



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

**Welcome to the
Department of
International Development**

Research Student Handbook

2024/25

[lse.ac.uk/
International-Development](https://lse.ac.uk/International-Development)



Contents

Department of International Development

- 3** Welcome from the Head of Department
- 5** Student Services Centre
- 9** Where we are
- 9** Who's who
- 13** Programme Overview
- 14** Programme road map
- 16** MRes course information
- 20** PhD Academy
- 21** The PhD Log
- 22** PhD Thesis Design
- 23** Research Ethics and Fieldwork Approval Processes
- 23** Research ethics
- 25** Fieldwork
- 27** Managing Your Studies
- 31** Support for Students with Children
- 34** Thesis Submission
- 37** Key Information





Welcome from the Head of Department

Dear Students,

I want to extend a warm welcome to the Department of International Development and to LSE. We very much hope that you find the department a friendly and intellectually stimulating home over the coming years.

You have done amazingly well to be selected for your programme. Few applicants make it here, and you should be proud of yourselves. You are the 34th group to join our community. There are by now well over two thousand ID graduates across the world, engaged in exciting work in countless different professions. Graduates of the very first class, that of 1991/92, include the Policy Director for UN Women, senior economists in the European Bank for Reconstruction and Development and the World Bank, and university professors in Japan and Australia! Other development students have gone on to important positions in the United Nations, in development and emergency based NGOs, and in bilateral development agencies like the UK's Department for International Development (now the Foreign, Commonwealth & Development Office) and USAID. Still others are in international banking and finance, as well as private sector consultancy and project management companies. We have also had a Member of Parliament, an Ambassador and the head of an international NGO amongst our alumni. You have an enormous and diverse community of alums willing you to do well and to join them and you will meet some of them this year in alumni panels and activities.

As you know, your course begins in a year that has already seen major transformations, in security, governance and more. For scholars of international development – and you are now that – we can be pleased that our field of study offers important tools for understanding both structural limits and policy responses to major social developments. At the same time, we need to develop deeper understanding and a stronger foundation for effective and just action. We are counting on you to be part of that process.

We are hugely proud of the fact that our students are happy while they are in the department and, upon leaving, believe strongly that their time has been well spent. The ideas that you are exposed to and the experiences you have this year will be with you for the rest of your lives. Please make the most of this special time, even as we experiment with the unpredictable requirements of this unusual time.



Everything we do in the department is underpinned by the LSE's Student Charter. I strongly advise you to look at what is, for us, a foundation of our ethos. We are committed to the educational aims embedded in this, and we hope you will be too.

This guide should help you to find your way around the department and the School, and to plan your own programme. We will also publish this information on the Current Student pages of our website, alongside information about how you can engage with the LSE ID Community throughout the year. Please bookmark the handbook and this page, as it will be important over the coming year. Your supervisor will help you, too, as will Dr Arjan Gjonca (Doctoral Programme Director) and Dr Monika Kruesmann (PhD Programme Manager).

So, welcome. I hope very much that you will all find your time here rewarding – and, importantly, fun.



Professor Tim Forsyth

Head of Department

LSE Department of International Development



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**
- **Immigration advice**
- **LSE ID 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.

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-enrol 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





Student status documentation

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

lse.ac.uk/studentletters

You can order a self-service Certificate of Enrolment 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 Enrolment 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 Enrolment 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

PhD students can request a customised confirmation of student status to be provided by the PhD Academy. More information is available from info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters

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.

Student Advice

The SSC has a dedicated Student Advice and Engagement 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 and Engagement Team will be happy to help. You can contact the team via the enquiry form at lse.ac.uk/studentadvice

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

Immigration Advice

The Advice and Engagement Team provide detailed immigration advice for international and EU/EEA students on their website which is updated whenever the immigration rules change. The best way to contact the team is to use the visa advice query form or to attend one of their drop-in sessions.

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



“ We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. ”

Regulations

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

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

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Assessment offences including plagiarism
- Regulations for research degrees
- Research ethics policy and procedure

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



Getting Started in the Department

Where we are

The Department of International Development is located on the 5th, 6th, 7th and 8th floors of Connaught House, Aldwych. The professional services team are based on the 8th floor.

Please email or call the team as the primary form of contact:

lse.ac.uk/international-development/people

Who's who

Head of Department	Professor Tim Forsyth Room: CON.8.05
Doctoral Programme Director	Dr Arjan Gjonca Room: CON.7.08
Deputy Head of Department (Research)	Dr Sandra Sequeira Room: CON.6.05
Deputy Head of Department (Teaching)	Dr Tiziana Leone Room: CON.8.11
Department Manager	Matthew Redfearn Room: CON.8.08
PhD programme Manager	Dr Monika Kruesmann Room: CON.8.17



The Doctoral Programme Director is Dr Arjan Gjonca, a.gjonca@lse.ac.uk. The PhD Programme Manager, with lead responsibility for supporting the department's research students, is Dr Monika Kruesmann.

While your supervisor is your first port of call for most issues, please feel free to contact Arjan and Monika about anything relating to your experience on the programme, such as:

- Supervision arrangements
- Advice on selecting courses and understanding the programme regulations
- PhD studentships, scholarships and other financial matters (we will signpost you to other LSE student services when needed)
- Examinations and assessment, upgrade and viva arrangements
- Student handbooks and virtual learning environments/materials
- Research Staff-Student Liaison Committee
- Careers, job market and alumni relations
- Support on any problems you may be facing.





Supervision

Each research student in the department has a lead supervisor from the outset. An important, early task of your supervisor is to provide you with advice about which courses and research seminars it may be useful for you to attend. As well as providing academic advice and support for you on your project, your supervisor is responsible for ensuring that your work is progressing sufficiently from year to year. If there are any problems, their role is to help you identify them and work out solutions so you can move ahead with your research.

In addition to the primary supervisor, students require a second supervisor, who is normally chosen at the end of the MRes year. Where students have co-supervision from the start, choosing a second supervisor will not be necessary. In the majority of cases, the second supervisor will be chosen in consultation with the primary supervisor, with input from the doctoral programme director where needed. Supervisory arrangements will inevitably vary according to the research project, training requirements and the personalities involved.

We hope that during your time here you will also get to know many of the academic staff in the department beyond your immediate supervisory team, both formally and informally. A full list of the department's academic and professional services staff can be found on the [department's website](#) along with their areas of research and contact details. You can also search for any LSE staff member or research student by going to lse.ac.uk/People/Search-People

Academic staff office hours

All staff will hold office hours throughout term time.

Most staff use the electronic "Office Hours" system which allows students to book and cancel appointments with individual academic staff on Student Hub. If you are unable to find the availability of a particular academic listed on Student Hub, or you are in need of a fuller discussion, please make contact with them via email and request an appointment.



Student contact details

Please make sure that you register any change of contact details with the School. You can do this via [LSE for You](#).

Important correspondence is sent to you at the address on record so make sure you keep it up to date.

PhD study space

The 7th floor PhD room is a space where our students can base themselves and work. Students can access the room with their student ID cards. Please inform the PhD Programme Manager if your card is not working. Lockers are available for students to store their belongings. Please ask the PhD Programme Manager if you would like to use one, by emailing id.research@lse.ac.uk

Please note the following:

- The underlying principle of the allocation of desk space is one of “hot desking”
- At busy times, it may be necessary to share desks. Please use your discretion
- Students are expected to keep any belongings they have in the PhD Room tidy
- Students going away, particularly on fieldwork, are not allowed to store their belongings in the PhD room without prior consent, beyond what is in their locker
- Students are expected to be considerate to others working in the room. Please leave the room if you need to take personal phone calls etc.

If there are any disputes regarding the use of the PhD Room, please let the PhD Programme Manager know and they will seek a resolution.

Meeting rooms

Research students can request to book a meeting room in Connaught House, for example, as a quiet place to hold a Skype call, conduct an interview or meet with a colleague. To do this just email the PhD Programme Manager or another member of the professional services team, asking to book room CON.6.01 or room CON.8.01.



Programme Overview

The MRes/PhD in International Development is a one-year research Master's linked to a PhD programme. The award of the MRes is governed by LSE's scheme of award for taught master's degrees, while the final award of your PhD is made in line with the criteria specifically developed for PhD theses (see the **Regulations for Research Degrees** for more details). Progression from the MRes to the PhD stage depends on satisfactory performance during the first year.

Upgrade to PhD is dependent upon:

1. Achieving an average of 65 in MRes taught courses.
2. Achieving a minimum of 65 in the Research Proposal.

Additionally, every student's progress is reviewed in May each year. Some indicators that the department will use to assess your progress through the PhD include:

- The PhD Log, where you and your supervisors record notes before and after supervision meetings
- Your work in progress, such as: literature reviews, draft chapters, outlines, seminar presentations
- Your own assessment of how things are going (self-reported progress)
- A report from your supervisor about how they think your work is going.

Support is on offer throughout the year – if you experience problems in making headway with your research, do not leave it until the annual review to raise this. Ask for help from your supervisor, the Doctoral Programme Director and the PhD Programme Manager as early as possible so that we can identify strategies that will be helpful to you. The PhD Academy also runs many useful workshops throughout the year on topics such as writing, motivation and dealing with stress.

During the MRes year, it is important to be aware that all of LSE's rules surrounding attendance at seminars and exam and coursework submission apply to you in the same way as they would apply to MSc (taught Master's) students. Full attendance and engagement with the programme is expected. Not attending seminars regularly, not handing in assessments on time, or not attending an exam for which you are registered, can have serious consequences for progression and may even result



in failing the MRes. If in doubt about anything please contact the PhD Programme Manager (id.research@lse.ac.uk).

More on academic regulations during the MRes year:

[MRes/PhD programme regulations](#) ↘

[Scheme of award for taught Master's degrees](#) ↘

[General academic regulations](#) ↘

Programme road map

The chart below is designed to give you an idea of what you can expect to be doing in each year of the MRes/PhD programme. It is general rather than prescriptive – it will be up to you to shape your own plan of work, with guidance from your supervisor.

MRes/PhD in International Development

MRes

YEAR 1

- Take courses and submit assessments
- Attend research seminars
- Attend training, eg, language training
- Deepen engagement with the literature and theoretical framework for your topic
- Start process of Ethics Review and Risk Assessment
- Write and submit the 10,000 word DV510 research proposal
- End of the year: upgrade to PhD.

PhD

YEAR 2

- Start to implement the research proposal
- Undertake fieldwork; gather and analyse data
- Attend research seminars
- Start writing
- Optional: audit courses, attend further training, eg, in methodology, languages.



PhD

YEAR 3

- Continue to analyse data
- Undertake more fieldwork, if applicable
- Write draft chapters or papers
- Attend research seminars and conferences
- Seek opportunities to present work in progress to other researchers and peers and incorporate feedback.

YEAR 4

- Continue to analyse data
- Continue to write chapters or papers
- Undertake revisions and refine earlier work
- Attend research seminars and conferences
- Seek opportunities to present work in progress to other researchers and peers
- Final revisions and thesis submission for students who want to hand in their thesis early, or who have not applied for Final Year Funding.

YEAR 5

- Students who have applied for and been awarded Final Year Funding will continue to work, as in Year 4
- Final revisions, proofreading and printing
- Submit thesis.



MRes course information

In your first year you must select courses to the value of four units.

- 2.5 units are compulsory (DV501, DV502 and DV510)
- 1.5 units are free choice but must include Methodology courses and potentially a substantive or theory course.

Any courses at the MSc or PhD level are permitted in theory, subject to space constraints and approval (see the [programme regulations](#) and the information below for further details).

Once you have enrolled on a course, you are bound to take the end-of-course assessment associated with that course, which is listed on the [Calendar](#). Please check the pattern of end-of-year assessments for the courses you choose to ensure a workable submission schedule.

DV501 Development History, Theory and Policy for Research Students (half-unit) DV501 consists of lectures and seminars in the Autumn term only. Lectures and seminars are two hours long and take place every week except for Reading Week. Students are required to submit a 5,000-word essay as their end-of-course assessment.

DV502 Research Design in International Development (full unit) For DV502 you and your fellow research students will attend weekly 1.5 hour seminars throughout the Autumn and Winter terms (except Reading Week), and a proposal-writing workshop in the Spring Term. Methods and research design readings will help you develop your project, and you will present your work in progress in the Winter Term. Students are required to submit two pieces of assessed work: a methodology essay and a research design project.

DV510 Research Design and Proposal in International Development (full unit) DV510 doesn't have any scheduled teaching attached to it. Instead, you will meet with your supervisor regularly throughout the year. You will receive feedback on at least one draft of your proposal, and can receive feedback on up to three pieces of draft coursework from your supervisor. The year culminates in the submission of the final DV510 proposal, due in August. The proposal is 10,000 words long and is worth 100 per cent of your mark for DV510. Successfully passing DV510 with a mark of at least 65 is one of the conditions of progressing to the PhD stage of the programme.



Taking optional Development courses

Research students in International Development are able to select from a range of thematic courses taught by the department's faculty.

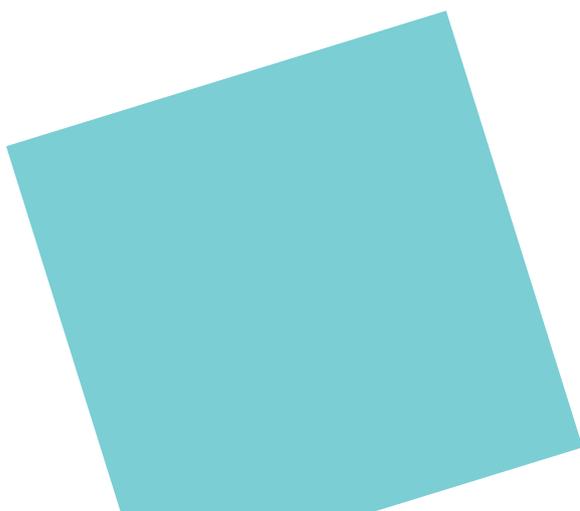
For teaching on these courses, you will generally be with International Development Master's students for the lectures and seminars but will be assessed differently at the end of the course; the course leader will have a different set of learning outcomes for MRes students. You'll be encouraged to relate the course content back to your own research topic and will be expected to have a better grasp of the relevant theory than an MSc student would. Your summative (final) assessment will normally consist of a 5,000-word research essay. Please refer to the individual course guides for full details of assessments.

Courses for MSc students are coded as DV4xx, while courses at the research level are coded as DV5xx. If there is an MSc course taught in the department which interests you, for which there is no 5xx version available, then you can seek permission to join the 4xx course. For more details, please see this [list of taught postgraduate \(MSc\) courses](#).

As with most postgraduate courses at LSE, apart from core/compulsory courses, interested students need to request entry and, if you're allocated a place on the optional course, you'll need to accept it promptly.

Taking Methodology courses

You will need to select Methodology courses to the value of at least one unit. During Welcome Week, and prior to the opening of the course selection system, you'll receive a final list of which [Department of Methodology](#) courses you can select. Courses taught in Methodology are prefaced by the code MY. Please be aware that some of the courses might be restricted to students in specified departments. The course guide will state if this is the case.





Taking courses outside the departments of International Development and Methodology

Provided that your supervisor and the Doctoral Programme Director give permission, there is real scope to tailor your course selections, choosing from a wide range of courses across LSE. Start by browsing the [list of research courses](#) and list of [graduate courses](#) on the Calendar. Although access is dependent on permission, from the Course Leader, relevant Methodology courses in other departments include:

Department of Government

GV5X1 Research Design in the Social Sciences

GV513 Qualitative Methods in the Study of Politics

Department of Sociology

S0491 Quantitative Social Research Methods

S0492 Qualitative Social Research Methods

Department of Anthropology

AN471 Qualitative and Quantitative Methods for Anthropologists

There are also relevant Methods courses in the Department of Geography and Environment, which are not normally available to outside students, but it may sometimes be possible to negotiate access.

A course may have a limited number of spaces – at LSE we call these capped courses. Other courses are flexible on the number of students they can accommodate, but the course leaders ask interested students to apply to the course with a short statement of interest; these courses are referred to as “controlled access”. Different departments around the School administer their capped and controlled access courses differently.

The easiest way to check is to first read the course guide on the Calendar, then follow up directly with the managing department if anything is not clear.

For more specific guidance about the course selection process, as well as important rules about assessments during the MRes year, please refer to the Appendix at the end of this guide.



Auditing courses

Research students may receive permission to audit courses they are interested in, if there is space. Auditing means attending teaching for a course without being formally enrolled. Auditing students are not entered for exams and do not submit final assessments (essays, projects, coursework). As a matter of courtesy, we would ask that you make yourself known to the course leader and ask his/her permission in the first week of term. You should also inform the PhD Programme Manager and your supervisor about courses you are auditing.

Due to the heavy course-load during the MRes year, it is unlikely you will find the time to audit courses as well. However, you may find it interesting or helpful to audit courses later, in your second or third year.





PhD Academy

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

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

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

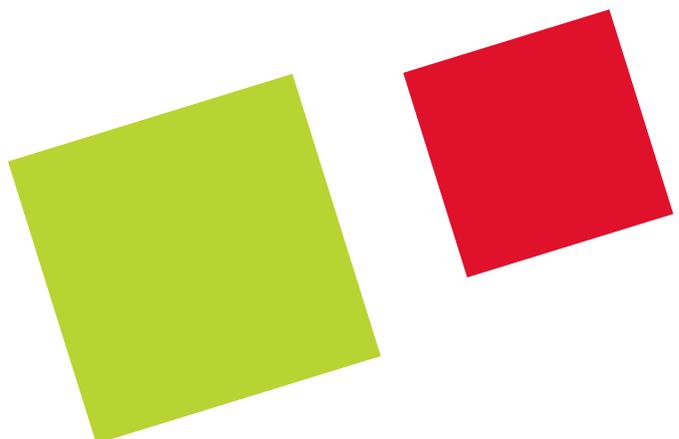
The PhD Academy works closely with other services relevant to research students, and therefore acts as an information hub, for example on financial support, visa regulations, careers advice, etc.

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

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

The [PhD Academy Handbook](#) is available (under S) in the a-z-guidance. It sets out the key rules and policies for all research students at LSE. You should read the handbook as soon as you arrive at LSE and refer to it often throughout your degree.

During your MRes year you may need to consult the staff in the Student Services Centre instead of the PhD Academy (for example, when you first register at LSE, or if you need to obtain official proof of student status). If in doubt, please contact the PhD Programme Manager, who can signpost the right advice ld.research@lse.ac.uk





Length of registration and absences

Your PhD registration is for four years if you are a full-time student or eight years if part-time. Part of the requirement of the PhD degree is for candidates to manage the progression and completion of work within the degree requirements. Extensions, or interruptions, will only be granted in exceptional circumstances. The PhD Academy will provide advice or signpost to the appropriate support if you have issues around progression or need additional support. Please see the [Regulations for Research Degrees](#) for further information.

If you are absent from the School for longer than 2 weeks you must notify your supervisor, the PhD Programme Manager and the PhD Academy.

More on regulations and guidance after the PhD upgrade:

[The PhD Journey](#) 

[Guidance and regulations \(A-Z\)](#) 

The PhD Log

The PhD log allows you to keep an accurate record of the topics discussed and actions required when meeting your supervisors. It is important that you get into the habit of making detailed entries into the log soon after each meeting with your supervisor. The log provides a method of recording what has been discussed and agreed between you and your supervisor and allows both parties to add further comments if they wish.

The PhD Log can be accessed via [LSE for You](#). Please note that it is compulsory for supervisors and PhD students to use the PhD Log.



PhD Thesis Design

The scope and structure of your thesis

You should read LSE's [Regulations for Research Degrees](#) as early as possible when thinking about how to approach your thesis. Paragraphs 31-36 of the regulations explain the School's requirements for a finished PhD thesis. Your supervisor will of course be an invaluable source of guidance on this as well.

The International Development department allows your thesis to be submitted as either (1) a monograph, or (2) a series of papers, with an introduction, critical discussion and conclusion.

Which format to choose should be discussed with your supervisors at an early stage of your PhD and approved by both your lead supervisor and the doctoral programme director. Regardless of the format of your thesis, the requirements for the PhD award are the same. Please see the Regulations for Research Degrees to ensure you understand the criteria your thesis will be assessed against.

You might also find it useful to look at PhD theses of our previous PhD graduates which you can access [here](#) and also via the School's online repository [LSE Theses Online](#).

If you choose to write your thesis as a series of papers, it should consist of at least three papers, with an introduction, linking materials and a conclusion. Some of the papers may be co-authored, but at least one paper must be solely the work of the candidate. The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow researchers must be clearly stated.

LSE does not allow a "PhD by publication", which is a PhD awarded on the basis of a series of peer-reviewed academic papers, books, citations or other materials.



Research Ethics and Fieldwork Approval Processes

Research ethics

LSE attaches considerable importance to maintaining high ethical standards in the research undertaken by its staff and students. The research ethics guidance comprises a full Research Ethics Policy and Procedure, and a Research Ethics Review Form. You will need to read the policy and, with your supervisor's guidance, complete the review form early on in the course of your PhD. If you hope to start your fieldwork early in Autumn Term of Year 2, it is wise to begin the steps of completing your Ethics review form in the second half of your MRes year.

Step-by-step guidance can be found on the School's staff and student-facing [research ethics page](#). Some proposals for research and fieldwork can be approved by the department, whereas some will need to be seen by the Research Ethics Committee for fuller consideration. Students may find it helpful to look at this one-page overview: [Research ethics review in a nutshell](#).

All researchers and students conducting research that involves human participants or identifiable data are required to complete an ethics review.

Department-level approval can normally be given for the following projects:

Projects posing lower ethical risks, ie, where researchers (or in the case of student researchers, their supervisors) judge:

- (i) that no significant ethical issues are raised by their research or
- (ii) that adequate safeguards in relation to such issues can and will be put in place.

Research Ethics Committee approval is required for the following projects:

- (i) Research involving deception of participants, or that is intentionally conducted without their full and informed consent at the time the study is carried out or when the data are gathered
- (ii) Research which involves or may lead to the publication of confidential information
- (iii) Research where informed consent will be obtained orally but not in writing



- (iv) Research involving more than minimal risk of harm to participants, for instance arising from:
- a** research involving vulnerable groups;
 - b** research involving sensitive topics;
 - c** research requiring permission of a gatekeeper for initial access to members and where the involvement of the gatekeeper might raise issues of whether participants' involvement is truly voluntary, or of whether the gatekeeper might influence potential participants in some other way;
 - d** research which would induce undue psychological stress, anxiety or humiliation or cause more than minimal pain.
- (v) Research involving more than minimal risk of harm to the researcher(s).

An Informed Consent form may be required, which sets out a series of questions researchers should consider with respect to obtaining informed consent from research participants.

Please note that you are not allowed to embark on fieldwork without fieldwork and research ethics approval from your supervisors and the School.

We also encourage you to take advantage of the training workshops facilitated throughout the year by the PhD Academy, [Topical Issues in Research Ethics](#). In previous years, topics covered have included:

- Gathering qualitative data: the ethics of informed consent
- Conducting sensitive interviews
- Ethical and other legal issues of using social media data in research
- Ethical considerations and safeguards when working with children
- Ethical issues when conducting research in developing countries
- Ethical issues in ethnographic research
- The use of deception in research.

Once you have read all the relevant guidance and discussed your plans with your supervisor, you can complete the review form using the [research ethics submission system](#). If you are unsure of where to find the documents you need, or have queries about any part of the process, please contact your supervisor and the PhD Programme Manager in the first instance, and if further help is needed, contact Lyn Grove in the LSE Research Division on research.ethics@lse.ac.uk

[Research ethics procedure: Step-by-step guide](#) 



Fieldwork

Any PhD student conducting fieldwork, regardless of where it is taking place, needs to complete a fieldwork request form, and the associated risk assessment, three months before fieldwork begins. Before undertaking fieldwork as part of your PhD, you should first discuss your plans in detail with your supervisor. Having obtained your supervisor's support, you must then complete and submit the [Application to Undertake Fieldwork](#). The form is intended to ensure that any fieldwork connected to your research is conducted ethically and that your own safety is not put at risk by what you are doing. The fieldwork form requires full approval from your supervisor and the Head of Department, as well as the Research Degrees Subcommittee Chair. It is crucial that you obtain all the necessary approvals prior to booking your travel.

The fieldwork form can be found in the [A-Z of Guidance documents](#) and contains detailed instructions on what steps you need to undertake.

As part of the fieldwork process you will need to complete an Ethics Review (as detailed above) and a Risk Assessment. These processes should be started at least 3 months prior to the fieldwork start date. If you are planning to undertake fieldwork in a Higher Risk area, then the processes should be started at least 4-5 months prior to the fieldwork start date.

Risk assessments for fieldwork

Travel and fieldwork are critical to the success of most doctoral research, from fieldwork to attending conferences. Most travel will take place without incident, but conditions can change rapidly with little or no warning. We recognise that you may need to carry out fieldwork in areas of the world that are subject to social or political unrest, high threat of kidnap and ransom or to areas under Foreign and Commonwealth Office Warnings. The School has a duty to protect students and staff taking part in LSE-related activities such as fieldwork from reasonably foreseeable harm. All fieldwork trips need to be duly assessed in terms of risk.

Examples of heightened risk environments and activities include:

- Areas subject to political instability, civil unrest or disorder, natural disasters or high levels of crime or anti-social behaviour such as drug misuse or prostitution.
- Physical and environmental hazards such as travel across extreme or hazardous terrain, extremes of weather or exposure to dangerous wildlife
- Environments where there are political or security threats against any individual travelling, or against a group they may represent, for example due to religion, race, ethnicity or political affiliation
- The collection or transfer of data regarded as sensitive or likely to attract the attention



of the security services in the country visited, and one working by participants with limited experience of, or familiarity with, the area to be visited.

The School's Health and Safety team are available to provide specialist country or area threat assessments to help you make an informed decision about the viability of travelling to your chosen destination. As part of the process for applying to go on fieldwork, you will be asked to consult with them. They can be contacted on health.and.safety@lse.ac.uk. Fuller information on this can be found as part of the fieldwork application form.

The team also provides specialist training and equipment to keep you safe. Anyone planning to travel to complex risk areas will be expected to attend this training as part of their pre-travel planning and preparation. Please see the link below for more details on training and support.

LSE has a Group Personal Accident and Business Travel Insurance policy. This provides insurance cover while LSE staff or students are travelling on School business, which includes fieldwork, conference attendance, presenting papers, attending meetings etc. Once you have undergone a risk assessment and been approved to go on fieldwork, you can be covered by the School's travel insurance.

More on overseas travel safety, risk assessments, travel insurance, and training:

[Travellers' Homepage](#) 

Data management

Data Management Plans cover collection, organisation, use, storage, contextualisation, preservation and sharing of data. However, different forms of Research Data Management plans exist. It is worth thinking early about managing your data.

Read here about:

[**What is a Data Management Plan and how do I write one?**](#)



Managing Your Studies

Funding your studies

The LSE **Financial Support Office** (FSO) is responsible for the administration and awarding of scholarships, bursaries, studentships and School prizes. The FSO holds weekly drop-in advice sessions via Zoom. The team can be contacted by phone on 020 7955 6609 or by email at financial-support@lse.ac.uk

Funding is offered to new research students in the form of **LSE PhD Studentships** and **ESRC Scholarships**.

There is no separate application for these awards. The selection of students is based on their application to study for a PhD at the School. Academic departments are able to nominate a limited number of candidates for consideration for these awards by a School panel.

There may also be other funding schemes available externally, for example the **London Arts and Humanities Partnership** have offered Collaborative Doctoral Awards (CDAs) in previous years.

LSE PhD Studentships

These awards are tenable for four years and will cover full fees and an annual stipend. They are available for UK, EU and international students undertaking research in any LSE discipline, with annual renewal subject to satisfactory academic performance.

ESRC Doctoral Training Partnership Scholarships

These awards are funded by the Economic and Social Research Council (ESRC). Currently awards are available to UK students and are tenable for three or four years, depending on the programme of study and subject to satisfactory academic performance. Each award covers full fees (UK level) and includes an annual stipend.

Essential guidance for current LSE ESRC award holders can be found at the following page: info.lse.ac.uk/current-students/financial-support/esrc

For the full terms and conditions of your award and allowances, please download and keep a copy of the "Key Conditions for ESRC Studentships" (available at the link above).



Changes in circumstances

If students encounter unexpected financial difficulties during the course of their PhD, there are a number of resources that can help. Please contact the FSO, the PhD Academy or the department for details. You might also find it helpful to discuss your situation with the [LSE Students' Union](#) who can offer advice and some financial assistance.

Postgraduate Travel Fund

The Department strongly encourages its research students to attend and present papers at conferences. PhD students who have been invited to give a paper at a conference are eligible to apply to the [Postgraduate Travel Fund](#) – the central fund for this purpose run by the Financial Support Office.

Funding for language learning

Research students sometimes find that learning a language may help them with their research. The International Development Department can offer financial help with the costs of a language course, as long as your supervisor agrees that this would be beneficial to your research. To apply for reimbursement, please complete and return the Language Fund Application form which is available electronically on the [MRes/ PhD ID Moodle page](#), or by request from the PhD Programme Manager. Courses are usually taken at the LSE [Language Centre](#). If you are an ESRC-funded student, please note that language training is available to you as part of your award and you should normally make use of this instead of applying to the department for funding.

Funding for fieldwork, travel and conference attendance

Registered International Development research students may also apply for a maximum of £300 per student per year (or £200 for ESRC students) from the department, to help with the costs of overseas travel, fieldwork, and conference attendance. Please note that funding cannot be rolled over from one year to the next and is not an automatic entitlement. There is only a fixed amount available so not every application is guaranteed a positive response. Whilst we would like to grant each and every request, we need to distribute funds fairly to enable as many students as possible to benefit. Hence, we ask you to complete a light-touch application form and submit this to the PhD Programme Manager.



Eligibility: All MRes and PhD students in the department are eligible. However, if you are an ESRC award-holder you should first make use of the additional ESRC fund for overseas fieldwork expenses.

Process: To apply, please complete and return the Travel Fund Application form available on the [MRes/PhD ID Moodle page](#) or by request from the PhD Programme Manager. Applications are considered on a rolling basis. For budgeting purposes, applications close at the end of July each year and any funding requests processed on or after 1 August will count as part of next year's cycle. Requests can only be accepted if they have the written support of your supervisor.

Working during your studies

Many students supplement their income with part-time work. The LSE Careers Service provides details to registered students about part-time work opportunities both within LSE and more generally within London, via the LSE Career Hub. The Students' Union also employs a small number of students.

We recommend that full-time students work no more than 20 hours per week during term time, and, if possible, fewer than 15 hours. This limit is absolute for students who hold a Tier 4 visa.

If you are funded by the ESRC, you will need to abide by their rules surrounding paid work, which will be set out in your award letter terms and conditions, and in the guidance document for ESRC award holders.

For full advice on working during your studies as a Tier 4 visa holder, please refer to the guidance provided by the [International Student Visa Advice Team \(ISVAT\)](#).

Sources of support

We hope that you enjoy your studies in the department and that you are pleased with the teaching and support you receive. However, if you have any problems, concerns or suggestions please do not hesitate to let us know.

Your supervisor should be the first person you see about any problems you may have. He/she will be able to direct you to appropriate services within the School so that you receive the support you need to continue studying successfully.

If, for any reason, you have a problem with your supervisor, your first port of call is the Doctoral Programme Director, Dr Arjan Gjonca. In addition, Professor Tim Forsyth, the Head of the Department, will post regular office hours open to all students should you wish to discuss any issues.



Interruptions, withdrawals and changes of study mode

In some circumstances you may decide that, despite the support of your supervisor and the department, you need to take a short break from study or change the way you are working and managing your time. In these cases, we will support you within LSE's rules to find the best solution. Before deciding from among the possible options below, you will also need to talk to the PhD Academy and Financial Support office and check that each option is permissible under the terms and conditions of your funding award. You can find online copies of the application forms for these changes on the PhD Academy's webpages.

Change of mode of study: Requests to change from full-time to part-time PhD study may be considered on the grounds of health, employment status, or caring responsibilities. You can find guidance on this process at info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students

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

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

Withdrawal: withdrawing means that you are leaving the programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options.

Deferral (applies only to MRes students): with approval from the Doctoral Programme Director and the exam sub-board Chair, you can request to defer one or more of your MRes assessments to the next academic year. However, please note that deferring an assessment in your MRes year delays the upgrade to PhD, since the upgrade is conditional on being awarded your MRes degree. Do not assume you can defer an assessment (or part of a composite assessment) for one course unit and still progress – this is very rarely the case. In some cases, extensions to assessed essay deadlines of around 1-2 weeks can be granted and are the more appropriate option. If you think you may need an extension on a piece of assessed coursework, please speak to the PhD Programme Manager for advice in the first instance.



Residing outside of the UK:

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

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

More about changes to registration status:

[The PhD Journey](#)

[Guidance and regulations \(A-Z\)](#)

Support for Students with Children

During and beyond pregnancy

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

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

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

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

Breast Feeding

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



Study Options

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

Options may include:

- Flexibility around supervision arrangements
- Interruption of studies
- Changing from full time to part time study

Financial Support

Childcare Costs

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

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

ESRC Students

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

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

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

Nursery partnerships

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

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

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

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





Thesis Submission

Preparing to submit

Preparation starts as soon as you enter your final year of registration. When students are preparing to submit their PhD, it is important to inform the PhD Academy. They are a good source of information and always have the most up to date information regarding the procedures for submission. [The PhD Academy](#) website has contact numbers and all of the [forms](#) necessary for research students.

We strongly recommend that you read the following documents in full at least 9-12 months before you are intending to submit your thesis.

[Regulations for Research Degrees](#)

[Statement on Editorial Help](#)

[Guidelines for MPhil/PhD Examinations](#)

[Formatting and Binding your Thesis](#)

While primarily addressing your supervisor(s), it is also useful for you to read these guidelines:

[Nominating Examiners](#)

All of the documents can be downloaded from the PhD Academy's [A-Z of Guidance documents](#). Students may also refer to the PhD Journey pages, particularly the sections on examinations and thesis submission.

Exam entry and thesis submission

You will need to complete the [Examination Entry form](#) with your supervisor at least **three months** before you plan to submit your thesis. Your supervisor is responsible for nominating your examiners, although it is likely that they will discuss possible nominations with you to ensure the most appropriate choice of examiner.

Completed exam entry forms should be returned to the PhD Academy at least two months in advance of submitting your thesis. This is to allow sufficient time for your examiners to be formally appointed (see below). Once the team has received your completed examination entry form, the examiner nominations are sent to the relevant subject panel for approval. The PhD Academy will then formally invite the examiners to act. Until the examiners have confirmed that they can act, they are not appointed as your examiners. Therefore, we cannot send your thesis to them until that time and no arrangements for the viva examination should be agreed.



In cases where an examiner nomination is not approved or an examiner is no longer able to act, supervisors will need to nominate a new examiner using the “Replacement Examiner” form.

Submitting your thesis

For the foreseeable future, thesis submission will be electronic only. You do not need to submit a printed copy of your thesis. The easiest way to submit the electronic version of your thesis to the PhD Academy is by email (phdacademy@lse.ac.uk).

You should refer to the PhD Academy's guidance on formatting and binding your thesis document to ensure your thesis is formatted in line with the School's requirements. The front pages of your thesis should contain certain information; please use the template provided for this.

Permission for any extension should be sought in advance, proactively. Retrospective extensions are not possible. You should also consider whether in your individual circumstances it might be more appropriate for you to interrupt your studies as opposed to requesting an extension.

Once the PhD Academy has received your thesis, and assuming your examiners have been formally appointed, your thesis will then be sent out for examination. You will receive a message confirming that this has been done. Examiners are not permitted to accept a thesis, in any format, from any source other than from the PhD Academy.

Viva (oral) examination

Your viva examination will take place at LSE unless exceptionally, permission has been given for it to take place elsewhere. It should normally take place within three months of your examiners receiving your thesis. Your department is responsible for making the arrangements for your viva examination. You should not be involved in making any arrangements for your viva examination.

Confirmation of your examination outcome

After your examination, the PhD Academy will email you to confirm the examiners' decision and give full details of what you will then be required to do. You are welcome to contact the PhD Academy to discuss the outcome of your viva examination at any stage and they will share with you the information they have at that time. If at any stage you are uncertain what to do, please ask the PhD Programme Manager or a member of the PhD Academy team.

More about thesis submission:

[The PhD Journey](#) 

[Guidance and regulations \(A-Z\)](#) 



Key Information

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

[Equity, Diversity and Inclusion \(EDI\)](#) ↘

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE Campus](#) ↘

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



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**
- **Immigration advice**
- **LSE ID 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.

Online pre-enrolment and campus enrolment

The majority of new students will be required to undertake a two-stage enrolment 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 and with the **correct original documents**. Usually, you can re-enrol 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



Student status documentation

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

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address as a PDF. If the standard letter is not sufficient, you can request a bespoke Certificate of Enrolment 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 bespoke letters may take longer to produce. For more information about both types of Certificates of Enrolment 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

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.

Student Advice and Engagement

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

If you are not sure who to contact about a query or question, then the Advice and Engagement Team will be happy to help. You can contact the team via the enquiry form at lse.ac.uk/studentadvice

Immigration Advice

The Advice and Engagement Team are the only team able to provide detailed immigration advice on UK visas for international and EU/EEA students at LSE. You can find a lot of detail on their web pages, which are updated each time the rules change. The best way to contact the team is to use the [visa advice query form](#) or to attend one of their drop-in sessions, or log-in to their dedicated visa advice live chat.

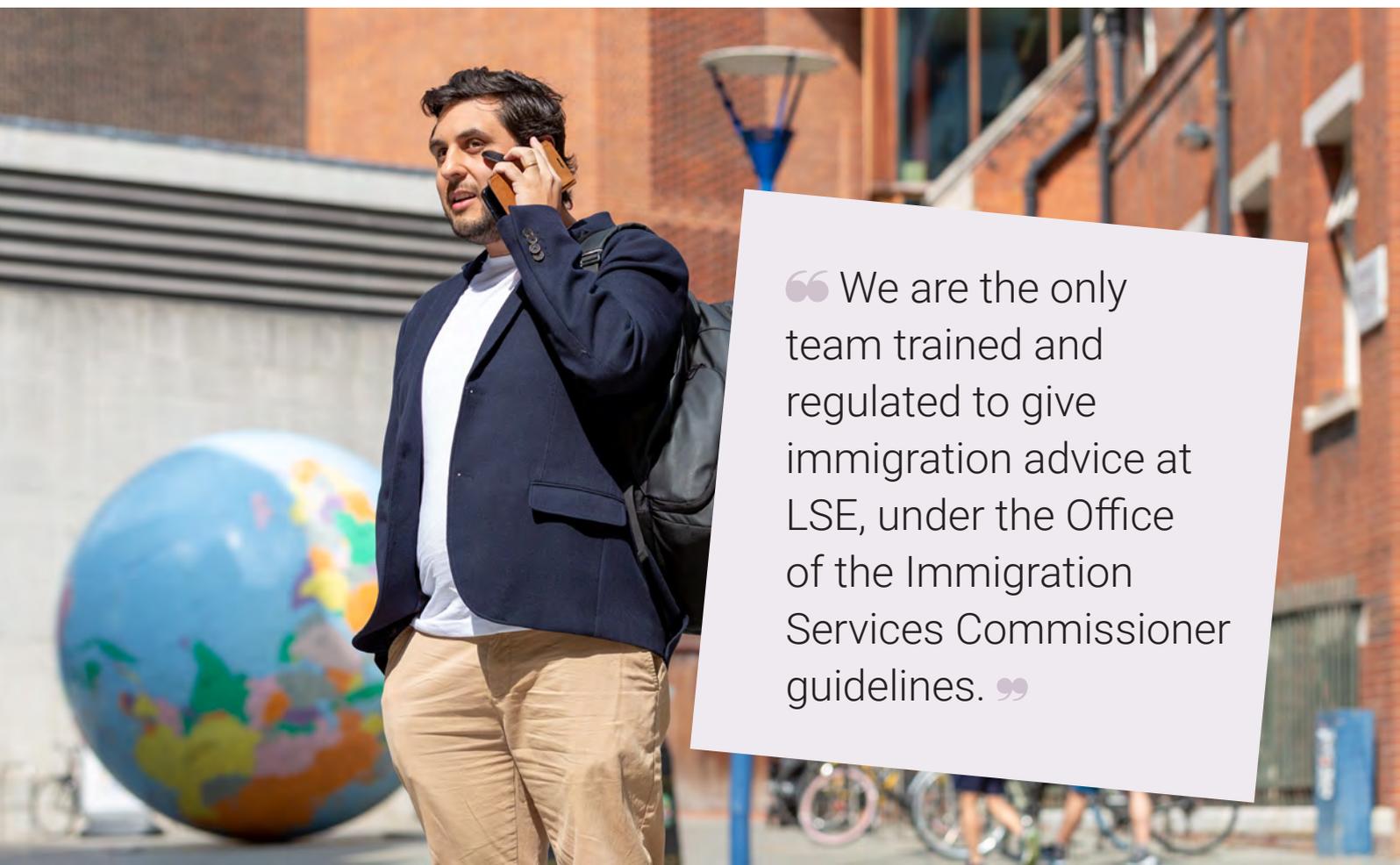
What do I do if...

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; or want to change degree programme. You can find these questions and answers at lse.ac.uk/what-if

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 Autumn term or Winter term the following year as appropriate. Spring term interruptions are not possible. For more information visit lse.ac.uk/interruptions



“ We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. ”

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 need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit

lse.ac.uk/programmetransfers

Change of mode of study

If you are studying a master's programme, and you need to change from full-time to part-time study due to your circumstances, you will need to seek approval from your academic department.

Changing from full-time to part-time study is generally acceptable up until the end of Winter term Course Selection, as long as your selected courses can be amended according to programme regulations and in line with the teaching that you have already taken. Your fees will also be amended.

Changing from part-time to full-time may not always be possible, especially if you need a visa to study at LSE, 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 should consult with your Academic Mentor, and 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 to ensure you are aware of all necessary assessment requirements, how your final degree is calculated and what options are available if you experience problems during your studies.

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

- General Academic Regulations
- Classification Schemes
- Assessment Offence Regulations
- Appeals Regulations.

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



Student Voice

Student-Staff Liaison Committees

Student-Staff Liaison Committees (SSLCs) are one of the most important bodies in the School. They are 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 positive change for the benefit of yourself, your peers, and even future cohorts.

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. By volunteering, you'll represent your peers and take a leading role in the student body.

More information, including access to minutes from SSLCs across the School, and other ways you can use your voice, can be found on the [student voice webpages](#).



Meet LSE leadership events

In the Autumn and Winter Terms, LSE hosts student-only events that give you the opportunity to discuss your experience as a student with LSE leadership, including the President and Vice Chancellor.

These events are an opportunity for you to meet leaders from across LSE in person to ask questions, raise suggestions and voice any concerns. You'll be invited to attend these events - look out for further details in Autumn and Winter Term.



Student Partnership

Change Makers

Change Makers is an opportunity for you to instigate positive changes at LSE through independent research.

You are invited to propose a research project (as a pair or as a group) about an aspect of education or the wider student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff.

Up to 20 proposals will be selected to receive 100 hours of funding, full academic supervision, the support of a staff partner from the area of LSE you are researching, and the opportunity to present your findings and recommendations directly to LSE leaders.

Applications to become a Change Maker will open in Autumn term 2024 and you can find out more at lse.ac.uk/changemakers

Student Education Panel

The Student Education Panel is an opportunity for you to enhance education at LSE alongside students from other departments and levels of study, and gain insight into how the university works.

Around 50 Student Education Panellists meet several times throughout the year to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they generate insights to present at key education-related forums, and work in partnership with LSE and LSESU leaders to co-create a better educational experience for everyone. In recognition of their contributions, and to enable a wide range of students to participate, panellists receive a voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2024 and you can find out more at lse.ac.uk/studenteducationpanel





Quality Assurance

Quality assurance

LSE's approach to assuring the quality of our teaching is set out in the [Strategy for Managing Academic Standards and Quality](#). 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. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's [Calendar](#). 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 surveys

In both Autumn term and Winter term TQARO conducts course-level surveys to assess students' opinions of teaching.

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information 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



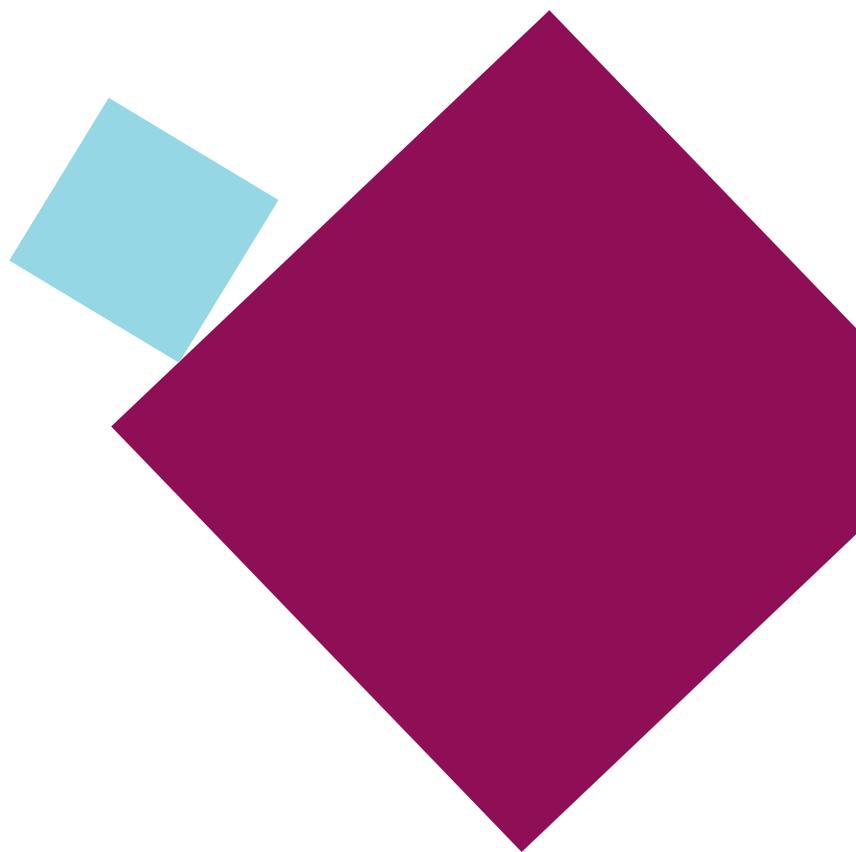
Study and Career Support Services

LSE LIFE

LSE LIFE is the place to discover and 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. It is also the place to come to ask about the range of opportunities and services available across the School to help you achieve success, whatever 'success' means to you.

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.
- **Constructive conversations** and **workshops** to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.
- **One-to-one appointments with LSE LIFE 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 book an appointment – on campus or online – to talk through your ideas for an essay, a project, or your research.





- **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 with any questions, or just to pick up a lollipop – LSE LIFE is on the ground floor of the Library, open Monday-Friday, 10am – 6pm.

[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 Winter term until the end of the examination period. There are over 2,300 study spaces, including group study rooms, and extensive IT facilities, including over 300 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, are interested in taking one of our courses as a degree option, want to learn a new language or improve your current language skills, the Language Centre is here to help.

If English is not your first language, our support programme can offer help and advice throughout your degree. Best of all, it is free! English for Academic Writing courses are available for any taught student who does not have English as a first language. These weekly classes are taught throughout the Autumn and Winter Term and can help with academic writing for coursework. This support is delivered with LSE LIFE (lse.ac.uk/life) (lse.ac.uk/life). You can find out more information on what is on offer and how to sign up [here](#).

You may be eligible to take a language, literature or linguistics course as part of your degree programme. You can find out about our courses and your undergraduate degree [here](#).

Any LSE student can sign up for a [non-degree extracurricular language course](#). 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

Whether you already know where you want to go or you'd like to explore your options, LSE Careers is here to help you connect with your future – from working with you to understand your motivations, to providing opportunities for you to meet employers across a range of sectors.

How do I get started?

As an LSE student, you can use LSE Careers to access a range of careers support, from events and job opportunities to resources and careers appointments. We also provide bespoke services for Disabled students and PhD students.

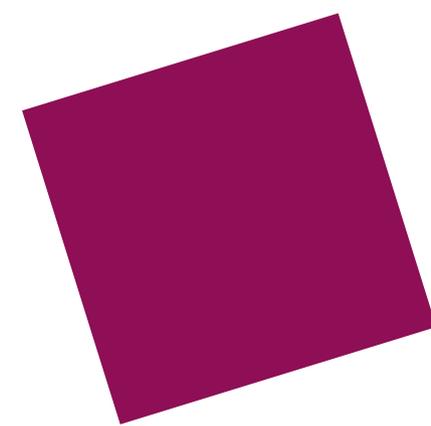
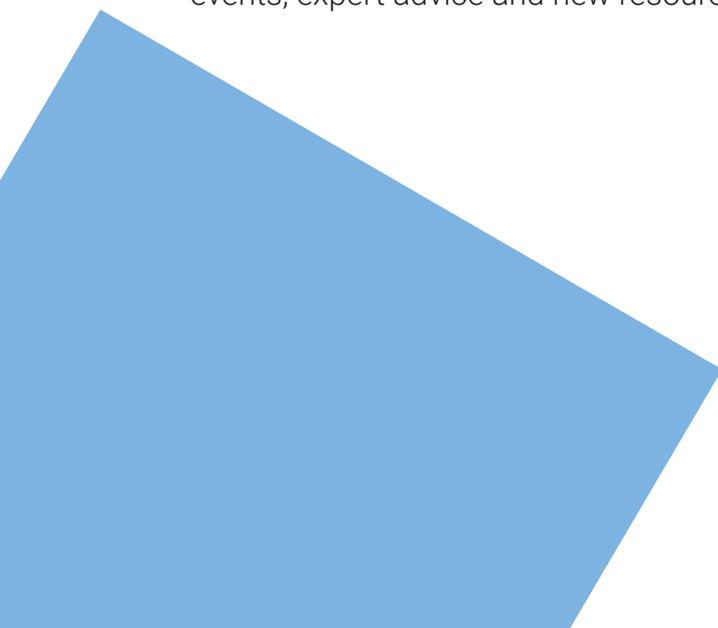
Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- register for careers events to develop your skills or explore different employment sectors
- browse jobs and internship opportunities on our jobs board
- book a one-to-one appointment with a careers consultant
- update your preferences to receive careers information relevant to your career interests.

Visit our website (lse.ac.uk/careers) to:

- explore resources about choosing your next steps
- get insights into employment sectors and recruitment processes
- browse top tips for writing your CV and cover letters
- access online tools for practicing interviews and reviewing your CV
- be inspired by what LSE graduates have gone on to do.

Follow @LSECareers on [Instagram](#) and [TikTok](#) to stay up-to-date with upcoming events, expert advice and new resources.





LSE Volunteer Centre

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. Volunteering is a great way to help develop personal and professional skills, meet new people and make a difference in your community. We are committed to making volunteering exciting and accessible, and we collaborate with students to enhance their volunteering experiences.

Information and Advice

We offer a range of ways to get involved from the start of your LSE journey, including connecting students with long-term and short-term volunteering with our hundreds of charity partners and one-off opportunities throughout term on campus. We begin each term with a Volunteering Fair, where we invite over 50 charity partners onto campus to speak directly with students. We also host a charity on campus weekly for Charity Tuesday, to spread awareness of their mission and volunteering opportunities. At any point of the year, students have access to our ongoing volunteering vacancy board, updated daily with opportunities from charity partners. You can book a meeting with our Volunteer Centre Manager for one-to-one support.

Volunteering Programmes

The Volunteer Centre also runs multiple exciting voluntary programmes, including the consultancy with the Community Engagement Programme, the Research Volunteering Scheme, an initiative for volunteer researchers, and Student-Led Projects, an opportunity to develop your own volunteering project. These programmes offer students the chance to work with other students, collaborate directly with charities, and use their degree knowledge with the mentorship and support of the Volunteer Centre. These programmes are application-based, and information is available on how to apply during Autumn Term.

You can find out more, as well as the advice and support we can offer, at lse.ac.uk/volunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).



Read our blog

“ The feeling of fighting for a cause that you are passionate about is second to none, but the skills you gain from it are unparalleled. ”

Dan Lawes, International Relations and History, 2022



LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We welcome all students and alumni – from those starting their journey in developing entrepreneurial skills to those who have already launched their ventures and are looking for business support. We focus on supporting and scaling socially driven student startups on campus and across the globe (from Lisbon to Lagos!)

As a student, you'll have access to all of our resources and access to our co-working space at the heart of the LSE campus, as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our programmes vary from startup competitions, our flagship accelerator programme, industry panels, skill development workshops on a range of topics, entrepreneurship bootcamps, and even international treks!

Pop by and meet us in our co-working space (the GenDen) opposite the Student Services Centre on campus.

Discover more on our website lse.ac.uk/generate, [register with Generate](#) to receive our monthly newsletter, follow us on all our social media channels at (Instagram, Facebook, Twitter) [@LSEGenerate](#), and you can join our [Slack community](#) of over 1000 members, where ALL the action happens!



Equity, Diversity and Inclusion (EDI)

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

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

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

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

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



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

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

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



Your Wellbeing and Health

Student Wellbeing Service (SWS)

SWS aims to provide you with a single integrated source of help and assistance to ensure that you get the most out of your LSE experience.

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia. DMHS can help you to create My Adjustments which is a way of putting in place agreed “reasonable adjustments” to support your studies. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. The earlier that you let DMHS know about your condition the earlier they can work with you to put appropriate support in place. For more detailed information about My Adjustments, and to apply for My Adjustments, visit lse.ac.uk/myadjustments

Support for your wellbeing

Any student looking for support for their wellbeing can book a 30-minute Wellbeing Appointment. This provides an opportunity to discuss any issues you are experiencing, and an opportunity to explore what would be most useful to you, including: one-to-one support (eg, counselling), groups, workshops, online resources, self-care strategies and referrals to other LSE and external services.

Visit lse.ac.uk/wellbeing to book a Wellbeing Appointment.

Groups and Workshops

SWS also organizes groups and workshops to support students experiencing stress, anxiety or other issues. Details of these groups can be found [online](#).

Peer Supporters

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 Student visa and have paid the Immigration Health Surcharge (IHS)**
- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

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

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

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



LSE Faith Centre

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

Finding your feet

It can be challenging arriving in a new city for a new start. We want to help you settle into London and find a community that suits you – and there are lots of options!

We provide a space for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our [resources](#).

Wellbeing

We host a range of wellbeing activities. Details of our regular classes can be found on the [Wellbeing page](#) and we always have [spaces](#) available for prayer, meditation, and reflection.

Facilities

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





Support

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

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

Beecken Faith and Leadership Programme

Learn more about our flagship faith and leadership programme at lse.ac.uk/faithcentre. These programmes are free, extra-curricular modules for all students at LSE, providing opportunities to explore, question and challenge religious differences, and build relationships and transform attitudes across faiths.

LSE Religion and Global Society

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

LSE Religion and Global Society Blog

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

If you are interested in contributing to the blog, have a look at our [guidelines](#) or get in touch with the editor Flora Rustamova at f.d.rustamova@lse.ac.uk

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers 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 Flora Rustamova at f.d.rustamova@lse.ac.uk

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

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



Exams and Assessments

Candidate numbers

Your candidate number is a unique five-digit number that ensures that your work is marked anonymously. It is different to your student number and will change every year. Candidate numbers can be accessed in early Autumn term in Student LFY.

Exam timetables

Course by course exam timetables will be available [online](#). For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter term and for students taking in-year resit and deferral exams, it is usually available in late July/early August. Closer to each exam season, you will also be given access to a personal exam timetable with your room and seat numbers. Please visit the [webpage](#) for full details of release dates for this academic year.

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 fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams 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 read the Exam Procedures for Candidates. If you bring an alternative model it will be removed by invigilators. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments 

e-Exams 

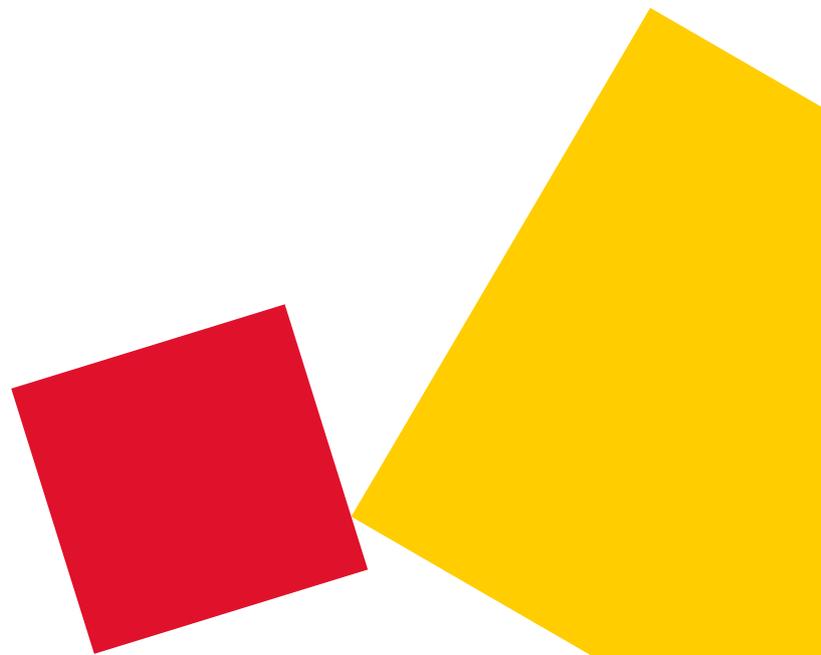
Fit to sit policy 

Extension policy 

Deferral policy 

Exceptional circumstances 

Missing assessment deadlines 





Central exam adjustments

Central Exam Adjustments (CEAs) can be put in place 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, including deadline dates for applications, visit lse.ac.uk/CEA

e-Exams

e-Exams are exams that take place in-person and under invigilated exam conditions, the same way that they are for handwritten exams. Instead of completing your answers on a paper script, you use your own personal device to type your answers and submit electronically.

The platform currently used by LSE is Digiexam. This works by locking down your personal device to create a secure exam environment where you can write your answers.

Not all exams are e-Exam enabled. Please see list of e-Exam enabled courses on the e-Exams webpage. For further information visit [e-Exams \(lse.ac.uk\)](https://lse.ac.uk/e-Exams).

Fit to sit policy

By attempting any type of assessment, including but not limited to sitting exams, submitting essays, coursework, class participation, group work, presentations, or dissertations, you are declaring yourself fit to do so. If you 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 [deferral](#). Requests for an extension or deferral must be made in advance of the assessment deadline.

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 Department responsible for the assessment. For more information visit lse.ac.uk/extensionpolicy



Deferral policy

If, having been granted an extension you feel you require more time to submit the assessment, your extension request was not approved, or the assessment in question has a static deadline such as an exam or online assessment released at a specific time/date, you should consider requesting a deferral. You must complete the online deferral form and submit evidence no later than 24 hours before the submission deadline or starting time of an exam. For more information visit lse.ac.uk/deferral

Exceptional Circumstances

If, having submitted an assessment you feel your performance was impacted by circumstances beyond your control, you should submit an Exceptional Circumstances (EC) Form and corroborating evidence to the Student Services Centre. Such circumstances could include (but are not limited to):

- **Failing to submit an assessment or sit an exam which you did not defer**
- **experiencing difficulties which could have affected your academic performance in an assessment**
- **adjustments such as CEAs, My Adjustments or deadline extensions that you feel were 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 Exam Boards to the circumstances which may have affected your performance. For more information visit lse.ac.uk/exceptionalcircumstances

Missing assessment deadlines

If you miss an assessment deadline (including an extended deadline) you should submit your work as soon as possible. Normally, the following [late penalties](#) would be applied unless you can demonstrate a good reason (normally supported by evidence) for not being able to submit on time. If you submit late, you should inform the Department responsible for that assessment of your reasons for not being able to submit on time as soon as possible. This will allow them to consider if they are able to lift any late penalties that are applied.



Assessment Misconduct

All summative assessments that you submit to the School are subject to the School's Regulations on Assessment Offences. You are expected to have read and understood these regulations before you submit your work to the School. If you are found to have committed an assessment offence, such as plagiarism (either deliberate or accidental including self-plagiarism), exam misconduct, collusion, contract cheating or using Artificial Intelligence software, you could be expelled from the School. For more information and support regarding the School's expected standards of academic integrity visit lse.ac.uk/assessmentdiscipline

When you submit your summative (assessments that count towards your mark in a course) assessments to the School you are expected to have read and understood the following academic integrity statement:

By submitting work to the School you confirm you will abide by and uphold the School's Code of Good Practice, Ethics Code and academic integrity as outlined in the School's Regulations on Assessment Offences and Department guidance and you also confirm that:

- the work in this assessment is solely your own; and
- you have not conferred or colluded with anyone in producing this specific assessment*; and
- you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and
- your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and
- you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

**It is acceptable to consult with LSE LIFE for general study skills questions but not questions specific to the content of a particular assessment.*

You can seek advice about the School's rules regarding academic integrity from the Library (visit lse.ac.uk/library) and LSE LIFE (visit lse.ac.uk/lse-life)

You should also ensure that you adhere to the School's Research Ethics Policy and Procedures where appropriate when conducting research. Failure to obtain the necessary Ethics Approval for your research could result in your conduct being considered under the School's Research Misconduct Procedure. For more information visit lse.ac.uk/ethics

Results and Classification

Results

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 who owe debts 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 lse.ac.uk/re-entry

Classification schemes 

Transcripts 

Degree certificate 





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

Continuing students can request [intermediate transcripts](#) through the Student Services Centre 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

Depending on when you are awarded your degree, you may have the opportunity to collect your certificate at graduation. Any certificates that are not collected are posted to the permanent home address we have on record. For more information, please visit lse.ac.uk/degrecertificates



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 enrolment or by payment plan. If you have not paid your fees in full before you enrol you will be placed on a termly payment plan. You are expected to pay one third of your fees by:

28 October 2024 28 January 2025 28 April 2025

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 info.lse.ac.uk/payments

Once you are enrolled you can access your financial details at any time to review your tuition and accommodation fees, invoices, payments and instalment arrangements by accessing the Student 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 support services for students who wish to discuss fees, loans 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 info.lse.ac.uk/policies



Financial Support Office

The Financial Support Office is responsible for administering a variety of scholarships, bursaries and funds for enrolled students. Please contact us if you have any questions about your LSE funding or have any funding related queries.

If you anticipate or experience financial difficulties, contact us as soon as possible to talk about your options.

Phone, email or join a one-to-one Zoom Drop-in Session: lse.ac.uk/financialdropin

Contact details:

Financial Support Office

+44 (0)20 7955 6609

financial-support@lse.ac.uk | lse.ac.uk/financialsupport





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 in four key areas: teaching standards, academic support, assessment and feedback, and student voice – areas that students have told us matter the most to them.

[Read the Academic Code in full.](#)

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. Find out more about the charter and [read the full version](#) online.

Codes of Good Practice

The Codes of Good Practice explain the responsibilities and requirements of both staff and students.

They set out what you can expect from your department in relation to your 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 in the [LSE 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**

Learn more about the [Ethics Code](#).

Research Ethics

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

Find [resources, training and support on LSE research ethics](#). 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 Tech Centre on the first floor of the library – Lionel Robbins building (LRB)
- Email: tech.support@lse.ac.uk
- Call: 020 7107 5000

For further information and opening times please visit info.lse.ac.uk/current-students/dts

Student Hub 

Moodle 

LSE for You 

Reset your IT password 

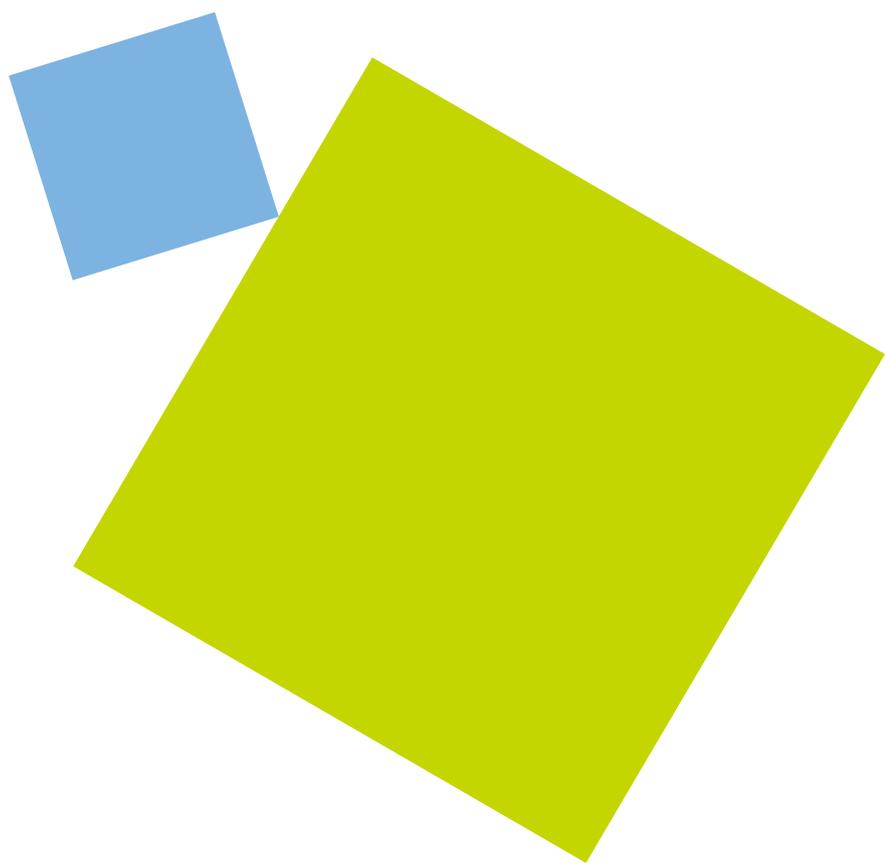
Multi-Factor Authentication (MFA) 

Email 

Microsoft Office 365 @ LSE 

Training and Development System 

Information security awareness training 



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**
- **Keep up to date with news and events from around LSE in your newsfeed**
- **Book appointments with academic staff (office hours) and support services.**

Available on iOS and Android app stores or as a web app at studenthub.lse.ac.uk





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

LSE for You

LSE for You is a web portal which gives you access to a range of services. As part of ongoing development work, some of these services have been moved onto a new platform.

In [Student LSE for You](#) you can:

- View and update your term time (contact) and home (permanent) address
- Access your candidate number
- View your teaching timetable.

To select your courses, please use course selection in [LSE for You](#).

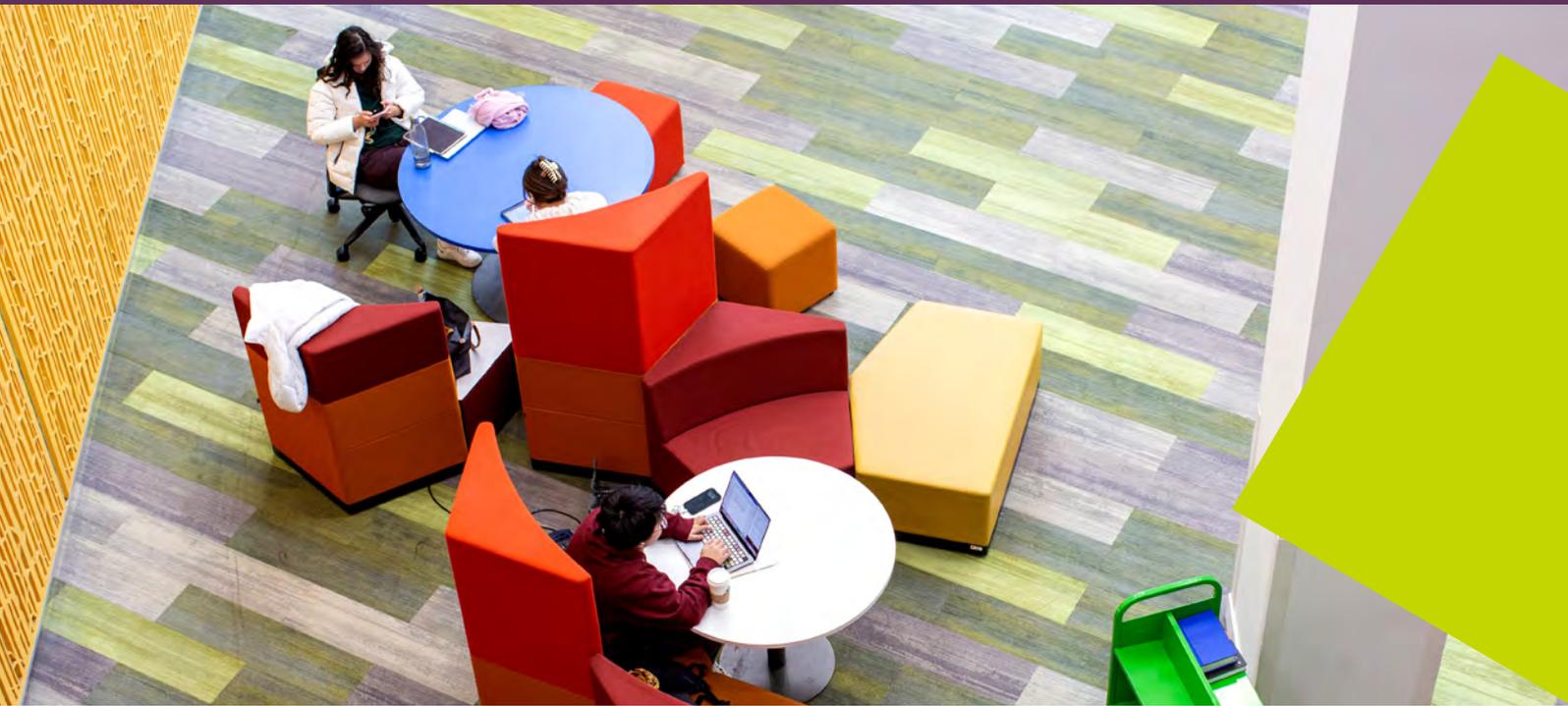
Reset your IT password

You can reset your own IT password at the [LSE Password website](#).

Multi-Factor Authentication (MFA)

MFA provides an extra layer of security on top of your username and password when you access our resources online – providing increased protection against cyber-attacks.

Once set up, it is easy to use and manage via the link below: lse.ac.uk/mfa



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 via the outlook app. For help setting up email on your device search “LSE mobile email setup”.

Microsoft Office 365 @ LSE

All our students are eligible for a free copy of Microsoft Office 365 on their personal computers and devices.

[Microsoft Office 365](#)

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

Login using your LSE username and password.

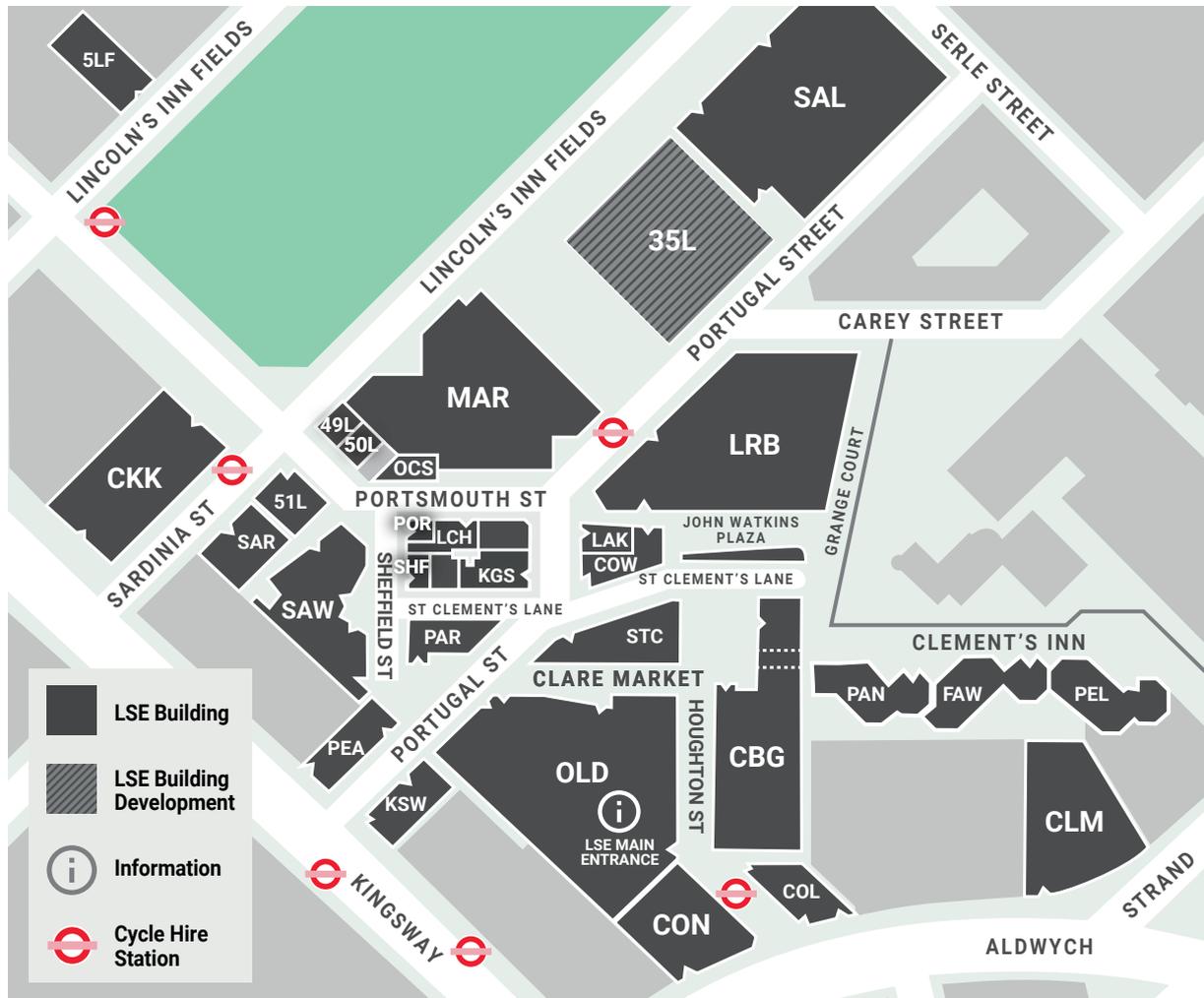
Information security awareness training

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



LSE Campus



Key

CBG Centre Building	KGS King's Chambers	50L 50 Lincoln's Inn Fields	PAN Pankhurst House	SHF Sheffield Street
CKK Cheng Kin Ku Building	KSW 20 Kingsway	51L 51 Lincoln's Inn Fields	PAR Parish Hall	SAL Sir Arthur Lewis Building
CLM Clement House	LAK Lakatos Building	LRB Lionel Robbins Building, Library	PEA Peacock Theatre	STC St Clement's Clare Market
COL Columbia House	LCH Lincoln Chambers	MAR Marshall Building	PEL Pethick-Lawrence House	
CON Connaught House	5LF 5 Lincoln's Inn Fields	OLD Old Building	POR 1 Portsmouth Street	
COW Cowdray House	35L 35 Lincoln's Inn Fields	OCS Old Curiosity Shop	SAR Sardinia House	
FAW Fawcett House	49L 49 Lincoln's Inn Fields (Coopers)		SAW Saw Swee Hock Student Centre	



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

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/International-Development



Department of International Development
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE

E: indev.enquiries@lse.ac.uk

T: +44 (0)20 7955 3728

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

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

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

Design: LSE Design Unit (info.lse.ac.uk/staff/divisions/communications-division/design-unit)

Photography: Cover image from Unsplash, Pexels or iStock.
Internal photography Nigel Stead, LSE School Photographer and Maria Moore.

Please note: a number of photographs in this document were taken before UK social-distancing guidance was in place.
LSE takes every step to ensure the safety of all their staff and students.