LSE THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**Welcome to the
Department of Government**

MSc Handbook

2021/22

lse.ac.uk/government

LSE

COVID-19 SECURE

Look after yourself. Look after others.

Wear a mask

Wash or sanitise hands regularly

2M

Keep a safe distance and follow advice on campus

Cover coughs and sneezes

Use learning spaces safely

Let LSE know if you feel unwell

Do you have symptoms?

37.5°

High temperature, fever shaking or chills

Loss of sense of smell, taste, or breathing difficulties

Dry cough

Get a COVID-19 test, DO NOT go out and you MUST self-isolate for ten days.

SCAN ME

Thanks. Together we help make LSE COVID-secure.

Campus safety, testing information and more: lse.ac.uk/coronavirus

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HUB

Connect with the LSE community
studenthub.lse.ac.uk/welcome

Welcome to the Department of Government

Welcome to the Department of Government! On behalf of my colleagues, let me say that we are delighted to have you join the Department of Government. As you will appreciate, admission to the Department, and to LSE, is highly competitive, so congratulations on getting your place. We hope that you will thrive while you are here, both in terms of your academic excellence but also personally. LSE is an exciting and vibrant community of scholars. The Department and LSE recruit students and faculty from all over the world, and our list of distinguished academics (both present and past) is a long one. We hope to challenge you, but we also hope to support you. There is a balance to be struck in terms of rigorously pushing towards excellence but also recognising times for rest, reflection, and relaxation. There is a wide array of resources at LSE that are meant to help you find the balance that works for you. If you have questions or concerns, please ask!

Let me add that you are joining the LSE Government Department at time that will most definitely feature prominently in the history books. As you will all be aware, universities throughout the world are continuing to face enormous challenges in delivering teaching of a calibre that students expect, and yet also ensure the safety and well-being of the university community during this ongoing global pandemic. The Government Department has worked closely with the LSE leadership to provide as safe an environment as possible on campus, but also provide excellent teaching and supervision. This will be another extraordinary year for us all, but rest assured that all staff and faculty in the Government Department are working hard to make your time with us as enriching, rewarding and intellectually invigorating as possible. We may all be continuing to find new and different ways of doing things, but we promise to work hard to make this year a success for you all.

In the meantime, this handbook is concerned with the special arrangements that the Department makes to implement and supplement the School practices set out in the **Calendar**. There are probably a lot more exciting things to read, but trust me, this handbook is very important. It should serve as a guide to the practical elements of undertaking your programme of study and you are encouraged to read it and refer to it often throughout your time here.

Professor Cheryl Schonhardt-Bailey
Head of Department

Political Science at LSE

The **LSE Government Department** is one of the largest and oldest centres of political science in the UK. Political science forms part of the LSE's title and was central to its academic concerns from its foundation in 1895. Indeed, the School's Founder, the Fabian luminary Sidney Webb, was the School's first Professor of Public

Administration from 1912 to 1927. A good history of the Department has yet to be written, though Ralf Dahrendorf's LSE: A History of the London School of Economics and Political Science, 1895-1995 (1995) gives some of the background.

Well-known scholars who have been members of the Department include Graham Wallas, Harold Laski, Leonard Schapiro, Michael Oakeshott, Elie Kedourie, Maurice Cranston, Patrick Dunleavy, William Robson, Peter Self, William Letwin, Gordon Smith, Kenneth Minogue, John Gray, Keith Dowding and Brian Barry. Its current full Professoriate consists of Cathy Boone, Sumantra Bose, Michael Bruter, John Chalcraft, Torun Dewan, Katrin Flikschuh, Simon Hix, Sara Hobolt, Jonathan Hopkin James Hughes, Leigh Jenco, Paul Kelly, Martin Lodge, Omar McDoom, Ed Page, Francisco Panizza, Anne Phillips, Stephanie Rickard, Cheryl Schonhardt-Bailey, John Sidel, David Soskice, Tony Travers, Stephane Wolton and Lea Ypi.

Like the LSE in general, the Department is cosmopolitan: the staff, students and visitors come here from all parts of the world. It is also large by European standards. In a typical year, it has over 120 registered research students (MPhil/PhD), about 300 taught Master's students and over 350 undergraduates (including General Course students). Its staff of full-time academics, tutorial fellows, academic visitors and research officers currently numbers about 40, plus an administrative team and over 30 class teachers in a typical year. **A full listing of academic staff** for the current session can be found on the Departmental website, and the Department's entry in the School's Website publication **LSE Experts Directory** contains more information about their spheres of expertise (and their photographs, although these are not always a reliable guide to their current appearances).

Although political science at LSE (unlike most other UK universities) is divided between the Departments of International Relations, Government, the European Institute and the Department of International Development (DESTIN) the Government Department covers many of the sub-fields of political science, including Political Theory and Philosophy, Comparative Politics, Global Politics, Public Policy and Regulation, Rational Choice Theory and European Politics and Governance. Its teaching involves close collaboration with other Departments of the School. This collaboration is reflected in its participation in joint degrees at the undergraduate level, as well as interdepartmental MSc programmes.

This is a short guide to **LSE and its history**

Using this handbook

Please read this handbook carefully. It provides essential information about the Department's teaching, assessment, administration and programme requirements. It also contains essential guidance about how to get help from the Department with administrative and academic issues and advice on study skills.

DISCLAIMER:

Every effort has been made to ensure that the information in this handbook is correct and up-to-date at the time of publication (September 2020). The online version of the handbook, which may be amended during the year, is the definitive version: in the case of differences between versions, the online version should be

considered authoritative. If any of the information in this handbook differs from other sources of information that you have accessed/ received, you should consult the MSc administration team (**gov.msc@lse.ac.uk**) for clarification.

Starting your programme

The **LSE Welcome site** is a useful tool for preparing to commence your programme at LSE. The following covers your immediate priorities in the first few weeks of the first term:

Certificate of Registration

A certificate of registration provides proof to organisations, such as the Home Office, council tax offices and banks, that you are registered as a current student at LSE. Once you are formally registered with the School you will be able to print out your certificate via **LSE for You**. The "Certificate of Registration" option can be found in the "Certification and Documentation" section of LSE for You. Please be aware it can take up to four hours for your change in Registration Status to be picked up by LSE for You so you may have to wait a short time if you've just registered. If you require this certificate to be signed and stamped, staff at the Student Services Centre will be happy to do this for you. If you require a certificate with information beyond what is on the Certificate of Registration please see registry documents.

Settling in at LSE

The **Your First Weeks** webpages provide comprehensive information to help you settle in to life at LSE. The "How To" pages provide particularly helpful guides on getting here and getting settled. LSE Social also provides a list of events and exhibitions going on around the School.

Welcome week

The **Welcome Week** webpages contain information about both compulsory and optional events taking place at the start of the academic year including those specific to your department and MSc programme, as well as central School Welcome Week events.

Communication at LSE

It is very important that you keep the Department and the School informed of your current home and term-time addresses, telephone numbersand email addresses. In your first weeks you should check that this information is accurately listed on **LSE for You**.

If any of this information changes, you must update it on **LSE for You** immediately.

Reading lists

For each course there is an online reading list with links to e-sources and the library catalogue. These Reading Lists can be accessed from Moodle, the library webpage, or by visiting **Readinglists/LSE**. If any of the Reading Lists do not work or if you cannot access a book in the library, please contact: **gov.msc@lse.ac.uk**

Mail

Any internal mail that comes to the Department for students will be kept in CBG 3.20 and you will be notified by email that you have mail to collect. Unfortunately, the department cannot handle any external mail for students. Messages from students for members of staff should be handed in at the **Department's Professional Services Office (CBG 3.20)** and will be placed in staff pigeonholes.

Course registration

Information about postgraduate course choice and seminar sign up can be found on the Student Services Centre webpage: **lse.ac.uk/coursechoice**

The Graduate Course Choice Module opens for browsing at 10:00am Monday 13 September 2021. The Department of Government will host an online browsing workshop on Tuesday 14 September for our MSc students to explain the course choice system and processes and to answer student questions. The Graduate Course Choice Module opens for students to actively apply to courses at **10am Monday 20 September 2021**. The Department of Government will host an online Graduate Course Choice Session immediately beforehand for our MSc students to help answer any questions and queries that you may have. Please also see the **Course Selection and Timetables** section of the handbook for further information.

You can make your course selections as soon as the Graduate Course Choice system opens on **10am Monday 20 September 2021**. However, you will only be able to access the "Graduate Course Choice" option in **LSE for You** if you have completed online pre-enrolment. You must register for your GV4-coded course choices (**for both Michaelmas and Lent terms**) via LSE For You by **10am Wednesday 22 September 2021**. Other LSE Departments may operate different course choice deadlines and you should check the correct course choice deadline for all non-Department of Government courses via the course choice system on LFY, the graduate course guides or via the Controlled Access Courses webpage.

LSE Departments known to share the same course choice deadline as the Department of Government are the Department of International Relations, the European Institute, the Department of International Development, the School of Public Policy and the Department of Sociology.

The Graduate Course Choice system will continue to remain open for late course changes until **5pm on Monday 4 October 2021** when it will close until the Lent Term Course Choice window. The Lent Term Graduate Course Choice window allows students to when you can change your Lent Term course choices only. You will not be permitted to change Michaelmas Term courses beyond week three of the Michaelmas Term.

Your academic mentor is required to authorise your course choice selections to ensure that they comply with your **programme regulations**. We therefore recommend that you follow this suggested timetable.

Graduate Course Choice

10am on Monday 13 September 2021 until 10am Monday 20 September 2021	View your MSc **programme regulations and the course guides** of the courses that are available on your programme **before 20 September**
	Consider whether or not you want to take **courses outside of your programme regulations**. You will need to secure the approval of your Academic Mentor, who will formally approve your choices on the School's system. Some outside courses may require the approval of your Programme Convenor where indicated in your programme regulations.
	Consider whether or not you want to graduate with a particular specialism and note which courses you would need to take to qualify for this specialism. See your programme regulations. Only MSc Comparative Politics, MSc Public Administration and Government, MSc Public Policy and Administration and MSc Regulation offer specialisms.
	Make a note of any courses that you are interested in taking which are capped or controlled access and check whether or not they are running in 2021/22 (you can find out if a GV course is capped or not running by looking at the **Availability section of the online course guide**
	If a course is not running in 2021/22 and you consider it to be crucial to your academic aims, view equivalent courses offered by other LSE departments or University of London colleges. For more information view **Capped Courses 2021/22 (postgraduate)**
	See also **Taking a course outside LSE** for the procedure to register for outside courses.
	You should then note how the capped or controlled courses you want to select are administered. For example: are the courses freely available or is access to them controlled? Is there any requirement to write an application or provide a rationale for taking a course? Is it administered on a first-come first-served basis? Are certain students on specific programmes given priority access?
	Prepare any applications/rationales as required. Consider the likelihood of getting a place on courses that are restricted to students on certain MSc programmes and reconsider your selections on this basis.
	Please note: The Department of Government only administers courses that begin with GV.
	If you have questions about capped or controlled access courses that do not begin with GV, contact the department that administers them directly.
	Consult the **teaching timetable** to find out when the courses you are interested in taking are scheduled in order to avoid any timetabling clashes when making your choices.

Graduate Course Choice

10am on Monday 13 September 2021 until 2pm Monday 20 September 2021	Familiarise yourself with the LSE For You system using the online tutorials for Graduate Course Choice at **LSEForYou/Tutorial**. Consider attending the Browsing Workshop and the Graduate Course Choice Breakfast run by the department during welcome week. See the **Welcome Week schedule** for details.
	Once you have registered and your **IT account has been activated**, log-on to LSE for You and the Graduate Course Choice application. You should find that you have been automatically registered for the compulsory courses for your programme of study. If you have not been automatically registered for your compulsory courses, contact **gov.msc@lse.ac.uk**.
GRADUATE COURSE CHOICE MODULE OPENS – 10am Monday 20 September 2021	Make your course selections for both **Michaelmas and Lent terms** on **LSE for You** as soon as possible.
	If your programme regulations state that you need to take a compulsory Methodology course, decide whether or not you will take this course in the Michaelmas or Lent term. When you make this choice on the LSE for You system, you will see that the same Methodology course appears twice but with an M or L at the end of it. The M and the L stand for Michaelmas and Lent so you should select (for example) MY451M if you want to take this course in the Michaelmas term or MY451L if you want to take this course in the Lent term.
	If you have selected capped or controlled access courses, choose alternative back-up courses in the event that you are not successful in securing a place on the capped/controlled access courses you have applied for. The LSE for You system will permit students to apply for up to four full-unit (1.0) courses in the course choice period, so do consider your choices carefully with close reference to your programme regulations.
	As you are offered places on capped or controlled access courses, ensure you **accept OR reject your offer within 48 hours via LSE for You. Once you have accepted an offer, you will be able to sign-up to a seminar group in LfY.**
	Search the general **School Timetable** by course code to find out the time and location of the first lectures for the courses you have selected.
	Please note that PGT Students are unable able to drop MT courses in the LT course choice window.
	Please also note the late course change request deadline: Absolutely NO Michaelmas Term course changes are possible after 5pm on Friday 15 October 2021.

Graduate Course Choice

Meet your Academic Mentor from Wednesday 22 September 2021	Arrange a meeting with your academic mentor (or drop-in to their office hours) as soon as possible
	after you have made your course selections (and before the course choice deadline). Discuss your course choices with your academic mentor so that they can highlight any problematic choices which might prevent them from authorising your course choices. If you have selected courses outside of your programme regulations you should especially ensure that you meet with your academic mentor as soon as possible as permission may also need to be sought from your programme convenor before your selection can be approved and this process may take additional time..
	Attend the first week of lectures for your chosen courses. Consider whether or not you want to change courses and discuss with your academic mentor whether or not any new courses you want to select are likely to gain their approval.
	Amend any of your course choices in light of the meeting with your academic mentor and before the course registration deadline.
	Once you have been accepted onto your chosen courses, sign-up to your seminars on **LSE for You** before **5pm Friday 24 September 2021**. Consult the online tutorials for guidance on how to do this.
	If the courses you have been accepted onto are outside options email **gov.msc@lse.ac.uk** with the details of the outside options you are taking, attaching the email approvals from your academic mentor and course/programme convenors.
	If you are rejected from a capped or controlled access course, select alternative courses. Consider writing to the course convenor of the capped course you have been rejected from to see if they will permit you to audit the course. Auditing a course means attending the lectures but not attending the classes/seminars or completing any of the assessment or receiving any academic credit. Permission to audit a course is not an entitlement and is approved entirely at the course convenor's discretion. Keep in mind that auditors may be more difficult to accommodate in courses assigned to classrooms with limited seating.

Graduate Course Choice

Before 5pm on Monday 4 October 2021	Ensure you have successfully signed up for seminars for the courses that you have been accepted onto and have received approval for by your academic mentor.
	View your personal timetable on **LSE for You** (all courses will have to have been approved and you must have signed up for all seminar groups before you will be able to view your personal timetable).
	If you wish to amend your course choice after the online system has been switched off, you will need to consult with the course convenor of the new course and gain the approval of your programme convenor. To request a late course change you will need to submit an approved "late course change" form, available to download from **Graduate Course Choice**
Lent Term Course Choice Window – 10am on Monday 17 January 2022 until 5pm on Friday 28 January 2022.	Course choice will reopen during this period. If you want to change your Lent term courses, follow the above steps in order to secure a place on a new course by the deadline.
	Students should try wherever possible to pick their Lent Term courses at the beginning of the year.
	The Lent term window should really only be seen as an opportunity to make changes. Lots of MSc courses have limited numbers so if students leave their choices they may find their chosen course is full.
	No course choices or changes can be made beyond Week 2 of LT
	Please note that PG Students are unable to drop or change MT courses in the LT course choice window.
Seminar Sign-Up	Seminar sign-up will remain open temporarily but you must have signed up for seminars for courses you have selected in the LT GCC period by **Friday 28 January 2022** at the latest.

All course choices are subject to the approval of your home department.

Programme regulations and course choices

MSc Comparative Politics

MSc Conflict Studies

MSc Global Politics

MSc Political Theory

MSc Political Science and Political Economy

MSc Public Policy and Administration

MSc Public Administration and Government (PKU-LSE)

MSc Regulation

All Department of Government students are required to take exactly **four** full-units (1.0). These units can be broken into half-unit courses which count for 0.5 units (and run for one term) and/or full-unit courses which count for 1.0 unit (these courses run over both Michaelmas and Lent terms).

All Department of Government MSc students must complete the compulsory GV499 Dissertation which is worth 1.0 unit. Part-time students must complete the compulsory GV499 Dissertation in their second year of study.

Most programmes also require students to take core courses and/or methods courses, which are worth between 0.5 and 1.0 unit, depending on the programme. You should consult the programme regulations for your MSc for details of which core courses you must take to be awarded your degree. These can be found online at **Programme Regulations**.

All Department of Government MSc programmes also require students to take optional units in addition to the core course(s) and the GV499 dissertation. The optional courses on your programme are also listed on your programme regulations

When you log into LSE for You, you will find that you have already been automatically signed up for any courses that are compulsory for your MSc programme. Do not deselect any of these unless you are a part-time student completing the programme over 24 months.

See **interpreting programme regulations** for a guide to interpreting Programme Regulations.

Optional courses outside of your regulations

Outside options are LSE courses that are not included in your programme regulations. Most Departments in the School offer a range of postgraduate taught courses provided the course requirements are met. If a student wishes to take a course not listed in their programme regulations (including GV courses) then the following permissions must be obtained by email:

For one 0.5 unit you will require the permission of your academic mentor and the course convenor of the outside course you wish to take. Check your programme regulations for specifics of the permissions required.

For one or more courses to the value of 1 unit – you will need the permission of your academic mentor, the course convenor(s) of the outside course(s) and the MSc Programme Convenor of your programme.

If your outside option(s) are approved and you are accepted onto the courses on LFY, you should email **gov.msc@lse.ac.uk** with the details of the outside options you are taking, attaching the email approvals from your academic mentor and course/programme convenors.

Students cannot take optional courses outside of their regulations beyond the value of one unit.

Capped and "controlled access" courses

Some courses will have restricted access and for these you will need to successfully apply to the teaching department responsible for the course for permission to take it, before it can be selected on LSE for You. If such an application is required it will be indicated on the LSE for You course choice system. A list of the GV4-coded courses that are capped in 2021/22 can be found at **Capped Courses (postgraduate)**. Information on whether courses in other departments are capped or controlled access can be found on the online course guides.

You must apply for any GV** capped courses by the deadline of **10am Wednesday 22 September 2021**. We would advise you to check your LSE for You account regularly during the course choice period, because when you are offered a place on a capped or controlled access course, you must accept or reject the offer within 48 hours via LSE for You.

For more information please see **Graduate Course Choice**.

The research methodology courses

These courses are compulsory for the MSc Conflict Studies, MSc Public Policy and Administration, MSc Public Administration and Government (PKU) and the MSc Political Science and Political Economy programme. Students on MSc Conflict Studies will take either MY421 or MY451. Students on MSc Public Policy and Administration and MSc Public Administration and Government (PKU) will take either MY451 or MY452. **Students on MSc Political Science and Political Economy will take MY452 and MY457.**

Why are methods courses important?

We recognise that many students may be intimidated by statistical methods, and some of you may approach them with anxiety and trepidation. Rest assured that an advanced knowledge of maths is not required and we will not even use much of it, at least in the introductory statistics course where you will be taught how to use percentages, averages and standard deviations, before moving to cover statistical inference and ending with simple multiple regression (one of the most widely used tools in quantitative methods in the social sciences). But still you may ask, why should you do this?

The short answer is that just as we are all expected to be able to write coherent essays, we need to acquire at least a basic numerical literacy to be able to understand some of the important work in modern social science. It is a fact of life that you just cannot read, understand or evaluate many articles in social science journals if you have never studied any statistics. We do not expect you to become "fluent" after one quantitative methods course (any more than you would after studying a foreign language for only a short time) but you will have an important start. Above all, if you have any fear and phobias about statistical methods, you will overcome them and show yourself that you really can do this! The Research Methods courses are designed to equip you with the basic social science research skills and to help you to produce a higher quality dissertation.

Improving your research is the main point, and these skills will help you structure your thinking more clearly and precisely. Moreover, even a few moments' reflection suggests that learning how to systematically design research projects and use appropriate methods are "transferable life skills" that could well be of use to you long after you leave LSE. Whether you end up working as a policy analyst for a government, international organisation, research organisation, or a private sector company, candidates with research methods skills are often more attractive. Even if you don't do the research yourself, it will be useful to know whether the analysis done by the people who work for you makes any sense!

Quantitative Methods

Students with no previous experience of statistics and data analysis will take MY451: Quantitative Analysis 1: Description and Inference.This course covers the basic theory and concepts associated with quantitative social research: descriptive statistics, the logic of statistical inference and sampling, hypothesis and significance testing and simple linear bivariate and multiple regression.

Key information about the Department of Government

Location

The Department of Government is located on the third and fourth floors of the Central Buildings.

Common room

The Department of Government has the privilege of being able to offer its students a common room on the 4th floor of the Central Buildings, for group study and intradepartmental socialising. You can access the common room using your LSE ID card. As there are academic offices and PhD study rooms close by, noise must be kept to a minimum. Anyone found to be exceeding reasonable noise levels or otherwise misusing this room may be barred from entry.

Professional services office

The Department's Professional Services Office in CBG 3.20 is open Monday to Friday between 10.30am and 3.30pm in Michaelmas Term. Lent Term office hours to be confirmed in line with COVID guidance.

Head of Department

The Head of Department, **Professor Cheryl Schonhardt-Bailey**, is responsible for the overall running of the Department and all academic members of staff.

Deputy Head of Department (teaching)

The Deputy Head of Department (Teaching), **Dr Paul Apostolidis**, is responsible for the delivery of the undergraduate and postgraduate programmes for the Department. If you encounter problems or issues that cannot be resolved by your student representative, course convenor, academic mentor, MSc programme convenor, or MSc Programmes Director, they should be escalated to the Deputy Head of Department (Teaching).

Department Manager

The Department Manager, **Imran Iqbal**, is responsible for all matters relating to the administration of the Department.

MSc Programmes Director

The MSc programmes director **Professor John Chalcraft**, is responsible for ensuring a consistent approach to all matters relating to the Department's MSc programmes, working closely with the Deputy Head of Department (Teaching) and the MSc programme convenors and the MSc Professional Services Team. The MSc Programmes Director chairs the **Staff-Student Liaison Committee (SSLC)** (**see page 52**) and also represents the MSc programmes at departmental and School-level committees; reporting back on relevant issues that arise from the MSc Staff-Student Liaison Committee. If you encounter problems or issues that cannot be resolved by your student representative, course convenor, academic mentor or MSc programme convenor, they should be escalated to the MSc Programmes Director.

MSc Programme Convenors

Each MSc programme is led by a senior member of faculty. These programme convenors manage the course convenors working within each programme. If you encounter problems or issues that cannot be resolved by your student representative, course convenor or academic mentor, they should be escalated to the MSc programme convenor.

In 2021/22, the MSc programme convenors are:

Programme	Programme Convenor
MSc Comparative Politics	**Dr David Woodruff**
MSc Conflict Studies	**Professor Jim Hughes**
MSc Global Politics	**Dr Mathias Koenig-Archibugi**
MSc Political Science and Political Economy	**Dr Rafael Hortala-Vallve**
MSc Political Theory	**Professor Leigh Jenco**
MSc Public Administration and Government (PKU)	**Dr Dan Berliner**
MSc Public Policy and Administration	**Professor Ed Page**
MSc Regulation	**Professor Martin Lodge**

Academic mentor

Each MSc student is assigned an academic mentor at their induction meeting or shortly thereafter. They will be your most important academic link with the Department and the School. They will be able to advise you on academic and pastoral matters or signpost you to the correct contact in the School for further support.

They will ask to see you during the first week of term. Make sure you attend at the time requested by your mentor. Mentors will have at least one office hour a week when they will always be available to see students. You can find out when your academic mentor holds their office hour on their staff page on the Department of Government website. If for some reason you do not hear from your academic mentor in the first days of term, make an appointment to see them on LSE for You or visit them during their office hour.

At all other times of the year, if an academic's office hours are fully booked, academic mentors should also be prepared to make appointments outside their office hours for their academic mentees so please do email your mentor to arrange an appointment if necessary. You should expect to **meet with your mentor a minimum of twice per term**. Any serious difficulties, which you may encounter over supervision, should be discussed with your mentor; if this fails to generate a satisfactory outcome, you should (consecutively, if necessary) see your MSc Programme Convenor, the MSc Programmes Director, and (ultimately) the Deputy Head of Department (Teaching).

Academic mentors will be able to advise you on MSc regulations, course choice, your academic performance and progress and many other matters related to your programme. They will be able to advise you on your prospects of proceeding to higher degrees such as MRes/PhD. You may expect your academic mentor to provide references for you when you apply to other institutions and for employment (but please note that three weeks' notice is required for the provision of a reference and an academic mentor may decline to write a reference if you provide him/ her with less time than this). Academic mentors may be able to offer advice if physical or mental illness, learning disabilities, financial difficulties, or other crises affect your work. You should keep them informed of any disruptions to your progress. **It is most important, if you are ill or experience any other crisis, that your mentor is informed as soon as possible.** This is particularly important if such crises negatively affect the submission of assessed work or examinations.

Dissertation supervisor

Each Department of Government MSc student has to complete the GV499 Dissertation and will be assigned a dissertation supervisor in February 2022. Students will be asked to complete a questionnaire and request a supervisor in the Lent Term. The assignation of dissertation supervisors will then be made by the MSc Programmes Director. The arrangements for your programme will be confirmed at your programme-specific induction meeting at the beginning of the year.

Course convenor

Each course offered by the Department and the School has a nominated course convenor who is responsible for organising the course syllabus, timetable, assessment, teaching materials and class teachers for that course. You can find out the convenor of any course by looking it up on the relevant course guide. Course guides can be found online on the **LSE Calendar**

Each course is different but course convenors are also often the principal lecturer for the course they convene and may also deliver the associated seminars or classes. Alternatively, the seminars or classes may be delivered by class teachers who report to and work closely with the course convenor, within a syllabus designed by the course convenor. If you encounter problems or issues with your courses that cannot be resolved by your student representative or class teacher, they should be escalated to the course convenor.

The Chair of the Sub-board of Examiners

The Chair of the Sub-Board of Examiners for all MSc programmes is the MSc Programmes Director **Professor John Chalcraft**.

Academic staff

During your time at LSE you will have various opportunities, both academic and social, to meet many of the academics in the Department of Government (and perhaps in other departments at LSE). You should make the most of these opportunities – they will enrich your time here.

Full details of the Department's academic staff can be found on the **Department of Government website**

The **LSE Experts Directory** also features indepth detail of all full-time academic staff's areas of research and expertise.

Students are encouraged to make full use of the office hours system to interact with a variety of academics across the department and LSE.
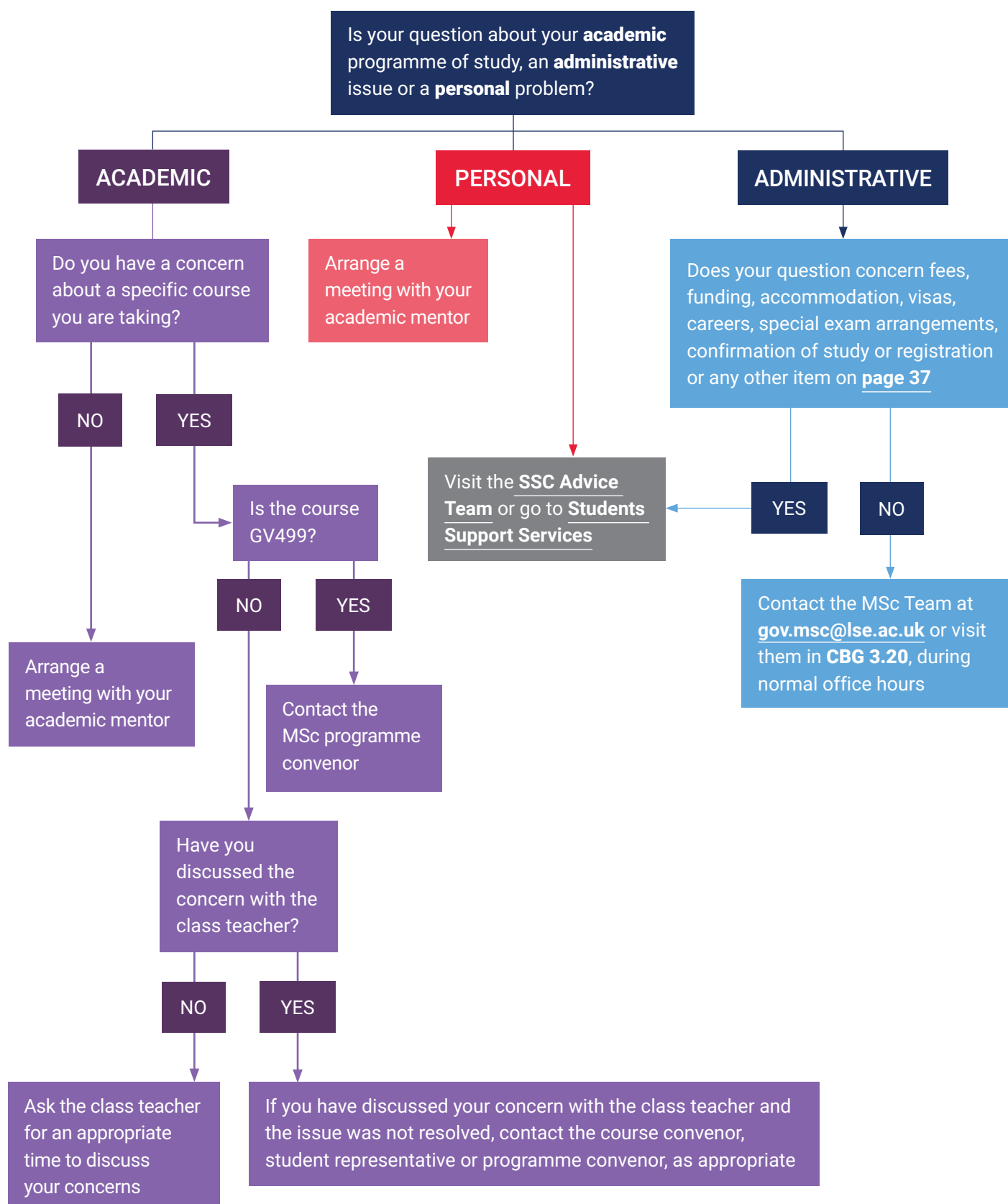
Professional services staff

Name	Title	Contact
Mr Mark Bryceland	MSc Programmes Manager	gov.msc@lse.ac.uk 0207 955 6300
Ms Serena James	MSc Programme Administrator	gov.msc@lse.ac.uk 0207 955 6060

Where to go for advice and information

Is your question about your **academic** programme of study, an **administrative** issue or a **personal** problem?

ACADEMIC

PERSONAL

ADMINISTRATIVE

Do you have a concern about a specific course you are taking?

Arrange a meeting with your academic mentor

Does your question concern fees, funding, accommodation, visas, careers, special exam arrangements, confirmation of study or registration or any other item on **page 37**

NO

YES

Is the course GV499?

Visit the **SSC Advice Team** or go to **Students Support Services**

YES

NO

NO

YES

Contact the MSc Team at **gov.msc@lse.ac.uk** or visit them in **CBG 3.20**, during normal office hours

Arrange a meeting with your academic mentor

Contact the MSc programme convenor

Have you discussed the concern with the class teacher?

NO

YES

Ask the class teacher for an appropriate time to discuss your concerns

If you have discussed your concern with the class teacher and the issue was not resolved, contact the course convenor, student representative or programme convenor, as appropriate

Also see: **What to do if you have a problem**

Studying for an MSc in the Department of Government

Aims

Your MSc programme aims to:

- provide an academically challenging education, in a research-active environment, to intellectually able students from a wide range of countries;

- provide access to the wider context of the social sciences;

- enable students that are intending to pursue higher degrees to develop the necessary analytical and theoretical sophistication, as well as breadth and depth of understanding within their field of study to become articulate, clear thinking individuals, able to analyse critically complex bodies of material, whatever their chosen career;

- provide research training in the social sciences, of the highest academic standards; provide specialist study opportunities to students with a first degree in a cognate area.

Objectives

Students completing an MSc programme should possess:

- an advanced critical understanding of the main theoretical and policy debates within their chosen field;

- specialist knowledge of at least one sub-field of their chosen area;

- the ability to work independently, employing an empirical and analytical knowledge of their field in the planning and presentation of succinct, precise arguments, both written and oral;

- the ability to design and independently execute a dissertation on an approved subject of their own choice within their field;

- a critical understanding of the main methodological and philosophical problems involved in research in their field;

- knowledge of the skills appropriate to research in their field, and detailed knowledge of the main findings and theories associated with the particular focus of their degree.

Assessment and feedback

Formative assessment

The LSE has two types of assessment, formative and summative. Class essays and assignments are examples of formative work and do not count towards the final grade for a course. Assessed essays, dissertations and unseen examinations are summative assessment and count towards the final course grade.

Courses without an assessed essay requirement will expect the submission of at least one piece of formative written work during the course. The marks for formative written work will not count towards your final mark for the course, but they will be recorded by your seminar teacher and can be used in the production of written references.

Formative work is not intended to provide a prediction of your likely performance in your final examinations; it is designed instead to measure your progress and to give you guidance on how to improve your academic performance. By contrast, summative assessment is designed to provide a formal evaluation of your academic achievement.

Summative assessment

Many MSc courses have assessed essays, which constitute up to 100 per cent of the overall formal assessment for that course. There are also a number of courses that are 100 per cent assessed by an unseen written examination in week

0 of the Lent Term OR Main Summer examination periods. In addition to taught courses, all MSc programmes involve the completion of a dissertation (GV499), which counts for 25 per cent of the final assessment of the programme.

Lent Term week 0 examinations

Some MSc GV courses will host their examinations in the Week 0 of Lent term instead of in the main exam period in the summer term. In 2021/22, week 0 Lent term will be Monday 10 – Friday 14 January 2022. Details of the January 2022 assessments will be confirmed during the Michaelmas Term.

Students who fail Lent term week 0 exams will not be permitted to re- sit in the main exam period in the summer. They will be expected to re-sit in the January 2023 Resit and Deferral Period (RDAP) of the following academic year. For more information see **Re-entry (Re-sitting) exams**

Assessment feedback

The LSE Academic Code sets out the School's policy on assessment feedback (**see page 76**).

Submitting assessed essays

Candidates are required to upload an electronic copy of their summative essays to the submission boxes on the course Moodle page by the advertised deadline. You will be asked to tick a box to confirm that your work is your own and that it conforms to the expectations set out by the conditions of registration and the School's academic regulations. The Department of Government does not accept hard-copy assessed essay submissions.

Assessed essays should be word processed using Arial or Times New Roman fonts, point 12, Normal margins, and double line-spacing.

It is your responsibility to ensure that you upload the correct file in a readable format. Only Word and PDF documents are accepted. If your file is corrupted/unreadable because you submit it in the wrong format and the Professional Services Office need to contact you to submit a readable file, you may incur a late penalty. You can overwrite this file as many times as required up until the deadline. You will not be permitted to make amendments to your file after the deadline has passed.

Word count

The length of each of your assessed pieces of coursework will be stipulated on the relevant course guide and/or Moodle page. In addition, the MSc administration team will email the guidance for each assessed piece of coursework prior to submission. For all assessed pieces of coursework on MSc courses, the following word count policy is applied:

Included in the word count: the main body of text, quotations within the text, all footnotes and endnotes.

Not included in the word count: the cover page, table of contents, acknowledgements, the abstract (although this should be a maximum of 300 words), figures, graphs, tables, appendices and the bibliography.

A note on appendices: Whilst appendices can provide useful additional information, students should not rely on appendices being read by markers, as they are outside the official word count. Your appendix should, at best, provide background material that supports the information you provide in the main text; your argument should not rely on referring to an appendix. Your assessed coursework should be as close to the word limit as possible.

Percentage of words over the word limit	Number of marks deducted
Up to 5%	0
5-10%	5
10-15%	10
15-20%	15
20-30%	20
Over 30%	50

A penalty will not apply for assessed coursework that does not meet the word limit but it is unlikely that coursework that is significantly under the word limit will meet the academic requirements.

The size of the penalty will be determined by the percentage of words over the word limit. Examiners are recommended to penalise excessively long essays using the sliding scale to the left. There is also a twenty mark penalty for claiming your word count is under the limit when it is over.

Penalties are necessary in order to achieve equity between candidates and to ensure that all candidates are assessed on the basis of submissions that are similar in form.

The word count policy is also intended to discourage candidates from attempting over-ambitious topics and to encourage concise argument. (Remember that academic articles in major refereed journals are also subject to strict dictates concerning word length).

Extensions

Procedure for applying for an extension. Please first familiarise yourself with the **LSE Extension Policy**.

To request an extension, students must:

- Complete and submit all sections of the **Department of Government MSc Extension Request Form** providing

  – a clear statement detailing what has happened

  – information about how this has affected the student's ability to submit the assessment by the deadline

  – the number of additional days requested to enable them to complete the assessment

- Extension requests must be submitted no more than seven days before the deadline. Extension requests submitted **at any time after** the deadline will not be considered. Extensions will only be considered where a student experiences exceptional and unforeseen circumstances beyond their control, such as illness, bereavement or personal difficulties which they feel will prevent them from submitting their work by the published deadline.

- Provide direct and proximate accompanying evidence, which meets **LSE standards of evidence table**

- Submit the completed extension request form to **gov.msc@lse.ac.uk**. In order to maintain your anonymity, please do not submit a request directly to your course convenor. The MSc team will seek the required approval on your behalf while maintaining your anonymity.

Extension Length: The length of any extension granted is at the discretion of the Course Leader, or designate, and should take into account the circumstances and work required. This will be a maximum of **10 working days** beyond the original deadline. Students who feel unable to meet the new extended deadline should follow the **Deferrals** procedure before the deadline.

Once received, your MSc programme administrator will anonymise your request and submit it to your course or programme convenor, as appropriate. Extensions are granted entirely at the discretion of your course or programme convenor. You will be expected to provide supporting evidence which meets the **LSE standards of evidence table** and you should attach any documentation you have with, or as soon as possible after, making the request. **Students must NOT send extension requests directly to course or programme conveners as this will compromise their anonymity.** If a student sends an extension request directly to a course or programme convenor, they cannot claim any bias in the marking process as a result of non-anonymised marking.

Please note that employment is **not** a valid reason for requesting an extension. The LSE Extension Policy states that "Students are expected to manage their workload effectively, be aware of all submission deadlines, and be able to organise themselves accordingly to submit their work by the published submission deadline". If you choose to work during your studies then it is your responsibility to organise your time so that you can complete your course work.

For further information, please refer to the **LSE Extension Policy** webpage and the full Extension Policy document. If you feel you meet the criteria for an extension, please complete the **Application to Request an Extension Form** and submit to **gov.msc@lse.ac.uk** along with your supporting evidence which must meet the **LSE standards of evidence table**.

Deferrals

If you wish to defer the submission of your summative assessments to the following academic year, it is essential that you make a deferral request **before the submission deadline**. For guidance on submitting a deferral request, please see **LSE deferral**.

Late submission penalties

It is the student's responsibility to ensure that summative assessments are submitted correctly and on time. If a summative assessment is received after the submission deadline, and neither an extension nor a deferral has been formally approved, the assessed coursework will be subject to automatic late penalties in accordance with section 52 of the School's **General Academic Regulations** which state:

If a student fails to submit by the set deadline (or extended deadline as appropriate) five marks will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24 hour period (working days only) until the coursework is submitted.

If you make a late submission, the penalty will be automatically applied and the penalty will be applied to your feedback form and all provisional and final marks and classifications. If there are exceptional circumstances that arose to prevent timely submission, but the student did not seek an extension or deferral in advance of the submission deadline, they are encouraged to complete and submit an **Exceptional Circumstances Form** directly to the Student Services Centre within seven days of their last submission deadline for the academic year, in most cases the GV499 Dissertation in August.

The October exam boards will consider all submitted and valid exceptional circumstances. For guidance, Exceptional Circumstances which do not meet the LSE Standards of Evidence will not be considered valid.

Non-submission

According to the regulations, if a candidate does not submit their first attempt at a summative assessment by the submission deadline (or the agreed extension deadline), and they have not arranged a deferral in advance of the submission deadline, the candidate will receive a mark of 0 and will exhaust one of their attempts at that course. They will be automatically reentered to re-sit the course as a second and final attempt the following academic year and the degree award will be automatically capped at a pass (in accordance with section 6 of the **Classification Scheme for Taught Masters Degree**).

Examination procedures for candidates

The School's guidelines on sitting examinations can be found in **Examination Procedure**. Section 8 of the Examination Procedures for Candidates explains what to do if things go wrong for you around the examination period. Like summative essays and dissertations, examinations can be deferred in advance of the examination period. For more information about deferral, ().

Examination timetables

The examination timetable for the Lent term Week 0 exam period will be published by **30 November**.

The examination timetable for the Main Summer exam period will be published shortly after the Lent term and your personal examination timetable will be published by the end of the second week of the summer term. For the most up-to-date timeframes consult **Examination Timetable**.

Past exam papers

For the purpose of revision, see **Past Exam Papers**.

Marking procedures

All summative work (coursework, dissertations and exam scripts) must be anonymous and distinguished only by candidate number. All scripts are marked by one internal marker and a selection of scripts are moderated by a second marker. In cases where the internal markers are unable to agree a mark, the script in question is sent to an external examiner. The external examiner also receives a sample of scripts and other assessed work from the top, the middle and the bottom of the mark range in order to confirm that internal marking is consistent and of an appropriate standard.

The MSc Programme Director acts as Chair of the Sub-Board of Examiners on all MSc Programmes. They are responsible for examinations, ensuring that the proper procedures are followed, as set out in the Instructions for Examiners, in respect of all MSc programmes and courses run by the Department of Government.

The MSc marking scheme

All formative and summative assessment will be marked against the
MSc marking scheme:

MSc Government marking scheme			
Mark	**Descriptive Equivalent for Exams**	**Descriptive Equivalent for Course work/Class Essays**	**Descriptive Equivalent for the Dissertation**
Outstanding (Distinction) 75+	The below + outstanding in originality.	The below + outstanding in originality.	The below + outstanding in originality. Publishable in modified form.
Excellent (Distinction) 70-75	The below + original ideas and/or argument. Demonstrates acommand of theory and evidence.	The below + original ideas and/or argument. Demonstrates acommand of theory and evidence.	The below + original ideas and/or argument. Demonstrates acommand of theory and evidence.
Very Good (Merit) 65-69	The below + analytically and theoretically sophisticated with a wide and deep knowledgeof literature and a superior marshalling of evidence. Capability of doing PhD work.	The below + analytically and theoretically sophisticated with a wide and deep knowledgeof literature and a superior marshalling of evidence. Capability of doing PhD work.	The below + analytically and theoretically sophisticated with a wide and deep knowledge of literature and a superior marshalling of evidence. Capability of doing PhD work.
Good (Merit) 60-64	The below + good use of theory and some analytical depth. Deeper knowledge of literature. Good use of a variety of evidence to support the argument.	The below + good use of theory and some analytical depth. Deeper knowledge of literature. Good use of a variety of evidence to support the argument.	The below + good use of theory and some analytical depth. Deeper knowledge of literature. Good use of a variety of evidence to support the argument.
Average (Pass) 55-59	The below + demonstrates some reflection on the readings and lectures and uses supporting evidence fairly well. Minor factual errors allowed.	The below + demonstrates some reflection on the readings and lectures and uses supporting evidence fairly well. Minor factual errors allowed. Sources are accurately documented and presented.	The below + demonstrates some reflection on the literature and uses supporting evidence fairly well. Minor factual errors allowed. Sources are accurately documented and presented.

MSc Government marking scheme			
Mark	**Descriptive Equivalent for Exams**	**Descriptive Equivalent for Course work/Class Essays**	**Descriptive Equivalent for the Dissertation**
Satisfactory (Pass) 50-54	A coherent answer to the question showing a basic knowledge of lectures and set and required readings. Some factual errors allowed.	A coherent answer to the question showing a basic knowledge of lectures and set and required readings. Some factual errors and lapses in documentation of sources allowed.	A basic question answered with a coherent argument demonstrating a basic knowledge of relevant literature and empirical evidence. Some factual errors and lapses in documentation of sources allowed.
Unsatisfactory (Condonable Fail) 40-49	Anything less than the above, but some understanding of the subject demonstrated. Incomplete and poorly organised answer containing many errors of fact.	Anything less than the above, but some understanding of the subject demonstrated. Incomplete and poorly organised answer containing many errors of fact. Narrow or poor selection of material and flawed understanding of it. Poor presentation.	Anything less than the above, but some understanding of the subject demonstrated. Incomplete and poorly organised answer containing many errors of fact. Narrow or poor selection of material and flawed understanding of it. Poor presentation. Poorly researched and little sign of analytical depth
Unsatisfactory (Bad Fail) 0-39	Anything less than the above. Shallow and little evidence of understanding.	Anything less than the above. Little effort. Shallow and very poorly presented.	Anything less than the above. Little effort. Shallow and very poorly presented.

The GV499 Dissertation

The GV499 dissertation is a very important part of your assessment. It makes up 25 per cent of the total assessment of your MSc programme and you cannot be awarded your degree if you have not passed GV499. The structure of the dissertation process is as follows:

The structure of the dissertation process is as follows:

Term	Date	Event
Michaelmas Term (Wks 7-11)	Varies by Programme	Introduction to Dissertation Session. Each MSc programme will organise lectures offering basic guidance on dissertation research.
Lent Term (Wks 1-5)	Monday 17 January– Friday 18 February 2022	Students are encouraged to discuss dissertations with their academic mentors and to approach potential dissertation supervisors.
Lent Term (Wks 1-5)	Varies by Programme	Second Dissertation Session
Lent Term (Wk 5)	18 February 2022	Submission of Dissertation Supervisor Request Form. Students will be invited to complete a Dissertation Supervision Form via Moodle, due by week 5. This form will ask students for a very brief outline of their dissertation topic and possible research question in order to assist matching students to appropriate supervisors, which will be confirmed to students via email in Week 6.
Lent Term (Wk 6)	25 February 2022	Allocation of Dissertation Supervisors. Students are expected to start meeting regularly with their allocated dissertation supervision in preparation for the submission of the formal dissertation proposal in early April.
Lent Term (Wk 11)	Friday 1 April 2022	Deadline for submission of dissertation prospectuses. It is the responsibility of the student to enure their dissertation prospectus form is authorised by their dissertation supervisor. By submitting this form, students confirm that the proposed dissertation topic has been discussed and agreed with their dissertation supervisor.

Term	Date	Event
Lent Term / Summer Term	Monday 17 January–Friday 17 June 2022	Students should continue to meet with their dissertation supervisors from allocation in LT Week 7 until formal dissertation supervision concludes at the end of the Summer Term in ST Week 6.
Summer Term (Wks 1-7)	3 May–17 June 2022	LSE LIFE runs a series of dissertation workshops in the Summer Term. Students can sign up via the LSE Training and Development System.
Summer Time	20 June–12 August 2022	Dissertation Supervisors should run two dissertation support windows for their supervisees during the summer months
Summer Time	Monday 20 June–Friday 12 August 2022	Dissertation Support Sessions throughout the summer with Dr Jill Stuart and a quantitative specialist
Summer Time	Tuesday 23 August 2022	Dissertation Submission Deadline

With agreement from your dissertation supervisor, you may be permitted to change your dissertation topic or title after your dissertation proposal form has been submitted. However you will not be permitted to make major changes after the end of thesummer tem. As noted above, your dissertation supervisor will not be available during the summer vacation, and it is inadvisable to commence work on a completely new topic at such a late stage. You may make minor amendments to your title, providing the basic topic remains unchanged.

Summer Months – Outside Term-Time

After the end of the Summer Term students are "on their own"; academics are expected to spend the summer vacation on research and writing, as well as attending meetings and conferences, so do not expect to have any contact with your dissertation supervisor beyond the summer term outside of the two dissertation windows detailed below. You are therefore advised to begin work on your dissertation as early as possible to make good use of the supervision period.

Supervisors will provide two dissertation windows to supervisees after the summer term. The windows provide students with opportunities to discuss their dissertations in the summer months. Your supervisor should confirm these dates to supervisees by the end of the Summer Term.

Additionally, the Department of Government also provides general dissertation support to students in the form of a Dissertation Support Supervisor and a Quantitative Methods Support Supervisor from mid-June to mid-August.

The MSc Team will confirm full details of all the above steps at key times of the year and will help guide students through the multiple steps involved.

It is essential that you take care to write a dissertation of the appropriate quality. We expect you to demonstrate that you have sufficiently mastered the subject of the degree to make a contribution which merits attention by other scholars and practitioners in the field. The best dissertations can be – and have been – of a standard which leads to publication in a refereed journal. Even if your dissertation does not reach that level, the quality of presentation, especially with regard to footnoting and references, must be of that standard.

In addition to the guidance that you will receive from your dissertation supervisor, the notes in this handbook and the dissertation workshops provided on your programme will be devoted to discussing the dissertation exercise. In addition, these notes are intended to guide you in your work on your dissertation. The Sub-Board of Examiners has carefully discussed the guidelines and they are provided well in advance in order to avoid misunderstandings over what is required.

It is the responsibility of each student to familiarise themselves with these guidelines in advance and to request clarification (where required), by email, to **gov.msc@lse.ac.uk** at least seven days before the submission deadline. Students who do not read or adhere to these guidelines cannot expect leniency if this results in any kind of penalty.

Cover page

Your dissertation should have a cover page which states your dissertation title, your candidate number and the word count on the front. You should use this paragraph:

[Title]

A dissertation submitted by [candidate number] to the Department of Government, the London School of Economics and Political Science, in part completion of the requirements for the MSc in [name of MSc].

[month, year]

[word count]

To calculate your word count in Microsoft Word, go to Tools> Word Count, and remember to tick the "Include Footnotes" box.

Your cover page should not include any other text.

Abstract

At the start of your dissertation you should include an abstract of not more than 300 words. The abstract should outline your dissertation topic, the main hypotheses, the methodologies you use (if applicable), and the final conclusion.

Word count

As explained above, you should note the number of words in the dissertation on the cover page.

The length specified in the examination regulations for the GV499 Dissertation is 10,000 words. This is approximately equivalent to 40 pages of A4 paper typed with size 12 Times New Roman or Arial font and double spacing.

Included in the word count: the main body of text, quotations within the text, all footnotes and endnotes.

Not included in the word count: the cover page, table of contents, acknowledgements, the abstract (although this should be a maximum of 300 words), figures, graphs (and their captions), tables (and their captions), appendices and the bibliography.

Percentage of words over the word limit	Number of marks deducted
Up to 5%	0
5-10%	5
10-15%	10
15-20%	15
20-30%	20
Over 30%	50

A note on appendices: Whilst appendices can provide useful additional information, students should not rely on appendices being read by markers, as they are outside

the official word count. Your appendix should, at best, provide background material that supports the information you provide in the main text; your argument should not rely on referring to an appendix.

Your dissertation should be as close to the 10,000 word limit as possible.

There will be no penalty for dissertations that do not meet the 10,000 words but it is unlikely that a dissertation that is significantly under 10,000 words will meet the academic requirements.

The size of the penalty will be determined by the percentage of words over the word limit. Examiners are recommended to penalise excessively long essays using the sliding scale to the left.

There is also a twenty mark penalty for claiming your word count is under the limit when it is over.

Penalties are necessary in order to achieve equity between candidates and to ensure that all candidates are assessed on the basis of submissions that are similar in form.

The word count policy is also intended to discourage candidates from attempting over-ambitious topics and to encourage concise argument. (Remember that academic articles in major refereed journals rarely exceed 10,000 words including footnotes and bibliography.)

Format

Candidates very often lose marks needlessly through typographic, spelling and other technical errors. You should always leave yourself time to proofread your final draft very closely. To perform this task properly requires considerable time and concentration, because proofreading quickly turns into a superficial skim through unless it is done in "quality time" and with adequate breaks. At least two careful readings will be needed to ensure that the material you submit is of final draft quality. Remember to use spell and grammar checking tools.

Dissertations should be word processed using Arial or Times New Roman fonts, point 12, Normal margins, and double line spacing.

You should use an appropriate referencing system (as set out in your programme-specific dissertation workshops). To facilitate correct referencing, you may want to make use of citation software such as Endnote (supported by the LSE Library; or Zotero (available free online at **www.zotero.org**). You should also take particular care with any diagrams and tables that you include, making sure that the headings and captions are fully self-explanatory. Don't forget to say where the figures, statistics in your diagrams and tables have come from (for example, you should say: "Table X has been compiled from data supplied by the Amnesian Ministry of Finance"; or, note clearly that the diagram is taken from material published in the Amnesian Government's Statistical Trends and Forecasts).

Dissertation prospectus

Students will be asked to complete and submit a dissertation prospectus to the Department in week 11 of the Lent Term. Guidance on the prospectus can be found in the Dissertation Prospectus section of the GV499 Moodle page.

Research ethics

Students are required to submit an ethics application to the School's My Research online platform for any research they conduct that involves:

- Human participants (living or deceased) eg, interviews, online surveys, observations, social media

- Use of datasets containing identifiable information (names, emails, social media profile names, etc., but could be eg, job title) – even if you plan to anonymise the data

- Research that might have negative repercussions for any individuals or groups (LSE Research Ethics Policy)

Please see the guidance document on Submitting an ethics review application

via the online submission system ('My Research').

Once a student submits their form via the system a copy is automatically sent to their dissertation supervisor for approval. Students should submit their form for approval by the last day of the Summer Term (Friday 18 June 2021).

Please see the **Research Ethics webpage**, the LSE Research Ethics Policy and Procedures and Code of Research Conduct documents for further information.

If students have specific concerns or queries about research ethics they should speak first with their dissertation supervisor and then with **research.ethics@lse.ac.uk** for further information.

Submitting your dissertation

Candidates are required to upload an electronic copy of their dissertation to the submission box on the GV499 Moodle page by **5pm, Tuesday 23 August 2022**. Students are asked to tick a box to confirm that your work is their own and that it conforms to the expectations set out by the conditions of registration and the School's academic regulations. Hard copy dissertation submissions will not be accepted. It is your responsibility to ensure that you upload the correct file in a readable format. Final dissertations should be submitted in PDF format ONLY. If your file is corrupted/ unreadable because you submit it in the wrong format and the Professional Services Office need to contact you to submit a readable file, you may incur a late penalty. You can overwrite this file as many times as required up until the deadline. You will not be permitted to make amendments to your file after the deadline has passed.

Non-submission

According to the regulations, if a candidate does not submit their first attempt at a dissertation by the submission deadline (or the agreed extension deadline), and they have not arranged a deferral in advance of the submission deadline, the candidate will receive a mark of 0 and will exhaust one of their attempts at GV499. They will be automatically re-entered to re-sit the GV499 dissertation as a second and final attempt the following academic year.

11.13 Feedback on dissertations

Students will receive feedback on the final version of the submitted dissertation. In accordance with section 2.10 of the School's **Code of Good Practice for Taught Masters Programmes: Teaching, Learning and Assessment:**

"Students will receive preliminary feedback on a draft chapter, section or detailed plan of their dissertations that they submit in good time prior to the final submission deadline. Individual departmental handbooks will set out the details of the dissertation process, including the deadline by which draft chapters, sections or detailed plans must be submitted to be eligible for feedback. A mark will not be included in this feedback."

If you want to receive preliminary feedback on your dissertation, you must agree a deadline with your dissertation supervisor for submitting a draft chapter, section or detailed plan of your dissertation. This deadline must occur before the last day of the Summer term, after which faculty cannot be expected to provide feedback.

Re-sitting the dissertation or submitting as a deferred candidate

Candidates who are re-sitting or who have deferred the GV499 dissertation of the submission year **gov.msc@lse.ac.uk** if they are unclear on any of the requirements for submitting.

Students who deferred the dissertation in 2020/21 are expected to submit their dissertation in the January 2022 Resit and Deferral Period (RDAP) by the deadline of **17:00 Tuesday 11 January 2022.**

All re-sit/deferred candidates are expected to submit a dissertation based on their original, authorised dissertation proposal; if amendments are required they should be approved by your dissertation supervisor in writing. It is possible that your original dissertation supervisor will be unavailable to continue your GV499 supervision, in which case your MSc programme administrator will assign you an alternative dissertation supervisor.

Students who are re-sitting or submitting a GV499 dissertation after their original year of registration are entitled to two additional supervision meetings, whether in person or over email/Skype, plus additional email advice as appropriate up to the last week of the MT in the year that they are submitting. This additional supervision will enable students to gain advice and feedback on their preparations for submission (in addition to the dissertation support they received in their original year of study).

The deadline for asking your supervisor to read a draft chapter, section or detailed plan of your dissertation was by the end of the ST of the previous academic year. Your supervisor will not be available to read a draft chapter, section or detailed plan of your dissertation in the current academic year.

It is the responsibility of the student to a) know who their dissertation supervisor is for their re-sit/deferral submission and b) make the arrangements for any additional advice/ supervisory sessions (as required), in good time to ensure that all necessary discussion/supervision has taken place prior to the last day of the Michaelmas Term before the January RDAP deadline. If a student cannot reach the dissertation supervisor, they should notify their MSc programme administrator at **gov.msc@lse.ac.uk**. Delays in making contact with or a lack of a response from a dissertation supervisor will not be considered a rationale for an extension, deferral or exceptional circumstances request unless the MSc programme administrator has been notified.

Department of Government prizes

Department of Government students are eligible for consideration for the award of Best Overall Performance and/or Best Performance in GV499 for each MSc programme. The prizes will be awarded by the Sub-Board of Examiners.

Part-time study FAQs

How are we supposed to structure our modules over two years?

If your programme is normally taught on a full-time basis, in most cases students take 2.0 units per year, taking the core courses and some options in the first year and the dissertation and remaining options in the second year. You are strongly advised to speak to your academic mentor before making your final decision as some courses may lead on from others. If your programme is normally taught on a part-time basis, your department may wish you to take your courses in a particular order.

Do I have to be enrolled for the dissertation module on LSE for You in the first year?

You should only enrol for courses in the academic year that you want to take them – so as you are expected to submit your dissertation in the second year you should not choose it until your second year. Be aware that LSE for You will try to automatically enrol you for all compulsory courses so you may need to deselect things like your dissertation.

Are there other part-time students in my course/ department?

Yes, there are normally a number of part-time MSc students in the department each academic year. The MSc Programme Administrators will write to you early in the term to ask for your permission to share your LSE email address with other part-time students and then send an introductory email to those who have opted in.

If lecturers reschedule their classes and I'm unable to attend what should I do?

You should discuss this with the relevant lecturer or course convenor and explain the reasons why you are unable to attend.

Is there somebody responsible for part-time student issues in the department?

Your academic mentor or the MSc Administration Team (**gov.msc@lse.ac.uk**) should be your first port of call.

When are we supposed to pay the second instalment of tuition fees?

For information on tuition fees, instalment options and further information please consult with the **Fees Office**.

When do we get our second student ID? Why is it not eligible for two years?

Wherever possible your card should normally be valid for two years, however because of the way our systems work this is not always possible. If you find that your card does expire before you are due to complete your programme, Student Services will automatically email you before your current card expires to let you know that a new card has been produced and is ready for collection. Upon receipt of that e mail you just need to come to the Student Services Centre and swap your old card for your new one.

Key information

Term dates and LSE closures – academic year 2021/22 ↘

Online Pre-Enrolment and Campus Enrolment ↘

Your LSE Card ↘

Student Services Centre ↘

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 ↘

Exams and assessments ↘

Assessment Misconduct and Plagiarism ↘

Results and classification ↘

Fees and finance ↘

Codes and charters ↘

Systems and online resources ↘

❝ 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 2021/22

Michaelmas Term (MT) Monday 27 September – Friday 10 December 2021
Reading Week: Monday 1 – Friday 5 November 2021

Lent Term (LT) Monday 17 January – Friday 1 April 2022
January Exams: Monday 10 – Friday 14 January 2022
Reading Week: Monday 21 – Friday 25 February 2022

Summer Term (ST) Tuesday 3 May – Friday 17 June 2022
Summer Exams: Monday 9 May – Friday 17 June 2022

LSE will be closed during the following periods:

Christmas Closure Thursday 23 December 2021 – Monday 3 January 2022
Easter Closure Thursday 14 – Wednesday 20 April 2022
May Bank Holiday: Monday 2 May 2022
Spring Bank Holiday: Thursday 2 and Friday 3 June 2022 (including an extra day for the Queen's Platinum Jubilee)
Summer Bank Holiday: Monday 29 August 2022

Online Pre-Enrolment and Campus Enrolment

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

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

Your LSE Card

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

My Adjustments ↘

Student status documentation ↘

Interruption ↘

Programme transfer ↘

Change of mode of study ↘

Withdrawal ↘

Regulations ↘

" Your LSE card is an important piece of identification so please make sure you keep it safe, and never share it with anybody else. "

My Adjustments

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

Student status documentation

During your time at LSE you may need official documentation to prove that you are studying with us. A Certificate of Registration provides proof to organisations such as council tax offices, embassies and banks that you are registered as a current student at LSE. For more information about what a Certificate of Registration shows visit **lse.ac.uk/studentletters**

You can order a self-service Certificate of Registration which will be delivered immediately to your LSE email address in PDF format. If this is insufficient for your needs, you can request a customised Certificate of Registration to be produced by the Student Services Centre. **We will do our best to provide the information required, but this cannot be guaranteed**. Please bear in mind that during peak periods customised letters may take up to five days to produce. For more information about both types of Certificates of Registration and how to order, please visit **lse.ac.uk/studentletters**

The Student services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. For more information about the types of documents available, how to request letters, and to access our Enquiry Form, please visit **lse.ac.uk/studentletters**

Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School. You are usually required to return at the start of either Michaelmas Term or Lent Term the following year as appropriate. Summer Term interruptions are not possible. For more information visit **lse.ac.uk/interruptions**

Programme transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible. All transfer requests require the approval of the new academic department you wish to transfer into, and the School, before being authorised. For more information visit **lse.ac.uk/programmetransfers**

Change of mode of study

If you are studying a master's programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable up until the end of Lent Term Course Selection, as long as your course selection can be amended according to programme regulations and in line with the teaching that has already been taken. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit **lse.ac.uk/changemode**

Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider requesting an Interruption instead, so that you have some time to consider your options. For more information visit **lse.ac.uk/withdrawal**

Regulations

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

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

- Appeals Regulations

- General Academic Regulations

- LSE Calendar

- Assessment offences including plagiarism

- Regulations for first degrees

- Regulations for taught master's degrees.

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

Student Services Centre

The Student Services Centre (SSC) is located on the ground floor of the Old Building. Advice and information is available on services including:

• **Support for new arrivals**

• **Student status documentation**

• **Course selection and class changes**

• **LSE cards**

• **TfL 18+ Student Oyster Photocards**

• **Exams and assessment**

• **Results and degree certificates**

• **Graduation**.

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit **lse.ac.uk/ssc** for the latest information about our services, opening times and drop-in sessions. Follow us on the StudentHub and **@LSE_SSC** on Twitter.

What if…

The SSC have developed a series of answers to common "What if…" questions. These cover a broad range of topics including what to do if you're unwell during an exam; become pregnant; change your name; are not happy with your marks or want to change degree programme. You can find these questions and answers at **info.lse.ac.uk/current-students/what-if**

Advice team ↘

International Student Visa Advice Team (ISVAT) ↘

Advice team

The SSC has a dedicated Advice Team that can provide advice on academic matters (particularly around non-progression, interruption, withdrawal, regulations and exams).

If you are not sure who to contact about a query or question then the Advice Team will be happy to help. You can contact the Advice Team via the enquiry form at **info.lse.ac.uk/current-students/student-services/advice-team** or by phone on **020 7955 6167**.

International Student Visa Advice Team (ISVAT)

ISVAT 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 ISVAT is to use the query form at **lse.ac.uk/isvat** or to attend one of their drop-in sessions.

ISVAT also manage funding and student/staff exchanges through the Erasmus+ scheme. For more information visit **lse.ac.uk/erasmus**

> 66
> *We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines.* 99

Student representation

Student-Staff Liaison Committees and Student Consultative Fora

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

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

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

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

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

Student Education Panel

The Student Education Panel aims to engage students of all backgrounds in the development of education at LSE. 50 Student Education Panellists meet once per term to offer student input into a specific education-related topic, question or proposal. They contribute to these discussions by reflecting on their personal experiences and perspectives, not as a representative of their peers. Applications to become a panellist will open in Michaelmas Term 2021 and you can find out more at **lse.ac.uk/ studenteducationpanel**

Student Q&As with LSE director

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

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

Quality assurance

Quality assurance strategy

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

Student teaching surveys

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

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

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

LSE services to support you with your studies and in your career

LSE LIFE

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

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

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

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

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

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

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

🎙 **Listen to our podcasts**

LSE Library ↘

Language Centre ↘

LSE Careers ↘

LSE Volunteer Centre ↘

LSE Generate ↘
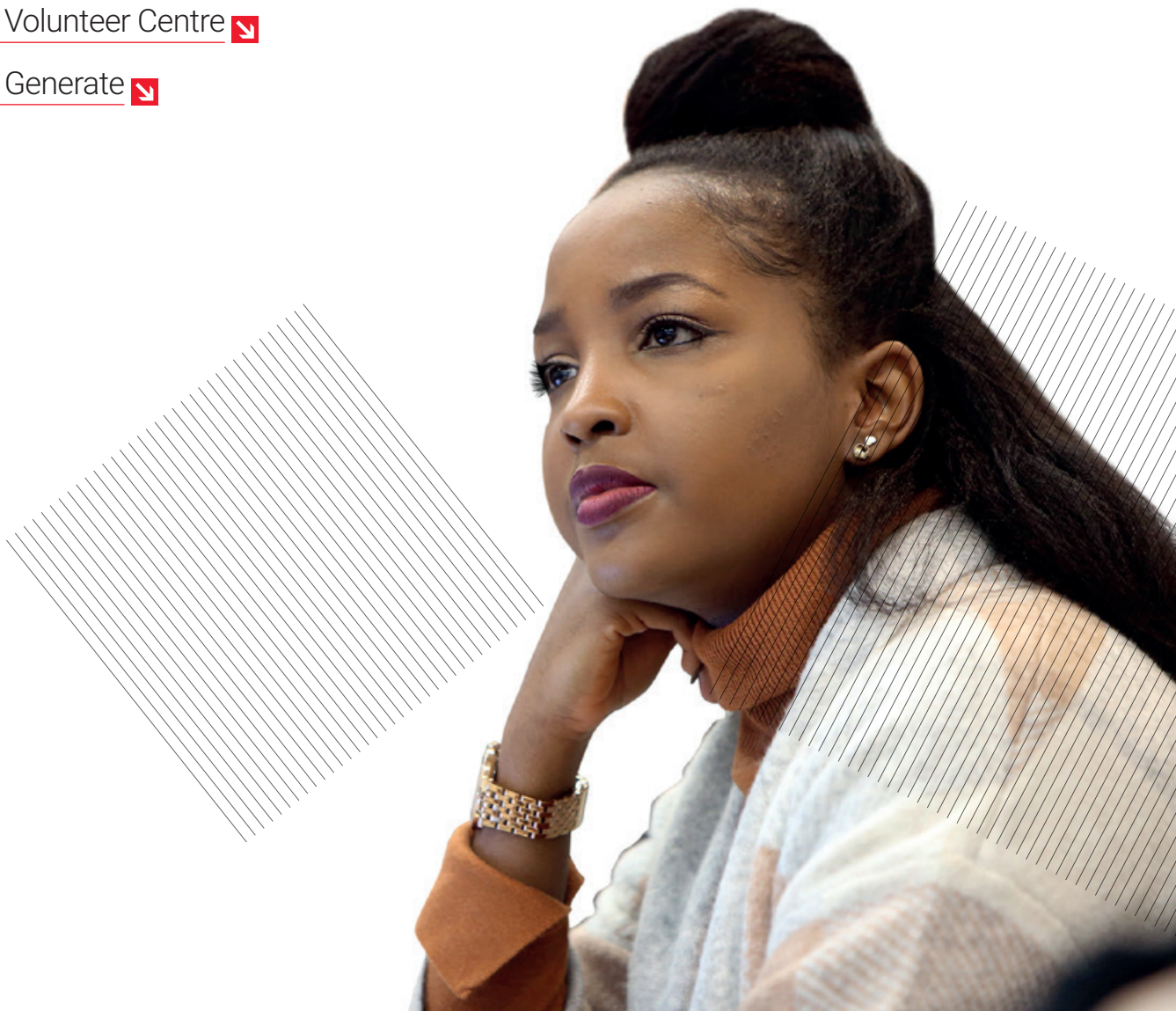
LSE Library

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

The two main print book collections are:

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

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

You can use Library Search to find books and other materials for your studies via **lse.ac.uk/library**. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 30 books at any one time. You can renew your books online by logging into your Library account at **lse.ac.uk/library**. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

Each department has a dedicated professional Librarian, a subject expert offering email support and in-person and online appointments to help you locate and access information resources on any topic. This support ranges from identifying key resources to support your studies to high-level systematic literature searching for researchers. They also provide expert help in managing references.

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

Language Centre

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

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

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

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

LSE Careers

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

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

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

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

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

- **Details of what graduates have gone on to do**.

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

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

- **Discover jobs and opportunities**

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

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

- **Record your experiences**.

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

Keep up-to-date with events and advice by following **@LSECareers**
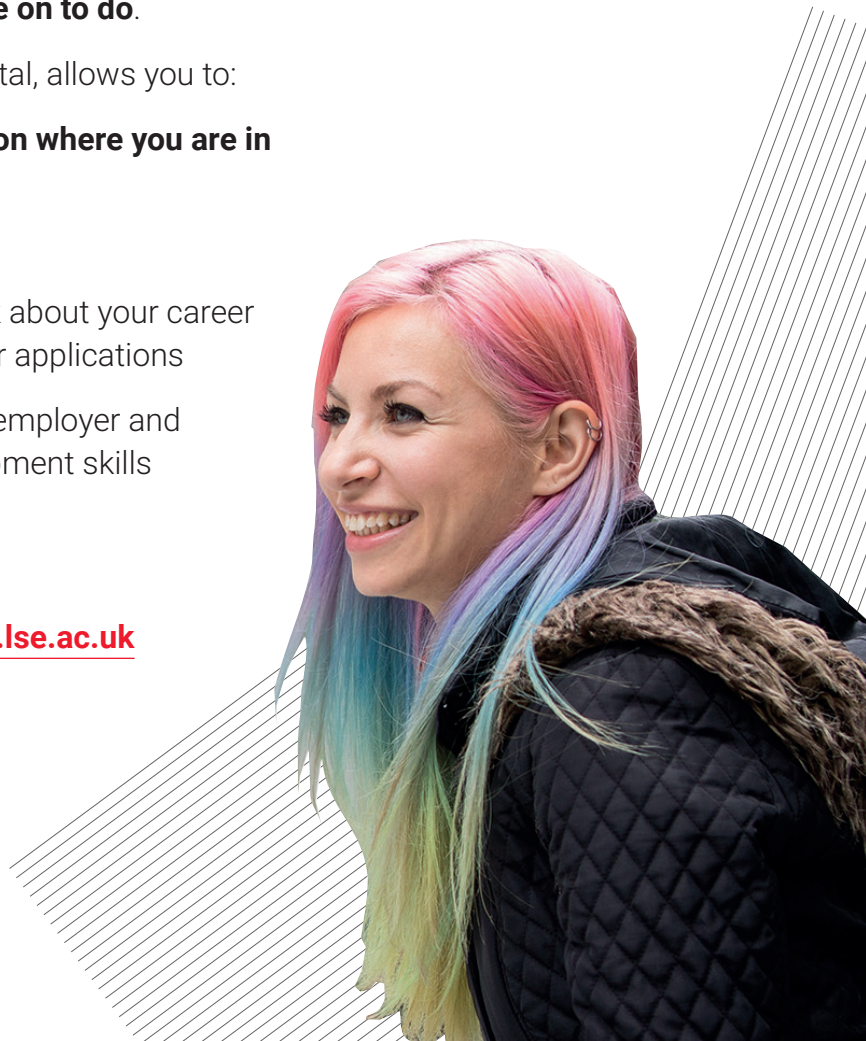
LSE Volunteer Centre

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

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

🎙 Read our blog

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

> *There are so many ways to get involved at LSE, try to make the most of these chances.*

Equity, Diversity and Inclusion (EDI)

What is EDI?

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

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

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

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

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

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

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

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

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

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

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

Your wellbeing and health

Student Wellbeing Service (SWS)

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

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

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

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

Health care in the UK

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

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

- **You are a UK resident**

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

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

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

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

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

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

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

LSE Faith Centre

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

Finding your feet

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

Wellbeing

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

Support

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

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

Interfaith Leadership Programmes

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

LSE Religion and Global Society Interdisciplinary Blog

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

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

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

Religion Scholars Network

The LSE Faith Centre, through its research unit Religion and Global Society, convenes a network for current LSE PhD candidates across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Cameron Howes at **c.howes@lse.ac.uk**

Exams and assessments

Candidate numbers

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

Systems and Online Resources section ↘

Exam timetables

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

Exam procedures ↘

Central exam adjustments ↘

Deferral ↘

Extension policy ↘

Exceptional circumstances ↘

Fit to sit policy ↘

Exam procedures

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

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

Central exam adjustments

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

Deferral

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

Extension policy

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

Exceptional Circumstances

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

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

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

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

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

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

Fit to sit policy

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

Assessment Misconduct and Plagiarism

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

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

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

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

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

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

A partial exception to the general policy applies to courses offered by the Department of Methodology that encourage students to submit for assessment a research project linked to a potential dissertation. Exclusively in such cases, an amount of textual overlap is acceptable, provided that it does not exceed 20 per cent of the total word count of the dissertation.

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**

Results and classification

Results

Final and provisional results are released through LSE for You. Final results are available once the relevant School Board of Examiners has ratified them. Provisional results are available for students taking January exams and for 12 month master's students.

Results are not released to students that have debts owing to the School. For more information on how and when results are released visit **lse.ac.uk/results**

If you need to take a deferred or resit assessment, more information about the resit period can be found at **info.lse.ac.uk/current-students/services/assessment-and-results/exams/re-entry**

Classification schemes

Degrees are awarded according to the classification scheme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the classification schemes at **lse.ac.uk/calendar**

Transcripts ↘

Degree certificate ↘

Transcripts

Continuing students can request intermediate transcripts through the Student Services Centre here immediately after ratified results have been published. Final transcripts are made available electronically through Digitary which allows them to be easily shared. For more information about final transcripts please visit **lse.ac.uk/transcripts**

Degree certificate

Your degree certificate will be posted to you. For more information please visit **lse.ac.uk/degreecertificates**

Fees and finance

Fees

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

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

28 October 2021   **28 January 2022**   **28 April 2022**

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

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

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

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

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

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

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

Financial Support Office (FSO)

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

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

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

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

Codes and charters

LSE Academic Code

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Student Charter ↘

Codes of Good Practice ↘

The Ethics Code ↘

Research Ethics ↘

The Student Charter

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

The charter covers:

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

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

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

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

Codes of Good Practice

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

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

The Ethics Code

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

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

- **Responsibility and Accountability**

- **Integrity**

- **Intellectual Freedom**

- **Equality of Respect and Opportunity**

- **Collegiality**

- **Sustainability**.

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

Research Ethics

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

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

Systems and online resources

Need IT help?

- Visit the Technology Centre on the first floor of the Library

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

- **Call: 020 7107 5000**

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

LSE for You

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

LSE for You allows you to:

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

- **Access your candidate number**

- **View your results**

- **Select your courses**.

Student Hub

Moodle

Reset your IT password

Email

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.

[Download on the App Store] [GET IT ON Google Play]

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 ↘

Information security awareness training ↘

Multi-Factor Authentication (MFA) ↘

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

The LSE Cyber Security Awareness Training can be self-enrolled at Course: LSE Cyber Security Awareness Training. 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 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
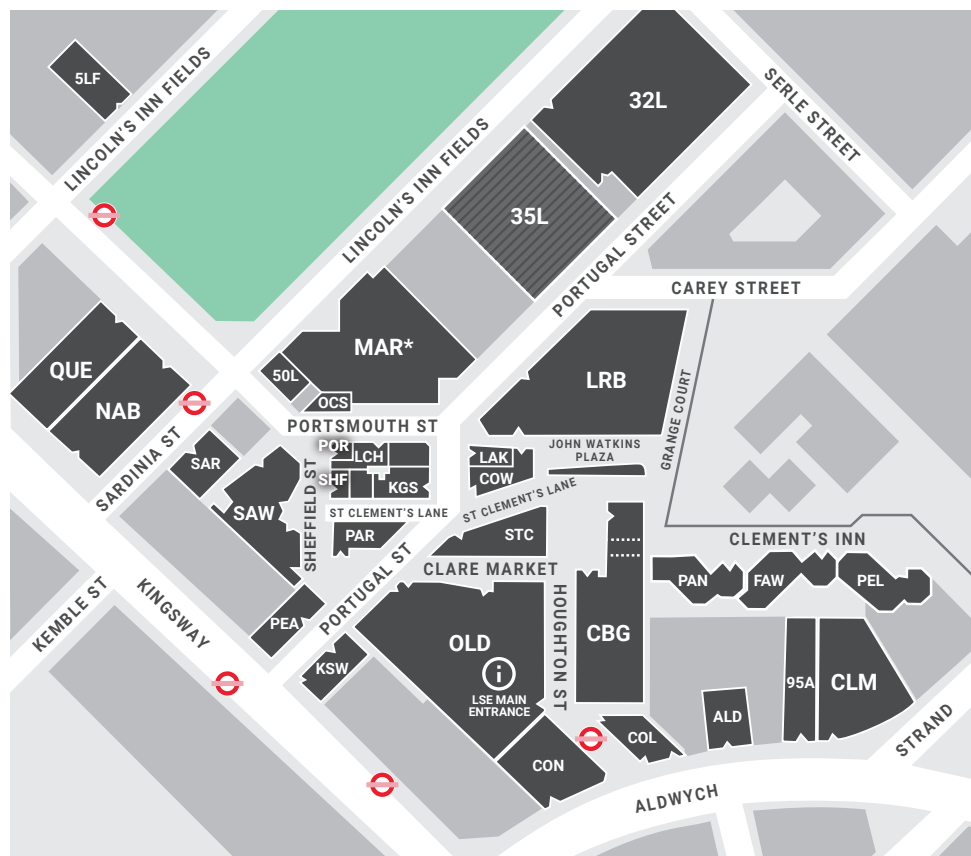
* Due to be completed September 2021.

Key

95A	95 Aldwych	**LCH**	Lincoln Chambers	**PAN**	Pankhurst House
ALD	Aldwych House	**5LF**	5 Lincoln's Inn Fields	**PAR**	Parish Hall
CBG	Centre Building	**32L**	32 Lincoln's Inn Fields	**PEA**	Peacock Theatre
CLM	Clement House	**35L**	35 Lincoln's Inn Fields	**PEL**	Pethick-Lawrence House
COL	Columbia House	**50L**	50 Lincoln's Inn Fields	**POR**	1 Portsmouth Street
CON	Connaught House	**LRB**	Lionel Robbins Building, Library	**QUE**	Queens House
COW	Cowdray House			**SAR**	Sardinia House
FAW	Fawcett House	**MAR**	The Marshall Building	**SAW**	Saw Swee Hock Student Centre
KGS	King's Chambers	**NAB**	New Academic Building		
KSW	20 Kingsway	**OLD**	Old Building	**SHF**	Sheffield Street
LAK	Lakatos Building	**OCS**	Old Curiosity Shop	**STC**	St Clement's

■ LSE Building	▨ LSE Building Development	ⓘ Information	🔴 Cycle Hire Station	⋯ Pedestrian Passage

♿ All buildings have wheelchair access and lifts, except , 95A, KGS, KSW*, 5LF, 50L, POR* and SHF.
*KSW 20 Kingsway (Language Centre only), *POR 1 Portsmouth Street (Shop only).

Disabled Access

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

Access Guides to LSE buildings

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

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