. The department's administrative staff will be your first point of contact for information about courses, etc.

**Imelda Noble**

Departmental Manager

Email: [i.noble@lse.ac.uk](mailto:i.noble@lse.ac.uk)

Room COL 6.13 / Ext. 7731

**Penny Randall-Hodge**

Undergraduate Administrator

Email: [p.randall-hodge@lse.ac.uk](mailto:p.randall-hodge@lse.ac.uk)

Room COL 6.11 / Ext. 7650

**Sabina Allam-Patel**

MSc Administrator

Email: [s.allam-patel@lse.ac.uk](mailto:s.allam-patel@lse.ac.uk)

Room COL 6.11 / Ext. 6879

**Ian Marshall**

Research Administrator

Email: [i.marshall@lse.ac.uk](mailto:i.marshall@lse.ac.uk)

Room COL 6.12 / Ext 7511

## Departmental Facilities

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### Leverhulme Library

As a research student, you are entitled to use the Leverhulme Library, located in COL 6.15 on the sixth floor of Columbia House. The library holds a large selection of statistical books and journals. You can borrow books and browse the journals. The librarian, Helen Cagnoni, is available on alternative Mondays during term time. Helen can be contacted via email on [h.cagnoni@lse.ac.uk](mailto:h.cagnoni@lse.ac.uk).

### Photocopying

Photocopy machines are located on the fourth and seventh floors of Columbia House. Research students may make use of these and should collect the photocopying card from the administration office (COL 6.11) on the sixth floor. The card must be returned to the administration office promptly after use. On occasions, you may be asked to take the card to Reprographics, Room OLD G.33 in the Old Building, to have it recharged.

<http://www.lse.ac.uk/collections/reprographics/>

### Incoming mail

All post for research students is delivered to the Leverhulme Library (COL 6.15), where it can be collected from the research students' post tray. Please check the post tray regularly.

### Kitchen

This is located in COL 6.16, via the entrance to the Leverhulme Library. A kettle, water dispenser and microwave oven are provided.

## Communication between Students and the Department

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### In person

All staff have feedback and office hours designated for meeting with their tutees and other students. It is not usually necessary to make an appointment. Staff feedback and office hours can change and up-to-date hours are posted on the doors of respective staff office and online at:

<https://www2.lse.ac.uk/statistics/study/currentstudents/internal/teacherofficehours.aspx>

### Email

Students may contact staff directly by email. The preferred and most usual method of communication for us to contact you will be by email. Therefore, it is very important that you use your LSE email address and check it regularly.

### Contact by telephone/post

Sometimes it will be necessary for us to send you information by post. For urgent matters it may be necessary to contact you by telephone. It is important that we have your correct contact details. Please inform the research administrator if your contact details change. You should also amend your details on “LSE for You” (please see details on page 13 of this handbook).

### Notice boards

The department’s notice boards on the sixth floor of Columbia House are regularly updated with new information. You will find information about courses, seminars, conferences and public lectures, as well as job vacancies.



## Absence

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In the event of absence that is likely to be for more than a week, whether because of illness or other reasons, you should notify your supervisor and the research administrator, either by email or telephone.

## Student Representation in the Department

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### Staff-Student Liaison Committee (SSLC)

At the beginning of the academic year each course nominates a student representative, who attends meetings of the Staff-Student Liaison Committee (SSLC). The SSLC is one of the most important forms of representation for students at LSE. The primary role of the SSLC is to improve communication and partnership between the department and its students. In a wider context, the SSLC can inform the academic community of the school if there are any problems that appear to be occurring across departments. Although it may not always be able to resolve all issues, it can refer these to a higher level when appropriate to do so.

SSLC meetings are held in the Michaelmas and Lent Terms.

## Student Representation in the School

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### Research Students' Consultative Forum (RSCF)

The Dean of Graduate Studies chairs the Research Students' Consultative Forum (RSCF). The Forum considers research students' opinions on matters affecting their research at the school, for example by considering issues arising from the reports of departmental student-staff liaison committees. Students in each department select a representative to sit on the forum.

<http://www2.lse.ac.uk/intranet/directoriesAndMaps/committeesAndWorkingGroups/consultativeForumForResearchStudents/Home.aspx>

The Forum normally meets once a term and reports to the Student Affairs committee.

<http://www2.lse.ac.uk/intranet/directoriesAndMaps/committeesAndWorkingGroups/studentAffairsCommittee/Home.aspx>

## The PhD Programme

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### MPhil and PhD in Statistics

Initially, you will be registered for the MPhil in Statistics and reviewed for transition to the PhD normally within the first two years of full time registration. During the first twelve months you may attend MSc and research training courses to enhance your background knowledge and research skills. You should discuss course selection with your supervisors. Your progress will be assessed regularly.

### First and second supervisor

Supervision arrangements for research students are carefully considered at the application stage. A first supervisor is agreed during the application process and is selected to reflect the candidate's research topic. From the start of PhD work, supervisors arrange regular meetings with their students. Supervisors are available during term time; please make arrangements during vacation periods, so that you remain in contact with your supervisors. You will have a main supervisor and a second supervisor. The second supervisor provides additional or parallel expertise, local support if the first supervisor is away and backup to cover contingencies such as illness.

### Doctoral programme director

Professor Pauline Barrieu is the department's doctoral programme director and has overall responsibility for monitoring the progress of research students, as well as for management of the PhD programme.

Professor Barrieu has to approve continued annual registration, the upgrade from MPhil to PhD, assignment of your second supervisor and any other arrangements, such as the thesis viva examination. If you are unable to resolve any issue with the programme director, the Head of Department is available to discuss them with you.

## Outside help

If you plan to seek outside help with any aspect of the research process you must discuss your plans with your supervisor(s) first before doing this. This also applies if you intend to seek advice from other departments within LSE or from sources outside the School. All help received must be credited appropriately within your work.

## Annual monitoring

A formal departmental assessment of your progress is made in each summer term. This assessment is based on statements made by yourself and the supervisors in the progress report form. You are required to complete the progress report form and forward it to your first supervisor, who will complete a second progress report form on your research.

Students registered part-time are required to complete a progress report form once in each term.

The PhD programme director and the department's research committee also monitor the progress of PhD students.

## Procedure for upgrading to PhD

The review of upgrade to the PhD normally takes place within the first two years of full time registration. Your progress is assessed by your first and/or second supervisor, in consultation with the PhD programme director and, where appropriate, another expert in the field of your research. If you have made satisfactory progress, the programme director will recommend that your registration is upgraded to PhD status.

**Please refer to appendices 1 to 5 at the back of this handbook.**

## Course Structure

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### First year: MPhil

Students are expected to attend courses suggested to them by their supervisors and do well in any mandatory summer examinations. They should also complete any necessary training in research techniques and/or computing. Throughout their first year, students perform literature searches and become more familiar with their chosen research topic and by the end of the year are expected to have written up an introductory chapter for their thesis as well as any new results they may have obtained. Assessment by the supervisor is based on these. Students will present their initial results at an internal seminar.

### Second year: MPhil/PhD

In the second year students become more deeply involved with their research topic, producing and writing up new results. During this time, students need to meet with supervisors on a regular basis to discuss their academic development and at some stage during the year the department will formally review their progress. Following the successful assessment of their work students may be recommended to register for the PhD. Students should also be able to present their current research at one or more of the departmental seminars.

### Third year: PhD

The third year demands considerable and rapid progress with research and a substantial part of the year should be spent consolidating material, which students have already assembled. The role of the supervisor is to ensure the thesis is of a high standard. Towards the end of the year students should be considering submitting their thesis, although in some circumstances this is done in the fourth year. However, in this situation, a student is encouraged to submit their thesis as early in the year as possible.

## Thesis examination

When a thesis is nearly ready for submission, your supervisor will nominate a suitable internal examiner and an external examiner. The internal examiner will be from the School or another school or college of the University of London, while the external examiner will be from another university. The examiners appointed by the panel will require at least two months to read a thesis once it has reached them. After the examiners have read the thesis, supervisors arrange for a viva examination. Students should expect to give a short presentation of their work and answer general questions on their area of research, as well as on details of their thesis. Students may request the attendance of their supervisor at the viva, but the supervisor will speak only if asked to do so by the examiners.

## Submission of thesis

It is important that the presentation of your thesis follows the strict guidelines. Please refer to:

<http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx>

Please ensure that you adhere to the regulations when preparing to submit your thesis. If you need any further information or advice regarding the presentation of your work you should speak to your supervisor.

You must submit your entry form for PhD examination to the Research Degrees Unit at least two months prior to the submission of your thesis.

## Where to send your thesis

Two soft bound copies of your thesis must be submitted to the Research Degrees office. There is no provision in the regulations for this to be sent anywhere else. Although LSE is occasionally prepared to allow your thesis to be sent direct to examiners, this is in exceptional cases and by prior arrangement only.

## Binding

Two soft-bound copies are required initially. All theses must be covered in medium blue cloth, lettered in gold up the spine with degree, year, name and initials in 16 or 18 point. Theses submitted in any other form of binding will not be accepted. Please refer here for notes on the submission, format and binding of MPhil/PhD theses.

<http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/MPhil-PhD%20Examinations.aspx>

## Plagiarism

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It is essential that you familiarise yourself with and comply with the School's rules on plagiarism, here:

<http://www.lse.ac.uk/resources/calendar/academicRegulations/RegulationsOnAssessmentOffences-Plagiarism.htm>

## Statement on editorial help for PhD theses

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A statement on editorial help for PhD theses is available on the Research Degrees Unit website. It is important that you read and adhere to this.

<http://www2.lse.ac.uk/intranet/students/researchStudents/researchDegrees/StatementonEditorialHelpwithaPhDThesis.pdf>

The statement applies to all research students and should be provided by students to any third party from whom they might seek editorial help in the final stages of their thesis prior to submission for examination.

## Research Training

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### Department of Methodology

The Department of Methodology, which, like the Department of Statistics, is based in Columbia House, runs courses for research students throughout the year. More information can be found on the Methodology Institute website:

<http://www2.lse.ac.uk/methodologyInstitute/Home.aspx>

### Teaching and Learning Centre

LSE offers a range of training sessions on different aspects of study and learning through its Teaching and Learning Centre (TLC). This is an opportunity to develop a range of skills, which will help you with your research, as well as providing useful skills when you start looking for jobs and planning your career.

For information about study skills courses and a full list of events, please visit the Teaching and Learning Centre website:

<http://www2.lse.ac.uk/TLC/Home.aspx>

### Academic and professional development programme for PhD students

The Teaching and Learning Centre (TLC), together with colleagues in the Careers Service and Language Centre, organises a comprehensive academic and professional development programme for PhD students. The programme is based around the core course 'Authoring a PhD and Developing as a Researcher', which covers topics from creativity in research design to preparing for the PhD viva examination. The course is organised into three strands for students at different stages of their research: getting started, the middle years and the end.



For more information about the programme, please visit the website:

<http://www2.lse.ac.uk/intranet/LSEServices/TLC/TLCPhD/academicAndProfessionalDevelopmentProgramme/APDforPhDs.aspx>

Contact:

Dr Madeleine Chapman

PhD and Research Staff Advisor

Email: [m.a.chapman@lse.ac.uk](mailto:m.a.chapman@lse.ac.uk)

### LSE Postgraduate Certificate in Higher Education

The Teaching and Learning Centre also provides support and training for PhD students who teach, including a compulsory programme for new graduate teaching assistants who are also registered as PhD students at the school. 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 Higher Education, which is externally accredited by a national body, the Higher Education Academy.

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/TLC/whatWeDo/teachingSupport/teacherAccreditation.aspx>

There are a number of other training events and support networks for research students. Please see the training and development system for further details of courses and events:

<http://training.lse.ac.uk/>

## Research Degrees Office

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The school's administrative unit for research students can be contacted by email or telephone:

Email: [researchdegrees@lse.ac.uk](mailto:researchdegrees@lse.ac.uk)

Tel: +44 (0)20 7955 7153 or +44 (0)20 7955 7761

The Research Degrees Office website lists useful links to regulations and documentation for research students. In particular, the website contains links to useful forms that you will need during your study, e.g. examination entry pack for MPhil/PhD students.

<http://www2.lse.ac.uk/researchStudents/Home.aspx>

## Academic and Professional Development

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We encourage our research students to set up a homepage, which is then linked from the department's website. Further guidance will be provided to students wishing to do this. For information about how to set up your own website and how to register for personal web space, please refer to:

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/itservices/guides/onlineGuides/Personal-WebSpace-Registration.aspx>

### Annual research presentation events

The department holds an annual two-day presentation event at which first-year students are asked to present their research topic and second and third students are asked to present their research findings. The 2013-14 event takes place in May 2013. It is important for students to participate in this event.

Details of previous events can be found on the Department of Statistics website, here:

[http://www2.lse.ac.uk/statistics/study/researchstudents/researchposters\\_PhD.aspx](http://www2.lse.ac.uk/statistics/study/researchstudents/researchposters_PhD.aspx)

### Poster presentations

Students are offered the opportunity to produce a poster and abstract that outlines an aspect of their research. The poster is displayed in the department for a period of up to four weeks. It can also be uploaded to LSE Research Online and submitted for presentation at conferences. A full presentation of posters takes place in the department during the Summer Term. **We strongly urge you to avail yourself of this opportunity.**

## PhD advanced courses

The department has been closely involved in the development and expansion of PhD Taught Course centre. Our involvement in the London Graduate School in Mathematical Science and the London Taught Course Centre highlights our commitment to widening PhD training by adding our expertise and resources to this collective drive for excellence in the development of doctoral students and teaching in statistics and mathematics.

## London Graduate School in Mathematical Finance

The London Graduate School in Mathematical Finance (LGS) is a consortium of the mathematical finance groups of Birkbeck College, Brunel University, Imperial College, King's College London, University College London and the London School of Economics. Its primary purpose is to provide a programme of advanced courses in mathematical finance, primarily for first-year MPhil/PhD students in the various groups. The programme started in October 2006.

Please contact the Research Administrator for more details about the LGS courses.

Email: [i.marshall@lse.ac.uk](mailto:i.marshall@lse.ac.uk)

## London Taught Course Centre

The London Taught Course Centre (LTCC) for PhD students in the mathematical sciences is run by a consortium of universities in the London region, including the Statistics and Mathematics departments at LSE. Its aim is to ensure that all mathematical sciences research students have a broad mathematical culture covering at least one (and ideally more) of the three areas; pure mathematics, applied mathematics, and statistics, but also to offer students opportunities to acquire a working knowledge of classical results and recent developments in their own broad research fields, but outside the specialised domains of their individual research projects. The programme started in October 2008.

<http://www.ltcc.ac.uk/>

We recommend that students should ideally attend four courses in the first year of study followed by two courses per year thereafter, subject to consultation with their supervisors.

## Teaching: Graduate Teaching Assistants (GTAs)

The Department of Statistics employs Graduate Teaching Assistants to teach a number of its undergraduate and postgraduate courses; in particular, ST102, Elementary Statistical Theory and ST107, Quantitative Methods. PhD students are encouraged to do some teaching in their second and third year of study.

Please note that first year research students are not usually permitted to undertake teaching responsibilities, although some internal and external exam marking may be available. It is recommended that students wishing to be involved in exam marking inform the department by the end of April.

## Conferences

The department encourages students to attend conferences during their PhD programme in relation to their particular research topic. LSE operates a Postgraduate Travel Fund to provide travel funding to PhD students who have been invited to present a paper at a conference related to their research degree.

<https://www2.lse.ac.uk/intranet/students/studentServicesCentre/financialSupport/internal/registeredStudents/postgraduateTravelFund.aspx>

The department also offers financial assistance suitable conference, training programme or workshop for each student during the whole of the maximum period of registration, up to a maximum of £1,000. In the first instance, you should discuss the event you are interested in attending with your supervisor.

To make a claim for funding you are required to complete a conference expense claim form, which can be downloaded from the department's PhD page on Moodle. This must be signed by your supervisor and the PhD programme director and submitted along with all relevant receipts to the research administrator.

**The department particularly encourages students to attend the Research Students' Conference (RSC) and Young Statisticians Meeting (YSM).**

## Seminars

All research students are encouraged to attend the seminar series on offer at LSE and other colleges. Throughout the year the Department of Statistics hosts its own Seminar Series, as well as contributing to the Joint Econometrics and Statistics Workshops with the Department of Economics. The London Mathematical Finance Seminar series on Risk and Stochastics runs regularly throughout the year, with speakers from academia and industry.

Research students make regular presentations of their work-in-progress at the departmental seminars on Friday afternoons. You will also have the opportunity to produce a poster to be presented within the department. This would be displayed for a period of usually not less than four weeks.

Details of the departmental Seminar Series are advertised on the Events pages of the department's website, along with other occasional seminars.

<http://www2.lse.ac.uk/statistics/events/events.aspx>

Further details of the Joint Econometrics and Statistics Workshops are available on the Department of Economics website. All seminar notifications are sent out by email.

## Office and computing facilities

The school is situated in the very heart of London and we are constrained with limited office space. However, the department is determined to offer each full-time research student a desk and PC, subject to availability. Students also have access to PCs in the Library and the public terminal rooms.

## Library

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The Library of the London School of Economics, also known as the British Library for Political and Economic Science, is housed entirely in the Lionel Robbins Building on Portugal Street. As well as the main and course collections, which house key reading list texts, the library also has several specialist collections, including its extensive Governmental and Statistics collections.

Please see the library website for further information:

<http://www2.lse.ac.uk/library/Home.aspx>

### Joining the library

When you register with the school, you will receive a student identification card. This permits you to enter the library and borrow books. At the beginning of term, the library offers general introductions to its facilities. The library also runs training courses throughout the year, explaining the use of other facilities such as electronic journals and on-line databases. These courses are designed to familiarise students with the wealth of electronic information sources available and show them how to use them effectively.

### Library opening times

The library opening times can vary throughout the year. For a full list of opening hours please visit:

<http://www2.lse.ac.uk/library/newsandinformation/about/openinghours/Home.aspx>

Additionally, you can view the archives reading room opening hours via:

[http://www2.lse.ac.uk/library/archive/archives\\_reading\\_room\\_opening\\_hours.aspx](http://www2.lse.ac.uk/library/archive/archives_reading_room_opening_hours.aspx)

## Study places and study rooms

There are 1,740 study places in the library, with 490 networked PCs and 226 laptop drop-in points. The library has a limited number of rooms set aside for group study.

Study rooms can be booked in advance using an online advance booking system:

<http://www2.lse.ac.uk/library/services/facilities/studyspaces.aspx>

Students wishing to use these rooms on the day should make a booking in person directly with a member of staff at the service counter. You must provide the name and LSE ID number of each member of the group.

## Photocopying

There are photocopiers in the Library. These are operated by plastic “flexicards”, which you can buy from the Student Union Copy Shop staff or from a dispenser near the photocopiers. Buy one card only and recharge it via the Copy Shop staff.

Photocopying facilities are also available in the Copy Shop and the Mini Copy Shop (which is open 24 hours a day). Please turn to page 41 of this handbook for more details.



## Student Services

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For many types of assistance and information the first point of contact should be Student Services.

### Student Services Centre

The Student Services Centre provides administrative services relating to admissions, registry, courses and assessment, examinations, ceremonies and financial support. The Student Services Centre is located on the ground floor of the Old Building.

Opening times:

Term time

Monday, Tuesday, Thursday and Friday: 10am –

5pm

Wednesday: 10am – 4pm

Vacation time

Monday, Tuesday, Thursday and Friday: 10am –

4pm

Please visit the Student Services Centre website for a full list of the services they provide. These include drop-in sessions for the Fees Office, Financial Support Office and Graduate Admissions.

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/Home.aspx>

## Financial Support

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The Financial Support Office, which is part of the Student Services Centre, is responsible for administering school funds and a variety of scholarships, studentships, prizes and awards. In particular, they administer the LSE research studentship scheme, the postgraduate travel fund and the ORS awards scheme for overseas students. Please visit their website:

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/financialSupport/Home.aspx>

## Student Counselling Service

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The LSE student counselling service aims to enable students to cope more effectively with personal or study difficulties that may be affecting them while at LSE. There are nine professionally qualified and experienced counsellors in the service, offering up to 100 sessions of counselling each week. The service also runs a wide range of short term and long term groups. The service is a part of the Teaching and Learning Centre.

For more information about the many services that are available, please visit the Student Counselling Service website at:

<http://www.lse.ac.uk/collections/studentCounsellingService/Default.htm>

## LSE Careers Service

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LSE Careers is here to provide you with a comprehensive career guidance service. We offer careers events specifically for PhD students throughout the year, along with extensive online resources covering UK and international careers in academia and non-academia.

The LSE Careers website has a section for PhD students which you can access from the homepage at:

[www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)

We also offer confidential face-to-face careers discussions and access to a wide-ranging jobs and opportunities database. The Careers Consultant with special responsibility for PhD students and those thinking about starting a PhD is Dr Madelaine Chapman, who is available to see students at any stage of their research. To book an appointment with Madelaine, go online to the LSE CareerHub:

<http://careers.lse.ac.uk/Appointments.chpx>

You can also contact LSE Careers by asking a question on CareerHub (<http://careers.lse.ac.uk/Questions.chpx>), emailing [careers@lse.ac.uk](mailto:careers@lse.ac.uk), or dropping in to the Careers Resources Area on the 3<sup>rd</sup> Floor, Tower 3.

LSE Careers  
3<sup>rd</sup> Floor, Tower 3  
Houghton Street  
London WC2A 2AE

Please visit the LSE Careers website for further information.

General enquiries:

Tel: +44 (0)20 7955 7135

Email: [careers@lse.ac.uk](mailto:careers@lse.ac.uk)

Opening hours:

Monday to Friday: 10am – 5pm

(except when LSE is closed)

Find us on Twitter @LSECareers or Facebook: [facebook.com/LSECareers](https://www.facebook.com/LSECareers) for up to the minute careers news and updates.

## IT Services – support for research postgraduates

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<http://www2.lse.ac.uk/intranet/LSEServices/IMT/about/whoWeAre/contactStaff.aspx>

### User support

For desktop support of School-owned hardware and software on the LSE network, network and email account issues and general IT queries.

Our support team is:

**Academic Support Team 2**

**Email:** [it.support.acad2@lse.ac.uk](mailto:it.support.acad2@lse.ac.uk)

**Phone:** +44 (0) 20 7107 5082

**Extension:** 5082

**Location:** S66, St Clements Building

**Opening Hours:** 09:30-17:30 (Monday - Friday)

### Laptop Surgery

Provides assistance connecting to LSE resources from off-site and connecting personally-owned laptops and mobile devices to the LSE network.

**Email:** [ITS.Remote.Support@lse.ac.uk](mailto:ITS.Remote.Support@lse.ac.uk)

**Location:** S198, St Clements Building

Please note you can access your email account from anywhere via the school webpage:

<http://exchange.lse.ac.uk/intro.htm>

For further information about IT Services, please visit their website at:

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/itservices/about/home.aspx>

## IT Training

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The school's IT Services runs a series of IT courses for students. The courses introduce students to the use of software for word processing and data analysis. Details of training courses are posted on the IT Training website:

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/itservices/training/home.aspx>

## Students' Union

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All LSE students are able to become members of the Students' Union. The purpose of the Students' Union is to advance the interests, welfare and corporate life of its members. The union ensures and maintains the provision of commercial, social, educational and sporting services across campus.

Please visit the website: <http://www.lsesu.com>

### Students' Union Copy Shop

The Copy Shop is in room EAS E.80 – Quad Mezzanine. Photocopies, colour copying, binding, printing and laminating services are provided for students at very competitive rates. It is open Monday to Friday, 9.30am – 7pm during term time and 9.30am – 5.30pm during vacations.

The Mini Copy Shop, which is located near to the Quad café, is open 24 hours a day, seven days a week.

<http://www.lsesu.com/sushop/>

### The Students' Union Advice and Counselling Centre

The Students' Union advice and counselling centre offers professional, free, independent, confidential, impartial advice on any welfare or legal issues. The SU professional advisors can help with a range of issues including housing, immigration, visa extensions, employment problems. Welfare benefits, grants, fee status and disability rights. They also offer a series of information leaflets in the Advice and Counselling Centre's reception area.

<http://www.lsesu.com/support/>

### Advice Centre drop-in sessions opening times:

#### Term time

Monday to Friday: 10.30am – 4.30pm (for telephone and email enquiries only)

Drop in sessions are every day, between 12-2 and 3:30 - 4:30. You can drop in for up to half an hour with an adviser. If you wish to see an adviser outside of these hours please contact the centre to arrange an appointment.

#### Vacation time

Monday to Friday: 10am – 1pm

The centre also operates a counselling service for students who are concerned about their emotional and mental welfare or who are feeling stressed or depressed. More information is available on the Students' Union website here:

<http://www.lsesu.com/support/usingtheadvicecentre/>

All services are free of charge and advice and counselling are provided in strict confidence.

The Students' Union Advice and Counselling Centre is located on the Second Floor of the East Building, front side, EAS 2.97.

### Gymnasium

The Students' Union gymnasium is located on the first floor of the East Building. The gymnasium is fully equipped and has qualified staff. Competitive prices are available for yearly, four monthly and monthly memberships, as well as very reasonable daily rates.

Please visit the website for more information:

<http://www2.lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/sportsFacilities.aspx>

## International Students

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The student community of the LSE is one of the most diverse in the world, with students from over 150 countries. Even though it can be exciting to study abroad, some students will be daunted by the challenges of coming to live in a new country. The Students' Union has an International Students Office who is responsible for the welfare and representation of international students. There are many international student societies within the Students' Union, representing almost every region of the world.

### Immigration procedures

If you are coming from overseas to study in the UK, you must make sure you have the appropriate documentation before you start your journey. Please refer to the International Student Immigration Service page here:

<http://www2.lse.ac.uk/intranet/students/studentServicesCentre/ISIS/Home.aspx>

For more information about immigration procedures, please refer to the website of the UK Council for International Student Affairs (UKCISA):

<http://www.ukcisa.org.uk/> (external link)

You may also find it helpful to read the UKCISA "Arriving in the UK" information sheet. Download it here:

[http://www.ukcisa.org.uk/student/info\\_sheets/arriving\\_in\\_uk.php](http://www.ukcisa.org.uk/student/info_sheets/arriving_in_uk.php) (external link)

### Registering with the police

If you are an overseas student you may be required to register with the police. If you fall into this category there will be a stamp in your passport instructing you to register. You should register as soon as you have a London address. Further information can be found here:

<http://www2.lse.ac.uk/intranet/students/yourFirstWeeks/RegisteringWithPolice.aspx>



## The Language Centre

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The Language Centre specialises in providing language support to current students of the LSE, as well as programmes for prospective students. In addition to its English language programmes, a number of other services are offered, including proofreading, translation and document authentication.

Please visit the Language Centre website for more information:

<http://www2.lse.ac.uk/language/Home.aspx>

Tel: +44 (0)20 7955 6713

Fax: +44 (0)20 7955 6847

Email: [languages@lse.ac.uk](mailto:languages@lse.ac.uk)

The Language Centre is based in the Clare Market building on Houghton Street. The reception opening times are:

Term time

Monday to Thursday: 9.15am – 6.30pm

Friday: 9.15am – 4.30pm

Christmas and Easter

Monday to Thursday: 9.15am – 5pm

Friday: 9.15am – 4.30pm

The Centre is closed during both holiday weeks.

## Equal Opportunities Policy

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The Department of Statistics is committed to giving equal opportunities to all its members, irrespective of race, religion, sex, age, disability or sexual orientation. In particular, the department supports the school's equality policy.

### School Equality Statement

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, colour, nationality, ethnic or national origin, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion and belief, sex, sexual orientation or personal circumstances.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural dialogue and understanding and engage all students and staff in playing a full and active role in wider engagement with society

More information can be found at:

<http://www2.lse.ac.uk/intranet/staff/equalityAndDiversity/home.aspx>

### School Policy on Disability

LSE has a specific policy on disability. Details of this policy are available via the link below:

<http://www2.lse.ac.uk/intranet/LSEServices/disabilityService/schoolsPolicyOnDisability.aspx>

## Disability Equality

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The LSE is committed to promoting equality and diversity in order to deliver the best possible service to its students, staff and the wider community, in accordance with its Articles of Government.

### Disability and Well-being Office

The school's Disability and Well-Being Office co-ordinates support for students with disabilities and/or dyslexia, in accordance with the Disability Discrimination Act 2005 (DDA) and the Special Educational Needs and Disability Act 2001 (SENDA).

Students with disabilities are encouraged to contact Dr Nicola Martin, the Head of Disability and Well-being Services, at an early stage to discuss general facilities and individual requirements.

#### Contact

Tel: 020 7955 7767

Location: Room OLD G.23, Old Building

Email: [disability-dyslexia@lse.ac.uk](mailto:disability-dyslexia@lse.ac.uk)

Please visit the Disability and Well-being website for more information about the full range of services that are available to students.

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/disabilityOffice/Home.aspx>

### LSE Circles Network

Students with disabilities are also invited to contact the LSE Circles Network, a support network composed of people who aim to provide mutually beneficial practical, study and social support to other students. The Circles Network aims to make it easier for students with a range of disabilities, medical conditions and special needs to study, survive and succeed at LSE.

For more information about the Circles Network, please visit their website:

<http://www2.lse.ac.uk/intranet/LSESocial/circles/Home.aspx>

### **Funding for students with disabilities/dyslexia**

UK students with disabilities/dyslexia can apply for funding from the Disabilities Student Allowance (DSA). The Disability and Well-being Office can advise you about documentation and help with applications and the deployment of resources. Students should also contact the Disability and Well-being Office if they are funded through the Disabled Student Allowance or need help in applying to their local education authority (LEA). Further information on DSAs can be found via the link below:

<https://www.gov.uk/disabled-students-allowances-dsas>

## Health Services

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There is an NHS (National Health Service) general practice within the LSE campus, located in St Phillips Medical Centre on the second floor of Tower 3, Clement's Inn. Full details of its services can be found at the website:

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/medicalCentre/Home.aspx>

Some services are only available to registered patients. Information about registration issues and other ways to access NHS care are given on the website.

The dental practice located in Sardinia House is operated separately to the general medical practice. Please visit the following website for more information about their services:

<http://www.sardiniahousedentalpractice.com/>

For general health advice and information you may wish to visit the NHS Direct website at:

<http://www.nhsdirect.nhs.uk/en>

## Chaplaincy

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The Chaplaincy provides a focus for information and support for students interested in exploring spiritual issues, as well as those already committed to a particular faith. The Chaplaincy works with an ecumenical Christian team and representatives of many religious societies of the Students' Union, including societies for different Christian denominations, the Islamic Society, the Jewish Society and the Buddhist Group.

The Chaplaincy organises regular Christian activities, groups, seminars, workshops and other forms of discussion for those of all faiths and none. It is a place that offers welcome and hospitality to all, as well as the opportunity to talk confidentially with any of the chaplains at any time. The full time Chaplain and Interfaith Advisor is Reverend Dr James Walters, who you can contact by email at [j.walters2@lse.ac.uk](mailto:j.walters2@lse.ac.uk).

The Chaplaincy is located in room G.03, 20 Kingsway, opposite the Peacock Theatre on Portugal Street. There is also a Muslim Prayer Room in the basement of King's Chambers, which is also located on Portugal Street.

For more information, please visit the website at:

<http://www2.lse.ac.uk/lifeAtLSE/chaplaincy/Home.aspx>

## Accommodation

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The Accommodation Office can provide information about accommodation for LSE students in London. The website contains information about the range of residences, both LSE and University of London, and private housing options.

<http://www2.lse.ac.uk/lifeAtLSE/accommodation/accommodationforStudents.aspx>

## LSE Calendar

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The Calendar is an extremely useful source of information. It is published on the LSE website for use by LSE staff and students. Its purpose is to gather together into a single resource regulations relating to students and their study.

<http://www.lse.ac.uk/resources/calendar>

## Shaw Library

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The Shaw Library (also known as the Founders Room) is located on the sixth floor of the Old Building and is open to all staff and students of LSE, although it is not intended for serious study by students. Comfortable armchairs provide a restful atmosphere. A roof terrace is open when weather allows and there is also a rehearsal room available.

The library has a lending collection of general literature and travel books, as well as a selection of newspapers and magazines to read. There is free admission to all lunchtime concerts.

## Catering Venues

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### Café 54

Located on the ground floor of the New Academic Building. Open Monday - Friday 8.30am - 6.00pm during term time.

### Fourth Floor Café Bar

Located on the fourth floor of the Old Building. Open Monday to Friday 11am – 8pm during term time

### Fourth Floor Restaurant

Located on the fourth floor of the Old Building. Serves breakfast, lunch and early evening supper, open Monday to Friday 9am – 7pm during term time.

### George IV pub

Located on Portugal Street. Open Monday - Friday 12 noon - 11pm

### The Garrick

Located at the entrance to Houghton Street. The ground floor offers a wide range of hot and cold drinks, as well as sandwiches and sweet pastries. The lower floor offers a meal service at lunchtime. Open Monday - Friday 8.00am - 7.00pm

### Mezzanine Café

Located on the mezzanine floor of the New Academic Building. Open Monday - Friday 10.30am - 4.00pm.

### Plaza Café

Located on John Watkins Plaza, outside the Library. Open Monday - Thursday 9.00am - 9.00pm, Friday 9.00am - 6.00pm, and Saturday and Sunday 12.00 - 6.00pm.

For more information about these venues, including opening times, please see the Catering Services website:

<http://www2.lse.ac.uk/cateringServices/venues/Home.aspx>



## General Information

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### Banks

Students who wish to open a bank account in the UK should bring their original LSE offer letter or UCAS acceptance letter with them, as some banks require it. For more information, please refer to the Student services website on setting up a bank account.

<http://www2.lse.ac.uk/intranet/students/moneyMatters/bankAccounts/home.aspx>

### Chemists

There is a branch of *Boots* close to the LSE on Kingsway and also a *Boots* and *Superdrug* on High Holborn and the Strand. The pharmacy counters have well-trained staff who can give medical advice.

### Entertainment

The LSE is ideally located for many of London's theatres, cinemas, art galleries, museums and bars. The following websites provide information about entertainment and leisure in and around London, as well as event listings:

(1) <http://www.timeout.com/london/> (2) <http://www.thisislondon.com/> (3) <http://londonnet.co.uk/>

### News

The Students' Union shop sells newspapers at reduced rates, including the *Financial Times*, as well as magazines, stationery, sports equipment and LSE merchandise. The shop is located in the East Building (EAS.E68), with entrances on Houghton Street and in the Quad.

### *Students' Union shop opening times*

#### Term time

Monday to Friday: 9am – 6pm

Saturday: 9am- 4pm

#### Vacation

Monday to Thursday: 10am – 5pm

Friday: 10am – 4pm

### *News & Views*

The LSE produces a free weekly newspaper for students and staff, providing information about courses, public lectures and concerts, as well as other school-related subjects.

<http://www2.lse.ac.uk/ERD/pressAndInformationOffice/staffStudentsAndAlumni/newsandviews/newsAndViews.aspx>

### *The Beaver*

The Beaver is the student newspaper, published by the Students' Union. It was first published in 1949.

<http://thebeaveronline.co.uk/>

## Nursery

The school runs a day nursery for students and staff, with places for up to 63 children aged between three months and school age (5 years). There are places for up to 23 babies aged three months to 2 years, 24 places for children aged 2 – 3 years and 16 places for children aged between 3 and 5 years.

The nursery is located in the basement of the Halls of Residence in Wild Street. All [the](#) staff are qualified nursery nurses and the nursery is registered with Ofsted (the Office for Standards in Education, Children's Services and Skills) in accordance with the Children Act 1989.

For further information, including details of the application process, please visit their website.

#### Contact

Tel: 020 7107 5966

Email: [nursery@lse.ac.uk](mailto:nursery@lse.ac.uk)

Website: <http://www2.lse.ac.uk/nursery/Home.aspx>

## Parks and walks

The nearest parks to the LSE are Lincoln's Inn Fields, which is said to have been one of the inspirations for Central Park in New York, and Victoria Embankment. There are many others worth visiting, such as the Royal Parks, which include Hyde Park and Regent's Park, and Hampstead Heath, which has superb views over London.

Royal Parks website:

<http://www.royalparks.org.uk/>

There are also many walking routes in London. Please see the Transport for London website at:

<http://www.tfl.gov.uk/gettingaround/walking/default.aspx>

Guided walks are available, taking in many tourist attractions. For example, please see:

<http://www.secretlondonwalks.co.uk/>

## Post Office

The nearest post office is on the Aldwych between Columbia House and Clement House. It is open Monday to Friday 9am – 5pm (9.30am opening time on Tuesday).

<http://www.postoffice.co.uk/>

## Public Transport

Please visit the Transport for London website for local travel information, including interactive maps and route guides.

<http://www.tfl.gov.uk/>

The nearest underground stations are Holborn (Central and Piccadilly lines) and Temple (Circle and District lines). The nearest mainline rail stations are Charing Cross, King's Cross and Euston. Buses run from High Holborn, Aldwych/Strand and Kingsway. A night bus service operates throughout the night – look for an “N” preceding the route number.

Students are entitled to reductions on underground trains, buses and national rail journeys. For more information, please see:

<http://www2.lse.ac.uk/intranet/students/campusLondonLife/studentTravelCard.aspx>

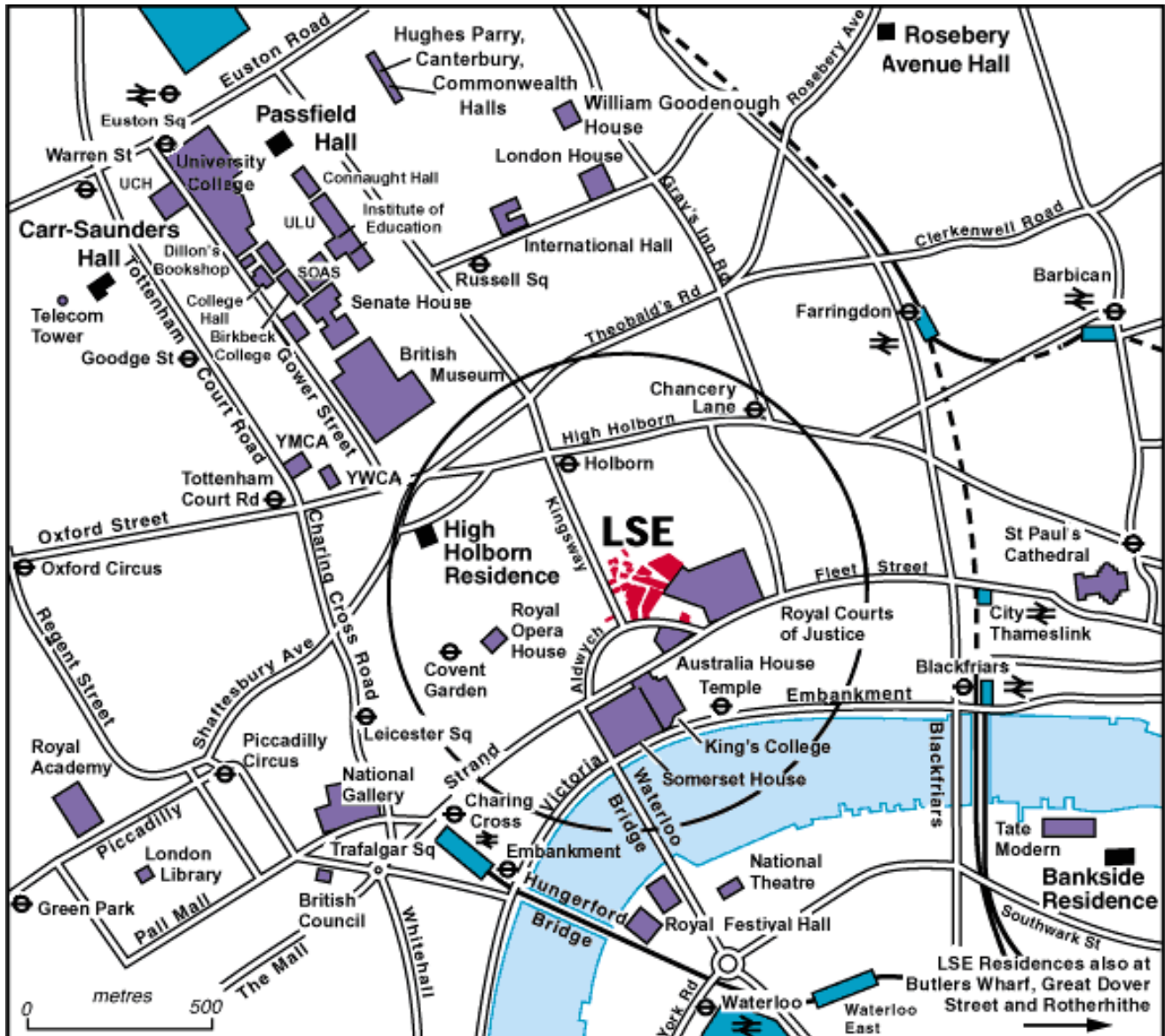
## Sports Ground

The school has 27 acres of playing fields in New Malden, Surrey. There is a main pavilion, which houses changing rooms and shower facilities, as well as a bar and dining hall. Sporting amenities include seven football pitches and two rugby pitches in the winter and two cricket squares and one grass tennis court in the summer. These facilities are available for use by students and staff of the school and are available for hire by external users when not in use by the Athletics Union.

For further information, please see the website:

<http://www2.lse.ac.uk/intranet/LSESocial/sportsground/Home.aspx>

## How to find LSE



Air	Rail (mainline)	Underground	Buses	Parking
<p><b>Heathrow</b> (Piccadilly line to Holborn – underground)</p> <p><b>Gatwick</b> (Mainline train to Victoria Station and Circle/District line to Temple – underground)</p> <p><b>London City</b> (DLR to Bank and Central line to Holborn – underground)</p>	<p><b>Charing Cross</b> <b>Euston</b> <b>King's Cross</b> <b>Waterloo</b></p>	<p><b>Holborn</b> (Central and Piccadilly lines)</p> <p><b>Temple</b> (Circle and District lines)</p>	<p><b>High Holborn</b> (Nos 8, 19, 23, 22B, 25, 188, 501, 521)</p> <p><b>Kingsway</b> (Nos 1, 68, 91, 168, 171, 188, 501, 505, 521, X68)</p> <p><b>Aldwych/Strand</b> (Nos 4, 11, 15, 23, 26, 76, 171A, 176)</p>	<p>There are a very limited number of parking meters around the LSE campus, mainly on Lincoln's Inn Fields.</p> <p>Please note that the London Congestion Charge applies when driving in the designated Congestion Charge Zone.</p>



## Map of all LSE buildings

**LSE**  
THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE

**Student Services Centre**  
Ground floor, Old Building

**Graham Wallis Room**  
OLD 5.25, Old Building

**Hong Kong Theatre**  
Ground floor, Clement House

**New Theatre** EAS E171, East Building

**Old Theatre**  
Ground floor, Old Building

**Shaw Library** Sixth floor, Old Building

**Sheikh Zayed Theatre**  
New Academic Building

**Thai Theatre** New Academic Building

**The Wolfson Theatre**  
New Academic Building

**Vera Anstey Room**  
Between ground and first floor, Old Building

**Café 54**  
Ground floor, New Academic Building

**Fourth Floor Café Bar** Old Building

**Fourth Floor Restaurant**  
Old Building

**George IV pub** Between LCH and KGS, Portugal Street

**LSE Garrick** Ground floor, Columbia House

**Mezzanine Café** New Academic Building

**Plaza Café** John Watkins Plaza

**Senior Common Room and Dining Room** Fifth floor, Old Building

**Student Common Room**  
Ground floor, King's Chambers

**SHF (Q)** Sheffield Street

**STC (S)** St Clement's Clare Market

**TW1 (U)** Tower One Clement's Inn

**TW2 (V)** Tower Two Clement's Inn

**TW3 (W)** Tower Three Clement's Inn

**NSC** New Students' Centre Development  
Sheffield Street

**OLD (A)** Old Building Houghton Street

**PAR (PH)** Parish Hall Sheffield Street

**PEA (I)** Peacock Theatre Portugal Street

**POR (P5)** 1 Portsmouth Street

**QUE (QH)** Queens House Lincoln's Inn Fields

**SAR** Sardinia House Sardinia Street

**KGS (K)** King's Chambers Portugal Street

**KSW (G)** 20 Kingsway

**50L (M)** 50 Lincoln's Inn Fields Portsmouth Street

**LCH (L)** Lincoln Chambers Portsmouth Street

**LAK (T)** Lakatos Building Portugal Street

**LRB (R)** Lionel Robbins Building, Library and LSE Research Lab

**NAB (NAB)** New Academic Building Lincoln's Inn Fields

**NCT (NCT)** New Court Carey Street

**ALD (AH)** Aldwych House Aldwych

**ANC (N)** The Anchorage

**CMK (C)** Clare Market Houghton Street

**CKM (D)** Clement House Aldwych

**COL (B)** Columbia House Aldwych

**CON (H)** Connaught House Aldwych

**COW (J)** Cowdray House Portugal Street

**EAS (E)** East Building Houghton Street

**Disabling access information**

Disabled lift

Disabled parking

Toilets for wheelchair user

Lift

Female toilets

Male toilets

Unisex toilets

**Disabled access**

Portable ramp for 20 Kingsway (KSW only) is located in entrance foyer. Please call 020 7955 6200 for Security staff to set up the ramp on request.

After 6.30pm, please call Security Control on 020 7955 6200 to ensure that any disabled access doors are open.

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## APPENDIX 1

### Departmental guidelines on progress reviews of MPhil/PhD students

It is a requirement of the School's Regulations for Research Degrees that each department should review the progress of students. Each department should normally:

- Review all students by the end of the first year (twenty-four months for part-time students);
- Review all students in the third year (seventh for part-time students) and agree a timetable for completion by the fourth (or eighth) year of study.

1. The Department of Statistics holds an annual PhD Presentation Event in the summer term, normally across two days.
  - All MPhil/PhD students are asked to present their research topic (Year 1 students) or research findings at this event, in front of an audience of Statistics academic staff and MPhil/PhD students.
  - Each presentation is followed by a Q&A session.
  - A poster event also takes place during the annual PhD Presentation Event.
2. The Department of Statistics operates an annual written progress reporting process. This is conducted in the summer term.
  - All MPhil/PhD students are required to complete a progress report form. [\[Appendix 2\]](#)
  - Additional forms are also completed by the first supervisor and by the PhD Programme Director. [\[Appendix 3 and 4\]](#)
  - If the PhD Programme Director is also the supervisor, the PhD Programme Director form [\[Appendix 3\]](#) is completed by the Head of Department.
  - An additional progress report form for part-time MPhil/PhD, to be completed in the Michaelmas and lent terms, is introduced in 2012/13, following review of specific issues associated with part-time doctoral review study. [\[Appendix 5\]](#)
  - Any issues are addressed by the PhD Programme Director or Head of Department, in discussion with the student and the supervisor(s), as appropriate.
3. All MPhil/PhD students have regular meetings with supervisors throughout each year, as well as access to meetings with the PhD Programme Director and/or Head of Department, if requested.
4. Supervisor(s) may decide at their discretion to hold formal annual progress review meetings with students over and above regular meetings held throughout the year and in addition to the annual progress reporting process.

**Progress criteria**

The progress of individual students is based on their written work, as reviewed by supervisors, on the outcomes of on-going meetings with supervisors and on presentation performance.

**Progress outcomes**

- Progression to the next year
- Progression to the next year with conditions
- De-registration



## Upgrading to PhD

1. It is the normal expectation of the department that the decision to upgrade a student to PhD will be taken during or by the end of the second year of registration. In some cases it may be appropriate to upgrade a student to PhD at the end of the first year of registration or, **in exceptional circumstances**, during the third year of registration. The final decision regarding the timing of the upgrade rests with the supervisor(s), in consultation with the PhD Programme Director or Head of Department.
2. The upgrade review should normally be conducted by the first supervisor and at least one other member of academic staff in the department. In some cases, it might be appropriate to ask a member of staff from another department to sit on the panel. In exceptional circumstances, an academic who is external to the School might be asked to sit on the panel. The approval of the PhD Programme Director or Head of Department should be sought in such cases. Any payment of expenses would be at the discretion of the department's Research Committee.
3. In all cases where issues have been identified that might affect the upgrade to PhD, the PhD Programme Director or Head of Department should sit on the upgrade panel.
4. The decision to upgrade a student from MPhil to PhD registration should reflect the panel's judgement that the student is working at a level that, if continued, should lead to the award of a PhD.
5. If a student is not upgraded, there should be the opportunity of a second attempt. The School requires that the second attempt should be within six months from the original attempt. If, **in exceptional circumstances**, a longer period might be appropriate, the Research Administrator will seek the approval the Research Degrees Unit.
6. Where a second attempt is unsuccessful, students are normally permitted to continue in registration and submit for an MPhil. The student has the right to appeal against the decision not to upgrade registration to PhD.
7. The upgrade procedures should (supervisor(s) should communicate detailed requirements to be to the student by email):
  - Specify the amount and type of written materials a student is required to produce and indicate the deadlines for submission;
  - Require the student's written materials to detail the research finding to date, include a clear framework for the research and a timetable for completion;
  - Include the opportunity for the student to orally defend his or her written materials.
8. The supervisor(s) should notify the outcome of the upgrade to the PhD Programme Director and Research Administrator by email, with a brief report of the findings of the panel. It should be recorded by the Research Administrator in the department's MPhil/PhD student records and notified to the Research Degrees Unit by email.

## APPENDIX 2

### Department of Statistics: MPhil/PhD Progress Report Form

Part 1: To be completed by the student and returned to the Research Administrator by --/--/---- or before

(The Research Administrator is responsible for passing the completed form to the appropriate Supervisor)

Name		Supervisor	
------	--	------------	--

Student ID Number		Date of first registration as a research student at LSE	
-------------------	--	---	--

Research Title/Topic	
----------------------	--

#### Registration history:

For each year of registration, whether full-time or part-time, please indicate any periods of interruption or leave of absence

Year	Full/Part	Interruption / Absence

For **2013/14**, whether full-time or part-time, please indicate details of all funding received (including grants, teaching, family, other earnings)

Year	Full/Part	Funding details

For 2013/14, whether full-time or part-time, please indicate details of all funding you have or intend to apply for (including deadlines and possible amounts that would be awarded)

Year	Full/Part	Funding application details

If you are taking any MSc exam options as part of your progress review or attending LGS or LTCC courses, please list them here:


Work done in  
2013/2014

--

Have you encountered any problems in 2013/14 that have affected your progress?

--

Number of meetings with supervisor	
Was this sufficient?	
Self-assessment of progress	
Plan of work for next session	
Are you currently aware of anything happening in 2013/14 that may affect your progress?	
Please list conferences attended, talks given, teaching undertaken and exam marking here:	

Timetable for  
completion of your  
PhD

Problems for  
discussion with your  
Supervisor and/or PhD  
Programme Director

**I certify that the information given above is correct.**

Name

Date

### APPENDIX 3

#### Department of Statistics: MPhil/PhD Progress Report Form

Part 2: To be completed by the Supervisor and returned to the Research Administrator by --/--/---- or before  
(The Research Administrator is responsible for passing the completed form to the PhD Programme Director)

Student Name and ID			
Maximum period of registration end date			
Assessment of work done in 2013/14			
Was the number and content of meetings satisfactory?			
Assessment of plan of work for next session			
PhD/MPhil?		If MPhil, should this student be upgraded to PhD at this time?	
At this stage do you have any reason to believe the student will not submit within the maximum period of registration?			
Name of supervisor		Date	

## APPENDIX 4

### Department of Statistics: MPhil/PhD Progress Report Form

Part 3: To be completed by the PhD Programme Director

Student Name and ID			
Observations			
Outcome of Major Review for students who are within fifteen months of registration (two years for MPhil students)			
For students completing third year (fourth year part time) has timetable for completion been examined and approved?			
Should a formal extension request be made? (Third year students only)			
Signed		Date	

## APPENDIX 5

### Department of Statistics: MPhil/PhD Progress Report Form

For use by part-time registered MPhil/PhD students in the Michaelmas and Lent terms

Name		Supervisor	
Work done this term			
If you have attended LGS, LTCC or other courses/workshops in this term please list them here			
Did you have sufficient contact with your supervisor? Face-to-face meetings or contact by telephone, Skype, email or other appropriate means.			
Self-assessment of progress			



Plan of work for next term	
----------------------------	--

Are you currently aware of anything happening in the next term or beyond that may affect your progress?	
---	--

Problems for discussion with your Supervisor and/or PhD Programme Director	
--	--

**I certify that the information given above is correct.**

Name		Date	
------	--	------	--