



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Welcome to the
Department of Statistics

MPhil/PhD
Handbook


























2022/23

lse.ac.uk/statistics



























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Welcome from the Head of Department

Welcome to the MPhil/PhD in Statistics at the London School of Economics and Political Science. Undertaking a PhD is a major commitment and should be one of the most creative and rewarding periods of your life. Your PhD research will require you to work with purpose throughout your time here and we will provide every support we can to help you achieve your potential.

In the first year of your PhD, you will take core courses in mathematical statistics and applied statistical modelling and optional advanced courses in data science and statistics. You are also encouraged to take advantage of learning opportunities throughout your studies to equip you with the knowledge and skills required for your research and future career.

Alongside your PhD work there are many seminars and special lectures both within the Department and at other London universities. We strongly encourage you to attend these and take maximum advantage of the resources that the LSE can offer you. You will also have the chance to attend and present a paper at a conference. To develop your communication skills there will be opportunities to teach on a range of undergraduate and Masters courses; teaching is a great way to gain a deeper understanding of a subject and to learn about new topics. All in all, undertaking a PhD in Statistics at LSE is an excellent opportunity to develop your academic and research interests and skills.

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



Professor Pauline Barrieu
Head of Department

Contacts

Key Staff and School Contacts

**Professor Clifford Lam**

Doctoral Programme Director

Office: COL 6.09

Email: c.lam2@lse.ac.uk

Professor Lam has overall responsibility for monitoring the progress of research students, and for management of the MPhil/PhD programme.

Problems with progress or supervision should be discussed with your supervisors in the first instance, but may be referred to the Doctoral Programme Director when necessary.

**Penny Montague**

Research and Finance Manager

Office: COL 6.12

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Penny deals with all non- academic aspects of the programme and should normally be your first point of contact for such matters.

PhD Academy

4th Floor, Lionel Robbins Building

info.lse.ac.uk/Current-Students/phd-academy

Key central services relating to PhD students are based in the PhD Academy, which houses a dedicated teaching room and common room for all PhD students to use. If you have any queries about your registration, being an ESRC student, or professional development, please contact the PhD Academy.

Enquiries Form: lseportal.force.com/student-services/s/enquiry-form

Financial Support Office

Tel: 020 7955 6609

Email: financial-support@lse.ac.uk

info.lse.ac.uk/current-students/financial-support

The Financial Support Office provides information and support on funding your studies at LSE. FSO runs drop-in sessions; please check the PhD Academy's website for the current details.



Departmental Management Team



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Dr Yufei Zhang	COL 7.08	y.zhang389@lse.ac.uk	Probability in Finance and Insurance

Please check the departmental website for full details of academic staff, their research interests and contact details: lse.ac.uk/Statistics/People

Office hours are bookable via [Student Hub](#).

Research Interests of Academic Staff

Dr Mona Azadkia

High-dimensional statistics, non-parametric estimation, causal inference.

Professor Pauline Barrieu

Model uncertainty; insurance-linked securitisation; contract designing; environmental economics; financial mathematics.

Dr Erik Baurdoux

Optimal stopping, stochastic games, Lévy processes and financial and insurance mathematics.

Professor Wicher Bergsma

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

Professor Umut Cetin

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

Dr Yining Chen

Shape-constrained estimation, non-parametric classification and regression, semi-parametric modelling and time series analysis.

Dr Yunxiao Chen

Statistical analysis and computational algorithms for large-scale item response data, statistical modelling and computational algorithms for dynamic behavioral data, and sequential design of dynamic systems.

Professor Angelos Dassios

Stochastic processes: theory and application of piecewise deterministic Markov processes; risk theory; insurance and financial applications of stochastic processes. Monte Carlo methods in applied probability

**Professor Piotr Fryzlewicz**

Time series analysis (especially for non-stationary time series); change-point and feature detection; high-dimensional inference, regularisation and dimension reduction; data- adaptive and multiscale methods in data science; statistical learning; networks; applications of statistics in economics, finance, the social sciences, astronomy and neuroscience.

Dr Sara Geneletti

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

Dr Kostas Kalogeropoulos

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

Professor Kostas Kardaras

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

Dr Jouni Kuha

Statistics for the social sciences; measurement error, misclassification and missing data; latent variable modelling; analysis of categorical data; analysis of survey data.

Professor Clifford Lam

Semiparametric modelling, variables and feature selections, regularisation methods and high-dimensional data analysis.

Dr Giulia Livieri

Financial econometrics for the modeling of financial markets, Mean-Field Game (MFG)

Dr Joshua Loftus

Causal inference in fairness, Post-selection inference and high-dimensional statistics.

Professor Irini Moustaki

Latent variable models, structural equation models, categorical data analysis, multivariate analysis, missing values and detection of outliers, applications in psychology, education and health sciences.

Dr Francesca Panero

Bayesian statistics, disclosure risk, complex networks

Dr Xinghao Qiao

Functional and longitudinal data analysis, high dimensional statistics, statistical machine learning and time series analysis.

**Dr Chengchun Shi**

Reinforcement learning and statistical analysis of complex data.

Dr Andreas Sojmark

Stochastic analysis, interacting particle systems, mean-field problems, systemic risk, financial contagion, and credit derivatives.

Professor Fiona Steele

Statistical methods for social research, multilevel modelling, longitudinal data analysis, event history (survival) analysis, structural equation modelling, applications in demography, psychology, education and epidemiology.

Professor Zoltán Szabó

Statistical machine learning with focus on information theoretical estimators, kernel methods, scalable computation, and their applications.

Professor Milan Vojnovic

Machine learning, networks, reinforcement learning, resource allocation, statistical inference, stochastic optimisation.

Dr Tengyao Wang

Sparse signal detection in high-dimensional data; change-point estimation; dimensional reduction techniques; robust procedures in missing data settings; non-parametric statistical inference.

Professor Qiwei Yao

Complex time series, including high-dimensional time series, dynamic networks, spatio-temporal processes, functional time series, nonlinear time series.

Dr Yufei Zhang

Stochastic control, machine learning and their applications in mathematical finance.



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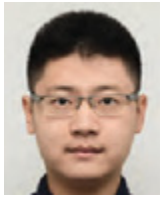
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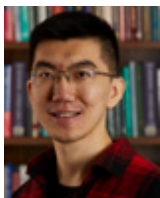
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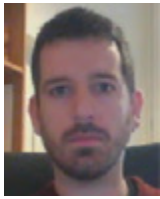
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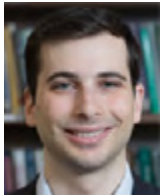
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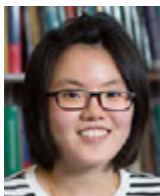
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About the Department of Statistics

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

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

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

The Department offers expert teaching in four key areas: data science; probability in finance and insurance; social statistics; and time series and statistical learning.

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

Throughout the academic year the Department hosts a range of seminars with speakers from academia and industry. There are also regular departmental seminars at which our academics and research students present current research. We encourage you to attend these seminars.





How to Find Us

The Department of Statistics is located in Columbia House (COL), 69 Aldwych, London WC2B 4RR. The administrative offices are located on the sixth floor and there are other offices on the fifth, sixth, seventh and eighth floors.

Postal address:

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London WC2A 2AE

Departmental website: lse.ac.uk/Statistics

Leverhulme Library

As a research student, you are entitled to use the Leverhulme Library, located in COL 6.15 on the sixth floor of Columbia House. The library holds a selection of statistical books, which you can borrow. You are welcome to suggest books for the Department to purchase for the Leverhulme Library.

Social Media

The Department has Instagram, Facebook, LinkedIn and Twitter accounts:

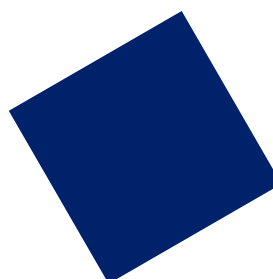
[instagram.com/lsestatistics/](https://www.instagram.com/lsestatistics/)

[facebook.com/LSEStatistics](https://www.facebook.com/LSEStatistics)

[linkedin.com/school/lse-department-of-statistics/](https://www.linkedin.com/school/lse-department-of-statistics/)

twitter.com/LSEStatistics

We encourage you to follow our social media accounts for updates on our activities.



Communication Between Students and the Department

In Person/Virtual Meetings

You should agree the times, dates and frequency of meetings with your supervisor(s) and record these meetings on the LSE PhD Log.

You are very welcome to contact the research manager for a virtual or in-person meeting – please email to check availability.

Email

The School will use your LSE email address to communicate with you so you should check it regularly. Microsoft Outlook is available on all PCs on the LSE network. You can also access email off-campus using webmail or the remote desktop, or on the move using email clients for laptops and mobile phones.

Contact by Telephone/Post

Sometimes it will be necessary for the School to send you information by post. For urgent matters it may be necessary to contact you by telephone. It is important that we have your correct contact details. You should update your details on [**LSE for You**](#) whenever you change your address or telephone number.

Moodle Page

We have created a Moodle page for the PhD programme, which acts as an easy point of reference with useful information and resources to support your studies. The page will be updated throughout the year, so do bookmark the link on your smartphone or computer.

Visit [**moodle.lse.ac.uk/course/view.php?id=7005**](https://moodle.lse.ac.uk/course/view.php?id=7005)



Absence

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

General recommendations for communicating with your teachers, professional services and your co-students

These recommendations have also been provided to undergraduate and MSc students; PhD students who work as Graduate Teaching Assistants should expect their students to adhere to these guidelines.

You should always communicate your ideas, questions, concerns, and feedback in a polite and kind manner. The Department of Statistics has no tolerance to inappropriate behaviour towards students, teachers and professional staff.

Appropriate conduct means recognising the diversity of the Department's community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.

1 Email etiquette

An email is not just a piece of correspondence. It's an exercise in communicating well, and you are judged by it. You may follow the tips below to give the right impression.

- Keep it formal: start with "Dear Professor (ie, title and name/full name), ..."
- Identify yourself and say what course you are studying with them.
- Make your request clear.
- Keep it polite with your ending – just a simple "Thank you" is usually a safe bet when signing off. If it's more formal, you may use "Regards" or "Sincerely."
- Don't use slang or abbreviations.
- Avoid using all capitals for the body of your email as this can appear discourteous.
- Teaching staff will reply to emails at their earliest convenience.



2 Forums, anonymous forums and anonymous surveys

- When starting a new post in a forum, follow the general guidelines of the email etiquette.
- Take the time to thank and acknowledge a reply.
- Provide any feedback to your teachers and co-students in a polite and constructive manner.
- Your feedback is very important to us, so please provide it generously, in a constructive and polite manner by participating in surveys run by the Department and the School. It is considered inappropriate to comment on the looks and physical appearances of your teachers or any other characteristic as stated above.

3 Etiquette for group work

You might be asked to conduct group work for one of your courses. Group work requires organisation skills and helps you to develop good communication and collaboration skills. For making it work successfully:

- Act responsibly, be considerate, respectful and courteous towards other team members. Behave in a respectful manner towards other team members so that they do not feel that they are being harassed or bullied and abiding by the law.
- Everyone should share the responsibility of the tasks.
- Organise as many meetings as needed to complete the tasks of your project.
- Attend and arrive on time to all group meetings.
- Communicate any group issues to your teacher as soon as possible.

4 General behaviour in class

- Respect your teacher. Ask your questions and debate your opinions in a polite and constructive manner.
- Respect the questions and the opinions of your co-students.
- Attend all your classes and notify your teacher when you are not able to do so.
- Turn your mobile phones off during your classes.
- If your classes are online (with Zoom), login with your LSE email and use your full name (as it appears in [LSE for You](#)). If you post in the chat, please follow the etiquette of posting in forums.
- Please use your LSE email to communicate with your teachers.
- Teachers and students should not communicate through social network platforms that are not related to LSE.



Course Selection and Timetables

Programme structure and what you need to do

Initially, you will be registered for the MPhil in Statistics and reviewed for transition to the PhD normally within the first 18-24 months of full time registration (or within the first three years for part-time students).

First Year: MPhil

During the first twelve months you will attend research training courses to enhance your background knowledge and research skills. Taught courses comprise an important part of your training, as they are intended to provide a broader knowledge of statistics, including areas outside of the specialised domains of your own individual research project.

You must complete 1.5 units of compulsory courses, and will need to select all of the courses in **LSE for You** in September for both Michaelmas and Lent terms, however you will be automatically enrolled onto ST505 and ST552. Please check that your course choices have been approved by the end of Week 3 of the Michaelmas Term.

You should familiarise yourself with the **MPhil/PhD programme regulations** in advance of the course selection period.

In your first year, you must take **ST505 Statistical Modeling and Data Analysis** and **ST552 Probability and Mathematical Statistics I**.

As well as these two courses, students must also take one of the following options (or alternatively may take a different course option with the agreement of both the supervisor and PhD Programme Director):

- **ST510 Foundations of Machine Learning**
- **ST553 Probability and Mathematical Statistics II**

Performance in these compulsory courses will contribute to the decision on your progression to the next year.

You may, with the agreement of your first supervisor and the Doctoral Programme Director, also take courses offered by either the London Graduate School in Mathematical Finance or the London Taught Course Centre (LTCC). You should also complete any necessary training in research techniques and/or computing.



Throughout your first year, you will perform literature searches and become more familiar with your chosen research topic. By the end of the year you are expected to have written up an introductory chapter for your thesis as well as any new results you may have obtained. You will also be expected to present your research topic at our annual presentation event. In addition, you may have other tasks to complete as directed by your supervisory team, according to the needs of your individual PhD project.

Second Year: MPhil/PhD

In the second year you will become more deeply involved with your research topic, producing and writing up new results. During this time, you will meet with your supervisors on a regular basis to discuss your academic development. During the year the Department will formally review your progress at an upgrade panel meeting. Following the successful assessment of your work, you may be upgraded to PhD status. You should also present your current research at one or more of the departmental seminars.

By the end of the Summer Term, full-time students are expected to have been upgraded from MPhil to PhD status, and are also expected to present their research findings at our annual presentation event. In addition, you may have other tasks to complete as directed by the supervisory team, according to the needs of your individual PhD project.

Third Year: PhD

The third year demands considerable and rapid progress with your research. A substantial part of the year should be spent consolidating material that you have already assembled. You may be in a position to begin writing your thesis.

By the end of the Summer Term, full-time students are expected to submit a plan for completion and to present their research findings at our annual presentation event. In addition, you may have other tasks to complete as directed by the supervisory team, according to the needs of your individual PhD project.

Fourth Year

The final year is primarily focused on writing up your thesis. The role of your supervisor is to ensure the thesis is of a high standard. Towards the end of the year you will be required to submit your thesis. At least two months before your thesis is submitted, you should complete the examination entry form in discussion with your supervisor.



When to select your courses

Course selection will open for browsing on **Tuesday 20 September 2022** and will open for course selection on Thursday 22 September 2022 at 10am. Course selections need to be made by Friday 7 October 2022 at 5pm. You will be able to make changes to Lent Term half unit courses from **10am on Monday 16 January 2023** until **5pm on Friday 27 January 2023**. For more information, visit the [course selection webpages](#).

How to select your courses

- 1 Find out about your courses** – check the [MPhil/PhD programme regulations](#) to find out which courses you will need to take in your first year.
- 2 Select your courses in LSE for You** – course selection is completed through [LSE For You](#). Visit selecting courses for guidance on selecting your courses.
- 3 Check your Moodle access** – providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after selecting your courses on [LSE for You](#). If you are not automatically given access after you have completed course selection, please search for your course on Moodle and request to enrol.

[Course Finder](#) is a tool that allows you to browse courses by unit value, keyword, department, and assessment type. You can build a shortlist of courses and compare the Lecture Timetables for that shortlist.

You should seek advice from your supervisor before finalising your courses. Should you have questions about a particular course the most efficient strategy is to put them to the Course Convener. If you have any queries about the programme itself or need advice on the course selection process you can contact the research manager at Statistics.Research@lse.ac.uk

Controlled access courses

Excluding our compulsory first-year courses, please note that other courses in the Department of Statistics and other departments may be subject to the [controlled access](#) procedure. This is designed to ensure that seminar groups allow for discussions between academics and students. To maximise your chances of being enrolled onto the courses you are interested in, it is imperative that you select your courses as early as possible. The controlled access procedure requires that you request permission to enrol in the course through the Graduate Course Choice application on [LSE for You](#).

If you have any questions about whether a course is controlled access or not, please contact the department responsible for the course.



Seminar sign up and timetables

Once you have successfully registered for your courses and seminars in [LSE for You](#), your personal timetable will be automatically updated for you. Once course selections have been approved they cannot be changed online. If you want to make late changes, you will need to request permission in writing to Statistics.Research@lse.ac.uk

Where a course is taught in more than one seminar group or in larger lecture groups, you are also required to enrol in seminar groups within the course. This is done through the [Seminar Sign Up](#) facility on [LSE for You](#).

Note: The Seminar Sign Up system operates in parallel with the Graduate Course Choice system. Where a course requires that you apply for entry through the Graduate Course Choice system and takes the form of weekly parallel seminars or lectures and follow-up seminars, you need to apply first for entrance to the course through the Graduate Course Choice system. If you are accepted on to the course the Seminar Sign Up system will be open to you and you can register for a particular parallel seminar or a follow-up seminar group, as appropriate.

Please note that we may reallocate you to a different seminar/follow-up seminar group for the term/year where timetabling considerations make this necessary. You need to attend the seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

Please be aware that this may differ in other departments if you are considering taking outside course options. Contact the relevant department should you have any queries about non-Statistics courses.

Changing your timetable

It is not possible to change the lectures in your timetable; there is usually only one lecture for each course and it takes place at a fixed time. You can potentially change class groups in exceptional circumstances. To request a class change, apply using the "class change request" tool within [LSE for You](#). You should include details of why you need to change class and outline your availability for alternative classes. We may request evidence in support of your request.



Auditing courses

Some LSE courses allow for students to “audit”. This is an informal arrangement where you join the lectures but do not go to classes or take the assessments. These courses do not appear in your course selections or timetable and will not appear on your transcript.

Some students choose to audit courses to expand their knowledge in other areas. If you do choose to audit a course you should first check that your timetable will allow you to join the lectures. If so, contact the relevant Course Convener and ask permission to audit their course. **You must not attend any classes for courses you are auditing.**

Lent term course selection

Course selection will reopen at the start of Lent Term. You are able to change a Lent Term half unit course during the first two weeks of Lent Term provided the newly chosen half unit course is not oversubscribed. Late course changes are not permitted in Lent Term once course selection has closed. We strongly advise that you do not change more than one half unit course during this period.

Getting help

For queries about the course selection process, you can contact the PhD Academy via [their enquiry form](#). The PhD Academy can help if you are experiencing issues with the [LSE for You](#) system.

If you are not able to access [LSE for You](#), you can contact [Tech Support](#).

If you have a question about Moodle, please contact eden.digital@lse.ac.uk

For advice around which courses to take and how your programme fits together please contact your supervisor, Doctoral Programme Director or the research manager at Statistics.Research@lse.ac.uk





Academic Support

Supervision

Your supervisors are agreed upon during the application process and are selected to reflect the candidate's research topic. Full-time students will have at least three supervision meetings each term; part-time students will have at least two meetings per term. Supervisors are primarily available during term time; please make arrangements during vacation periods, so that you remain in contact with your supervisors.

You will have a main supervisor and a second supervisor. The second supervisor provides additional or parallel expertise, local support if your first supervisor is away and backup to cover contingencies such as illness.

Doctoral Programme Director

Professor Clifford Lam has overall responsibility for monitoring the progress of research students, and for management of the PhD programme.

Professor Lam has to approve continued annual registration, the upgrade from MPhil to PhD, assignment of your supervisors and other arrangements. If you are unable to resolve any issue with the Programme Director, you may contact the Head of Department to discuss it further.

Pastoral Support

Dr Gelly Mitrodima, Assistant Professorial Lecturer, offers pastoral support to all students in the Department.

Do not hesitate to contact Gelly if you need support, advice or would like to be signposted to information on LSE Wellbeing services.

Email Gelly at e.mitrodima@lse.ac.uk



PhD Log

The PhD Log should be used to record meetings with your supervisor throughout your time at the School. You will also be able to find your submission date on the log, which can be found on [**LSE for You.**](#)

It is very important that you make regular and accurate use of the PhD Log. This is especially important for students with a Tier 4 or Student Visa as the PhD Log system is the School's formal method of recording attendance, and up-to-date logs ensure that we are compliant with our UKVI legal obligations.

Annual Monitoring

A formal departmental assessment of your progress is made in the summer term of each year. This assessment is based on statements made by yourself and the supervisors in the progress report forms.

The Doctoral Programme Director and the departmental Research Committee also monitor the progress of MPhil/PhD students.

Annual Research Presentation Events

The Department holds an annual presentation event, usually in May or June, at which first-year students are asked to present their research topic, and second and third students are asked to present their research findings. It is important to participate in this event.

Details of previous events can be found on the Department of Statistics website, here: [**lse.ac.uk/Statistics/Prospective-Students/PhD-MPhil/PhD-presentation-events-and-Research-posters**](https://lse.ac.uk/Statistics/Prospective-Students/PhD-MPhil/PhD-presentation-events-and-Research-posters)



Poster presentations

Students are offered the opportunity to produce a poster and abstract that outlines an aspect of their research. The poster is displayed in the Department for a period of up to four weeks. It can also be uploaded to LSE Research Online and submitted for presentation at conferences.

We strongly urge you to avail yourself of this opportunity.

Office and Computing Facilities

The school is situated in the very heart of London and we are constrained with limited office space. However, the Department is determined to offer each full-time research student a desk and PC, subject to availability. You also have access to PCs in the LSE Library, PhD Academy and the School's computer rooms.



Procedure for Upgrading to PhD

- 1 It is the normal expectation of the Department that the decision to upgrade a full-time student to PhD will be undertaken during the second year of registration ideally within the first 18 months of registration. In some cases it may be appropriate to upgrade a student to PhD at the end of the first year of registration or, in **exceptional circumstances***, during the third year of registration. The final decision regarding the timing of the upgrade rests with the supervisor(s), in consultation with the Doctoral Programme Director or Head of Department. For part-time students the upgrade would normally be conducted in the third year of registration.

(*Examples of exceptional circumstances are long-term ill health resulting in an interruption of registration, maternity leave, etc.)

- 2 The upgrade review should normally be conducted by the first supervisor and at least one other member of academic staff in the Department. In some cases, it might be appropriate to ask a member of staff from another department to sit on the panel. In exceptional circumstances, an academic who is external to the School might be asked to sit on the panel. The approval of the Doctoral Programme Director or Head of Department should be sought in such cases.

The student is required to submit a written report of literature searches, research findings, etc., together with a written research plan. The student presents her/his work to date and finding to the panel and answers questions from the panel. The decision of the panel to upgrade or not upgrade the student should be notified in writing to the research manager.

- 3 Supervisor(s) should communicate detailed upgrade review requirements to be to the student by email:
 - Specify the amount and type of written materials a student is required to produce and indicate the deadlines for submission;
 - Require the student's written materials to detail the research finding to date, include a clear framework for the research and a timetable for completion;
 - Include the opportunity for the student to orally defend his or her written materials.



- 4 In all cases where issues have been identified that might affect the upgrade to PhD, the Doctoral Programme Director or Head of Department should sit on the upgrade panel.
- 5 The decision to upgrade a student from MPhil to PhD registration should reflect the panel's judgement that the student is working at a level that, if continued, should lead to the award of a PhD within the maximum period of registration.
- 6 If a student is not upgraded, there should be the opportunity of a second attempt. The School requires that the second attempt should be within six months from the original attempt. If, **in exceptional circumstances**, a longer period might be appropriate, the research manager will seek the approval of the PhD Academy.
- 7 Where a second attempt is unsuccessful, students are normally permitted to continue in registration and submit for an MPhil. The student has the right to appeal against the decision not to upgrade registration to PhD.
- 8 The supervisor(s) should notify the outcome of the upgrade to the Doctoral Programme Director and research manager by email, with a brief report of the findings of the panel. It should be recorded by the research manager in the department's MPhil/PhD student records and notified to the PhD Academy by email.



Training and Development

Department of Methodology

The Department of Methodology runs courses for research students throughout the year. More information can be found on the Department of Methodology website:

lse.ac.uk/Methodology/Methods-Training

Academic and Professional Development Programme for PhD Students

The PhD Academy provides a number of opportunities for professional development and networking that complements the support you receive from your supervisors at departmental level, including a series of short courses which offer you help at the different stages of your PhD. These include support in core skills such as writing, constructing a thesis, managing your time effectively, coaching for timely completion as well as preparing for upgrade and your viva. In addition, these courses help you promote your ideas outside of LSE and prepare you for the job market.

For more information about the programme, please visit the website: info.lse.ac.uk/Current-Students/phd-academy/events-courses-and-training/academic-and-professional-development

Supporting and accrediting your teaching

The Eden Centre provides support and training for PhD students who teach.

Students who wish to take their teaching to the next level should consider taking *Principles of Teaching in Higher Education (TC501)*, a programme aimed at new GTAs and guest teachers who wish to develop their confidence in designing and delivering class and seminar teaching and providing feedback on student work.

The Eden Centre also delivers the *LSE Postgraduate Certificate in Higher Education (PGCertHE)*, a formal qualification in teaching in Higher Education, which is externally accredited by a national body, the UK Higher Education Academy.

For more information on either of these programmes, please visit <https://info.lse.ac.uk/staff/divisions/Eden-Centre/Supporting-and-accrediting-your-teaching/Postgraduate-Certificate-in-Higher-Education-PGCertHE>

LSE Training Portal

There are a number of other training events and support networks for research students. Please see the training and development system for further details of courses and events (apps.lse.ac.uk/training-system/).

Seminars

All research students are encouraged to attend the seminar series on offer at LSE and other colleges. Throughout the year the Department of Statistics hosts its own Seminar Series, as well as contributing to the Joint Econometrics and Statistics Workshops with the Department of Economics. The Department also hosts Actuarial Science and Data Science seminars. In addition, the Joint Risk and Stochastics and Financial Mathematics seminar series and London Mathematical Finance Seminar series run regularly throughout the year, with speakers from academia and industry. The School's new Data Science Institute will also hold seminars throughout the year.

Details of our Seminar Series are advertised on the Department's website, along with other occasional seminars at lse.ac.uk/Statistics/Seminars





Advanced Courses

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

London Graduate School in Mathematical Finance

The London Graduate School in Mathematical Finance (LGS) is a consortium of researchers from Birkbeck College, Cass Business School, Imperial College, King's College London, Queen Mary, University College London and the London School of Economics. Its primary purpose is to provide a programme of advanced courses in mathematical finance, primarily for first-year MPhil/PhD students in the various groups. Courses begin in October and take place throughout the academic year.

Information about the courses provided by the LGS are posted on its website:

londonmathfinance.org.uk/

London Taught Course Centre

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





Term Dates, Vacations and Working During MPhil/PhD Study

Term Dates

You can find information on term dates and vacations, and advice on working while studying at info.lse.ac.uk/current-students/phd-academy/assets/documents/Statement-on-term-dates-and-vacations-for-MPhil-and-PhD-Study.pdf

When you register for a research programme, you are expected to reside within the UK in order to attend taught courses and/or supervision meetings at the LSE. In exceptional circumstances, the Research Degrees Subcommittee Chair might permit you to reside outside of the UK during the final stages of your research.

For full-time students, you are registered for four years until you submit your thesis for examination. Part-time students are registered for eight years.

Vacations for all registered research students are the Christmas and Easter breaks in each year of registration. You are considered a registered student, continuing your studies during each summer vacation; this is therefore not vacation time. You can request one short vacation (of up to 4 weeks) during each summer vacation in years 1 to 3 (or 1 to 7 if part time). This does not normally apply in the summer of your final year when you are expected to be completing your thesis for submission. Vacations during the summer must be negotiated with your academic department, usually with your supervisor and/or Doctoral Programme Director in good time before you plan to leave.

Agreed vacation periods should be notified to the PhD Academy. If additional vacation periods of this kind are granted to you, this cannot then be used as a reason for needing to extend your maximum period of registration in order to complete your thesis.

Working While Studying

Studying at the LSE and completing an MPhil or PhD is intensive and demanding. Therefore, we recommend that all students limit work during term time to a maximum of 20 hours per week, and fewer if possible.



If you are on a Tier 4 or Student Visa which permits working in the UK, you may only work up to 20 hours per week except during vacations, when you are permitted to work full-time. The number of hours that you can work is the same regardless of whether you are paid or unpaid. If you have completed your programme, and have a visa that permits you to work, you can work during the short period you are permitted to be in the UK after your programme ends. However, if you withdraw from your programme or interrupt your studies, you are not entitled to work regardless of when your permission in the UK ends. Further guidance on working during your studies as a Tier 4 or Student Visa holder can be sought from the International Student Visa Advice Team at the LSE: info.lse.ac.uk/current-students/student-services/international-student-visa-advice-team

Graduate Teaching Assistants (GTAs)

The Department of Statistics employs Graduate Teaching Assistants to teach a number of its undergraduate and postgraduate courses; in particular, ST102 Elementary Statistical Theory and ST107 Quantitative Methods. Full-time MPhil/PhD students should expect to teach from their second year of studies onwards.

Please view our MPhil/PhD Teaching Policy for more details:

lse.ac.uk/Statistics/Prospective-Students/PhD-MPhil/PhD-Teaching-Policy

If you have an ESRC award, you are encouraged to undertake up to 20 hours a week of paid teaching or other research work during your studentship provided that you spend a minimum of 1800 hours each academic year on your doctoral training and research. Your programme of training should be compatible with such work and your supervisor must approve. Further guidance on the conditions of ESRC funding can be sought from the Financial Support Office at the LSE. info.lse.ac.uk/current-students/financial-support

Conferences and Funding

The Department encourages students to attend conferences during their PhD programme in relation to their particular research topic.

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

Students will be notified of these events at relevant times during the course of the academic year.

Postgraduate Travel Fund

LSE operates a Postgraduate Travel Fund to provide travel funding to PhD students who have been invited to present a paper at a conference related to their research degree. info.lse.ac.uk/current-students/financial-support/postgraduate-travel-fund

MPhil/PhD Support Fund

We encourage you to apply for departmental funds to cover childcare costs when attending conferences and events related to your research. Please contact the research manager for more details.

The Department has modest funds to provide support for doctoral research activities. These funds are limited, therefore students are required to consider the following before applying:

If you are invited to give a paper at a conference, symposium or academic event, you should first apply for LSE's Postgraduate Travel Fund.

- If you are funded by the ESRC, you should draw on the ESRC funds held by the Department in your name for research related expenses. For further details of this fund see the [ESRC Postgraduate Funding Guide](#).



If ineligible for the above, or if your Postgraduate Travel Fund application is unsuccessful, you may apply to the Statistics PhD Support Fund, as long as your request meets one or more of the following criteria:

- A request for a contribution towards the costs of travel, accommodation or conference fees when the student has been invited to present a paper.
- A request for a contribution towards the costs of travel, accommodation or conference fees when the student believes their research will benefit substantially from participation and this is confirmed by their supervisor. Please note that we will only support a maximum of one such (non-presenting) conference opportunity per student throughout the whole duration of their PhD.
- A request for a contribution to other essential research-related expenses agreed with the first supervisor (eg, books, software, etc.).

Please note:

- MPhil/PhD students may apply for up to a maximum of £600 in one academic year. The year's funding will expire on 31st July of each year. Part-time students may apply for a maximum of £300 per academic year or £600 over a two-year period.
- Approved funding will be reimbursed after the student submits receipts for expenses incurred.
- For conference-related claims, if you have been invited to give a paper at the conference, you must provide a copy of the invitation.
- For conference-related claims, you must provide documentary evidence to support your proposed expenditure for travel costs, accommodation and the conference registration fee.
- A maximum of £20 per day subsistence (meals) may be claimed for conference attendance.
- Conference travel reimbursements will only cover return travel costs from London.
- Only economy travel will be reimbursed.
- Journeys taken by taxi will not normally be covered unless appropriate justification is provided.



- IT related claims cannot exceed £200.
- For small IT items (such as webcams, headphones, microphones, keyboard, mice, etc.) there is a limit of £45 per item. Please request permission before buying any IT equipment that exceeds this limit.
- We cannot part-pay towards a monitor or any other IT hardware that costs more than £200.
- In the event of the conference being cancelled, or you being unable to travel for any reason, you must advise the research manager
- You will normally hear the outcome of your application within five working days.
- Decisions will be made by the research manager or the PhD Programme Director/ Research Committee Chair and will be final.

To make a claim for funding you may either complete the MPhil/PhD Support Fund application form or provide full details of your request in writing via email, enclosing all relevant receipts and details for the research manager. Your supervisor will normally be asked to support your claim for conference or other expenses and you should seek approval before proceeding with a purchase for which you intend to claim reimbursement.

Other Funding

Student Support and LSE Access Funding

Information on financial assistance is available for registered students who are facing financial difficulty or are incurring unexpected costs from the [Financial Support Office](#).

Final year fund

For students who are within a year of submitting their thesis. Information is available from the [Financial Support Office](#).

LSE Digital Support Fund

This fund can provide financial support of up to £500 to cover the costs of a laptop/IT hardware required for their course of study but who do not have the funds available to cover the costs of the equipment.

For more information, please visit info.lse.ac.uk/current-students/financial-support/Digital-Support-Fund

Student Union Funding

The Students' Union has a Hardship Fund set up to help students who are facing financial difficulty or are incurring unexpected costs. They also have a fund for those who need help with Graduation Gown hire fees. For more information visit: lsesu.com/support/funding/

Students with Children

Please also view the section for Students with Children ([on page 68](#)) for information on other relevant funding options.

Travel and Travel Insurance

If you are travelling (eg, to attend a conference or visit another academic institution) you must give full details to the research manager before the start of your trip.

You must also inform the School via the Notification of Travel form, which will give you access to the School's travel insurance policy:

lseapps.secure.force.com/form?formid=217808

Please familiarise yourselves with the LSE travel guidelines and the terms of the LSE travel insurance policy. Please pay particular attention to information about non-work (leisure) days when travelling.

info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Overseas-Travel/Travellers-Pages/Travellers-Homepage



Plagiarism and Academic Misconduct

Outside Help

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

Plagiarism Policies

It is essential that you familiarise yourself with and comply with the School's rules on plagiarism, here: info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/RegulationsAssessmentOffences-Plagiarism.pdf

The work you submit for assessment must be your own. Please also refer to the School's Statement on Editorial Help for Students' Written Work at info.lse.ac.uk/current-students/phd-academy/assets/documents/StatementOnEditorialHelp.pdf. If you attempt to pass off the work of others as your own, whether deliberately or not, you are committing plagiarism. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

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



Any written work you produce (for classes, seminars, examination scripts, dissertations, essays, computer programmes and MPhil/PhD theses) must be solely your own. You must not employ a “ghost writer” to write parts or all of the work, whether in draft or as a final version, on your behalf. 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 an 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 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 supervisor, the Eden Centre or the Library.





If you are unhappy with an aspect of your studies

Challenging Results of Taught Courses

We are confident that our assessment process is robust. Results are processed according to your unique candidate number, not your name. The results that are posted on **LSE for You** are definitely your results. For more information on challenging taught course results please visit info.lse.ac.uk/current-students/services/assessment-and-results/results/challenging-results-and-appeals

Appealing progression decisions or an examination outcome

You can appeal against upgrade, progression and de-registration decisions made by your department and decisions made by examiners following an MPhil or PhD examination.

For more information on this process, please view the [Appeals Regulations](#) document.

PhD Progress Remediation and Withdrawal Policy

If there are concerns about your progress, it may be necessary for the Department or School to follow the remediation process in order to address concerns and explore solutions. For more information on this policy, please view the [PhD Progress Remediation and Withdrawal Policy](#) document.

Complaint Procedure

If you have a complaint about a service, department or individual you should first speak to the person concerned. If no remedy is found, you should write to their manager. For more information about the School's informal and formal complaint processes please visit info.lse.ac.uk/current-students/what-if/make-a-complaint



Part of LSE

Feel part of the Department and LSE by engaging with the following opportunities and societies.

Mentor an MSc student

This is a peer-to-peer mentoring programme for MSc and PhD students in the Department of Statistics. The scheme is specifically for MSc students who are interested in or have already decided to pursue PhD studies.

The programme matches MSc student mentees with current PhD student mentors. As a mentor, you would offer advice on your experience of applying for a PhD and what it is like to be a PhD student. The aim is to provide MSc students with access to the skills, experience, knowledge and networks of PhD students in the department, in order to help them succeed in their studies.

Mentors are not tutors or teachers and you would not be expected to teach course material to students or help them with their studies. You would not be expected to provide advice on the specifics of the research proposal/PhD application, and would therefore not need to be experts in the subject area. Instead, your focus would be on providing support and guidance, helping them to make the most of LSE, and to signpost them to the right resources.

The mentoring relationship is intended to last for one academic year, and training would be provided for the role. MSc students would benefit from the support and guidance of a peer within the Department, who they may feel more comfortable talking to. You would gain experience working with students, develop your skills in communication and leadership, and enhance your CV. All mentors receive a CPD accredited certificate upon completion of the programme.

Previous mentors have found the experience rewarding. Below is a quote from a PhD student who took part in the scheme last year:

“ I have gained so much from my involvement in the mentoring scheme. The experience is hugely rewarding for me as it has made me realise the importance of engaging with new opportunities, as well as providing a sense of fulfilment and personal growth from volunteering. I have learned so much from the mentees, fellow mentors and members of staff in the process. It has also made me reflect on my past experiences which I think is crucial for future performance improvement. ”

For more information, and to become a mentor, please contact the MSc Programme Manager.

Support our BSc/MSc Cumberland Lodge Residential Weekends

The Department runs residential weekends at Cumberland Lodge, Windsor, for undergraduate and MSc students. We often ask PhD students to support the activities by organising and running fun team-building exercises, being available to provide students with informal advice and providing general support.

The Department covers accommodation, food and a coach to the venue. There will also be free time for you to explore nearby Windsor. You will be invited to participate by the relevant programme manager in due course.

LSESU Student Societies

Societies are groups of students who share a common interest and provide opportunities for you to meet new people, pick up skills for later life and have fun while doing it.

There are a wide range of societies listed on the [Student Union website](#), but the following subject-related societies are a good starting point:

[The Actuarial Society](#)

[Data Science Society](#)

[Mathematics Society](#)



Key Information

Term Dates and LSE Closures – Academic Year 2022/23 

Online Pre-Enrolment and Campus Enrolment 

Your LSE Card 

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Equity, Diversity and Inclusion (EDI) 

Your Wellbeing and Health 

Support for Students with Children 

Exams and Assessments 

Assessment Misconduct and Plagiarism 

Examinations and Beyond 

Fees and Finance 

Codes and Charters 

Systems and Online Resources 

Campus Map 

“ At LSE, you don’t just get to study our changing world, you can see it and experience it. With history being made every day, why would you want to be anywhere else? ”



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.

My Adjustments 

Student Status Documentation 

Interruption 

Change of Mode of Study 

Fieldwork (UK and overseas) 

Residing Outside of the UK 

Withdrawal 

Regulations 





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 as 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/student-services/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](https://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](https://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](https://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/student-services/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/student-services/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 <https://www.lsesu.com/voice/academic-reps/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](https://twitter.com/LSECareers)



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





Your Wellbeing and Health

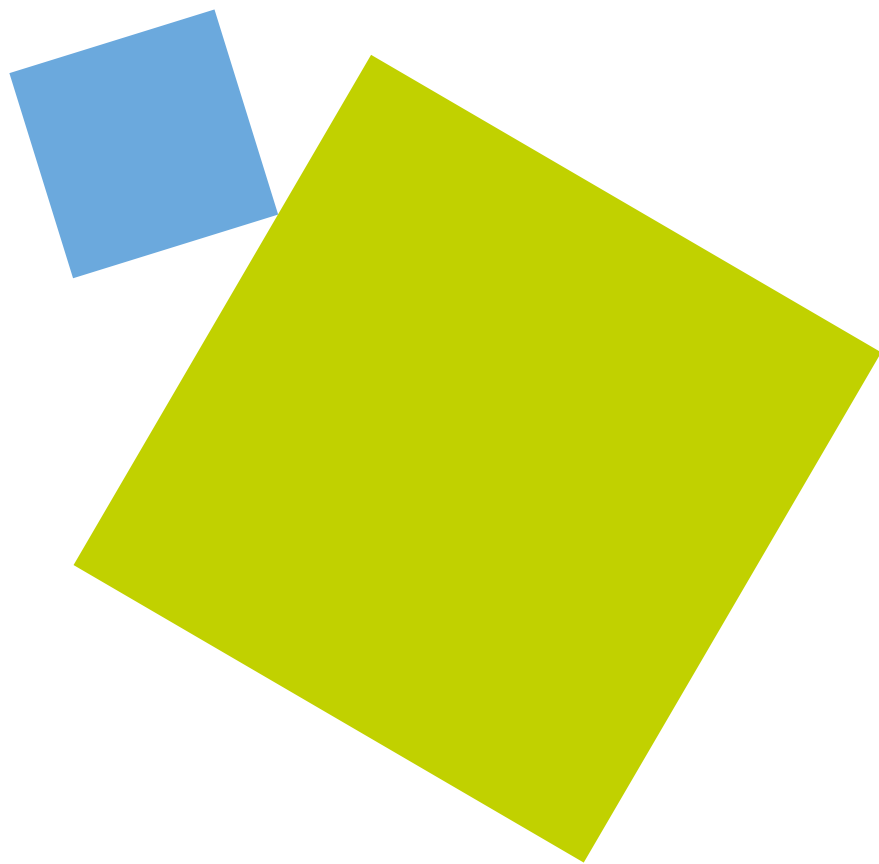
Student Wellbeing Service (SWS)

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.co.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.

Exam Procedures

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

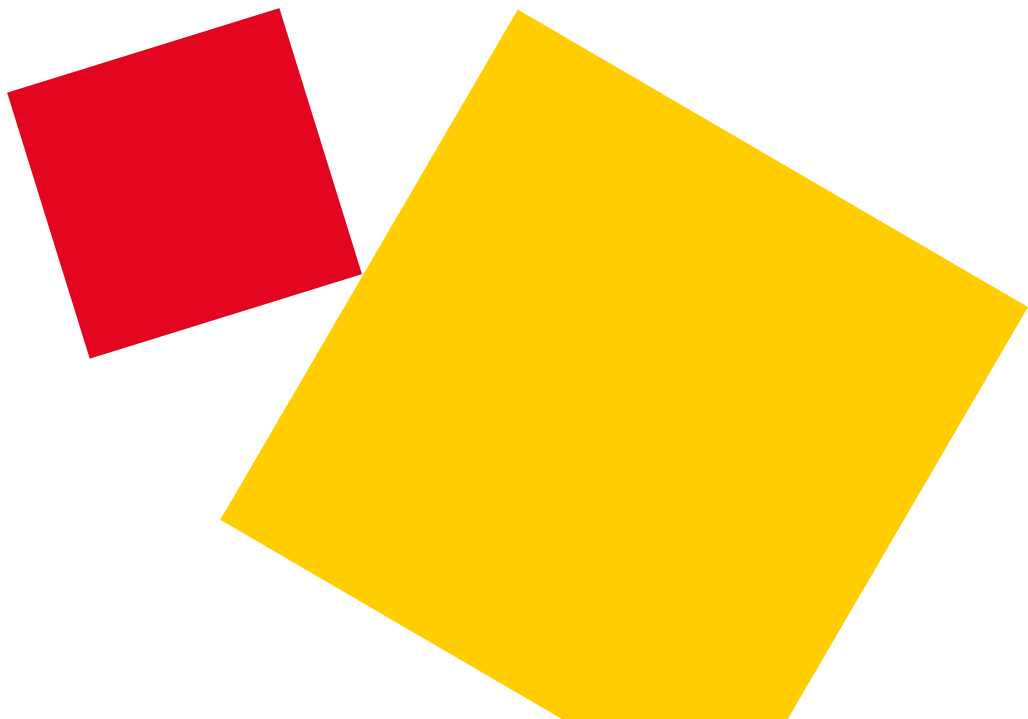
You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which may have affected your performance. These could include (but are not limited to):

- 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](https://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.

The Student Charter 

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 

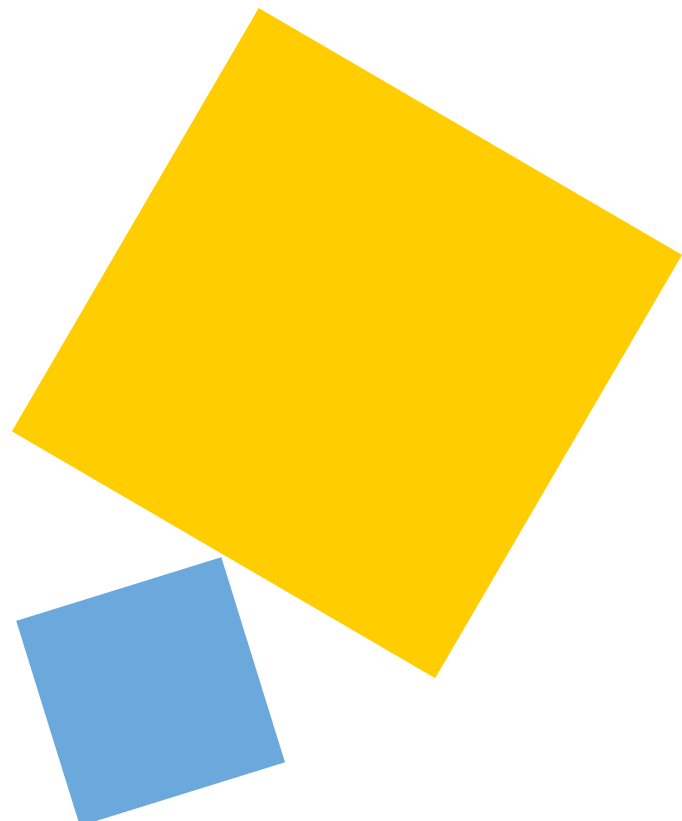
Reset your IT Password 

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.

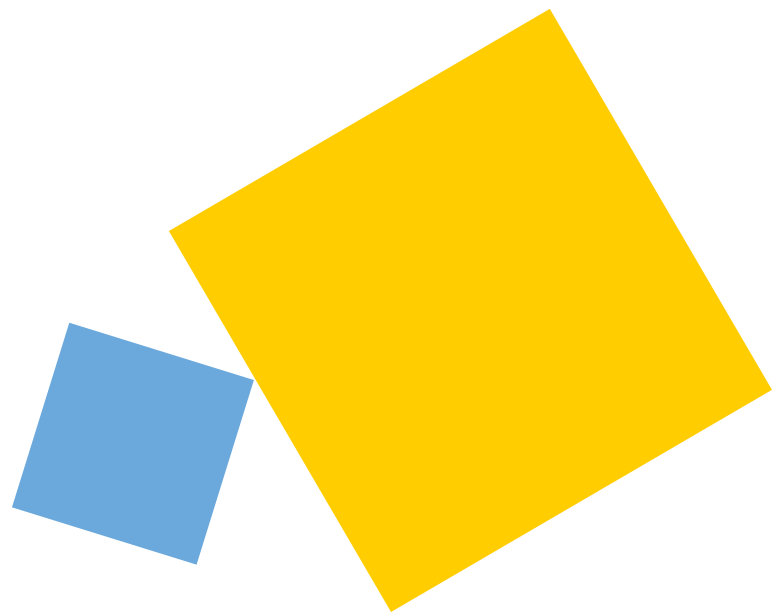
Information Security Awareness Training

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





General Information

Access Guide to LSE Buildings

AccessAble have produced detailed access guides to the LSE campus and route maps between key locations. accessable.co.uk/organisations/london-school-of-economics

Accommodation

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

lse.ac.uk/student-life/accommodation

Banks

Please refer to this advice on setting up a UK bank account.

info.lse.ac.uk/current-students/your-first-weeks/setting-up-a-bank-account

Catering Venues

The Bean Counter

Located in the lower ground floor of 32 Lincoln's Inn Fields.

Beaver's Brew

Located on the ground floor of the Marshall Building

Beveridge Cafe

Located on the ground floor of the Centre Building.

Café 54

Located on the ground floor of the New Academic Building.

Fourth Floor Restaurant

Located on the fourth floor of the Old Building. Serves breakfast, lunch and early evening supper.

George IV pub

Located on the corner of Portugal Street/Portsmouth Street.

LSE Garrick

Located at the entrance to Houghton Street. The ground floor offers a wide range of hot and cold drinks, as well as sandwiches and sweet pastries. The lower floor offers breakfast and lunch.

Plaza Café

Located on John Watkins Plaza, outside the Library.

The Shaw Café

A vegan café located on the Ground floor of the New Academic Building (NAB).



Chemists

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

Entertainment

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

[timeout.com/london](https://www.timeout.com/london)

[londonist.com](https://www.londonist.com)

News

The Students' Union shop (at Lincoln Chambers, 2-4 Portsmouth Street) sells newspapers at reduced rates, including the Financial Times, as well as magazines, stationary, sports equipment and LSE merchandise.

Student News

Internal Communications produces this electronic newsletter that is emailed every Wednesday to all LSE students, on a weekly basis during Michaelmas and Lent term and fortnightly during Summer term.

The Beaver

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

Parks and Walks

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

Royal Parks website: royalparks.org.uk

There are also many walking routes in London. Please see the Transport for London website at: tfl.gov.uk/modes/walking



Post Office

The nearest post office is on the Aldwych between Columbia House and Clement House. It is open Monday to Friday 9am – 6pm. [postoffice.co.uk](https://www.postoffice.co.uk)

Shaw Library

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

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

Sports Ground

The school has 23 hectares of playing fields in New Malden, Surrey. There is a main pavilion, which houses changing rooms and shower facilities, as well as a bar and dining hall. Sporting amenities include seven football pitches and two rugby pitches in the winter and two cricket squares and one grass tennis court in the summer. These facilities are available for use by students and staff of the school and are available for hire by external users when not in use by the Athletics Union.

info.lse.ac.uk/staff/divisions/estates-division/lse-estate/sportsground

Public Transport

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

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

Students are entitled to reductions on underground trains, buses and national rail journeys. For more information, please see: lse.ac.uk/student-life/London-life/London-on-a-budget



LSE Campus



Key

CBG Centre Building	KSW 20 Kingsway	35L 35 Lincoln's Inn Fields	NAB New Academic Building	PEL Pethick-Lawrence House
CLM Clement House	LAK Lakatos Building	50L 50 Lincoln's Inn Fields	OLD Old Building	POR 1 Portsmouth Street
COL Columbia House	LCH Lincoln Chambers	LRB Lionel Robbins Building, Library	OCS Old Curiosity Shop	SAR Sardinia House
CON Connaught House	5LF 5 Lincoln's Inn Fields	MAR The Marshall Building	PAN Pankhurst House	SAW Saw Swee Hock Student Centre
COW Cowdray House	32L 32 Lincoln's Inn Fields		PAR Parish Hall	SHF Sheffield Street
FAW Fawcett House			PEA Peacock Theatre	STC St Clement's
KGS King's Chambers				



All buildings have wheelchair access and lifts, except , 95A, KGS, KSW*, 5LF, 50L, 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/statistics



Department of Statistics

Columbia House

69 Aldwych

The London School of Economics
and Political Science

Houghton Street

London WC2A 2AE

E: p.montague@lse.ac.uk

T: **+44 (0)20 7955 7511**

**This information can be made available
in alternative formats, on request.**

Please contact p.montague@lse.ac.uk

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg no 70527).

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Design: LSE Design Unit (lse.ac.uk/designunit)

Photography: Cover image from Unsplash, Pexels or iStock.

Internal photography Nigel Stead, LSE School Photographer and Maria Moore.

Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place.

LSE takes every step to ensure the safety of all their staff and students.