THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

**Welcome to
the Department
of Methodology**

MPhil/PhD
Handbook

2022/23

lse.ac.uk/methodology

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Welcome from the Doctoral Programme Director

Welcome (or welcome back) to academic year 2022/23 in the Department of Methodology! You join a highly motivated, thoughtful, fascinating, diverse and multi-disciplinary peer group of empirical social scientists. You will learn a lot from each other, as well as from your formal studies and supervision. The Department is extremely proud of its PhD graduates and current students, who inject our research culture with sparkling new ideas and contemporary concerns - and go on to advance and transform their fields through the skills and knowledge they develop during their PhD studies with us. The Department aims to support you to become multi-skilled, independent empirical social scientists, driving your own research programme, creating new knowledge, and engaging with your key audiences so your research has its deserved impact. This handbook is your first port of call for information on administrative matters, guidance on the contents of the annual reports you need to submit, deadlines and such matters. Your supervisors will structure your programme of study, training and research, and will be your main departmental contacts throughout your studies. Our Doctoral Programme Administrator, Camilya Maleh keeps our processes on track and has a reliable knack for sorting out administrative issues that arise, so she will also be a key contact. Doing a PhD is hugely rewarding and can be transformative. Growth and development is not easy, and there will undoubtedly be challenges. We are familiar with most of them and are here to support you through them.

I'm most fortunate to have the role of Doctoral Programme Director this year. This means I am responsible for the general running of the programme and your progression through it. I'm looking forward to getting to know you all, and helping facilitate your PhD journeys.

Dr Flora Cornish
Doctoral Programme Director

About LSE and the Department of Methodology

Introduction

Welcome to the Department of Methodology at the London School of Economics and Political Science. We hope your time here will be both rewarding and stimulating. The Department of Methodology is one of Europe's leading centres in the study and development of social research methods. The Department owes much of its distinctive character to its commitment to both quantitative and qualitative methodology and its interdisciplinary staff from political science, sociology, social psychology, criminology and statistics, among other disciplines. LSE is one of 14 advanced training centres for doctoral students in the UK (known as Doctoral Training Partnerships) recognised by the Economic and Social Research Council (ESRC), and the Department is central to the provision of methods training for MSc and PhD students from across the School.

The Head of Department in 2022/23 is Professor Patrick Sturgis. For more information about the Department and its activities, please see its **website** and for a list of the staff, their contact details and areas of interest, please **click here**.

This handbook aims to provide you with all the vital information you need to settle into LSE and the Department and then progress through the PhD. We require all students to familiarise with this handbook and enrol themselves on the **Methodology PhD Portal** on Moodle, which will be of considerable use to you. It will also be assumed that you familiarise yourself with **LSE regulations** that are relevant to research students. These general regulations are not replicated in this handbook.

LSE

LSE is a major world centre of research and teaching in the social sciences. It has an outstanding reputation, not only in Economics (where twelve current or former staff members have won Nobel Prizes), but also in all the Social Sciences and closely related subjects such as History, Law and Philosophy. LSE's location in central London is central to its identity. Its buildings form part of the skyline of a cosmopolitan capital city, crowded and bustling, rather than part of a peaceful rural campus. There is a constant interchange of ideas and knowledge between teachers and students, and between the School and the world of many of its studies. Many LSE students and staff come from outside the UK; over half of the students are postgraduates, making LSE one of the largest concentrations of advanced study in its various fields. In its lively variety, LSE thrives on an atmosphere of openness to new ideas, discussion and debate. The LSE Library is one of the world's major collections of social science material – over 3 million items are on open access.

You can find out more about the School through its **website**.

We strongly recommend that all new MPhil/PhD students attend the **School Welcome Presentations for new research students** at the beginning of Michaelmas Term. The session provides an important introduction to how the School functions and what the academic experience of a research student looks like at LSE. Information about the time and location of this event is available **here**.

The Department of Methodology

The Department of Methodology was in large measure founded in response to government concerns about the quality of methodological training for social scientists in the UK. This concern was first voiced in the early 1990s, particularly though not exclusively relating to quantitative methods. While the School took steps to reduce this so-called "methodology gap", worries about training in research methods in Britain as a whole have not been allayed to this day, leading most recently to the introduction of the ESRC Doctoral Training Partnerships (DTP), one of which is at LSE.
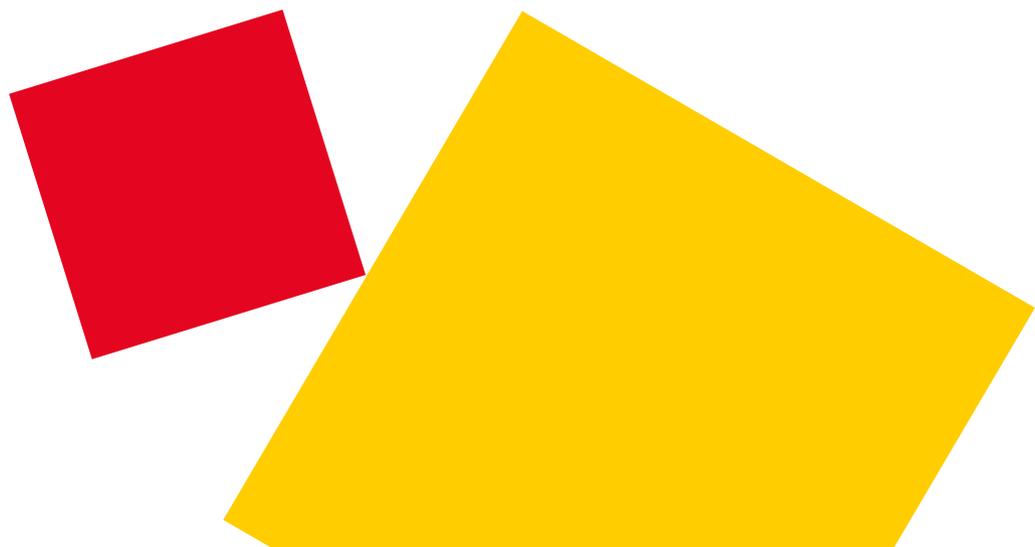
The Department of Methodology's teaching has evolved in eight phases, as follows:

- Training in research methods for PhD students in various departments of LSE (1992)

- Training in research methods for MSc programmes carrying the ESRC's RT weighting, ie, for mode A entrance to PhD programmes (1993)

- Training for MSc programmes that required a skills component, in particular the Government Department (1994)

- MSc in Social Research Methods (1994)

- MPhil/PhD in Social Research Methods (2006)

- Contribution to the training under the LSE Doctoral Training Centre (2012)

- MSc in Applied Social Data Science (2018)

- MPhil/PhD Demography (Social/ Formal) (2021).

Since there is not a well-established pedagogical tradition for the teaching of research methods in an interdisciplinary context, the following sections set out what lies behind the aims and objectives for our teaching. Research methodology is not an end in itself, but a means to the end of supporting and improving the quality of empirical research in substantive areas of the social sciences. To this extent the Department of Methodology has had a diverse and substantively focused approach and actively seeking to avoid the "ghettoisation" of research methodology. Most of the Department of Methodology staff would not define themselves purely as methodologists but as social scientists of varying disciplinary identities whose claims about social phenomena are warranted on the basis of empirical evidence. The staff teach and conduct research in one of the social sciences. Their research output is submitted to the **Research Excellence Framework** (REF) assessment through other LSE departments because the REF is organised around academic disciplines and there is no REF unit of assessment for methodology in its broadest sense.

Our approach to high quality teaching is founded on the assumption that understanding research methodology is not merely the accumulation and critical evaluation of knowledge from library sources. To gain a practical and useful knowledge of research methods, what might be called a researcher's tacit knowledge, requires a combination of lecturing, worked examples, engagement in class activities and individual academic advise and support. The Department of Methodology has a strong and continuing commitment to course evaluation and improvement.

The Department of Methodology takes the view that social scientific research methods comprise the quantitative and qualitative approaches, and their integration. A well-trained social scientist, though likely specialising in one of these traditions, will have a firm grounding in both. This is exemplified in our MSc Social Research Methods, in which the compulsory courses cover methods for the collection and analysis of both quantitative and qualitative empirical evidence.

Key contacts

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Overview of the Doctoral programmes

Introduction

Social Research Methods

This PhD programme emphasises original research in any discipline that is either methodologically innovative or substantively important (and preferably both). Here `methodological innovation' means the application of a technique or methodology not previously applied to a particular body of substantive research, or the improvement of methodology within a body of substantive research. The research may cover any substantive area of the social sciences. The final thesis should build a coherent argument that addresses one research problem or a small number of connected research problems.

The MPhil/PhD is designed to produce sophisticated empirical researchers from different disciplines. Individuals who receive an MPhil or PhD in Social Research Methods will therefore have demonstrated strong methodological skills in the social sciences and will have contributed methodologically and/or substantively to a particular research literature. This will enable students to go directly into both academic careers as teachers and researchers, and non-academic careers (e.g., government, the voluntary sector, international organisations, business, and the media), and to become articulate, clear-thinking individuals who are able to analyse complex bodies of material critically and with imagination.
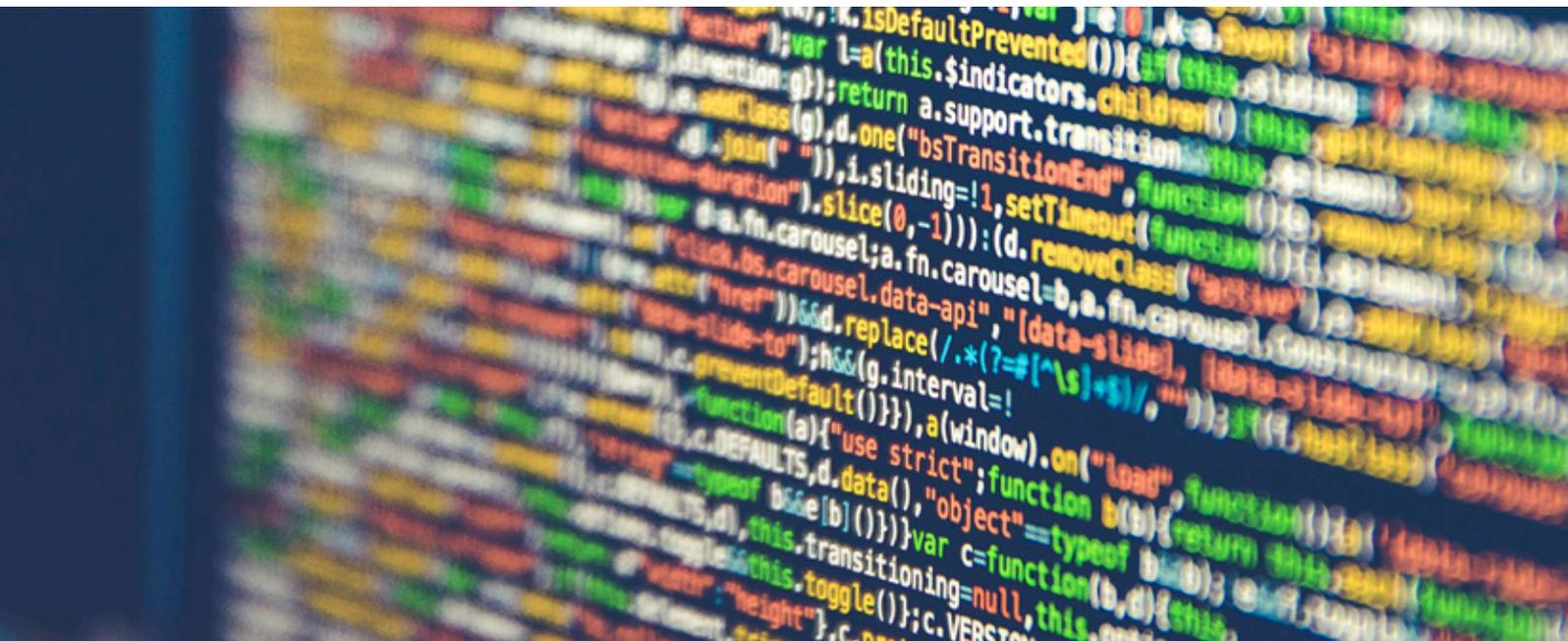
Demography (Social/ Formal)

This PhD programme aims to provide you with the skills and competencies that will enable you to successfully undertake original primary research worthy of publication in the field of demography.

Demography is the study of human populations, past, present, and future. It is concerned with how births, deaths, and migration determine change, and so determine key trends such as rapid population growth and population ageing. It includes the analysis of characteristics that determine the components of change and/or are affected by population structure, such as age, sex, marital and health status, and the composition of families and households.

Formal demography is concerned with the measurement of the size, composition, and spatial distribution of human populations. Social demography (or population studies) explores the explanation and consequences of population trends and differentials, drawing on insights from a number of relevant disciplinary perspectives, including sociology, economics, anthropology, human geography, epidemiology and human biology.

Progress from year to year

The major milestones and targets for progress during the programme are the following:

• **Year 1**: First-year progress review and presentation at the PhD Day

• **Year 2**: Upgrade from MPhil to PhD status

• **Year 3**: Third-year progress review

• **Year 4**: Completion.

(presentation at the PhD Day is required in every year, but in Year 1 it is a formal part of the progression conditions). These will be discussed in more detail in Section 3 below..
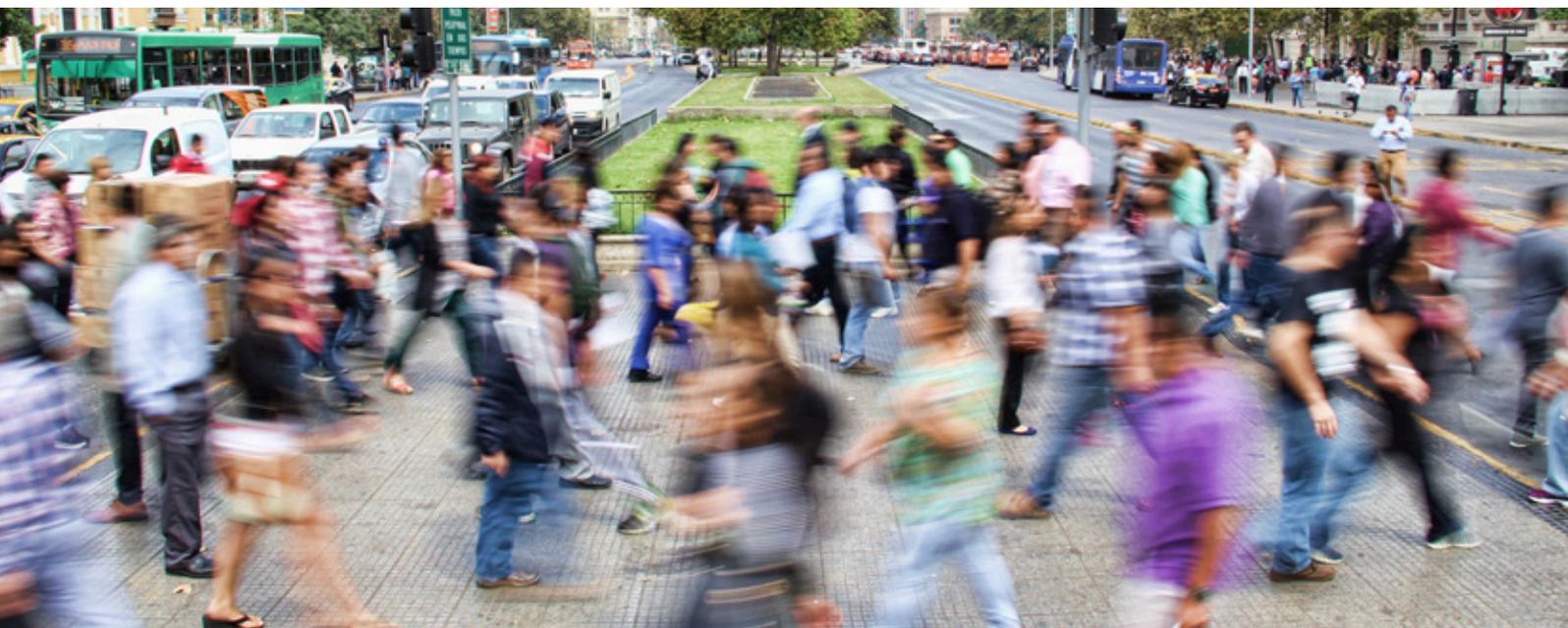
Being a research student in Methodology

As a relatively small department, we aim to foster an informal, friendly and supportive atmosphere that encourages a lively intellectual culture in which creative ideas from many perspectives can be discussed. Research flourishes in such an atmosphere. The arrangements for the MPhil/PhD programme are correspondingly aimed towards

- providing a sound environment that is conducive to research

- encouraging students to take full advantage of the range of advice and specialist knowledge available in the Department and in the School as a whole

- monitoring and assisting student progress in a regular way so as to help students to complete their theses within reasonable time

In return, we expect students to do their part. Conducting research is a collaborative venture, with rights and responsibilities on both sides.

Key to completing your research successfully and on time is the network of support and advice available to you. On the informal side, probably the most important support resource is other research students; students who have experienced the same challenges that you face, and who work in the same area, can provide invaluable advice on how to avoid pitfalls, and how to respond to obstacles. The staff of the Department, both academic and administrative, can also provide informal support and advice.

The student-supervisor relationship

More formally, your central support will be provided by your supervisors whose task it is to oversee your academic and personal welfare. The single most critical element in conducting successful MPhil/PhD research is the relationship between student and supervisors. Each student has two supervisors (and in some cases three), but the relative sizes of their roles may vary from being nearly evenly divided between the two supervisors to a situation where the day-to-day supervision is conducted by the primary supervisor alone and the secondary supervisor has an advisory and oversight role.

The initial allocation of supervisors to students is based on ensuring that the supervisors have the requisite knowledge in your chosen field, though is also subject to the supervisors' consent. The supervisors will help to define the area of research, advise on sources and choice of materials and methods and on attendance at courses and seminars. Later on, the supervisors will discuss the preparation and writing of the thesis.

It should be understood that potential supervisors are entitled to decide what subjects they can usefully supervise, so the School cannot guarantee that students will be able to work with any particular supervisor they choose. The Department of Methodology accepts the responsibility for a student's supervision once admitted, and it will do everything possible to ensure the best possible outcome in the unlikely event of difficulty.

The principal supervisor's role is both academic and pastoral, providing support that ranges from the intellectual through the practical to the personal. This relationship can take different forms for different students and supervisors, and also different forms for a single pairing over time.

It is important that the relationship that you develop with your supervisors is the right kind of relationship for the way that you and the supervisors work, and for the subject matter of your research. In managing this relationship, there are certain issues that you might usefully bear in mind:

- You should be proactive in the relationship – supervision is a joint responsibility. So, be active in arranging meetings and frame ideas and issues for discussion so as to ensure that you derive maximum benefit from the meetings.

- Always go into a meeting with your supervisors with a clear idea of what you want to gain from that meeting (a formal or informal agenda), and leave it with an equally clear idea of whether you have achieved what you wanted to do, and what you have agreed to do next.

- Soon after each meeting with your supervisors, you should write notes about what was discussed and agreed for further action and share them with your supervisors. These notes serve both as a reminder to you and the supervisors, and as record of your discussions. You are **required** to make and share these notes through the **PhD Log feature of the LSE for You system** (accessible **here**). You should familiarise yourself with this system and discuss the use of it with your supervisor at the start of the year.

- The style of working that you adopt with your supervisors should be made as explicit as possible in your initial meetings. Try to be clear about what you can expect from them, and what they can expect from you.

- The feedback that you receive will also depend on the nature of your relationship with your supervisors. Remember that criticism is a vital part of developing research and that the value of a discussion may not be evident until some time later.

- The communication between you and your supervisors will depend on the specifics of your relationship. It is important to establish ground rules for communication with your supervisors at the outset. Further, the flow of information between you and your supervisors is crucial to a fruitful working relationship. Please let your supervisors know of any problems that might impact on your research (e.g., financial, relationship, health, or other difficulties) or difficulties in carrying out an aspect of your research.

- If your research touches on areas outside the supervisors' areas of expertise, they can help to put you touch with specialists who could help you. Likewise, if you do receive advice and feedback from someone other than your supervisors, you should let the supervisors know about this, and discuss lines of demarcation of responsibility for advice.

The LSE PhD Academy runs various useful workshops under its academic and professional development **programme**.

If you feel that the feedback or direction that you are receiving from your supervisors does not meet your expectations, then it is vital to raise this with your supervisors. They may decide to alter their approach, or they may put you in touch with someone else whose approach more closely mirrors your expectations.

If it is too difficult to raise these matters directly with your supervisor, or if you wish to transfer from one supervisor to another, you should consult the Doctoral Programme Director. He has an oversight role to all research students and can offer an independent view of your progress or advice on any difficulties that you might experience, including uncertainties about supervision.
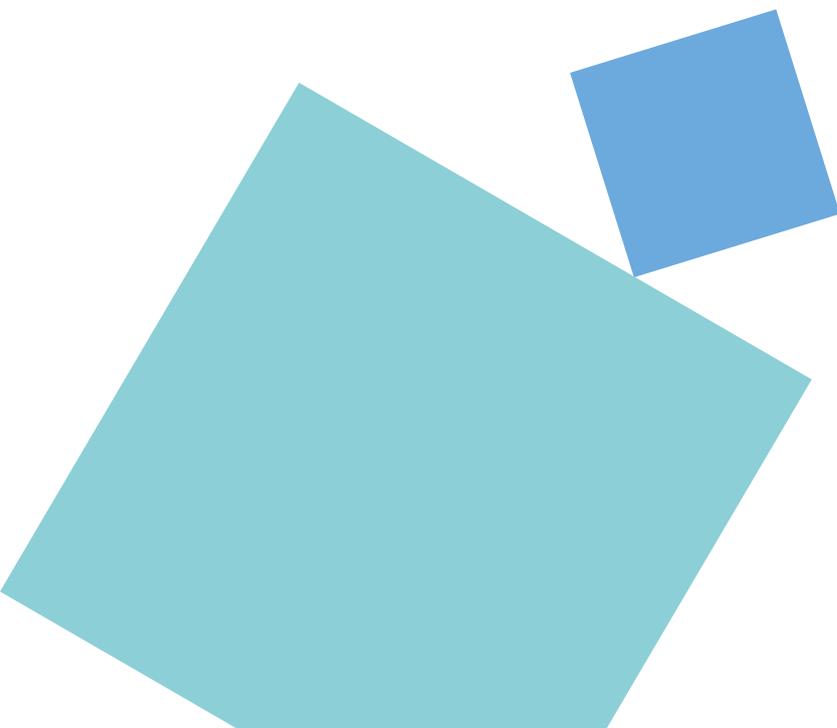
Staff-Student Liaison Committee

The Staff-Student Liaison Committee (SSLC) for MPhil/PhD is an official forum for participation and feedback from students, for purposes of quality assurance of the programmes. It consists of the Doctoral Programme Director, the Doctoral Programme Administrator and all registered MPhil/PhD students. SSLC meets once a term. The Doctoral Programme Administrator will circulate an agenda for each meeting, but students can also add items to the agenda or raise them under "Any Other Business" item. Any student or group of students can of course discuss any matters of concern more informally with the Doctoral Programme Administrator, Doctoral Programme Director or any other member of staff also outside the SSLC.

Research students should elect a representative who will also take part of the Department's Research Committee meetings.

PhD Day and Department seminars

Each MPhil/PhD student must give a presentation of their research work at the Department PhD Day in every year of their registration. This event takes place in the Summer Term. Some more information about these presentations is given in the `Rules and Regulations' section below.

MPhil/PhD students are also expected to attend Department research seminars and other specialist workshops and seminars related to their interests as well as to look for opportunities to attend seminars and events in other School Departments and Institutes.

Part-time teaching

Teaching experience is increasingly important for those who wish to pursue an academic career and can be a useful additional source of income for many students. The Department strongly encourages MPhil/PhD students to engage in teaching and offers a number of opportunities as Graduate Teaching Assistants (GTAs) on its methodology courses. Some further comments on this are included below.

Research students can certify their teaching experience through the LSE Post Graduate Certificate in Higher Education (PGCertHE) offered by the **Teaching and Learning Centre**.

Financial support

A good source of information about financial support available to research students at LSE is the School's Financial Support Office. For up-to-date and authoritative information on this area, please consult their **website**.

Broadly, financial support can be divided into two types. The first is the main funding for your studies (including the fees and/or living expenses), typically for a period of 3 or 4 years. The main sources are

• LSE PhD scholarships

• Economic and Social Research Council (ESRC) studentships

• Scholarships from non-LSE sources.

The selection of students for LSE and ESRC scholarships is based on the PhD application to the School, so no separate application is required. These scholarships can only be awarded before a student starts his/her first year. More information on external funding sources is available **here**.

The second type of financial support consists either of limited amounts of general support for short periods or support for specific purposes such as fieldwork, data-collection costs or conference attendance. The Department has modest funds to provide support of this kind. , and MPhil/ PhD students can apply for funding from these funds. As a guide, it is expected that an individual may apply for a maximum of £2,000 over the course of their PhD studies. All funding requests are competitive and considered on a case-by-case basis and approved by a funding panel.

Other sources of small-scale and targeted funding include:

• Postgraduate Travel Fund (School)

• In-course financial support for final-stage PhD students (School)

• Research Training Support Grant (ESRC scholarship holders only).

Please ask the Doctoral Programme Director or Doctoral Programme Administrator for more on these if needed.
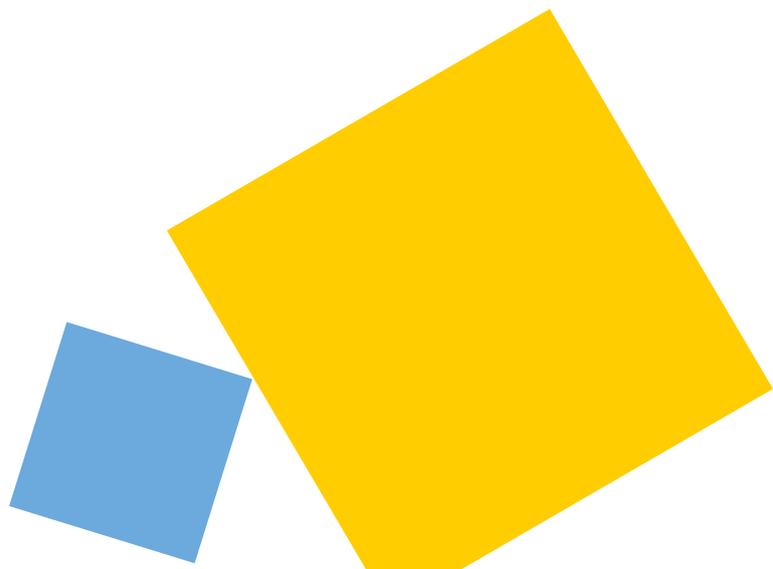
PhD work opportunities

There are four main types of paid work that PhD students can do as part of their research training, in the form of providing teaching or other work in their department. For the Department of Methodology, this work typically involves teaching and/or research assistance, but may also involve support for conferences, staffing the Methodology Surgery, and similar tasks.

Broadly speaking, there are four main types of work that PhD students can do for the Department.

Teaching. Teaching experience is valuable both in itself as well as for securing postdoctoral fellowships and faculty positions. In particular, every year, the Department recruits a large number of Graduate Teaching Assistants for the introductory quantitative methods courses MY451, MY452, MY464, and MY465. The total number of hours depends on the teaching roles in these courses, which vary across and within courses. Based on a typical mix of these roles, teaching about 10 classes over the course of the PhD is sufficient to reach 250 hours. This could be met by teaching, for example, 3 classes in each of the two teaching terms of year 2 and 2 classes in each of the two teaching terms of year 3. There may also be limited teaching opportunities on some of the other courses that the Department teaches.

Research. Faculty in the Department have ongoing research projects that can benefit from research assistance and providing research assistance is a good way to get involved in the intellectual life of the Department. PhD students who are interested in arranging a research assistantship should discuss potential projects with both their supervisor and the faculty member whose research is being assisted (if the latter is not the supervisor).[1] The faculty member whose research is being assisted must obtain approval for the number of hours and the nature of the work to be conducted from the Doctoral Programme Director.

Methods Surgeries. The Department runs a walk-in "surgery" where members of the School community (students at the MSc and PhD levels, as well as staff) can ask for methodological advice on their research. More information is available **here**.

Administration. At certain times of year, there are opportunities to assist with the administration of the Department (Moodle updates, data checking, web-based research, etc.) or to assist with conference/event organisation.

Key dates of the Doctoral programmes

9 May 2023

• Deadline for first-year students to submit the 10,000-word first-year progress review document. Please send an electronic copy (as a PDF file) to your supervisor by 5pm, with a copy to the Doctoral Programme Director and to the Doctoral Programme Administrator.

• Deadline for second-year students to submit the materials for their upgrade to PhD status. Please send an electronic copy (as a PDF file) to your supervisor by 5pm, with a copy to the Doctoral Programme Director and to the Doctoral Programme Administrator.

• Deadline for third-year students to submit the materials for their progress review. Please send an electronic copy (as a PDF file) to your supervisor by 5pm, with a copy to the Doctoral Programme Director and to the Doctoral Programme Administrator.

6 June 2023

• Department of Methodology PhD Day, where all students present their work to an audience of faculty and peers

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[1] Supervisors do not have any entitlement to research assistance from their supervisees, as this is not part of the PhD work itself. However, the necessary overlap in research interests implies that they will often be a good and mutually beneficial match for research assistance work.

Rules and regulations

Introduction

The LSE Calendar is the authoritative collection of the School's regulations, policies and codes of conduct. The part of the Calendar that is relevant to MPhil/PhD students can be found **here**.

Apart from the regulations that govern research degrees, these rules cover such issues as editorial help, research ethics, plagiarism and other academic misconduct, appeals, complaints and disciplinary procedures.

You are strongly advised to read these regulations thoroughly. Please see also the webpages of the **PhD Academy** for additional information.

The information on the PhD Academy pages covers such important topics as changes between full-time and part-time study, interruptions of study, extensions of the maximum period of registration, and procedures for submitting the PhD thesis.

The rest of this section expands on these general School regulations for research degrees to give some further information on the specific procedures in the Department for key stages of the MPhil/PhD programmes.

All years: Presentation at the PhD Day

The Department's PhD Day in the Summer Term is an annual event where all MPhil/PhD students and the Department's staff come together to hear presentations about each student's work. It is an opportunity for the students to receive questions and feedback on their work from their fellow students and the staff.

All MPhil/PhD students in all years are required to give a presentation. For students in their 1st year this is also a formal part of their progression requirements from the first to the second year.

The presentations are short, 20 minutes (+10 minutes for questions) for 1st-year students and 15 minutes (+5 minutes for questions) for other students. The focus of the presentation should be as follows:

• 1st-year students: An overview of the PhD project, progress and plans as a whole, with as much detail as time and progress so far allow.

- Other students: a very brief overview of the PhD and progress overall, and then a more detailed presentation of one of the chapters/papers of the thesis.

All years: Research ethics review

You must complete research ethics review for each separate empirical study in your PhD thesis, once a plan for data collection has been formulated and before data collection has begun. Please see School-level information about research ethics here. The review application is submitted through the online review system called **My Research**. A full guide to submitting an ethics review application can be found **here**. After you submit the application, it will be classified as one of the following:

- 'Approval not required': In this case, please forward the email notification about this to your supervisor.

- `Low risk': The application will be sent to your supervisor, who can approve it or request further information from you.

- `High risk': This must be approved by the School's Research Ethics Committee (REC). It will first be sent to your supervisor, who will forward it to REC or request further information from you.

Please discuss this with your supervisor in good time before the application needs to be submitted. If REC approval is required, you must allow time for this to be obtained before you can begin the study.

First year: The first progress review

In the first year, students will typically spend a portion of their time taking a range of methods and substantive courses. These are selected in discussion with supervisors dependent on assessed needs. The courses will normally be some of those taught by the Department of Methodology (course code MY) but may also include ones from other LSE departments. The supervisors may advise or require that the student be formally assessed for such courses, and **the results of these assessments may be included as part of the conditions for progression to the second year**. Any such conditions will be communicated to the student in writing early in the Michaelmas term of the first year. In the first year, students will typically spend their remaining time developing plans for and beginning work on their thesis.

In the Summer Term of their first year[2], students will submit a **10,000-word first- year review document** that outlines the aims, methods and theoretical motivation of their thesis, and provides a plan for the programme of work leading to the final thesis. In essence, this document is the extended, in-depth research proposal for the PhD research, in a form which takes into account the student's work in the first year. The review document should be submitted by the deadline in the Summer Term which is published in the PhD handbook each year.

Students will also give an **oral presentation** of this document at the PhD Day. The presentation is an official part of the requirements of the first-year review.

The written review document and oral presentation will be assessed by a review panel of two academics who are not on the supervisory team, normally members of the Department staff. **This work has to reach an acceptable standard to enable the student to progress to the second year**. If the panel deems the first-year review to not be of an adequate standard, they will give the candidate up to a month to revise and resubmit it. The decision on the revised document will be taken a maximum of one week after the end of the Summer Term. If the revised review document is still judged to be unsatisfactory, the review panel will organise an additional oral examination where the student will be asked to defend his/her review document. The final decision will then be continued registration to the second year, with or without additional conditions, or termination of registration.

In general, a satisfactory first-year research review document should provide a convincing argument for why the PhD research can be expected to produce work which will meet the requirements of a PhD thesis, as stated in the **LSE Regulations**.

In particular, it should include the following elements:

• A general introduction and statement of the problem or question under investigation, and of the reasons why this is theoretically and/or empirically important and interesting.

• A comprehensive literature review of relevant previous empirical and theoretical work. This should also motivate the specific research questions, highlight gaps in the literature, and explain the planned contributions of the thesis.

• A statement of the specific research questions of the PhD research.

• An explanation of the theoretical concepts and frameworks that will be employed.

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[2]   Throughout this handbook, deadlines are stated for full-time students who begin their registration in Michaelmas Term. These should be translated in obvious ways for part-time students and for students who begin in another term. So, for example, `Summer Term of their first year' should be read more generally as `their third term of full-time equivalent registration'. An exception to this is the PhD Day, which takes place at the same time for all students.

- A statement of a clear, appropriate and feasible research design for empirical work which will be used to answer the research questions. This should include a description of the types and sources of empirical data to be collected, and of the methods to be used for their analysis.

- A general timetable and project management plan, showing the major tasks to be completed and a schedule for their completion.

- A proposed outline of the structure and format of the PhD thesis.

An unsatisfactory first-year review document is one which fails to provide this information. Examples of unsatisfactory work include (but are not limited to):

- Not stating clear research questions;

- Not adequately reviewing the specific literatures that the empirical work is contributing to;

- Providing insufficient methodological detail, showing how the design will produce data that allows the candidate to address the research questions in a systematic and rigorous way.

Second year: Upgrading from MPhil to PhD status

From year 2, research students will spend more time on independent study under the guidance of their supervisors. This will likely include collection, acquisition, organisation and analysis of empirical data to address the research questions and writing up of the results. In the Summer Term of their second year of registration, students will submit a document for consideration for upgrade from the MPhil to the PhD programme. This document should normally consist of a minimum of three draft chapters of the thesis, plus a detailed plan and timetable for the completion of the remainder of the PhD and a short introduction which links together the other parts of the document. The three draft chapters will typically include a detailed literature review with a specification of the research questions, and two empirical chapters (or two empirical papers in a draft form, if the student is pursuing a paper-based thesis).

The upgrade materials will be evaluated by an upgrade panel which will consist of two academics, not necessarily from the Department of Methodology. In some cases, panel members will be external to the LSE. Supervisors will not be members of the upgrade panel. The panel will conduct an oral examination where the student will have an opportunity to defend the upgrade materials. The panel will then recommend transfer to PhD registration if in their judgement the student's progress and plans for the remaining work are of a sufficient quality and quantity that the work can reasonably be expected to lead, by the end of the student's fourth year of registration, to a thesis which will meet the requirements of a PhD thesis as stated in the **LSE Regulations**.

Students who, at the upgrade meeting, fail to satisfy the upgrading panel that they have reached the required standard will be permitted to revise and resubmit the upgrade document. The supervisors and the student will agree a fixed deadline for the resubmission, which will be within 6 months of the day of the upgrade meeting. The revised document will normally be examined by the same upgrade panel, who will also conduct a new oral examination.

A student who does not meet the criteria for upgrade to the PhD programme on resubmission, or who fails to submit an upgrade document by the end of the Summer Term of their second year of registration without an extended deadline approved by the Doctoral Programme Director, will normally be permitted to continue in registration and submit for the degree of MPhil.

Third year: The second progress review

The normal maximum period of registration of a PhD student at LSE is four years (full-time). The focus of the third-year progress review is not the academic quality and feasibility of the PhD project (these have been assessed in the upgrade) but whether the student is making timely progress towards the goal of finishing the work and submitting the PhD thesis the maximum four years of registration. The decision of the progress review will be termination of registration if the student has not made adequate progress and does not have sufficient reasons for this. If progress is judged to be adequate, the student will be permitted to continue to the fourth year, although this may be conditional on specified conditions.

In some cases, progress may be delayed due to exceptional and unforeseen circumstances. In these circumstances, students may submit a request to the Chair of the School's Research Degrees Subcommittee for an extension of the thesis submission deadline beyond the normal maximum of four years. It should be clearly understood that such an extension will be granted only in exceptional cases and is likely to be denied otherwise. If the request is denied, the student will be expected to submit the thesis by the end of the standard four-year registration period. If the thesis is not submitted by the end of the (standard or extended) registration period, registration will lapse without a degree being awarded.

The best time to submit a request for an extension is during the third year or early in the fourth year, in cases where the request refers to any circumstances which have occurred by then. One role of the third-year progress review is to assess whether this may be necessary, and to instruct the student and the supervisors to prepare an extension request immediately if it is.

The following materials should be submitted for the third-year progress report:

- A copy of the detailed plan and timetable for the completion of the thesis which was included in the PhD upgrade document.

- A copy of the report of the PhD upgrade panel.

- A statement of how the student has taken into account the comments of the upgrade panel (up to 1 page).

- Report of the progress of the work since the PhD upgrade, explicitly matched against the plan and timetable given in the upgrade document (up to 1 page).

- A detailed plan and timetable for the completion of the thesis (up to 1 page).

- A summary statement of the progress of the work so far, including comments on any changes of plans and differences between the plans stated in the upgrade document and subsequent progress of the work (1-2 pages).

These materials should be submitted by the specified deadline in the Summer Term published in the PhD handbook each year. The progress report will normally be assessed by a review panel which consists of one of the supervisors and the Doctoral Programme Director (replaced by another member of the Department of Methodology staff if the Programme Director is also a supervisor). The panel will also conduct an interview with the student and make their final decision about the result of the third-year progress review by the end of the Summer Term.

Fourth year: Submission and examination of the PhD thesis

(For an MPhil thesis, these requirements should be adjusted where appropriate. Please consult the LSE regulations and the Doctoral Programme Director for more information.)

The PhD thesis may be a traditional monograph thesis or a series of papers with supporting material, as prescribed by LSE regulations.

For a paper-based thesis, we encourage a short introduction and conclusion (2,000-4,000 words), a literature review (8,000-10,000 words), somewhere between 3 and 5 empirical papers (8,000-12,000 words each) and linking material between papers. The introduction, conclusion, literature review, linking material and at least one of the empirical papers must be single-authored. Other papers can be co-authored with the supervisor(s) and/or other researchers.

Please note that the very definition of the word "thesis" implies an (extended) argument. Students are encouraged to present coherent material which addresses one or a small number of linked research problems. This is good scholarship. It is also what examiners will be looking for, and what they are familiar with.

Before you submit your thesis, it is advisable to produce one or more draft versions, for discussion with your supervisor, so that the structure of the argument can be clarified, the flow of your narrative smoothed, and the phrasing made as felicitous as possible. The precise way in which this is achieved should be discussed with your supervisor.

Please consult the webpages of the PhD Academy at **PhD journey** for information on the submission procedures. Note, in particular, that

Selecting the examiners

The thesis is examined by two examiners. Final choice of the examiners is made by your supervisors, but they will ask for your views and you should discuss the choice carefully with them. Both examiners should be specialists in your field of research, and at most one of them may be from LSE. You may well know them both, but you should not have collaborated with them on research or received substantial advice from them on your PhD work. Members of the first-review panel and the upgrade panel should not be used as examiners of the final thesis. For more on the selection and appointment of the examiners, please see the LSE regulations for research degrees and the webpages of the PhD Academy.

The examiners are proposed for School approval by submitting the **Examination Entry Form**. It should normally be submitted at least **two months before the thesis itself**.

Final *Viva Voce* Examination

Your two Examiners will read your thesis and then you will be examined by an oral (*viva voce*) examination. The *viva voce* is designed to test your ability not only to express your ideas on the specifics of your research, and to defend the viewpoints that you advance in your thesis, but also to debate the implications and scope for future development of those ideas, and to consider where and in what form the ideas might be published. It can be an arduous experience, but and it can also be enjoyable – often both, at the same time! You should discuss your preparations for the *viva voce* with your supervisor well in advance of it taking place.

Useful suggestions to prepare for the *viva voce* include:

• Prepare brief oral summaries of your key arguments beforehand;

• Try to look over the thesis with a dispassionate eye, and note what might appear to others to be weak links or vagueness in your argumentation;

• Be ready to defend your ideas;

• But also, be prepared to be flexible: think in advance about which aspects of your argument are essential to your view, and which might be modified after discussion;

• Think about theoretical and empirical alternatives to the view you have developed both within your particular field and in other fields;

• Think about the theoretical and empirical implications of your work;

• Bear in mind that the Examiners may not share your view of the field.

The outcome of the examination

The outcome of the *viva voce* will be a judgement by the Examiners, who compile a final examiners' report and make one of several recommendations, as detailed in the School regulations.

Guidance on academic conduct

It is very important that the way you work in your research and the outputs of that research conform to the rules of correct academic conduct and the LSE regulations about research degrees. These regulations can be found at **here**.

In particular, here we want to draw your attention to the **Guidelines on plagiarism in written work**:

Click here for definitions and information on the procedures which will be followed if plagiarism is suspected.

Click here for guidelines on acceptable and unacceptable editorial help for written work:

These may need to be considered at any stage of the research process, including (but not limited to) the selection of the research topic, research design, research execution, conducting interviews, data collection and analysis, and the literature review. PhD 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. To ensure that any outside help that you might seek is within acceptable norms, it is very important that

- you should discuss with your supervisor(s) any help that you are considering using with any aspect of the research process;

- you should discuss with your supervisor(s) any advice that you are seeking from other departments at the School or from sources outside of the School; and

- any help you have received should be credited appropriately within your work.
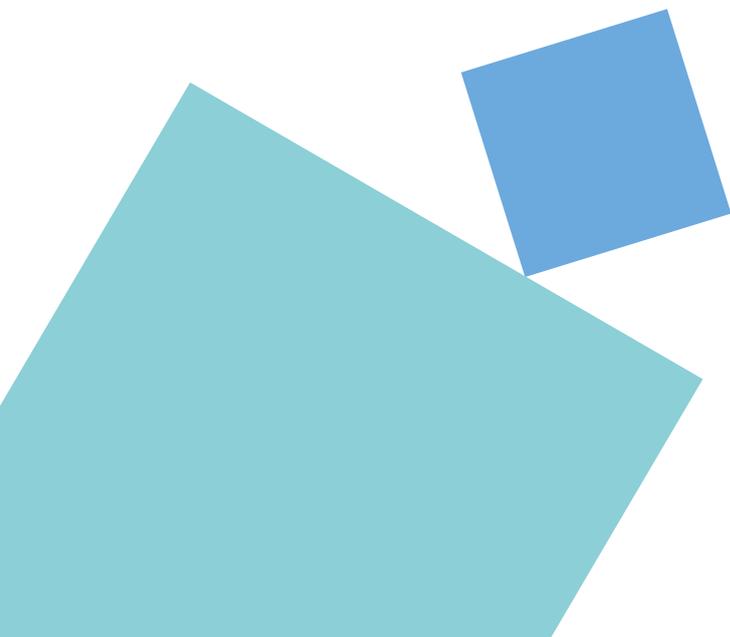
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Term Dates and LSE Closures

Academic Year 2022/23

Michaelmas Term (MT) Monday 26 September – Friday 9 December 2022
Reading Week: Monday 31 October – Friday 4 November 2022

Lent Term (LT) Monday 16 January – Friday 31 March 2023
January Exams: Monday 9 – Friday 13 January 2023
Reading Week: Monday 20 February – Friday 24 February 2023

Summer Term (ST) Tuesday 2 May – Friday 16 June 2023
Summer Exams: Monday 8 May – Friday 16 June 2023

LSE will be closed during the following periods:

Christmas Closure Thursday 22 December 2022 – Monday 2 January 2023
Easter Closure Thursday 6 – Wednesday 12 April 2023
May Bank Holiday: Monday 1 May 2023
Spring Bank Holiday: Monday 29 May 2023
Summer Bank Holiday: Monday 28 August 2023

Online Pre-Enrolment and Campus Enrolment

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

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

Your LSE Card

Your LSE card provides access to buildings and acts as your Library card. It is important that you keep it safe and never share it with anybody else. If your LSE card is lost, stolen or damaged visit **lse.ac.uk/studentidcards** to find out how to get a replacement.

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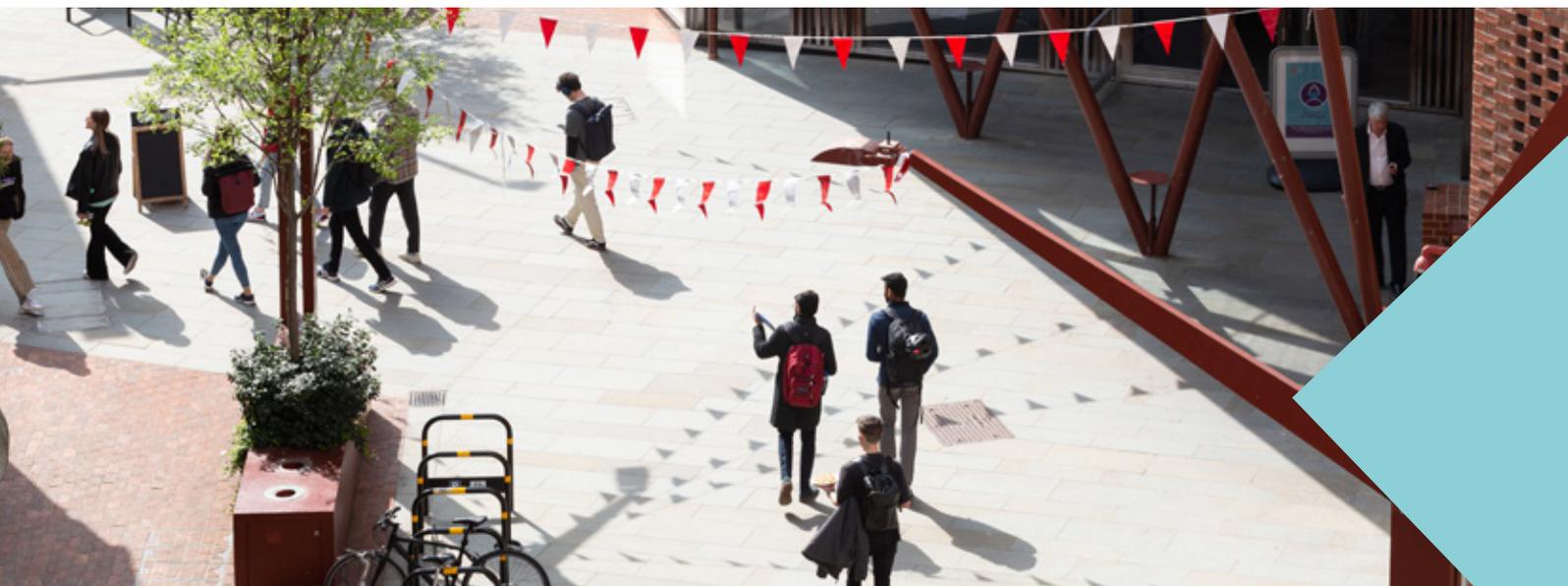
My Adjustments

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

Student Status Documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Registration provides proof to organisations such as council tax offices, embassies, and banks that you are registered as a current student at LSE.

You can order a self-service Certificate of Registration by using the online query form at **lseportal.force.com/studentservices/s/enquiry-form**. This will be delivered immediately to your LSE email address in PDF format. If this is insufficient for your needs, you can request a Customised Confirmation of Student Status to be produced by the PhD Academy. More information about these documents is available from **info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters**

Interruption

Your PhD programme is expected to be a continuous programme of study. However, you can apply for interruptions to study on the basis of exceptional circumstances such as illness or parental leave. Guidance on how to apply for an interruption of study is available at **info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students**

You can find information about parental leave in the LSE Parental Leave Policy for Research Students (MPhil and PhD) at **info.lse.ac.uk/current-students/phd-academy/assets/documents/LSE-Parental-Leave-Policy-for-Research-Degree-Students.pdf**

Change of Mode of Study

If you wish to switch from full-time to part-time registration, you need to ensure that you meet certain requirements and criteria. You can find guidance on this process at **info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students**

Fieldwork (UK and overseas)

If you intend to carry out a period of fieldwork (including digital ethnography and archival research) you will need to complete:

- A fieldwork application form

- A Research Ethics Review

- A Risk Assessment

You start all these processes at least 3 months prior to the fieldwork start date (4/5 months if the fieldwork is planned for a Higher Risk Area)

You can find information and advice at the PhD Academy Web Pages (**info.lse.ac.uk/current-students/phd-academy**) and the Health and Safety webpages (**info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety**).

Residing Outside of the UK

In exceptional circumstances, you can apply to reside away from LSE, i.e., for non-resident registration status. Permission is not normally granted in the first year, if you are required to attend classes, or if you need access to on-campus resources and facilities in order to progress with your research.

You can get advice on studying and researching away from LSE from the PhD Academy team; you can download the application at **info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance**

Withdrawal

If you withdraw from your programme, you will not be able to resume your studies programme at a later date. The withdrawal is permanent and irreversible. For this reason, before withdrawing you may wish to discuss your situation with your academic department, the PhD Academy, or other support services in the School (such as the Wellbeing Service) to consider whether other options, such as interruption, may be more appropriate.

Guidance on how to apply for withdrawal is available at **info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students**

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programme, assessment requirements, how your final degree is calculated and what to do if you face exceptional circumstances.

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

- Appeals Regulations

- General Academic Regulations

- LSE Calendar

- Assessment offences including plagiarism

- Regulations for research degrees

- Research ethics policy and procedure

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

PhD Academy

The PhD Academy is located in the Lionel Robbins building and can be contacted via the online Enquiry Desk at **lseportal.force.com/studentservices/s/enquiry-form**

The PhD Academy is responsible for organising research and career development training to complement what is offered at departmental level. It is a hub for students from different disciplinary backgrounds to meet and interact, both socially and academically.

The PhD Academy is also responsible for managing degree registration and advising students and Academic Departments on rules, regulations, and other issues that students face during their programme of study. It also provides support and advice to Research Council (ESRC and AHRC) funded students.

The PhD Academy works closely with other services relevant to research students, and therefore acts as an information hub, for example on financial support, visa regulations, careers advice, etc.

PhD Academy Advice Team

The PhD Academy has a dedicated advice team that can provide advice on academic matters (particularly around progression, interruption, withdrawal, regulations, and exams). If you are not sure who to contact about a query please contact the advice team via **lseportal.force.com/studentservices/s/enquiry-form**

Further information on accessing their services can be found on their website at **info.lse.ac.uk/current-students/phd-academy**

PhD Academy Director

The PhD Academy Director, Professor Bingchun Meng, is available for informal discussions about your student experience and your research and training needs. Feel free to contact her at **b.meng@lse.ac.uk**

Student Advice and Engagement Team

The Student Advice and Engagement Team provide detailed immigration advice for international and EU/EEA students on their website which is updated whenever the immigration rules change. The best way to contact The Student Advice and Engagement Team is to use the query form at **info.lse.ac.uk/current-students/student-services/Student-Advice-and-Engagement** to attend one of their drop-in sessions.

Student representation

Student-Staff Liaison Committees and Student Consultative Fora

Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. Their purpose is to create a forum for students to discuss their experiences, both in and outside of the classroom, with LSE staff. SSLCs are a shared, collaborative endeavour between Departments, the Students' Union, central School Services, and, most importantly, students themselves.

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

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

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

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found online at
info.lse.ac.uk/current-students/part-of-lse/student-voice

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.

For more information, visit **info.lse.ac.uk/current-students/phd-academy/ committees/research-students-consultative-forum**

Student Education Panel

The Student Education Panel aims to engage students of all backgrounds in the development of education at LSE. 50 Student Education Panellists meet once per term to offer student input into a specific education-related topic, question, or proposal. They contribute to these discussions by reflecting on their personal experiences and perspectives, not as a representative of their peers. Applications to become a panellist will open in Michaelmas Term 2022 and you can find out more at **lse.ac.uk/studenteducationpanel**

Student Q&As with LSE Director

LSE Director Minouche Shafik hosts student Q&As with members of the School Management Committee, where you can discuss your experience as a student with LSE leadership.

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

Quality Assurance

Quality Assurance Strategy

LSE's approach to assuring the quality of our teaching is set out in the Strategy for Managing Academic Standards and Quality which can be found online in the "quality assurance (internal)" section of the website at **lse.ac.uk/tqaro**. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision. The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees. The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at **lse.ac.uk/tqaro**. Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to **ard.capis@lse.ac.uk**

Student Teaching Surveys

In both Michaelmas Term and Lent Term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to teachers, Heads of Departments, the Director of the Eden Centre, the Pro-Director (Education) and the Pro-Director (Faculty Development). In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. The results can be found online in the "Surveys" section of the website at **lse.ac.uk/tqaro**

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division and academic departments. Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to **tqarosurveys@lse.ac.uk**

LSE Services to Support You With Your Studies and in Your Career

LSE LIFE

LSE LIFE is the place to develop the skills you'll need to reach your goals at LSE, whether they concern your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE. LSE LIFE offers:

- **Hands-on practical workshops and online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.

- **One-to-one appointments with our study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.

- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.

- **A space to meet and work together** with students from other courses and departments.

- **Group visits** and walks to take advantage of what LSE and London have to offer.

Find out more at **lse.ac.uk/lselife**, check out workshop materials and other resources on Moodle or just drop by – LSE LIFE is on the ground floor of the Library.

🎙 **Listen to our podcasts**

LSE Library ↘

Language Centre ↘

LSE Careers ↘

LSE Volunteer Centre ↘

LSE Generate ↘

LSE Library

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

The two main print book collections are:

- The course collection, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.

- The main collection is located across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via **lse.ac.uk/library**. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Research students can borrow up to 50 books at any one time. You can renew your books online by logging into your Library account at **lse.ac.uk/library**. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

Each department has a dedicated professional Librarian, a subject expert offering email support and in-person and online appointments to help you locate and

access information resources on any topic. This support ranges from identifying key resources to support your studies to high-level systematic literature searching for researchers. They also provide expert help in managing references.

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

Language Centre

Whether you are an international student looking for support with your English, interested in taking a Language Centre course as part of your undergraduate degree, or want to learn or improve a language, the Language Centre can help.

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. You can find out more information on what is on offer and how to sign up at **info.lse.ac.uk/current-students/lse-life/events/english-language-skills**

You may be eligible to take a language, literature, or linguistics course as part of your degree. As an LSE student you can also sign up for a non-degree language course at a discounted rate. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have a GCSE Grade 4 (or equivalent) in a language that is not your mother tongue, you are eligible to take a course for free!

For more information visit **lse.ac.uk/languages**

LSE Careers

LSE Careers is here to help guide, support, and work with you throughout your time at LSE. We provide a range of careers services including events, one-to-one appointments and access to resources, tools, and careers information. We also offer bespoke services for disabled students and PhD students.

There is lots of information and support at **lse.ac.uk/careers** including:

- Information about the services offered by LSE Careers and how to access them

- Support with your career planning, no matter where you are in your career thinking

- Information and insight on a range of careers topics, from applications to employment sectors to further study

- Details of what graduates have gone on to do.

- LSE CareerHub, our online careers portal, allows you to:

- View personalised activities based on where you are in your career journey

- Discover jobs and opportunities

- Book one-to-one discussions to talk about your career options and receive feedback on your applications

- Explore upcoming events including employer and alumni insights, professional development skills sessions and recruitment events

- Record your experiences.

You can access CareerHub at **careers.lse.ac.uk**

Keep up-to-date with events and advice by following **@LSECareers** on social media.

LSE Volunteer Centre

Volunteering is a great way to help develop new skills and meet new people while making a difference. The LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE.

We work with multiple organisations to provide you with short term and long-term volunteering opportunities across London, the UK and internationally. We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. You can find out more, as well as the advice and support we can offer, at **lse.ac.uk/VolunteerCentre** or by following **@LSEVolunteering**.

Read our blog

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager

to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website **lse.ac.uk/generate** or keep up to date with Generate news through our social media **@LSEGenerate**.

Equity, Diversity and Inclusion (EDI)

What is EDI?

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

We aim to ensure that your university experience celebrates and cherishes difference. Through our events ranging from "How to be Good in Bed", a game show by Consent Collective with an expert panel to discuss sex, consent, and relationships, to celebrating Black History Month, LGBT+ History Month and International Women's Day, we have consistently demonstrated our commitment to an inclusive LSE. Support and resources available:

Safe Contacts: LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential "signposting" service for staff and students who have previously or are currently experiencing some form of bullying or harassment. There are 39 Safe Contacts across 25 departments. Safe Contacts are often the first point of contact if you are unsure of what to do. They provide personalised support to you and help you navigate what comes next. Find out more at **lse.ac.uk/safecontacts**

Report it Stop it: If you have experienced, or witnessed, any form of violence or harassment and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. If you leave a contact, the School Senior Advocate for Students will be able to get in touch to help with the next step. Find out more at **info.lse.ac.uk/making-a-choice/report-an-incident**

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

Consent Collective: This has resources to help people understand consent, learn about sexual harassment, find out how to support people who have experienced sexual violence, learn how to support themselves if they've experienced sexual or domestic abuse, and learn how to be an active bystander in their community. LSE has partnered with Consent Collective so any member of staff or student can sign up and log in to access all their resources and videos using their LSE email address.

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

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

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

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

If you would like to find out more about these and other initiatives and the information and support available to you, please contact EDI on **edi@lse.ac.uk**, visit **lse.ac.uk/equitydiversityinclusion** and follow us on Twitter **@EDI_LSE**

Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two key student facing services: the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS). SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provides a professional, free, and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit **lse.ac.uk/counselling** to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

DWS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DWS can help you to create My Adjustments which is a way of putting in place agreed "reasonable adjustments" to support your studies. Visit **lse.ac.uk/disability** to find out more.

Peer Supporters give you the opportunity to talk to fellow students about anything that is worrying you. Peer Supporters are trained to offer confidential emotional support, help and reassurance. You can find out more about the scheme and arrange a chat with a Peer Supporter at **lse.ac.uk/peersupport**
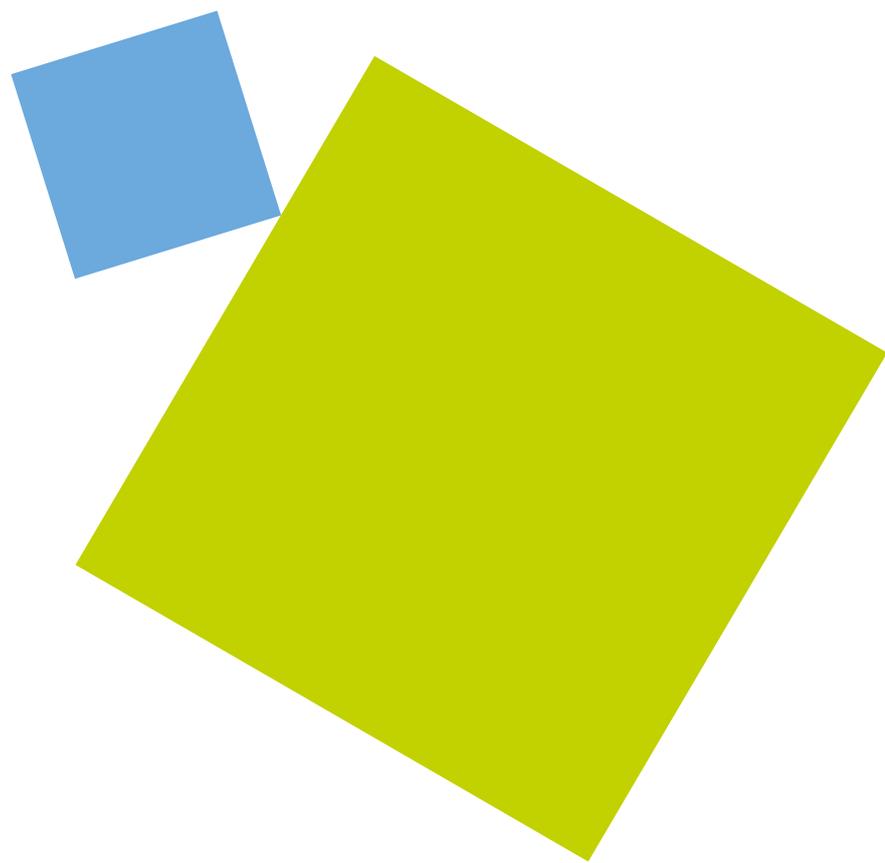
Health Care in the UK

You are likely to need to access medical care while you are at LSE, even if this is just for routine appointments. In the UK most health care is provided through the National Health Service (NHS).

You are typically eligible for free treatment on the NHS if you fall into one of the following categories:

• You are a UK resident

• You have a Tier 4 student visa and have paid the immigration health surcharge

• You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website available at **ukcisa.org.uk**

If you are unfamiliar with the NHS search for "NHS Services explained" to find out more. You are usually required to register with a local General Practitioner's (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you are unwell. The nearest GP surgery is St Philips Medical Centre who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register please visit **stphilipsmedicalcentre.nhs.uk** or call 020 7611 5131.

Alternatively, you can find your nearest GP by using the GP finder function on the NHS website available at **nhs.uk**

As well as dispensing medicines, pharmacies can also offer advice on common health problems. You do not need to make an appointment, just visit a pharmacy, and ask to speak to the duty pharmacists. In an emergency you should dial 999 to call an ambulance. You can also visit your nearest accident and emergency (A&E) department at your local hospital or visit an Urgent Care Centre.

There is a lot more information about Health Care, including details about dentists and opticians, available at **lse.ac.uk/studenthealth**

LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It is home to LSE's diverse religious activities, transformational interfaith leadership programmes, and a space for worship, prayer, and quiet reflection.

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options! We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our Religion and Belief Guide. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out **lse.ac.uk/faithcentre**

Wellbeing

We host a range of activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found on the "Wellbeing" page at **lse.ac.uk/faithcentre**. You can also come and sit in the Faith Centre main space for personal prayer and reflection.

Support

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

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

Interfaith Leadership Programmes

Learn more about our interfaith leadership programmes on the "Programmes" pages at **lse.ac.uk/faithcentre**. They are your chance to explore, question and challenge religious differences, and provide unique opportunities to build relationships and transform attitudes across faiths.

LSE Religion and Global Society Interdisciplinary Blog

The LSE Religion and Global Society interdisciplinary blog seeks to explore the place and role of religion in our globalised world, and it functions as a platform for academics and other expert commentators to share their insights on this complex, wide-reaching topic.

The blog presents the latest work of LSE academics whose work touches on religion, but also those outside of the School are warmly invited to write for the blog and to widen the discussion.

If you are a student with a particular passion for religion and are interested in writing a blog article, please contact Austin Tiffany at **a.r.tiffany@lse.ac.uk**

Religion Scholars Network

The LSE Faith Centre, through its research unit Religion and Global Society, convenes a network for current LSE PhD candidates across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with

other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Cameron Howes at **c.howes@lse.ac.uk**
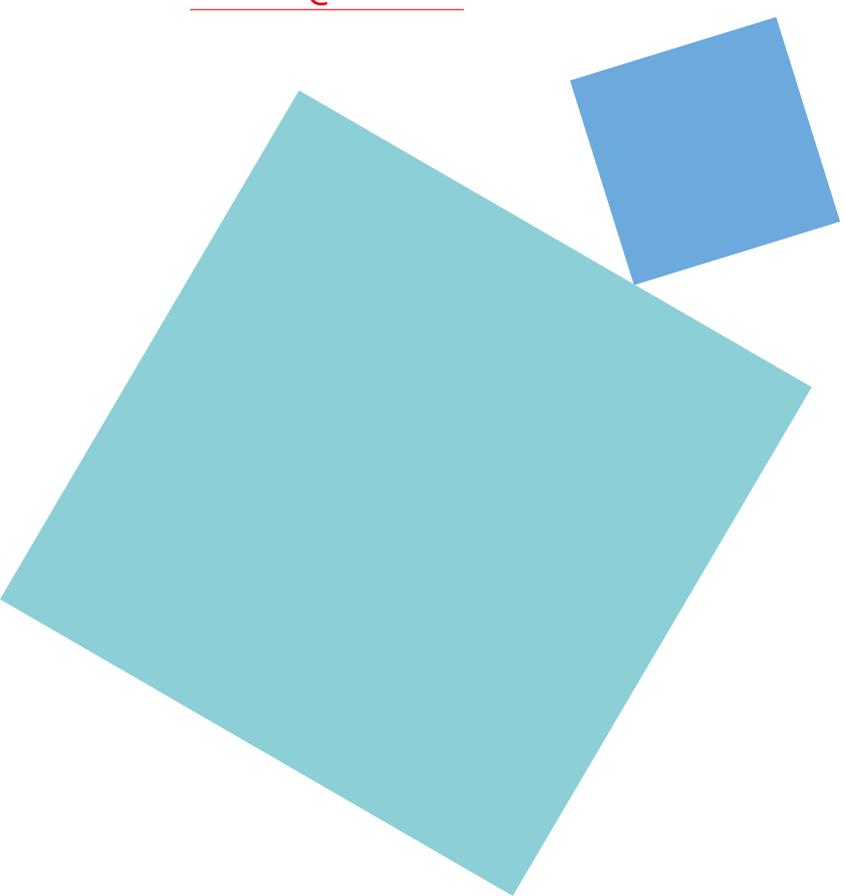
Support for Students with Children

During and Beyond Pregnancy

It is important that you let the School know that you are pregnant as soon as you can. We advise you to speak to your Supervisor so that we can ensure that any necessary adjustments or provisions are made for you, as much as possible.

Please visit **info.lse.ac.uk/current-students/what-if/expecting-a-baby** for more information on how the School can support you during your pregnancy and beyond.

The PhD Academy has provided a Parental Leave Policy for Research Degree Students at **info.lse.ac.uk/current-students/phd-academy/assets/documents/LSE-Parental-Leave-Policy-for-Research-Degree-Students.pdf**

For an overview of the School's Medical and Childcare Provision, please visit **info.lse.ac.uk/current-students/estates-division/facilities-guide/medical-and-childcare-provision**

Breast Feeding

LSE provides rest and breastfeeding facilities for staff and students in the New and Expectant Mothers' Room, which is on the first floor of Fawcett House (FAW). The room has a lockable door and contains a comfortable chair with footstool, a fridge, a microwave, and lockers.

Study Options

There will be a number of options available to you in relation to your studies. The advice that you are given will largely depend on your individual circumstances and the timing of the academic year in relation to your pregnancy and due date. Please speak to your department or the PhD Academy for advice on the best options for you.

Options may include:

• Flexibility around supervision arrangements

• Interruption of studies

• Changing from full time to part time study.

Financial Support

Childcare Costs

Financial support is available for you as a student parent if you are having difficulty in paying nursery fees.

For more information, visit **info.lse.ac.uk/current-students/financial-support/student-parents**

ESRC Students

If you become pregnant during the period of your ESRC award, the ESRC will allow up to six months paid maternity leave without the level of your award being reduced. Adoption leave has the same terms and conditions as maternity leave.

A total of 10 days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. This period is regarded as additional leave of absence from studies and the award will not be extended. If the student needs to take any further time, this must be taken as a suspension to the award.

For more information visit **info.lse.ac.uk/current-students/financial-support/esrc**

Nursery Partnerships

We're partnering with three local nurseries to support LSE families wanting to access discounted childcare close to campus.

Staff and students will be able to take advantage of these spaces from September 2021.

When choosing the nurseries to partner with, a number of considerations were taken into account, including their Ofsted rating, location, availability of spaces, outside space, operating hours, fresh food provision, emergency care support and more. In addition, there will be an LSE representative on the management committees of all three nurseries, ensuring that the decisions made provide the best possible outcomes for our community.

For the latest information on this scheme, visit **info.lse.ac.uk/staff/services/nursery/Nursery-partnerships**
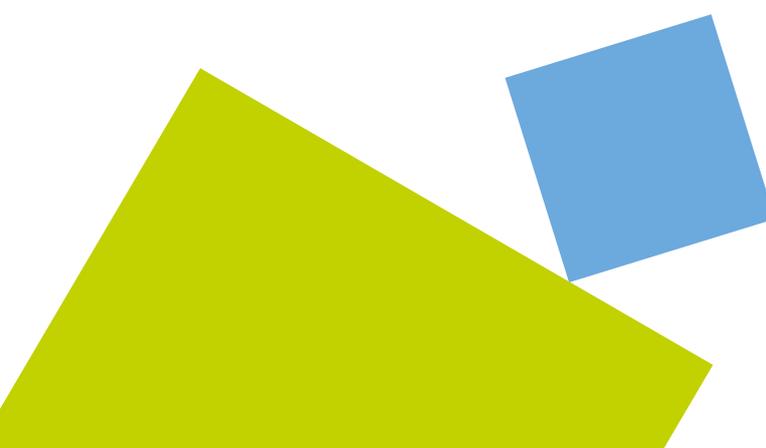
Exams and Assessments

Candidate Numbers

Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Michaelmas Term using LSE for You. Further information about LSE for You can be found in the Systems and Online Resources section.

Systems and Online Resources section ↘

Exam Timetables

Course by course exam timetables will be available online at **lse.ac.uk/exams**. For January exams the timetable is usually available towards the end of Michaelmas term, for summer exams it is usually available in Lent Term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

Central Exam Adjustments ↘

Deferral ↘

Extension Policy ↘

Exceptional Circumstances ↘

Fit to Sit Policy ↘

Exam Procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year. The document is less than ten pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at **lse.ac.uk/exams**

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please visit **lse.ac.uk/exams**. If you bring an alternative model, it will be removed by invigilators and no replacement will be given. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central Exam Adjustments

Central Exam Adjustments (CEAs) can be made if you have a documented medical, physical, or mental health condition and/or a specific learning difficulty such as dyslexia or dyspraxia. The purpose of CEAs is to provide an environment that gives all students an equal opportunity in exams. These adjustments are confidential and will not be listed on your degree certificate or transcript. In most cases you should apply for CEAs as part of getting your My Adjustments in place. However, there is a different process for applying for CEAs for short-term, unexpected, conditions. For more information visit **lse.ac.uk/CEA**

Deferral

If you have difficulties in the lead up to, or during, the assessment or exam then you can seek to defer the assessment or exam. For more information visit **lse.ac.uk/deferral**

Extension policy

If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you can seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Chair of your Sub-Board of Examiners to do this. For more information visit **lse.ac.uk/extensionpolicy**

Exceptional Circumstances

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

- missing an assessment which you did not defer, or submitting an assessment late and incurring penalties

- experiencing difficulties which could have affected your academic performance in an exam or coursework

- adjustments such as CEAs, My Adjustments or deadline extensions being insufficient to compensate for the impact of your circumstances

- a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.

Submitting an EC Form is the only way for you to alert the Sub-Board of Examiners to the circumstances which may have affected your performance. For more information visit **lse.ac.uk/exceptionalcircumstances**

Fit to Sit Policy

By attempting any type of assessment, including but not limited to sitting exams, submitting coursework, class participation, presentations, or dissertations, you are declaring yourself fit to sit. If you have experienced disruption to your studies (including but not limited to illness, injury, or personal difficulties) you must think carefully about whether you should attempt the assessment or whether you should consider requesting an extension or deferring the assessment. Requests for an extension or deferral must be made in advance of the assessment deadline.
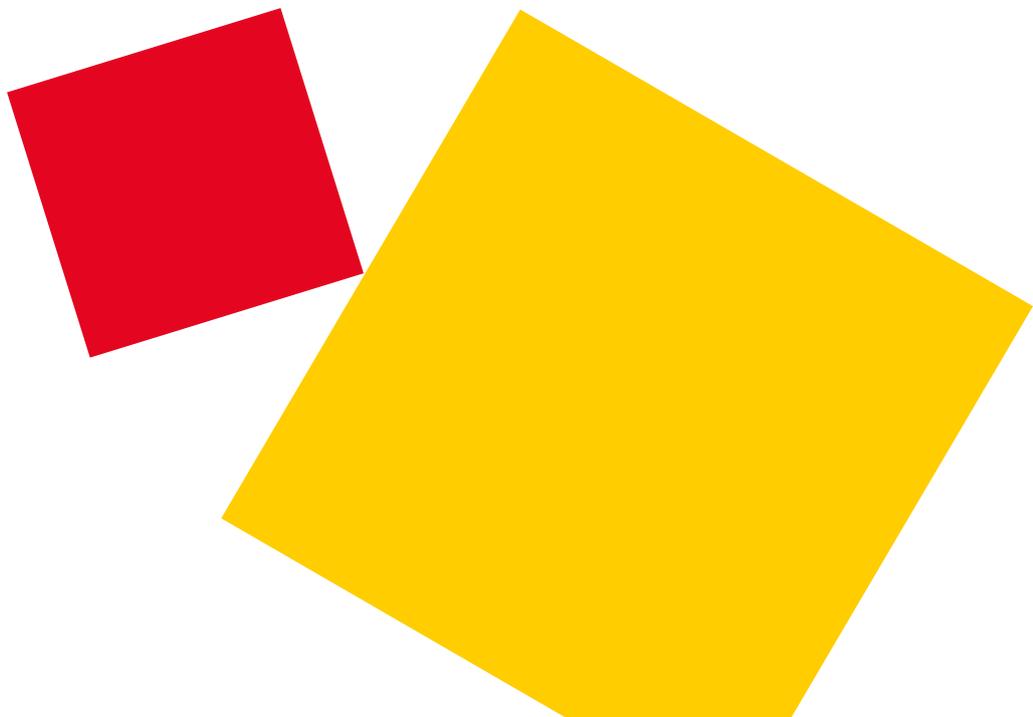
Assessment Misconduct and Plagiarism

If you are found to have committed an assessment offence, such as plagiarism or exam misconduct, you could be expelled from the School.

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not only submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used.

Any quotation from the published or unpublished works of other persons, including other candidates or your own previous work, must be clearly identified as such.

Quotes must be placed inside quotation marks and a full reference to sources must be provided in proper form. A series of short quotations for several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. All paraphrased material must also be clearly and properly acknowledged.

Any written work you produce (for classes, seminars, exams, dissertations, essays, and computer programmes) must solely be your own. You must not employ a "ghost writer" to write parts or all the work, whether in draft or as a final version, on your behalf.

For further information and the School's statement on Editorial Help visit **lse.ac.uk/ calendar**. Any breach of the Statement will be treated in the same way as plagiarism.

You should also be aware that a piece of work may only be submitted for assessment once (either to LSE or elsewhere). Submitting the same piece of work twice (regardless of which institution you submit it to) will be regarded as the offence of "self-plagiarism" and will also be treated in the same way as plagiarism.

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing (or that contains) plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism, which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, Academic Mentor, LSE LIFE or the Library as soon as possible.

The Regulations on Assessment Offences: Plagiarism can be found at **lse.ac.uk/calendar**

Examinations and Beyond

When your thesis is nearly ready for submission, your supervisors will nominate a suitable internal examiner and an external examiner. The internal examiner will be from LSE, while the external examiner will usually 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, your supervisors will arrange for a viva examination.

You should expect to give a short presentation of their work and answer general questions on your area of research, and on details of your thesis. You may request the attendance of your supervisors at the viva, but they will speak only if asked to do so by the examiners.

Submission of Thesis

Please refer to the Guidelines for MPhil and PhD examinations available from **info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance**

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 supervisors.

Your examination entry form should be submitted to the PhD Academy at least two months before the submission of your thesis.

Where to Send Your Thesis

For the foreseeable future, you only need to submit your thesis electronically. Please send your electronic thesis to **phdacademy@lse.ac.uk**

Please refer to the guidance on Format and binding your thesis, available from **info.lse.ac.uk/current-students/ phd-academy/phd-journey/a-z-guidance**

Graduation Ceremonies

Graduation ceremonies are held twice a year: in July for MPhil/PhD degrees awarded by 30 April and in December for those awarded by 30 September.

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see **info.lse.ac.uk/current-students/ graduating-from-lse**

Degree Certificates

You should contact the PhD Academy to make arrangements to receive your certificate. A confirmation of your award can also be requested from the PhD Academy for the purposes of job hunting whilst your degree certificate is being produced.

For more information, please see **info.lse.ac.uk/current-students/graduating-from-lse/degree-certificates**

Fees and Finance

Fees

All administration around your fees is handled by the Fees, Income and Credit Control Team.

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to registration or by payment plan. If you have not paid your fees in full before you register, you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 2022   **28 January 2023**   **28 April 2023**

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

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

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

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

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

The Fees, Income and Credit Control Office also run drop-in sessions for students who wish to discuss fees and payment related enquiries. For further information, please visit **lse.ac.uk/ficc**

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

Financial Support Office (FSO)

FSO are responsible for the administration and awarding of scholarships, bursaries, studentships, and School prizes.

FSO can also provide information about hardship funds for current students such as the Student Support fund and the LSE Access fund. You can find out more about FSO and download application forms at **lse.ac.uk/financialsupport**

FSO hold drop-in sessions in the Student Services Centre, drop-in sessions are currently conducted via Zoom, more information can be found at **info.lse.ac.uk/current-students/financial-support/drop-in-sessions**

FSO are contactable by phone on 020 7955 6609 or by email at **financial-support@lse.ac.uk**

Codes and Charters

LSE Academic Code

LSE's Academic Code sets out what we are doing to deliver a consistent student experience across our School and clarifies what you can expect from an LSE education.

The Academic Code brings together key principles that underpin students' education into a School-wide policy. Developed in partnership with LSE Students' Union, it sets the baseline to build on teaching standards, academic support, and assessment and feedback – areas that students have told us matter the most to them.

The Academic Code should be read in conjunction with the **LSE-LSESU Student Charter**.

1   All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full unit taught course running entirely in Michaelmas or in Lent term.

2   Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.

2.1 All assessment submission deadlines and feedback time frames will be clearly communicated to students at the start of each course, including on the course Moodle page.

2.2 Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.

2.3 Feedback on summative assessment (excluding exams, dissertations, or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.

2.4 Feedback on January exams will normally be provided within six term weeks of the end of the exam period.

2.5 Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas term.

2.6 Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.

2.7 For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.

3   All students will have an Academic Mentor to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.

4   Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.

5   In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.

6   Staff teaching on LSE programmes will be available to students through a minimum of 35 office hours (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.

7   Departments will hold at least one Student-Staff Liaison Committee and one Departmental Teaching Committee meeting during each of the Michaelmas and Lent terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.

Codes of Good Practice ↘

The Ethics Code ↘

Research Ethics ↘

The Student Charter

Our Student Charter, written by students and staff, sets out how LSE's mission and ethos are reflected in the education you can expect to receive at the School, and in the diverse, equitable and inclusive community that we all contribute to and value.

The charter covers:

• Your education – what an LSE education is and how you can make the most of it

• Our community – what it means to be part of the LSE community and how to contribute

• Your future, our future – how to inspire future generations of LSE students.

• You can find out more about the charter, and read the full version online – just search "LSE Student Charter" or visit **info.lse.ac.uk/current-students/student-charter**

Codes of Good Practice

The Codes of Good Practice explain the basic obligations and responsibilities of staff and students.

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

The Ethics Code

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

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

• Responsibility and Accountability

• Integrity

• Intellectual Freedom

• Equality of Respect and Opportunity

• Collegiality

• Sustainability.

You can find the code, as well as guidance and support at **lse.ac.uk/ethics**

Research Ethics

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

Search online for "LSE Research Ethics and Guidance" to find resources, training, and support. If you have any questions regarding research ethics or research conduct, please email **research.ethics@lse.ac.uk**

Systems and Online Resources

Need IT Help?

Visit the Technology Centre on the first floor of the Library

Email: **tech.support@lse.ac.uk**

Call: 020 7107 5000

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

LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at **lse.ac.uk/lseforyou**

LSE for You allows you to:

• View and update your term time (contact) and home (permanent) address

• Access your candidate number

• View your results

• Select your courses.

Student Hub ↘

Moodle ↘

Reset your IT Password ↘

Email ↘

Training and Development System ↘

Information Security Awareness Training ↘

Multi-Factor Authentication (MFA) ↘

Student Hub

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

- View your timetable and upcoming deadlines

- Find your way around with the campus map

- Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE

- Book appointments with academic staff (office hours) or support services

- Create or join groups with friends and course mates to carry on the conversation outside of class.

Download the app to help you organise your time, connect with coursemates and discover everything that LSE has to offer.

Available on iOS and Android app stores or as a web app.

Visit **studenthub.lse.ac.uk** to find out more!

Moodle

Moodle is LSE's virtual learning environment.

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

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

Reset your IT password

To reset your IT password you can do so at **LSE Remote Access**.

Email

LSE will use your LSE email address to communicate with you so check it regularly.

Microsoft Outlook is available on all public PCs. You can also access your email

off-campus using webmail (**mail.lse.ac.uk**) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training and Development System

The Training and Development System allows you to book a place on many of the personal development opportunities offered around LSE.

You can access the Training and Development System at **apps.lse.ac.uk/training-system** and login using your LSE username and password.

Information Security Awareness Training

LSE provides Cyber Security Awareness Training, for which you can self-enrol on moodle. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

More information and tips are available at **lse.ac.uk/cyber**

Multi-Factor Authentication (MFA)

To add an extra layer of security for your account and data, please set up Multi-Factor Authentication (MFA) via **lse.ac.uk/mfa**
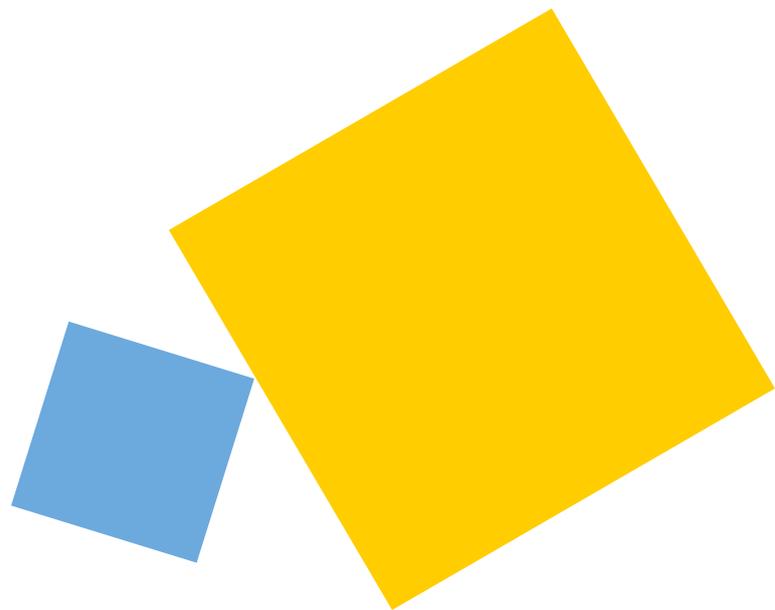
LSE Campus

Key

CBG	Centre Building	**KSW**	20 Kingsway	**35L**	35 Lincoln's Inn Fields	**NAB**	New Academic Building
CLM	Clement House	**LAK**	Lakatos Building	**50L**	50 Lincoln's Inn Fields	**OLD**	Old Building
COL	Columbia House	**LCH**	Lincoln Chambers	**5LF**	5 Lincoln's Inn Fields	**OCS**	Old Curiosity Shop
CON	Connaught House	**5LF**	5 Lincoln's Inn Fields	**LRB**	Lionel Robbins Building, Library	**PAN**	Pankhurst House
COW	Cowdray House	**32L**	32 Lincoln's Inn Fields	**MAR**	The Marshall Building	**PAR**	Parish Hall
FAW	Fawcett House					**PEA**	Peacock Theatre
KGS	King's Chambers						

PEL Pethick-Lawrence House
POR 1 Portsmouth Street
SAR Sardinia House
SAW Saw Swee Hock Student Centre
SHF Sheffield Street
STC St Clement's

♿ All buildings have wheelchair access and lifts, except, KGS, KSW*, 5LF, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/methodology

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The London School of Economics
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T: +44 (0)20 7107 5012

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