



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

Welcome to the

**Department of Psychological
and Behavioural Science**

MPhil/PhD Handbook 2026/27



lse.ac.uk/pbs





Contents

3	Welcome from the Head of Department
4	About the Department and key PBS staff
5	Key PBS staff
6	About the Department
12	The Programme
31	Assessment
39	The Thesis
44	Key Information



Welcome to the Department of Psychological and Behavioural Science (PBS)

Congratulations on earning your place. We are excited to be part of propelling the next phase of your academic journey.

LSE is one of the world's leading social science centres, set in the heart of London where policies are made and shaped. All researchers in our department, including you, have an important role in addressing our many contemporary challenges. Together, we can use psychological and behavioural science to tackle issues such as planetary health, wellbeing, inequality, the future of work, and intergroup division.

Our aim is to help you to shape the debate in your chosen domain. We will work with you at the coalface of knowledge, guide you in using advanced methods, support you in writing-up high-level outputs. You are joining our research community as a colleague: you will present in our seminars, collaborate across research groups, and publish work that carries our department's name alongside your own. Our faculty and facilities are now available to you, but you will also need to be proactive.

Your MPhil/PhD handbook

This handbook will be your guide. Keep a copy for reference. It explains what is expected of you, what you can expect of your supervisors, the resources available to you, and how you will be assessed. It should be read in conjunction with the broader [LSE Welcome website](#), which will orient you within LSE. Also, download the [Student Hub app](#) so you can book office hours, check your timetable, and find events.

We strive to maintain an informal, friendly and supportive environment. No matter who you are, or where you have come from, you belong here. If you encounter any problems of any kind, be they academic, financial, or emotional, we can help. You should talk either to your Academic Supervisor(s) or our professional services colleagues. For your main contacts within the department, please go to [page 5](#). Do not hesitate to contact us.

While it can be tempting to focus only on your research, I recommend engaging in the broader academic life of the department and LSE. Attend guest lectures, participate in socials, and join societies. You will get more than free snacks. You will encounter peers from every corner of the world. Make the most of it; let them challenge you. It can lead to new ideas, unexpected friendships, and a lot of fun.

I look forward to meeting you,



Professor Alex Gillespie
Head of Department
Department of Psychological and Behavioural Science



Section 1: **About the Department and** **key PBS staff**





Key PBS staff



Professor Alex Gillespie
Head of Department
Email: a.t.gillespie@lse.ac.uk



Karine Gay
MPhil/PhD Programme Manager
Events Manager
Email: pbs.phd@lse.ac.uk /
k.v.gay@lse.ac.uk



Professor Jeremy Ginges
Programme Director for
MPhil/PhD in Psychological and
Behavioural Science
Email: j.ginges@lse.ac.uk



Therese Holmqvist
Communications Manager
Email: t.holmqvist@lse.ac.uk



Dr Kate Laffan
Coordinator for PB500
Email: k.m.laffan@lse.ac.uk



Carl Goodwin
Alumni Relations Officer
Email: c.goodwin@lse.ac.uk



Champa Heidbrink
Department Manager
Email: c.heidbrink@lse.ac.uk



Dimitris Thomopoulos
Doctoral Support
(Wellbeing) Officer
Email: d.thomopoulos@lse.ac.uk

Please check the departmental website for a full list of academic staff, their research interests, and contact details: lse.ac.uk/pbs/people

Our address:

Department of Psychological and Behavioural Science
Connaught House
63-65 Aldwych
WC2B 4EJ

The department is based in Connaught House and is on Aldwych.

[View a map of the campus.](#)

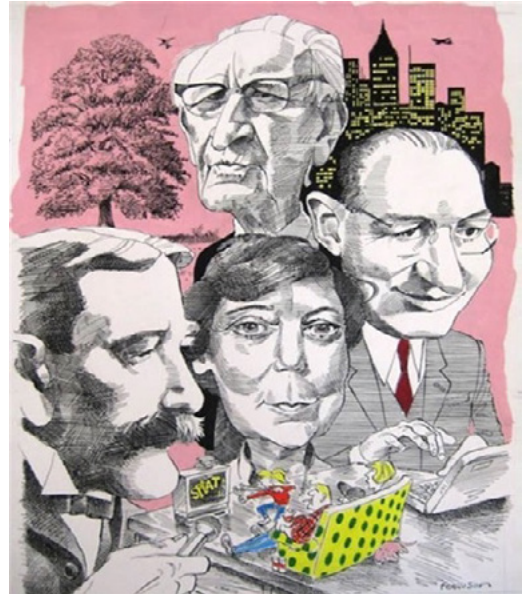


About the Department

The Department of Psychological and Behavioural Science (PBS) is a growing community of researchers, intellectuals, graduate, and undergraduate students who investigate the human mind and behaviour in a societal context. Our department conducts cutting-edge psychological and behavioural research that is both based in and applied to the real world.

What began over 60 years ago as a group of researchers studying psychology and society has expanded to become the focal point of psychological and behavioural science at the London School of Economics and Political Science (LSE). A clear and determined focus on the real world sets our department apart. This focus enables us to conduct social science research that is not only theoretically well-informed, but firmly rooted in questions from beyond the ivory tower, producing results that impact policy, business, and society at large. By maintaining a focus on real world questions and societal impact, our department has been leading the way on innovative research techniques in the field, the lab, and everywhere in between.

Please refer to the department website lse.ac.uk/pbs for staff details, programme and course information, news and events, and links to other useful sites.



Hilde Himmelwiet, Robert Farr, and George Gaskell among others founded the first department of social psychologists at LSE in 1964.



Your PhD contacts in PBS

The MPhil/PhD Programme Manager can be contacted by email on pbs.phd@lse.ac.uk. Our Programme Manager can advise on any non-academic queries, procedural issues or personal matters that are affecting your studies. You can also contact Dimitris Thomopoulos, our Doctoral Support (Wellbeing) Officer on D.Thomopoulos@lse.ac.uk for any issues relating to Wellbeing.

PhD desks

There is a dedicated PhD room with desks available to use in Connaught House. The PhD room is located in CON.4.19 (floor 4, room 19).

Research expenses

PBS PhD students are offered funding towards research costs and conference attendance. The funding available is as follows:

Year 1: £400

Year 2: £600

Year 3: £600

Year 4: £400

The year 2 and 3 funds can be combined, so you will have £1200 to spend across years 2 and 3. The funds in Year 1 and 4 must be spent by the end of July in the relevant year and the combined Year 2/3 fund by the end of July in your third year.

The PhD Programme Manager oversees the processing of this funding and in order to claim the fund, please email pbs.phd@lse.ac.uk initially, to discuss the expenditure and receive approval. Once approval is received, you will need to pay for the cost yourself and then provide receipts along with your bank details, and a reimbursement will be processed.



Your profile on the PBS website

We encourage PhD students in the department to have an individual website profile on the PBS website. This gives you the chance to have your own page presenting information about you, your background, your research interests and areas of expertise, contact details and any research or other work you publish. Your profile will be linked from our main PBS People page, lse.ac.uk/pbs/people, and will be accessible to anyone visiting our website. Your key expertise will also be linked within the LSE website, which means anyone looking for experts in your area can find you.

Your Programme Manager will contact you in Autumn term of your first year about getting your website profile set up. This will involve completing a form and a request for a profile picture. You may feel more comfortable to complete this when your PhD title is confirmed and so there is no rush to send us back the information until you are ready. If you have any questions, please do let us know.



PBS website and social media

You can find information about our programmes, staff, events and research on our website, lse.ac.uk/pbs

We are also active on social media – please follow us to keep up to date with the latest news, research and events:

 [Facebook](#)

 [LinkedIn](#)

 [Instagram](#)

 [YouTube](#)

 [Bluesky](#)

Please tag us in your posts, we love to see what our students are up to!

Departmental events

We have **social events at key points in the year** with students, faculty, and staff. Throughout the year, we host **public lectures**, as well as a weekly seminar series in the Autumn and Spring terms. We'll notify you about these events via email and social media. See information about all of LSE's public lectures at lse.ac.uk/events and all PBS weekly department seminars at lse.ac.uk/pbs/research/seminar-series/departamental-seminar-series.

How can students get involved with the PBS alumni community?

One of the best ways to keep up to date with our alumni, including news about events and talks, is to **follow us on LinkedIn**. Join our **LinkedIn group** to connect with current students, alumni and staff.

If you want to find out more about alumni registration and activities in our department, please contact our Alumni Relations Officer, Carl Goodwin pbs.alumni@lse.ac.uk

For more information about the benefits and services available to all alumni at LSE, please visit lse.ac.uk/alumni-friends-and-partners or contact the Alumni Relations team on alumni@lse.ac.uk



The LSE Behavioural Lab for Teaching and Research (BL)

The Behavioural Lab for Teaching and Research (BL) provides students with a place to conduct research and acts as a training and tutoring facility. As a PBS student it is open to access for your research. There is a range of equipment in the lab including:

- Biopac MP160 and BioPac Student lab
- EEG system
- Eye tracking desk and mobile
- Virtual reality headsets
- Augmented reality headset
- Portable cameras and audio recorders
- Transcription kits
- Psychometric library.

The research facility will be used to further develop relationships with other institutions and organisations promoting more collaborations and partnerships, which students will be encouraged to play a part in as an opportunity to develop real world experience.

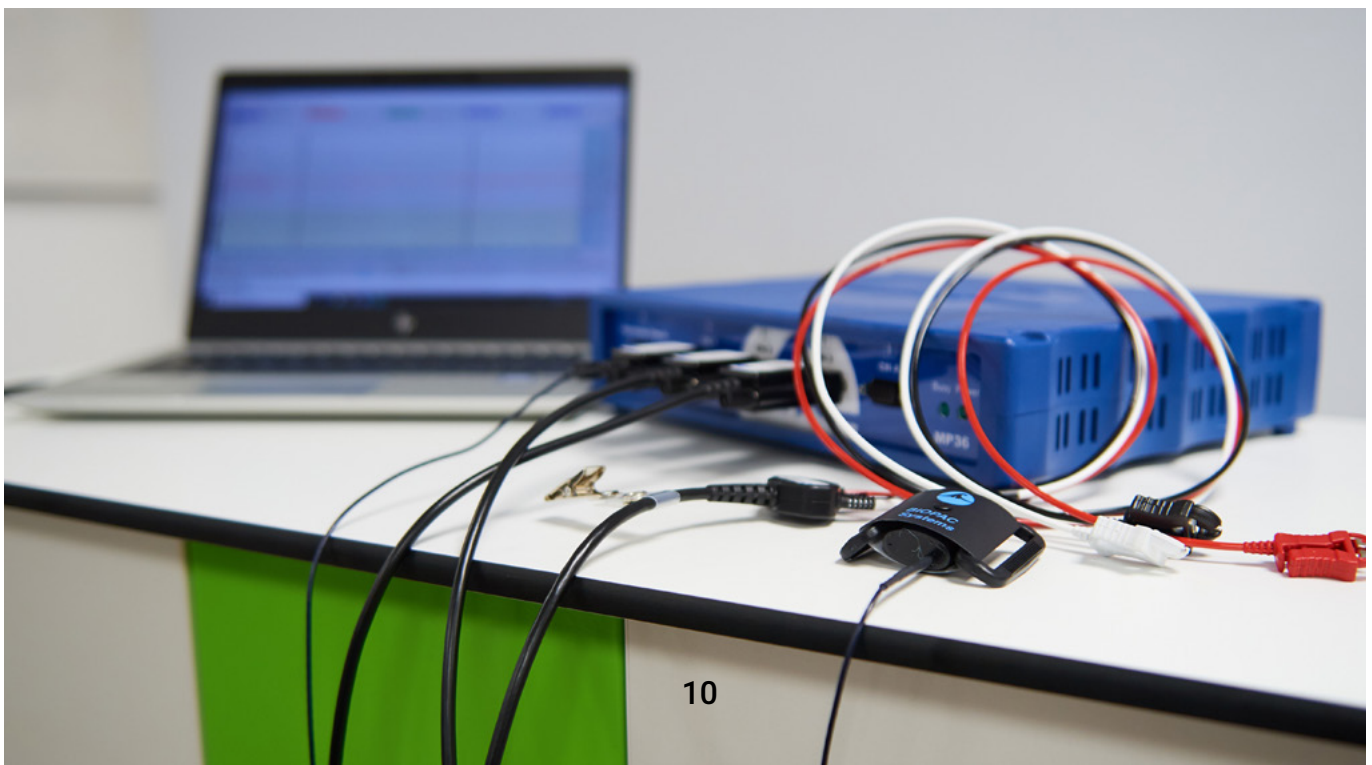
For more details, please contact:

Sean Rooney

Scientific Officer and Head of Laboratory Innovation

Room CON.3.18

Email: s.rooney@lse.ac.uk





Equity, Diversity and Inclusion (EDI) in PBS

Equity, Diversity, and Inclusion (EDI) are core aspects of the university experience. It is crucial that Universities reflect societal diversity, create spaces for critical reflections on fundamental assumptions, and challenge discriminatory barriers. These cut across numerous aspects of university life including teaching, research, hiring, student recruitment, events, and more. At the same time, we must create welcoming and inclusive spaces where this can take place.

The committee is a space where students and staff can raise EDI-related issues. It is a forum for critical reflection on teaching, research, and student activities, and to organise events that celebrate diversity and inclusion.

We meet every term to discuss any issues that have emerged.

Our main contact will be via email – pbs.edi@lse.ac.uk – where we will let you know about any upcoming events, news and initiatives. Please use this email to contact us with any information, issues or topics. Visit our EDI website to read more about our aims and principles: lse.ac.uk/pbs/edi

Our commitment to EDI is embedded in the LSE Ethics Code and LSE 2030 strategy. LSE strives to enable every member of the school community to excel, by investing in every part of LSE community; by facilitating lasting relationships with our alumni, friends and partners; by ensuring that LSE works for everyone.



Section 2: The programme





The MPhil/PhD Supervision and support

The Programme Director

The Programme Director has a general pastoral and intellectual tutorial role for all MPhil/PhD students. The role involves overseeing the admissions process, ensuring that supervisors are allocated to students and ensuring that School regulations relating to research students are complied with. They are also responsible for the review of progress of research students, and ensuring that support mechanisms, including training and pastoral care, are in place for students.

Discussions with the Programme Director can be off-the-record and confidential, and matters discussed will only be raised with your supervisor (read more about the role of your supervisor below) with your express permission.

The supervisor role

The supervisor's role is both intellectual and pastoral. Please consult the [Regulations for Research Degrees](#) for Research Students and their supervisors for details of the formal requirements on supervisors, and for details of the reciprocal obligations of being supervised.

Here are some of the important aspects of the supervisor's role:

Specialist knowledge:

- Your supervisor should have knowledge of your research area. If your research field touches on areas outside the supervisor's sphere of competence, your supervisor is responsible for putting you in touch with specialists who could help you.
- Reciprocally, if you do receive advice and feedback from someone other than your supervisor, you should let your supervisor know about this, and discuss lines of demarcation of responsibility for advice.



Steps your supervisor should take to support you:

- After discussion with you and considering your past experience, qualifications and research area, determine precisely which academic courses you should take.
- Ensure that you are not socially isolated on arrival and give advice on accommodation and related issues.
- Help you to formulate an explicit plan of work and training for the first year, aiming towards the Research Proposal/Extended Essay submission.
- Provide you with academic guidance and feedback on progress and performance, and to discuss any academic problems you may experience.
- Provide pastoral support on non-academic issues and refer you, as necessary, to the appropriate support agencies within the School.
- Liaise with the School's Disability Office regarding Inclusion Plans for students with disabilities.
- Maintain regular contact with you regarding academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails; Inform the Doctoral Programme Director, Programme Manager and the School of any students whose progress is not satisfactory.

Frequency of meetings:

- You should meet with your supervisor for formal supervision meetings **at least three times per term**.
- Responsibility for arranging meetings falls jointly on you and your supervisor.
- The actual number of times that you meet your supervisor for formal supervisions over a term should not fall below the minimum set in the Code of Practice (twice a term outside the first year, on average), but should be flexible enough to cope with the ebb and flow of research work.
- You will also be required to update your PhD log record regularly and record **at least three substantive supervisory interactions per term** (two per term for part-time students). This can be extended beyond in person and online meetings as PhD Log record entries can also cover calls, email discussions, progress review or upgrade discussions and other interactions. Please see the PhD log section on [page 17](#) for further information.
- If you have an urgent problem, it is your supervisor's responsibility to arrange a meeting at short notice.
- It is usually easier to arrange the date and time of the next meeting at the end of each supervision.
- If your supervisor is planning to be absent from the School for a period of time, the supervisor should make arrangements for maintaining contact for that period, or come to an agreement with you over work to be completed in that period, so that the research does not suffer as a consequence.



The student-supervisor relationship

There is no single correct type of supervisory relationship; how the supervisory relationship works effectively depends very much on the individuals involved. The key to a successful supervisory relationship is communication.

Some expectations of the student include:

- Being active in arranging meetings.
- Framing ideas and issues for discussion to ensure that you derive maximum benefit from the meetings.
- Starting a meeting with your supervisor with a clear idea of what you want to gain from that meeting (a formal or informal agenda), and leave it with an equally clear idea of whether you have achieved what you wanted to.
- Sending documents to be discussed in advance.
- Keeping track of the recommendations of your supervisor (in the PhD log).
- Being punctual to meetings.
- Ensuring adequate notice is given if you need to cancel or change an appointment.
- Welcoming critical feedback as well as encouragement.

Some students also send their supervisor regular progress reports by email.

The first meeting with your supervisor(s):

- During your first week on campus, you should arrange to meet your supervisor(s) to begin setting/confirming the expectations of your MPhil/ PhD now that you are a registered student. Some useful areas of discussion are:
 - The mentorship style you plan to have with your supervisor(s).
 - Your collaboration style - Do you prefer to be highly independent or have a close collaboration in lab style of collaboration with your supervisors? What is your supervisor's preference and are you both clear about how you will proceed going forward?
 - The frequency and format of your meetings – Will your meetings be weekly/ bi-weekly/monthly and will they be in person or via zoom?
 - Your research plan – The timeline, milestones and details of your research.



Supervision problems

We hope that you will not experience any problems in your relationship with your supervisor. However, even the best regulated systems and the best intentions will occasionally produce difficulties. In such a case, the people to whom you might have recourse to discuss any problems or grievances, in the order in which they should be approached, are as follows:

First supervisor (if this is possible)

If this is not possible, or it fails to provide a solution, then:

Second supervisor (if this is possible)

If this is not possible, or it fails to provide a solution, then:

The PhD Programme Director

If this is not possible, or it fails to provide a solution, then:

The Head of the Department

If this fails to provide a solution, then:

The PhD Academy

If you would like to speak with someone informally about any pastoral issues, you can also speak with our Doctoral Support (Wellbeing) Officer or MPhil/PhD Programme Manager, who can help you to think about the next steps. Contact details for your Doctoral Support (Wellbeing) Officer and Programme Manager can be found on [page 5](#).

The PhD Academy

Visit the PhD Academy website at: info.lse.ac.uk/current-students/phd-academy

The PhD Academy is located on the 4th floor of the Lionel Robbins Building (under building code LRB). It provides a dedicated space and services hub for doctoral candidates. At LSE we place doctoral candidates at the heart of our research culture and community. Our doctoral programmes are designed to nurture the next generation of influential scholars, policy makers and leaders.

All students will be invited to visit the Academy and find out more about it once Welcome at departmental level is complete (which takes place during week 0 in Autumn term). If you have any queries about registration, finance and professional development please come to the office in the Academy. Academy staff are operating an open-door policy for all students and aim to resolve any queries and problems on the spot where possible.

Access the LSE campus map: lse.ac.uk/lse-information/campus-map

Please also see the [PhD Student Welcome](#).



PhD log

The PhD log is available on [LSE for You](#) and is a **requirement** of the programme.

You are required to update your PhD log regularly and record **at least three substantive supervisory interactions** per term (two per term for part-time students). This can be extended beyond in person and online meetings as PhD Log record entries can also cover calls, email discussions, progress review or upgrade discussions and other interactions.

Research students are required to record attendance at and outcomes of all supervisory meetings (either in person or online). Supervisors must confirm that meetings have taken place and that the outcomes reported by the student are accurate. **This is a School requirement to meet its statutory obligations.**

Activity on the log will be checked at the end of each term. Re-registration is dependent on the satisfactory completion of the log. **Failure to update the PhD log could result in the student being unable to re-register for the following year of their programme.**

The PhD log has been developed to make PhD student record-keeping simple and more efficient.

It also acts as a record of attendance on the programme. The advantages are numerous:

- Having a record of what was discussed and agreed helps the student have a clear idea of how to move forward effectively.
- Any misunderstandings/miscommunications can be identified before they may become problematic.
- Records help to structure subsequent meetings and give supervisors a useful aide memoire about students whom they may not have seen for a month or so.
- Records can be viewed by the supervisory team, so that everybody is kept aware of progress and/or problems.
- Where a new supervisor takes over or joins an existing supervisory team, the record can provide useful background information and help them see what advice and support has been offered earlier in the process.
- If complaints arise about the frequency or quality of supervision, records of meetings or other contact can be used in support of a supervisor's position where necessary.
- For international students on visas, records of meetings can function as proof of contact points.
- The log acts as a source of information about the student and supervisors. It provides supervisors' names, registration status, mode of attendance, research title, date of enrolment, expected completion date, interruption of study dates, and fieldwork dates.
- Students are required to initiate the process by starting the first log after which supervisors are given access to the system and can add any comments.

If you need any help in using the log, please contact your Programme Manager (pbs.phd@lse.ac.uk), or the PhD Academy (phdacademy@lse.ac.uk).



Seminars and training

Seminars (PB500)

PB500 is the only compulsory seminar for all research students in the department. It takes place **in person** every Tuesday in term-time and is the opportunity for students to develop their skills and present their work to the other MPhil/PhD students. **It is expected that supervisors will attend their student's presentations therefore students are expected to give their supervisors advance notice of when they will be presenting their work.**

Further information about the seminars will be available on our SharePoint site and is also communicated via email. Whilst this seminar is not credit bearing, please ensure that you register for the course on LSE for You in each academic year to ensure that you are sent the appropriate surveys and receive relevant communications about the course.

In some cases, you can register to take further courses within PBS or in other departments, or you can audit courses. Please discuss this with your supervisor in the first instance. More details on registering for courses is found below.

When to select your courses

Course selection will open for browsing at **10am on Monday 21 September** and will open for course selection on **Thursday 24 September at 10am**. Course selections need to be made by **Friday 9 October at 5pm**. You will be able to make changes to Winter term half unit courses early in Winter term. For the exact dates check the [course selection webpages](#). Details of the current LSE term dates can be found here info.lse.ac.uk/current-students/term-dates

How to select your courses

The [LSE Course Finder tool](#) allows you to browse available courses by unit value, keyword, department, and assessment type. Course Finder is usually available from late August.

The LSE calendar is the place to check for programme regulations, detailing which courses you are permitted to take. You will need to select your courses on LSE for You once the system opens. Guidance on how to do this can be found here: [Selecting Courses \(lse.ac.uk\)](#)

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. However, please be aware there can sometimes be delays in processing enrolments on Moodle pages. You should ensure you discuss any courses with 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 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.



Auditing courses

Some LSE courses allow students to “audit”. This is an informal arrangement where you can join the lectures but do not 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 would like to audit a course, you should contact the relevant Course Convener and ask permission to audit their course.

You can find detailed information on course selection on the course selection webpages: info.lse.ac.uk/current-students/services/course-choice

Research training

In addition to the weekly seminar, it is expected that you attend a minimum of **10 hours** of research training and professional development per year, alongside attendance of a LSE-provided ethics course prior to conducting empirical research. Together with your supervisor, you will develop an individually tailored package of taught courses and training sessions. These can be drawn from the range of master’s courses provided in the Department of Psychological and Behavioural Science, those provided by the Department of Methodology, the PhD Academy, Careers Service, IT workshops and attendance at the Departmental Seminar Series. Please see below for more details of the training available.

Department of Methodology courses

The **Department of Methodology** provides training for PhD and MSc students across departments in the design of social research, and in qualitative and quantitative analysis.

The Department of Methodology also offers a **Methods Surgery** where staff and students can drop in with methods-related problems for which they seek advice. Two members of staff, covering both quantitative and qualitative approaches, will be present during each session to help with a potentially large range of methodological problems.

For details of how to sign up, please see: lse.ac.uk/methodology/methods-surgery/methods-surgery



Academic and professional development – PhD Academy

The PhD Academy offers a range of development and training opportunities for PhD students. The Academic and professional development programme includes coaching sessions such as coaching for completion, for the Viva, and writing. Additional courses are also advertised on the PhD Academy webpages at: info.lse.ac.uk/current-students/phd-academy/events-courses-and-training

LSE Careers

Visit the LSE Careers website at: careers.lse.ac.uk

LSE Careers provide a comprehensive careers service for PhD students and recent graduates during and after your PhD. The team help PhD students to make the most of their PhD experience including research career options, networking opportunities with employers, and support to find vacancies for jobs and part-time work. LSE Careers work completely confidentially with students to help them make the best decisions about their career and develop their future plans.

You can find information and resources tailored to PhD students on the LSE Careers website: info.lse.ac.uk/current-students/careers/information-and-resources/phd-resources

Students can book an appointment with **Catherine Reynolds** on c.reynolds1@lse.ac.uk, the PhD careers consultant for PhD students, at any stage of their PhD.

Careers events include one-hour seminars on issues relevant to PhD students, which are run throughout the year. You can search these events on the [LSE CareerHub](#). Further information about the careers service can be found [here](#).





PBS seminars

The **Departmental Seminar Series** takes place during term time. Visiting academics will present their research and give lectures, and there will be the opportunity to arrange a short one to one question and answer session with some of the speakers. The Departmental Seminar Series takes place during term time. Visiting academics will present their research and give lectures, and there will be the opportunity to arrange a short one to one question and answer session with some of the speakers. See information about all PBS weekly department seminars at lse.ac.uk/pbs/research/seminar-series/departmental-seminar-series

Behavioural Science and the Wider World is a virtual seminar series that started in 2021. It brings together PBS students, alumni and industry to explore how behavioural science can be applied directly to policy and industry. Past speakers have included Professor Cass Sunstein. You can sign up to the series at lse.ac.uk/pbs/research/seminar-series/departmental-seminar-series

Training at member institutions

We are members of the **Bloomsbury Postgraduate Skills Network** (BPSN) and our students are able to attend training at member institutions. Please see the [BPSN webpage](#) for further details on the training courses and workshops currently available. LSE students can also access training via the [CIVICA Alliance of European Social Sciences Universities](#). For more details of events, training and seminars offered by CIVICA, please see civica.eu/

Training and Development System

The **LSE 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 and view the different opportunities available by visiting: apps.lse.ac.uk/training-system and login using your LSE username and password.



Other information

Ethical standards and research by students

In preparation for your research report, all MPhil/PhD students are given an introduction to ethical considerations in research, in the form of a lecture or part lecture. It is compulsory to take an ethics training class each year. Information about the ethics approval process for researchers can be found here: info.lse.ac.uk/staff/divisions/research-and-innovation/research/research-ethics/research-ethics

Seeking outside help

PhD students are encouraged to seek outside advice on their research, such as consulting experts and obtaining feedback on presentations and written material. However, the extent of this outside support should be within the normal range of “peer review” processes. Any outside support can comment on ideas, plans, and written material, but such support should not extend to producing the material to be commented on. There should always be key aspects of the research that the candidate has conducted themselves and thus which comprise their own original work.

To ensure that any outside help is proportionate, candidates should discuss with their supervisor(s):

- Any help that they plan to receive (from data collection to write up).
- Any advice they are seeking from other academics, from within LSE or beyond.
- The most appropriate way to credit any help which has been received.

Please see the [LSE Statement on Editorial Help for Students' Written Work](#).



Conferences, publications and networking

One of the main career choices made by students undertaking the MPhil/PhD programme is to obtain an academic post at a university.

- Attend conferences and present papers whilst completing the thesis. We organise up to two PhD Networking Conferences with Warwick Business School (WBS) of The University of Warwick per year, one on campus at LSE and one on campus at WBS, do look out for further information and get involved whether as an attendee or presenter.

To be successful in applying for an academic post, it is usually necessary to:

- Complete a successful thesis on time.
- Attend conferences and present papers whilst completing the thesis.
- Publish papers in academic journals whilst completing the thesis.
- Engage in the teaching of other students whilst completing the thesis.

The skills that these involve are also of value in non-academic settings.





Academic conferences and networking

The academic job market can be competitive. To maximise your chances of success, it is important that potential employers are aware of your availability and area of expertise well in advance of you completing your thesis. At conferences you can make contacts with others working in your field and in related fields, exchanging ideas and obtaining feedback. It is always worthwhile to try to obtain feedback from others in your field: they can provide different perspectives from those offered by your supervisor or by your Thesis Committee, suggesting alternative explanations or investigations.

Early in your PhD career, it is probably useful to just **attend** a conference in order to gauge the way conferences work, to get an understanding of some of the current ideas and debates in the field, and to make contacts with others working in your field.

A later step is to submit some of your work to a conference in order to present a **Poster**. This involves printing your ideas onto sheets of paper that can be pinned onto a poster board. During appropriate sessions, the poster presenters stand next to their posters, and conference participants read the posters, providing a chance to discuss your ideas.

Submitting work as a **Paper presentation** at a conference is the next step. Most paper presentations last 20 minutes, with 10 additional minutes for questions.

Another option, available at some (though not all) conferences, is to propose a **Symposium** on the general topic of your thesis. A Symposium is a series of Papers on a single theme, often culminating in a general discussion led by invited discussants. One way of arranging a Symposium is to co-organise it with another research student in your field, and then contact other researchers in your field (not restricted to research students) who, along with you, will give a Paper presentation.

Some conferences publish **Conference Proceedings**; usually this involves publishing the Papers in a volume edited by the conference organisers. Occasionally the Poster contributions are also published in proceedings. If a conference does publish its proceedings, it is important to find out whether those Proceedings will have an ISBN/ Library of Congress book number. If it does not, then the publication is less useful as a part of your CV; similarly, if the conference and its proceedings are properly refereed, such a publication will be more useful to your CV than a publication where all contributions being accepted regardless of quality.

If you do want to get involved in a Conference, you **should discuss this well in advance with your supervisor**; bear in mind that the deadline for submitting contributions will usually be 6 months before the conference takes place.

The department has audio-visual facilities which can be employed by students in preparation for major conferences, for example, rehearsal presentations can be filmed and discussed to refine your presentation skills.



Which conference?

Deciding which conference is appropriate to your research is a matter for discussion with your supervisor. The basic place to begin is with the conferences organised by the British Psychological Society (BPS). The BPS organises two general conferences each year – their London Conference around Christmas, and their Annual Conference around Easter. It also has a range of different Sections, each of which organises its own conference annually – for example, the BPS Social Section, the BPS Cognitive Section, the BPS History & Philosophy of Psychology Section, the BPS Mathematical and Statistical Section.

You should consult the BPS website (bps.org.uk/) and its monthly publication The Psychologist for details of the different Sections, and of each conference. In general, for academic posts in the United Kingdom, the BPS conferences are the most important places to make contacts and have one's ideas heard it is advisable to attend at least one appropriate Section Conference and a general Conference in the second and third years of your PhD career. We advise that you become a member of the BPS.

Publications

Presenting a paper at a conference is often a useful step in receiving feedback before submitting a modified and elaborated version of the paper to an academic journal. However, a full paper written solely by you will often not be the first form of publication that you should seek.





Reviews, comments and journal articles

When thinking about publications, don't hesitate to ask your supervisors, the PhD programme director, and other faculty. They have a lot they can tell you about what to expect, what good strategies are, and how to deal with opportunities and setbacks. Below we have some ideas.

Before you are ready to submit a full paper to a journal, you should try other avenues to get published.

One avenue is to review new books. A timely and incisive critique of a book that is relevant to your field is a useful publication. There are several ways in which such reviewing might be organised. The first is to contact a non-academic publication that regularly reviews books – for example, the *Times Higher Education Supplement* publishes reviews weekly. A slight step up is to review books for the BPS magazine *The Psychologist* – normally, such reviews are offered to academics; your supervisor might nominate you to review a book that they have been offered, for example. Similarly, many journals publish book reviews, and your supervisor will often be the first point of contact for books to be reviewed in your field. Of course, you are at liberty to write to the Reviews Editor of a journal to offer your reviewing services in connection with any volume that you feel capable of reviewing.

Another avenue to publication aside from submitting full papers to peer review is to provide a comment on a “target” published article. Several journals (eg, *Behavioural & Brain Sciences*) publish target articles for which they solicit comments of about 1,000 words from researchers in the area; if there is a target article that is about to be published in your area, you might consider writing a comment of this kind. Here, you are able to briefly criticise the target's approach and advance your own view and gain some critical feedback from the target author's reply to your comment. You need to register with *Behavioural & Brain Sciences* to be emailed about target articles.

Additionally, if you begin reviewing articles submitted for publication to a journal, then, sometimes, these can grow into critical commentaries. If you see an article you want to comment on, consider writing a short email to the Journal Editor asking if they would accept a critical commentary.

Finally, you can explore writing about the work of others in your area in academic and non-academic spaces. If you have constructive thoughts about the work in your area don't hesitate to write about them with the view to publishing. This type of publication can help to establish your voice in your chosen field of expertise.



When you come to consider submitting a paper or an article to a journal, there are several factors to bear in mind:

- Most papers in psychology are a maximum of 7,500 words long.
- Few journals welcome general theoretical disquisitions, but usually require the presentation of data.
- Since social science is incremental, you should write a paper that intersects with ongoing concerns and debates.
- Remember that different journals are of varying status within their fields.
- The higher status the journal, the harder it will be to have a paper accepted for publication by that journal.
- It is, on the whole, better to have one paper in a top-flight journal than several in low-ranking ones.

Where your papers are published will indicate to prospective academic employers about:

- Your research orientation (methodological and theoretical).
- Your intellectual ambitions.
- Whom you view as competing and complementary researchers.

Selection of appropriate target journals is especially important for students whose research spans different areas of social psychology or behavioural science, or spans different areas of the social sciences. In general, if your goal is to obtain a position in a Psychology Department, then you should aim to publish in psychologically oriented journals.

Wherever you aim, make sure that your paper is appropriate to the aims of the journal.

- Check the remit of the journal in the “instructions to authors”.
- Look back at recent issues over the last couple of years to ensure that the publishing direction has not changed from the journal’s remit as a result of recent changes in Editor.

You should submit your paper to the journal in the precise format which they request (usually a variant on the APA format – the American Psychological Association format – and given in a section entitled “instructions to authors”), otherwise it might be sent back to you without being reviewed.



Your paper will then undergo peer review, which is:

- By two or more academics working in the same area (often, the more prestigious the journal, the greater the number of reviewers);
- Usually, though not always, blind (ie, your name is not made known to the reviewers).

The Editor will then write to you with the decision and enclose the reviews of the reviewers. The time period of the decision process varies from one journal to another – some make their decisions within two months; others can take 6 months or more. If you are concerned about delays in the reviewing process, you should be happy to write to the Editor to request information.

There are several decisions which the Editor may make, based on the reviews:

- Accept for publication without modifications.
- Accept for publication if certain (usually, minor) modifications are made.
- Re-analyse the data in a given way.
- Request you to make major revisions and re-submit the paper to be reviewed again (at which point it might be treated as an entirely new submission).
- Restructure the paper along certain lines.
- Collect more data to exclude an alternative explanation.
- Reject the paper completely.

People who submit papers to academic journals for the first time are often surprised by the nature of the reviews they receive:

- They may be very critical.
- They may be intemperate and badly argued.
- They may appear to wilfully misinterpret the paper.
- They may make ad hominem comments.

However, there are also many cases in which the reviews are:

- Constructively critical.
- Carefully considered and calmly lucid.
- Generous and supportive in their interpretation of the paper.
- Entirely dispassionate and fair.

The modal case is somewhere between the two.



Learning how to interpret reviewers' comments (eg, learning when apparent rejection does not really mean rejection), how to respond to those comments, and exactly how to modify a paper in response to the review process, is really a matter of time. If you have any doubt at all about how to deal with such matters, you should not hesitate to contact your supervisor. **The PhD seminar will provide you opportunities to participate in review processes.** If you are lucky enough to have a paper accepted for publication, you will be sent the proofs of the paper prior to publication. It is usual for publishers to require a very rapid return of the proofs once you have corrected them (eg, anything between 24 hours after receipt to a week). There is then a substantial time lapse before publication – anything between 6-18 months.

Joint publications

Preparing a manuscript for publication with your supervisor will provide an apprenticeship through the publication process, from making basic judgments about what constitutes a contribution, to how much can fit in a paper, to formatting, submitting, and responding to critical comments. We require that the paper you write are co-signed with your supervisor, in accordance with the rules of good practice for authorship, since normally they would have had “a significant intellectual input” in your work.

Aside for publishing with supervisors, some PhD students co-author with other academics or even other PhD students. Such joint publications can be both fun and educative and are also encouraged.

Psychological and Behavioural Science is a discipline in which collaborative research is common – some of the most productive ideas have emerged from collaborations. In the context of your PhD thesis, there are several factors to bear in mind concerning joint research and publications:

- As stressed in this handbook, a PhD thesis is required to be a report of an **original contribution** to the discipline, which is confirmed as the candidate's own work. The regulations governing the PhD do allow for this to include reports of joint work.
 - Students are allowed to include work produced jointly with others if it forms an integral part of the thesis.
- For further information please see lse.ac.uk/resources/calendar/Default.htm.
- The student and other person(s) involved will, when you submit your PhD, must provide written statements saying how much of the work they contributed, but the writing up of the section concerned in the thesis has to be done by the student.
 - Where the work is integral to the thesis it is essential that the PhD candidate is the first author.



In the department, the general policy is that joint publications should be an equal arrangement, freely entered into by both parties:

- Where the topic is that of the Student's thesis, it is often best for the first author to be the Student, and not the supervisor (regardless of their alphabetical ordering).
- In cases where alphabetical ordering is used (implying that the authors have equal status), this should be explicitly stated – if possible in a footnote on the first page of the paper.
- Where the topic is not that of the Student's thesis, then the order of authors becomes a matter of discussion between the authors and should be explicitly agreed before writing begins.

In all cases, you should not enter into collaborative arrangements without first being as explicit as possible about:

- The order of authors.
- The responsibility of each author concerning the production of the research and the writing of the paper.

Co-authoring is central to contemporary academic life, so you should learn about it by discussing it with your supervisor, academics and your colleagues on the PhD programme.

Publicising your research

Please contact our communications team to discuss how we can promote your research and events on social media and other channels (pbs.comms@lse.ac.uk)





Section 3: Assessment





Assessments

It is important to note that the MPhil and PhD are different research qualifications. Although the PhD is widely taken to be the basic qualification for an academic career, this is by no means the case for other research careers. An MPhil is a substantial and valid qualification in its own right.

An MPhil thesis is required to be:

- “a record of original work or an ordered and critical exposition of existing knowledge in any field”
- Not more than 60,000 words in length.
- Completed by a full-time student (normally) within two years, a part-time student in three years.

A PhD thesis should be:

- “a distinct contribution to knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power”.
- Not more than 100,000 words in length.
- Completed by a full-time student (normally) within three years and not more than four years, a part-time student (normally) within five and not more than six years.

These word lengths are inclusive of notes and essential appendices, but not of references or non-essential appendices.



Deadlines

Full-Time student's table of deadlines

Month of Study	
≤ 4	Submit Extended Essay 1st day of Winter term, Year 1
≤ 12	Re-register (after successful progress review)
≤ 14	Submit Upgrading Materials 1st day of Winter term, Year 2
≤ 24	Re-register (after successful progress review)
≤ 30	First Draft of Thesis
≤ 33	Second Draft of Thesis
≤ 36	Submit Completed Thesis

Part-Time student's table of deadlines

Month of Study	Deadline
≤ 8	Submit Extended Essay 1st day of Spring term, Year 1
≤ 12	Re-register for Year 2 (after successful progress review)
≤ 24	Re-register for Year 3 (after successful progress review)
≤ 28	Submit Upgrading Materials 1st day of Spring term, Year 3
≤ 36	Re-register for Year 4 (after successful progress review)
≤ 48	Re-register for Year 5 (after successful progress review)
≤ 60	Re-register for Year 6 (after successful progress review) First Draft of Thesis
≤ 66	Second Draft of Thesis
≤ 96	Submit Completed Thesis

The extended essay

This is a 6,000-word essay, submitted on the **first day of Winter term** of Year 1 (full time equivalent) and a reminder will be sent to you nearer the time.

The extended essay is the outcome of the early stages of your research. During the first months of the programme, you should begin the initial development of your research and complete a literature survey. Through discussions with your supervisor, the weekly seminars and the research training available within the school, you will develop a clear research question and a concise “elevator brief”.



The outcome of this work must be written up as an **Extended Essay of 6,000 words** to be submitted on the **first day of Winter term of Year 2 (full time equivalent)**. It will be evaluated by the Thesis Committee for your research.

The Thesis Committee is unique to each student and comprises:

- Your first supervisor
- Your second supervisor
- An independent (non-supervisor) member of the department's academic staff.
Please note that they will not be able to be one of your viva examiners.

To **be confirmed as an MPhil/PhD** student, your Extended Essay should have certain key qualities. A satisfactory Extended Essay should incorporate the following three sections:

1 A Literature survey of 4,000 words

In this you will outline your research question and show how your research question arises from problems or gaps in the existing theoretical and/or empirical research literatures. The format of this literature survey should be in a review article format suitable for a journal such as Nature Reviews Psychology or Psychological Bulletin.

This survey should pay attention to the following issues:

- What is the problem or question under investigation?
- What theoretical issues will be raised and what concepts or framework will be employed?
- What empirical issues will be raised?
- Why is the problem or question theoretically and/or empirically important or interesting?
- **For an MPhil proposal:** argue why it will be "a record of original work or an ordered and critical exposition of existing knowledge in any field"
- **For a PhD proposal:** argue why it will be "a distinct contribution to knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power"

2 A precisely formulated Research Proposal of 2,000 words

This should address the following points:

- How is the problem to be tackled or the question answered? ie, What methods are to be employed and why are they chosen in relation to the research question and its theoretical dimensions?

It should also:

- What kind(s) of data do you anticipate collecting?
- Provide an overview of how you will select your sample/ data sources; what data-collection instruments/ techniques you will use; how you intend to analyse your data.
- It is impossible to know the outcomes of a course of research before it is undertaken, and accordingly, the proposal can discuss contingencies.



3 A timetable or project management plan, showing the major tasks to be completed and their timescales

You should submit a digital copy of your extended essay to the MPhil/PhD Programme Manager on the first day of Winter Term, Year 1 (full time equivalent).

If your Thesis Committee judges that your work is not satisfactory, then they will recommend that you not be allowed to continue your registration as an MPhil/PhD student. The Extended Essay is your chance to stop if you, or the Committee, decide at that point that a PhD is not the right path for you.

In such a case, if you disagree with this judgement, there are Appeals Procedures laid down and specified in the Code of Practice for Research Students and their supervisors.

Upgrading from MPhil to PhD status

The next major stage in your research will be Upgrading from MPhil to PhD.

If it is your aim to research for an MPhil, you would still produce the same amount of work to be considered by your Thesis Committee, and still have a viva voce meeting with them, but the outcome will be advice about how the work should be developed in order to be adequate for the MPhil, rather than for the PhD.

The upgrade material should include:

- Two draft chapters from your thesis (up to 10,000 words each)
- At least a 1,000-word outline of methodology, synopsis of remaining chapters
- A timetable for completion.

Although the content of the two chapters will vary according to research area (this should be discussed with your supervisor), they will typically include:

- An introduction or theoretical chapter
- An empirical chapter.

For candidates pursuing an “article format” PhD, one or both of these chapters can be a publishable article. The content of the upgrade material should be discussed beforehand with the supervisor.

You should submit a digital copy of your Upgrading material to the MPhil/PhD Programme Manager on the first day of Winter term, Year 2 (full time equivalent).

NB. Accompanying your Upgrade chapters, you also need to submit an Ethical Approval Form.



This work is read by your **Thesis Committee**, who then discuss it with you in a **viva voce examination**, usually four to six weeks after submission.

The Upgrading viva voce has two aspects:

- An examination to assess whether your work can be expected to lead to a successful PhD thesis
- An opportunity for constructive discussion and feedback on your research.

The examination is carried out through the discussion and constructive feedback.

To obtain upgrading to PhD status, your written work and the viva voce discussion must:

- Clearly satisfy the why, what and how requirements on the Research Proposal included in the Extended Essay (though, as a result of the flow of research activity, the precise way in which it does so may differ to some degree from that anticipated in your original Research Proposal)
- Demonstrate that the research has the potential to make an original and scholarly contribution to knowledge of the subject.
- Demonstrate that you have the requisite skills and knowledge, together with a precise and realistic timetable in order to bring the thesis to completion in a timely manner.

The committee will discuss with you the justification for each step of the work, eg:

- Why is the topic interesting?
- Why is the theoretical apparatus chosen appropriate, and what are the explanatory opportunity costs of that choice?
- Why is the method chosen appropriate?
- How and why were decisions in the method(s) made (eg, sampling, coding frames, etc)?
- What is the relationship between theory and data?
- Where any aspect of these steps is unclear, the committee will offer alternative ways of framing the issues.
- A key question that will be discussed is: To which literature(s) will the work make a contribution?

The committee will expect a precise statement of a plan for completion:

- Articulation of the theoretical and empirical work to be completed.
- A timetable for completion.



In addition to suggestions for addressing residual imprecisions and uncertainties, the committee will offer advice concerning decisions in completing the research and writing up the thesis: eg,

- The balance and nature of the theoretical ideas.
- How the data might be best analysed.
- Whether the research requires any further empirical work beyond that already planned.

Other issues that you might discuss may concern:

- Locations for publishing parts of the completed or future work.
- Appropriate internal and external examiners for the thesis.

There are three possible outcomes of the Upgrading viva voce. The committee can decide that:

- 1** The Student has successfully been upgraded from MPhil to PhD registration, retrospectively from the date of the viva voce.
- 2** The Student has been unsuccessful in being upgraded from MPhil to PhD registration, and the committee recommends that the Student resubmit suitably modified material for a second and final attempt at upgrading, by a specified date (usually, around six months after the viva voce).
- 3** The Student has been unsuccessful in being upgraded from MPhil to PhD registration, and the committee recommends that the Student resubmit suitably modified material as a thesis for the MPhil qualification, by a specified date (usually, around six months after the viva voce).

You are expected to send an email to your Thesis Committee members outlining your next steps, as agreed during your Upgrading viva voce.

If your Thesis Committee judges that you should not be Upgraded to PhD status, and you disagree with this judgement, there are Appeals Procedures specified in the Appeals Regulations for Research Students:

info.lse.ac.uk/Staff/Divisions/Academic-Registrars-Division/Teaching-Quality-Assurance-and-Review-Office/Assets/Documents/Calendar/AppealsRegulationsForResearchStudents.pdf



Annual progress reviews

These are completed at the end of the Spring Term in years 1, 2 and 3.

Your supervisor will also make comments and recommendations. **This must be completed and reviewed by the Programme Director in order for you to be re-registered for the following year.**

In reviewing your progress, your supervisor will consider four main areas:

- 1** The quality of your written work produced over the academic year.
- 2** Your progress towards, or the outcome of, the submission of the next milestone.
- 3** Your progress towards completing your research.
- 4** Your attendance and contributions to the Current Research Seminar, the research community and your research training.

You will be expected to provide a timetable of your work for the following year.





Section 4: The Thesis





PhD formats: Thesis and series of publishable articles

The Department of Psychological and Behavioural Science allows for two formats of PhD:

- 1** The **“thesis (aka monograph) format”** is the traditional PhD format. Candidates produce several chapters examining a single subject in an integrated way, similar to the format and structure of a book. This remains the most common format, and it is expected that most PhD candidates will use this format.
- 2** The **“article format”** is a more recent PhD format which has become common in experimental domains. Candidates produce distinct papers which are combined with integrative material to address a single subject. The defining feature of this format is that some of the “chapters” can be articles *which either have been published or prepared for publication*. This format tends only to be suitable for PhD projects which comprise a series of distinct (but inter-related) empirical studies.

Extra guidelines for “article format” PhD

The thesis should comprise three to six publishable articles minimally framed by an introduction, critical discussion and conclusion. Articles should be co-authored with supervisors (this is a more general requirement about the papers written on your PhD topic while being under supervision). Articles and chapters both count as “papers” – the most important part is that they are publishable quality. They do not have to have been submitted, and even if they have been submitted and accepted this does not automatically entail that the Committee will find them suitable within the larger context of the project.

The framing material (about 20,000 words) should consist of:

- 1 Introduction:** This should include a self-narrative of how you scoped and formulated your research question(s) and how you narrowed down your topic.
- 2 Methods:** This chapter should be a “meta-narrative” of the methods, defining why you chose the methods used. This section includes the coding frameworks, the coding process, the problems you found along the way, and how you addressed them. You should demonstrate you are suitable to conduct independent research.
- 3 Critical discussion:** This is the conclusion. This chapter has to answer the “so what” question. The answer to that question is crucial to produce relevant research.

The final decision about which format a PhD candidate should pursue will be made by the first supervisor, taking account of the norms of the sub-field and the interests of the candidate. Some topics are suitable for a PhD by articles, some less or not at all. Committees assessing candidates at the Extended Essay and Upgrading will also advise on this. The thesis, in either format, should satisfy the criteria of the BPS. You can find more information at bps.org.uk/guidelines-and-policies



Submission of thesis title and selection of examiners

You should keep your supervisor, the PhD Academy and PhD Programme Manager informed of any major changes to the working title of your thesis.

The final title for the thesis must be submitted to the university through the PhD Academy as part of the Examination Entry form at least two months before submission.

When preparing your exam entry form, please note that the exam entry form is to be submitted at least two months ahead of your thesis submission by your **supervisor** to The PhD Academy via Phdacademy@lse.ac.uk copying in the MPhil/PhD Programme Manager via Pbs.Phd@lse.ac.uk.

There is a section for students to complete before forwarding on to their supervisor for them to complete; their section, the details of your proposed examiners and seek the final sign off of the Doctoral Programme Director (DPD) before submitting your exam entry form through to the PhD Academy where the Research Degrees Sub-Committee (RDSC) Chair will review and approve your chosen examiners. Following RDSC review the PhD Academy will then email the student, supervisors and Programme Manager to confirm the approval of the proposed examiners or if any further information is needed before the proposed examiners can be approved.

The Exam Entry form and guidelines for completing it are available at info.lse.ac.uk/Current-Students/phd-academy

The thesis is examined by **two examiners**: one Internal Examiner (who is not the supervisor) and one External Examiner (from outside the University). Both should be specialists in your field of research, and you may well know them both, though ordinarily you should not have collaborated with either of them on research.

Although you may make suggestions to your supervisor concerning possible examiners, and your supervisor will make recommendations to the university about appropriate examiners, the decision on selecting examiners rests formally with the Subject Area Board of the university.



Submission of thesis

For details about submission of your thesis, please see [page 71](#).

Final viva voce examination

Your two Examiners will read your thesis and then you will be examined by a viva voce examination, at which your supervisor may or may not be present as an observer (but cannot participate).

The viva voce is designed to test your ability not only to express your ideas on the specifics of your research, and to defend the viewpoints that you advance in your thesis, but also to debate the implications and scope for future development of those ideas, and to consider where and in what form the ideas might be published. You should discuss your preparations for the viva voce with your supervisor well in advance of it taking place.

The outcome of the viva voce will be a judgment by the Examiners, who compile a Final Examiners' Report, and make one of several recommendations, which are detailed at lse.ac.uk/resources/calendar/research.htm and also on the form you completed in registering for the degree.

It is reasonably rare for a PhD thesis to be passed with no modifications or alterations at all. At the very least, there may be some typographical errors to put right; in other cases, more substantial modifications are necessary.

Where there are more substantial modifications, these will be given a precise deadline for completion by the Examiners, and you should be careful to follow precisely the instructions of the Examiners and discuss the matter in detail with your supervisor. In these circumstances it helps if your supervisor was present during the viva voce examination.



The assessment of the PhD thesis

The British Psychological Society have published Guidelines for Assessment of the PhD in Psychology and Related Disciplines (revised version, April 2017) can be found at [bps.org.uk](https://www.bps.org.uk)

This summarises the considerations that are used in best practice in assessing PhD thesis. The considerations are divided into two kinds of desirable attributes – *general attributes* (qualities of the thesis as a whole), and *sectional attributes* (qualities of sections or divisions of content).

The Programme Director strongly recommends you read this document because it serves as a guideline to the examiners.

These are general guidelines that may be useful in producing your thesis. The specifics of any one case may, of course, vary around these guidelines to some degree (in particular, concerning the sectional attributes, since the precise way in which contents of a thesis are divided very often depends on the flow of the research). If in doubt, you should discuss the issue with your supervisor before writing a draft.

The MPhil degree

The MPhil is a substantial qualification in its own right. There are two ways in which you might find yourself on track for submitting a thesis for an MPhil rather than a PhD:

- 1** You might have decided that this is a suitable qualification for your purposes, eg, if you are not interested in an academic career.
- 2** The outcome of your Upgrading viva voce might be a recommendation that you write up your work as an MPhil thesis, since your Thesis Committee judges that it fails to meet the theoretical, methodological, and/or empirical requirements for the award of a PhD. In the latter case, if you disagree with this judgment, there is an appeals procedure laid out in the [Appeals Regulations for Research Students](#).



Section 5: Key Information





Term Dates and LSE Closures

Online Pre-Enrolment and Campus Enrolment

Your LSE Card

PhD Academy

Student representation

Quality Assurance

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

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

LSE Campus

“ 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 2026/27	
Autumn Term (AT)	Monday 28 September – Friday 11 December 2026
Reading week	Monday 2 November – Friday 6 November 2026
Winter Break	Monday 14 December 2026 – Friday 8 January 2027
Winter Term (WT)	Monday 11 January – Thursday 25 March 2027
Reading week	Monday 15 February – Friday 19 February 2027
Spring Break	Friday 26 March – Friday 23 April 2027
Spring Term (ST)	Monday 26 April – Friday 11 June 2027

LSE will be closed during the following periods*:	
Winter Closure	Wednesday 23 December 2026 – Friday 1 January 2027
Spring Closure	Friday 26 March – Thursday 1 April 2027
May Bank Holiday	Monday 3 May 2027
Spring Bank Holiday	Monday 31 May 2027
Summer Bank Holiday	Monday 30 August 2027

*Some buildings will remain open or operate reduced hours during public holiday and School closure days. Full details will be communicated in advance.



Online Pre-Enrolment and Campus Enrolment

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, is where we check your official documents and is the point at which you are issued with your LSE Card. Accordingly, it is very important that you attend Campus Enrolment. For more information, visit info.lse.ac.uk/current-students/phd-academy/phd-journey/Campus-Enrolment

Usually, you can re-enrol for subsequent years of study online. However, in some situations 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](#)

[Changes in your circumstances](#)

[Authorisation to undertake fieldwork](#)

[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 Mental Health Service (DMHS) know about your condition the earlier they can work with you to put appropriate support in place. Advisers in DMHS 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 lse360.my.site.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 document 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

Changes in your circumstances

Your PhD programme is expected to be a continuous programme of study. However, you can apply for adjustments to your enrolment in a number of circumstances, such as if you become ill or are going to become a parent, or if you need to conduct fieldwork or study away from the School.

An indicative, non-exhaustive list of potential changes to help manage these circumstances includes applications for permission to:

- interrupt your studies, and/or;
- change your study mode (from full- to part-time mode, or from part- to full-time), and/or;
- temporarily reside outside the UK.



The right adjustment will depend on your circumstances, including any visa conditions, and will require permission from your department. For more information on the PhD journey overall, change of circumstances processes and permission to conduct fieldwork, please visit the following pages:

info.lse.ac.uk/current-students/phd-academy/phd-journey

info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students

info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety

Authorisation to undertake fieldwork

If you're going to undertake fieldwork, or any other kind of data-collection, you need to seek permission from the School. You seek permission through the following three steps.

Securing approval from LSE Research Ethics

Ethical approval protects participants, satisfies legal and institutional obligations, and underpins the integrity and credibility of the research. This is also essential as data collected without the proper School approvals can't be used in your research.

Securing approval from LSE Health and Safety (including completion of the Notification of Travel Form)

Health and Safety approval safeguards your welfare, fulfils the School's duty of care, and enables staff to respond quickly if problems arise during your fieldwork. This is also essential because travel undertaken without this breaches School policy, and may invalidate your insurance cover.

Submitting the PhD Academy's Fieldwork Authorisation form

This is necessary to ensure that the School has appropriate records of where you're going to be, and when. This is particularly important for visa-holders, to ensure that the School is able to demonstrate that we are managing your enrolment appropriately, and report your travel to UKVI. If you're a visa-holder, you should always speak the Student Advice and Engagement Team while planning your fieldwork – please don't leave this to the last minute!

Please note: You're required to submit a fieldwork approval form whenever you carry out research away from the LSE campus. This rule applies whether the work is in London, elsewhere in the UK, or overseas. It also applies in your home country, if this is somewhere other than the UK.



You should begin the approval process a minimum of 3 months before departure, and 4–5 months in advance if you think you'll be travelling to a high risk destination. Once you've secured approval from both of these teams, you should attach proof of your approvals to the PhD Academy's Fieldwork Authorisation Form. (Please remember to complete every part of the form in full!) Once you've done this, , secure signatures from your lead supervisor and Head of Department, and submit it by email to phdacademy@lse.ac.uk at least 4 working weeks before departure. You are advised not to book any travel or make any financial commitments until the PhD Academy confirms approval in writing.

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.

For information on appeals regulations, general academic regulations, assessment offences including plagiarism, the regulations for research degrees, the research ethics policy and procedure, visit lse.ac.uk/calendar

For a detailed set of guidance and policy documents governing the PhD journey, please visit the following pages:

info.lse.ac.uk/current-students/phd-academy/phd-journey

info.lse.ac.uk/current-students/phd-academy/a-z-guidance

You can also find a full A-Z listing 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 lse360.my.site.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 lse360.my.site.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.

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 Degree Students' Consultative Forum (RDSCF)

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 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. The panel consists of 20-50 panellists meeting two to three times per year to discuss 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 Autumn term 2026 and you can find out more at lse.ac.uk/studenteducationpanel





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 Autumn term and Winter 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 – your personal guide to LSE

We help you make sense of everything the School offers and find the skills, opportunities, and experiences that feel right for you

Welcome can be a whirlwind – with so many people to meet, places to find, and information to take in (just look at everything on this website!). It's exciting, but also completely normal to wonder: how can I make the most of LSE? How will I stay on top of my studies? How will I feel at home in London?

That's where **LSE LIFE** comes in. Think of us as your personal guide to LSE – helping you find the skills, experiences, and opportunities that feel right for you during your time with us. We're here for you throughout the year – both online and on the Ground Floor of the Library.

- The **LSE LIFE events and opportunities listings** are regularly updated listings, bringing together all the extracurricular happenings across LSE in one place. You can filter by provider and theme, or just browse and see what strikes your interest!
- **LIFE Conversations** are one-to-one appointments providing personalised guidance about student life, settling into London, or making the most of what's on offer. LSE LIFE advisers can help clarify your goals, make a plan for your next steps, and help you find the teams and programmes that best fit your interests.
- The **LSE LIFE space** is a bright, open space located right on the ground floor of the Library. Perfect to study by yourself or with friends, attend a workshop or event, or drop by at the reception with any questions you might have.

Ready to get started?

Take our **Me+LSE quiz** to discover your campus creature – a quick way to get personalised recommendations for how you can make more of LSE based on your interests and goals.

Contact us at lselife@lse.ac.uk or drop by our space on the ground floor of the Library (Opening hours: 9.30am – 5.30pm, Monday – Friday).



Learning Lab – support at every stage of your academic journey

We help you discover and develop your academic skills and support you throughout your studies.

Starting at LSE is exciting, but it's normal to have questions and doubts about studying, too! What does a university-level essay look like? What's expected in seminars and discussions? And of course, how are you meant to manage your time when everything feels urgent?

You're not meant to know all those things when you get here, and you're not meant to figure everything out on your own. **Learning Lab** is here for you at every stage of your learning journey – from finding your footing to thinking more critically, writing more convincingly and getting more from your reading. Think of us as your academic gym: regular visits will build your confidence and skills over time – you don't need to wait until you're stuck!

- **Practical workshops** cover the skills you'll need to succeed at LSE – from essay writing and time-management strategies to techniques to read more effectively. Most are available both online and on campus.
- **Personalised one-to-one advice** from our experienced Study Advisers is available throughout the year. They can work with you on essay structure, argument development, research techniques, exam preparation, or any other academic challenge you're facing. Bring your essay plans, assignment briefs, or just your questions – we'll meet you wherever you are in your academic journey.
- **Online resources and activities** on our Moodle page offer guides, templates, and interactive materials you can work through anytime, anywhere at your own pace.

Ready to get started?

Come to one of our introductory **workshops** during the first weeks of Autumn Term.

Contact us at learninglab@lse.ac.uk



[Listen to our podcasts](#)

[LSE Library](#)

[Centre for Language Studies](#)

[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 Winter 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.





Centre for Language Studies

Whether you are an international student looking for support with your English, interested in taking a Centre for Language Studies course as part of your undergraduate degree, or want to learn or improve a language, the Centre for Language Studies 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 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 graduate 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 MyCareers, 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 MyCareer at careers.lse.ac.uk

Keep up-to-date with events and advice by following [@LSECareers](https://twitter.com/LSECareers) on social media.

LSE Volunteer Centre

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

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



Equity, Diversity and Inclusion (EDI)

Promote equity, champion diversity, and help develop an inclusive LSE

One of our guiding principles in LSE's 2030 Strategy 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.

Through events celebrating Black History Month, LGBT+ History Month, Disability History Month and International Women's Day, we have consistently demonstrated our commitment to an inclusive LSE.

LSE has a number of important initiatives that are designed to lead to equity, diversity and inclusion for us all:

- **Ethics Code:** The LSE community is expected to act to the highest standards of ethical integrity, in accordance with the ethical principles set out in our Ethics Code. Visit lse.ac.uk/ethics to read about the School's commitment to equality of respect and opportunity.
- **Report it, Stop it:** If you have experienced, or witnessed, any form of bullying, harassment (including that based on protected characteristics under the Equality Act 2010), hate crime or sexual violence, we encourage you to report this to LSE.
 - **Online Form:** Incidents can be reported via the online Report it Stop it form. This report can be completely anonymous, if you prefer. If you do leave your contact details, LSE can take action with your permission to find a resolution to your case. Find out more at info.lse.ac.uk/report-it/Report-an-incident
 - **Safe Contacts:** Reports can also be made to LSE Safe Contacts, who are trained members of LSE staff offering confidential support and guidance to individuals who have experienced, or are experiencing, any form of bullying, harassment, hate crime or sexual violence. Visit info.lse.ac.uk/report-it/Safe-Contacts for more information.
 - **Consent.ed:** LSE's educational programme focused on consent, fostering respectful and inclusive behaviour on campus. All students are expected to participate, though opting out is respected for personal reasons. Learn more on info.lse.ac.uk/report-it/Consent.Ed



- **Rape Crisis:** Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to 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: info.lse.ac.uk/report-it/Sexual-violence-support-worker
- **Survivors UK:** LSE has recently partnered with Survivors UK to provide independent sexual violence advisor services to any man, boy, transgender or non- binary person in the LSE community. Any staff or student can book a confidential appointment. Learn more here: info.lse.ac.uk/report-it/Sexual-violence-support-worker-Survivors-UK
- **AccessAble:** Accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone. Visit accessible.co.uk/london-school-of-economics/
- **LGBTQ+ Role Models and Allies Directory:** provides a list of staff who are LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies. Visit lse.ac.uk/LGBTplus
- **Our Race Equity Framework** has been developed for improving the representation and attainment of Black, Asian and minority ethnic students¹ at the postgraduate taught and post-graduate research levels, and improving the representation and progression of Black, Asian and minority ethnic staff in academic and PSS (professional services staff) roles. [Visit our website to learn more.](#)
- **Our Athena SWAN action plan** has been developed for the advancement of gender equality at LSE. The plan includes actions to embed EDI in departmental culture, to support women in applying for research grants, to support trans staff and students and increase the proportion of female students undertaking postgraduate research programmes. [Visit our website to learn more.](#)
- **LSE Students' Union:** You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on their website lesu.com/voice/student-reps/

For further information about these initiatives and the support available – plus our partnerships, training and workshops, and inclusive EDI policies – please contact the EDI Team on edi@lse.ac.uk or visit our website – info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Home

¹ Black, Asian and Minority Ethnic (BAME) and Black and Minority Ethnic (BME) are umbrella terms that are sometimes used in the UK to refer to all non-white people. However, we recognise that these terms are imperfect, in that they mask differences in lived experience and outcomes for many different ethnic groups. Improving our community's understanding of these differences will be part of our work on race equity at LSE.



Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS brings together two key student facing services: the Disability and Mental Health Service (DMHS) 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.

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

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





Health Care in the UK

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

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

- You are a UK resident
- You have a Tier 4 student visa and have paid the immigration health surcharge
- You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.

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

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

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

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

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



LSE Faith Centre

The Faith Centre is open to students of all faiths and none. It's home to LSE's diverse religious activities, transformational interfaith leadership programmes, and provides spaces 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 spaces for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our [resources](#).

Wellbeing

Looking to recharge and reconnect? Explore our wellbeing activities on offer: from guided meditation to yoga – as well as dedicated [spaces](#) for prayer and reflection – there's something for everyone. Find out more on our ["wellbeing" page](#).

Facilities

The Faith Centre comprises Islamic Prayer Rooms, a space for silent prayer/meditation (The Cave), and a multifaith space (The Desert Room) which is bookable for LSESU Faith Societies or faith/wellbeing-based staff groups. Find out more [here](#) or email faithcentre@lse.ac.uk for booking enquiries.





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 background or beliefs.

We also have Muslim, Catholic, Jewish, and Orthodox Associate Chaplains, whose contact details can be found on the Faith Centre's ["People" page](#).

Beecken Faith and Leadership Programme

Religion has the power to challenge, connect, and transform. Our flagship faith and leadership programme invites all LSE students to engage deeply with difference, ask big questions, and build bridges across beliefs. These free, extracurricular sessions are where leadership meets reflection. Learn more about the module [here](#).

LSE Religion and Global Society

The Faith Centre is also home to the Religion and Global Society research unit; an interdisciplinary unit conducting, coordinating, and promoting religion-related social science research at LSE.

LSE Religion and Global Society Blog

The [LSE Religion and Global Society blog](#) is an interdisciplinary platform that explores the place and role of religion in our globalised world. The blog is a platform for experienced and early career academics, PhD and Master's research students, and other expert commentators to share their insights on this complex, wide-reaching topic. We welcome contributions from all researchers working on religion and global society.

If you are interested in contributing to the blog, have a look at [our guidelines](#) or get in touch with us at faithcentre.rgs@lse.ac.uk

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose work relates to the social scientific study of religion. We offer an invaluable opportunity to collaborate with peers across disciplines through informal events held throughout the year. For more information contact us at faithcentre.rgs@lse.ac.uk

Keep up to date with the Faith Centre: [X](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [TikTok](#)

Visit us: 2nd Floor, SAW Building, 1 Sheffield Street, WC2A 2AP



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.

If you have queries on parental leave for research degree students, please contact James Ringer, Head of Scholarships and Financial Support (j.ringer@lse.ac.uk).

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

ESRC has its own family leave policy. You will be able to find information about this on the [LSE ESRC DTP Moodle site](#).

Nursery Partnerships

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

Staff and students have been able to take advantage of these spaces since 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 Autumn 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 Autumn term, for summer exams it is usually available in Winter term and for students taking in-year resit and deferral exams, it is usually available in late July. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers in LSE for You.

[Central Exam Adjustments](#)

[Deferral](#)

[Extension Policy](#)

[Exceptional Circumstances](#)

[Fit to Sit Policy](#)

Exam Procedures

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



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

Central Exam Adjustments

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

Deferral

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





Extension policy

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

Exceptional Circumstances

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

- missing an assessment which you did not defer, or submitting an assessment late and incurring penalties
- experiencing difficulties which could have affected your academic performance in an exam or coursework
- adjustments such as CEAs, My Adjustments or deadline extensions being insufficient to compensate for the impact of your circumstances
- a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.

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

Fit to Sit Policy

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



Assessment Misconduct and Plagiarism

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

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

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

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

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

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

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

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

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

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



Examinations and Beyond

When your thesis is nearly ready for submission, your department will nominate Examiners, who will be appointed by the Research Degrees Sub-Committee. These nominations should normally be submitted at least eight weeks before the date on which you submit your thesis. This is important, as your examiners will normally require at least four weeks to read a thesis once it has reached them. Your viva will therefore usually take place between four and twelve weeks from the point at which you submit.

Submission of Thesis

When preparing your thesis for submission, you should refer to and comply with the Guidelines for MPhil and PhD examinations, which you can find by visiting info.lse.ac.uk/current-students/phd-academy/a-z-guidance

If you need any further information or advice regarding the presentation of your work, you should speak to your supervisors.

Where to Send Your Thesis

Please submit your thesis electronically to the PhD Academy.

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

Graduation Ceremonies

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



Appeal rights

Under the Appeals Regulations for Research Students, you are entitled to appeal decisions made by your department. You can do this if you think something went wrong in an assessment process that affected the decision, during annual progress reviews or upgrade assessments processes, or decisions made by your examiners after your final thesis submission. A summary of appeal-able decisions can be found below.

Progress review decisions that mean your enrolment is subject to conditions, or that you're only allowed to remain enrolled for an MPhil degree, or that you will be de-registered.

Failure to pass the upgrade assessment, whether at your first or your second attempt.

Examiners' decisions to require you to make amendments to your thesis, whether minor or major, or to require you to be re-examined, or to award you an MPhil degree, or not to award you any degree.

It's important to note that you can't appeal just because you disagree with your assessors'/examiners' academic judgement. Your appeal needs to be based on a problem with the process – for example, if the correct procedures weren't followed, or if there's evidence of bias affecting the decision, or if you had serious personal circumstances that you couldn't disclose at the time but which affected your performance.

Full guidance, including the appeal form and deadlines, is available on the PhD Academy website. You can also seek advice on the appeals process from the PhD Academy by emailing phdacademy@lse.ac.uk





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. For payment plan options relating to Executive programmes please see Instalment options [**Executive Programmes**](#).

For tuition fee levels please visit [**lse.ac.uk/tableoffees**](https://lse.ac.uk/tableoffees)

To pay online or to find out about the different payment methods available, visit [**lse.ac.uk/feepayments**](https://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**](https://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**](https://lse.ac.uk/ficc)

For full details regarding tuition fees, charging policy, payment, and instalment options, visit [**lse.ac.uk/feespolicy**](https://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 lse.ac.uk/find-support/finances/funds-and-financial-support

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 Autumn and/or Winter terms, or a minimum of four hours taught contact time per week for a full unit taught course running entirely in Autumn or in Winter term.
- 2** Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Spring 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 Spring exams will normally be provided within four term weeks of the following Autumn 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 Spring 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 Autumn and Winter 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 Autumn and Winter 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

Student LSE for You

Student 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

Student LSE for You allows you to:

- View and update your term time (contact) and home (permanent) address
- Access your candidate number
- View your results
- See your taught course timetable.

[Student Hub](#)

[Moodle](#)

[Reset your IT Password](#)

[Email](#)

[Training and Development System](#)

[Information Security Awareness Training](#)

[Multi-Factor Authentication \(MFA\)](#)



Student Hub

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

- View your timetable and upcoming deadlines
- Find your way around with the campus map
- Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE
- Book appointments with academic staff (office hours) or support services
- Create or join groups with friends and course mates to carry on the conversation outside of class.

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



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

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

Moodle

Moodle is LSE's virtual learning environment.

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

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



Reset your IT password

To reset your IT password you can do so at [LSE Remote Access](#).

Email

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

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

Training and Development System

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

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

Information Security Awareness Training

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

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

Multi-Factor Authentication (MFA)

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



LSE campus



Find out more on the [LSE campus map webpage](#).

[AccessAble](#) provides detailed accessibility guides for campus buildings, residences and study spaces, including route maps between locations to help students navigate campus confidently and independently. Explore more campus facilities with the [Facilities Guide for Current Students](#).

lse.ac.uk/pbs



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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 (info.lse.ac.uk/staff/divisions/communications-division/design-unit)

Photography: Cover image from Unsplash, Pexels or iStock.

Internal photography: Nigel Stead, Maria Moore and Adam Razvi.