

First year

Michaelmas Term

- **Welcome week:** Attend PhD induction during welcome week
- **Welcome week/Week 1:** Meet your supervisors
- **Week 1:** Enrol in EU550 (Moodle and LFY)
- **Weeks 1-2:** Pick your courses (methods, PhD workshops etc.)
- Discuss choice of paper-based or monograph format for the thesis
- Attend EU550

Lent Term

- Attend EU550
- Present your research proposal in EU550

Summer Term

- **End of May:** Submit documents for the upgrade
For a standard thesis (monograph)
 - a) Research proposal (approx. 2,500 words)
 - b) Abstract (one page, approx. 300 words)
 - c) Sample chapter (approx. 8,000 words)
 - d) Chapter synopsis
 - e) Timetable for completion
For a paper-based thesis
 - a) Research proposal (approx. 2,500 words)
 - b) Abstract covering the three prospective papers (one page, approx. 300 words)
 - c) Full draft of the introduction or of one of the papers (approx. 8,000 words)
 - d) Timetable for completion
- **June/July:** Upgrade examinations take place

Second Year

Michaelmas Term/Lent Term:

- Attend EU550 and present a paper
- **Weeks 1-2:** Pick your courses (methods, PhD workshops etc.)

Progress milestones

- **Monograph:** First drafts of two further substantive chapters (approx. 5,000-7,000 words each)
- **Paper-based thesis:** One fully written paper (10,000 words) and outlines of the other two papers (2,000 words each)

Third year

Michaelmas Term/Lent Term:

- Attend EU550 and present a paper

Summer Term

Week 3: Submit documents for the Post Upgrade Progress panel (PUPP)

- a) Abstract (approx. 300 words)
- b) Introduction
- c) A core chapter/paper of the thesis (no more than 10,000 words)
- d) Annotated table of contents including a timetable for expected completion of chapters

Series of papers

June: PUPP takes place

Progress milestones

- **Monograph:** First drafts of all core chapters and agreed timetable for completion
- **Paper-based thesis:** drafts of all three papers and agreed timetable for completion of the thesis.

Fourth Year

Summer Term

Two months before submission: Submit the [exam entry form](#) (under E – Examination entry)

If you intend to use a proofreader

- Find one sooner rather than later and keep in mind the LSE's [guidelines for editorial help](#)

Formatting and binding your thesis

- You will find all information on the [PhD Academy's website](#) (under F – Formatting your thesis)

Two/three months after submission: Pass your viva

Unexpected things happen during the PhD. If needed, you can request [an interruption](#) (under I: Interruption to your studies), and in exceptional circumstances, an extension. The LSE also has a [parental leave policy](#) for PhD students (under P: Parental Leave Policy)

Typically, in years two and three:

For students completing fieldwork

- Fill in [fieldwork forms](#) before any fieldwork trip takes place (under F: Fieldwork)

If your research involves human participants or data relating to directly identifiable human subjects (living or recently deceased)

- Complete the [LSE's Ethics Form](#) and data management plan

Conference attendance

- Notify [Health and Safety](#) of your travel plans and complete applications for the [Post-Graduate Travel Fund](#). If your allowance runs out, the EI has a small pot of money available for research students to use.

Exchanges with other universities

- Applications for the [Exchange Partnership programme](#) usually open between January and February