



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

125  
YEARS ■ EST. 1895

Welcome to the Department  
of International Development

# Research Student Handbook

2020/21

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



## Look after yourself. Look after others.



Wear a mask



Wash or sanitise  
hands regularly



Keep a safe distance and  
follow advice on campus



Cover coughs  
and sneezes



Use learning  
spaces safely



Let LSE know if  
you feel unwell

## Do you have symptoms?



High temperature, fever  
shaking or chills



Loss of sense of smell, taste,  
or breathing difficulties



Dry cough

**Get a COVID-19 test, DO NOT go out  
and you MUST self-isolate for two weeks.**



SCAN ME

**Thanks. Together we help make LSE COVID-secure.**  
Campus safety, testing information and more: [lse.ac.uk/coronavirus](https://lse.ac.uk/coronavirus)



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Connect with the LSE community  
[studenthub.lse.ac.uk/welcome](https://studenthub.lse.ac.uk/welcome)





## Welcome to International Development



Dear Students,

I want to extend a warm welcome to the Department of International Development and to the 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 respective programme. Few applicants make it here, and you should be proud of yourselves. You are the 30th 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 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.

As you know, your course begins in a year that has already seen major transformations, with the global pandemic and the renewed calls for racial justice as just the most prominent. By the time you read these lines, there may well have been 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 year.

Continued...



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. Your supervisor will help you, too, as will Dr Kate Meagher (Doctoral Programme Director) and Ginny Pavey (Research Programme Manager).

The wider administrative team in the department will also provide you with support and are Peter Campbell (Department Manager), Drucilla Daley-Nelson (Deputy Department Manager), Chris Llewellyn (MSc Programme Manager), Maria do Prado (MSc Course Administrator), Sebastiano Caleffi (MSc Course Administrator) and Dipa Patel (Communications and Events Manager).

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

**Professor Kathy Hochstetler**

Head of Department

LSE Department of International Development





## 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, as shown on the map on [page 65](#). The administrative team are based on 8th floor of Connaught House. Please see the Department's website and Moodle for details of how to contact them. Please be aware that some of the details in this handbook are subject to change in line with UK Government and LSE guidelines in relation to the current pandemic.

### Who's who

<b>Head of Department</b>	<b>Professor Kathryn Hochstetler</b> Room: CON.7.12
<b>Doctoral Programme Director</b>	<b>Dr Kate Meagher</b> Room: CON.7.11
<b>Deputy Head of Department (Research), Co-Programme Director, MSc Development Management</b>	<b>Professor Jean-Paul Faguet</b> Room: CON.8.06
<b>Deputy Head of Department (Teaching), Programme Director, MSc International Development and Humanitarian Emergencies, Sub-Board Chair</b>	<b>Dr Stuart Gordon</b> Room: CON.8.10
<b>Programme Director, MSc Development Studies</b>	<b>Professor James Putzel</b> Room: CON.8.03
<b>Co-Programme Director, MSc Development Management</b>	<b>Dr Mahvish Shami</b> Room: CON.8.12
<b>Co-Programme Director, MSc Development Management</b>	<b>Dr Jonathan Weigel</b> Room: CON.8.14
<b>Programme Director, MSc Health and International Development</b>	<b>Professor Ernestina Coast</b> Room: CON.8.15
<b>Co-Programme Director, MSc Health and International Development</b>	<b>Dr Tiziana Leone</b> Room: CON.8.11

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**Department Manager****Peter Campbell**

Room: CON.8.08

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**PhD Programme Manager****Ginny Pavey**Room: CON.8.13

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The Doctoral Programme Director is Dr Kate Meagher, [K.Meagher@lse.ac.uk](mailto:K.Meagher@lse.ac.uk). The PhD Programme Manager, with lead responsibility for supporting the department's research students, is Ginny Pavey, [id.research@lse.ac.uk](mailto:id.research@lse.ac.uk)

Please feel free to contact Kate and Ginny 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
- 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 it is not, their role is to help you identify the issues that might be affecting this so you can get back on track.

In addition to the primary supervisor, students require a second supervisor. These are sometimes assigned at the time of an offer being made, however, in the majority of cases, the second supervisor will be identified once the student has begun the programme, in consultation with their primary supervisor and the doctoral programme director. Supervisory arrangements will inevitably vary according to the research project, training requirements and the personalities involved.

More on supervision:

### PhD supervision: roles and responsibilities

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](https://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, please make contact with them via email.

To book an office hour on Student Hub, tap 'Make a Booking' in the app's menu and search for the name of an academic or team you want to make an appointment with. You can then view the upcoming available appointments with that member of staff or team and book a slot.

<https://studenthub.lse.ac.uk/welcome>





## 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.

**Please note the availability and use of the rooms and spaces below will be subject to social distancing guidelines**

## 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, [id.research@lse.ac.uk](mailto: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 [id.research@lse.ac.uk](mailto:id.research@lse.ac.uk).

## Group study spaces

There are many different study rooms across the School that students can book in advance or use on a walk-in basis. A list of the available rooms and how to book them can be found [here](#).

## 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.



## Forms for students

All International Development forms, eg, the Travel Fund Application Form, will be available on Moodle on either the “MRes/PhD” or “International Development” pages. Some courses have specific essay / report / project cover sheets so make sure you check the individual Moodle page for each course.

## DESTIN student society

This is a student-run society for students interested in development issues. In previous years, the Society has arranged talks (by students, alumni and outside guests), social events, film nights, and fundraisers. Further details to follow in the coming year.

## Research centre at International Development

The Conflict and Civil Society research unit builds on the work of the Civil Society and Human Security unit and was renamed in 2017 to reflect the changing focus of the research being undertaken. The core concern of the unit remains the desire to better understand the ways in which ordinary people seek to shape the decisions that affect their lives, with a particular focus on those experiencing conflict, prolonged violence, or war.

The unit is leading a major international project examining the drivers of violent conflict in Africa and the Middle East, as well as participating in research aimed at supporting an enhanced EU capability with regard to civilian-led means of conflict prevention and peacebuilding.

More information on the unit and projects past and present can be found [here](#). LSE has many other research centres and you can find more information [here](#).



## 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 (mentioned elsewhere in this handbook). Progression from the MRes to the PhD stage depends on satisfactory performance during the first year. Specifically, upgrade to PhD is dependent upon:

1. Pass of the MRes with an average of 65 in the coursework.
2. Pass of the Research Proposal (DV510) with a mark equal to or greater than 65.

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, who will be able to assist [id.research@lse.ac.uk](mailto: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 analyze data
- Attend research seminars
- Start writing
- Optional: audit courses, attend further training, eg, in methodology, languages.

#### YEAR 3

- Continue to analyze 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 analyze 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.

- 1.5 units are compulsory (DV501 and DV510).
- 2.5 units are free choice but must include Methodology and Theory courses.
- DV500 is also compulsory but carries no credits and is unassessed.

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](#).

**DV501:**     **Development History, Theory and Policy for Research Students (half-unit)** DV501 consists of lectures and seminars in the Michaelmas term only. Lectures and seminars are two hours long and take place every week except for Reading Week.





**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 produce three draft pieces of coursework and receive feedback on these 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% 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.

**DV500:**      **Research Seminar in Development Studies (non-credit bearing)**  
 For DV500 you and your fellow research students will attend weekly 1.5 hour seminars throughout the Michaelmas, Lent and Summer terms. You'll present some of your work in progress at the seminar and discuss what you have read. The course is not formally assessed.

The following optional courses are recommended for MRes International Development students. (0.5 in brackets denotes a half-unit).

#### **Michaelmas Term options**

- DV513**      Environmental Problems and Development Interventions (0.5)
- DV528**      Managing Humanitarianism (0.5)
- DV531**      Development Management (1.0 unit, full year)
- DV532**      China in Developmental Perspective (0.5)
- DV590**      Economic Development Policy I (0.5)

#### **Lent Term options**

- DV507**      Poverty (0.5) needs
- DV515**      Global Environmental Governance (0.5)
- DV518**      African Development (0.5)
- DV520**      Complex Emergencies (0.5)
- DV531**      Development Management (1.0 unit, full year)
- DV533**      The Informal Economy and Development (0.5)
- DV545**      Research Themes in International Development (0.5)
- DV560**      Bayesian Reasoning for Qualitative Social Science: A modern approach to case study inference (0.5)
- DV591**      Economic Development Policy II (0.5)
- DV592**      Economic Development Policy III (0.5)



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 5000-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](#). Courses taught in International Development are prefaced by the code DV.

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. The full process of requesting your courses is covered at your induction, with the course sign-up system itself opening at the end of Welcome Week. There is also an add/drop period where you can make changes if you want to.

## 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 potentially very 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's 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.

## Progress check

In Week 8 of Michaelmas Term of your first year, we ask you to fill out a self-assessment form and discuss it with your supervisor. By doing this, we hope to be able to offer any further help that you feel you may need and generally make sure that you are satisfied with your progress. You should download the self-assessment form from the [MRes/PhD Moodle](#) site.





## The PhD academy

The PhD Academy is a dedicated space and services hub for doctoral candidates, based on the 4th floor of the Lionel Robbins Building (LSE Library building). The office deals exclusively with matters relating to research students from registration to final degree awards and has an open-door policy during the hours 8.00am to 5.30pm, Monday to Friday. The team can be found in the office to the left of the main door as you enter the 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.**

The PhD Academy offers detailed guidance on matters relating to your degree, including but not limited to:

- Research Ethics
- Progress Monitoring
- Changes to your registration status
- Research student attendance and vacation policy
- Fieldwork and studying elsewhere
- Interrupting your studies
- Parental leave
- Steps towards submission and the final viva (oral) exam

The PhD Academy Director, and the Chair of Research Degrees, are senior members of LSE academic staff based in the PhD Academy. The Chair of Research Degrees is responsible for considering and approving applications from students wishing to undertake fieldwork.

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](mailto: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 a series of papers, the total word count should be the same as for a monograph PhD thesis. We recommend three papers, but the exact number should be discussed with your supervisor. The papers can include co-authored work, but a thesis that contains only joint papers is not acceptable. It must contain linking materials which 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 Michaelmas 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](#). The form contains a checklist that will help you to identify whether your proposed research and fieldwork can be certified by the department, or whether it needs to be seen by the Research Ethics Committee (who will give it fuller consideration before you can receive approval to go ahead).

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 completed the ethics review process, please send a copy of your signed form to the PhD Programme Manager on [id.research@lse.ac.uk](mailto:id.research@lse.ac.uk)

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 ID department in the first instance, and if further help is needed, contact Lyn Grove in the LSE Research Division on [research.ethics@lse.ac.uk](mailto: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](mailto: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 drop-in advice sessions weekly in the PhD Academy. The team can be contacted by phone on 020 7955 6609 or by email at [financial-support@lse.ac.uk](mailto: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 the [LAHP Collaborative Doctoral Award](#) in previous years.

### LSE PhD Studentships

These awards are tenable for four years and will cover full fees and an annual stipend of c. £18,000. 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 of approximately c. £16,000.

Essential guidance for current LSE ESRC award holders can be found at the following page: [info.lse.ac.uk/current-students/financial-support/esrc](http://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 advise on [LSE SU Hardship Funds](#).

## 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 the 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 \(ISVAT\)](#).

## Parental Leave

The [LSE Parental Leave policy for Research Degrees Students](#) outlines what the leave policy is and what students need to do to apply for parental leave. As each individual case is unique, please speak to the PhD Programme Manager and also to a member of the PhD Academy team who will be able to discuss your options and what will happen with your visa (if you need one), funding and submission deadline.

## 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 Kate Meagher. In addition, Professor Kathryn Hochstetler, the Head of the Department, will post regular office hours open to all students should you wish to discuss any issues.



If you feel that you cannot or do not want to approach a particular member of the academic staff you may speak to the ID professional service staff, or the PhD Academy team. See also the [LSE website](#) (type in “problems” as the search term) and the [Students’ Union](#) for further services.

If you would like to raise an issue or make a general suggestion you can also speak to your elected student representative.

## 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:** from full-time to part-time. Requests to change from full-time to part-time PhD study can be considered on the grounds of health, employment status, or caring responsibilities.

**Interruption:** with approval from your department and the PhD Academy, you can interrupt your programme by taking a break in your studies, normally from the end of one term and for one calendar year.

**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.

More about changes to registration status:

The PhD Journey 

Guidance and regulations (A-Z) 





# 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:

[Guidelines on Nominating Examiners](#)

All of the documents can be downloaded from the PhD Academy's [A-Z of Guidance and Forms](#). 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

The PhD academy provides a template for the front pages of your thesis. When preparing your finished thesis for submission, remember that you will need to allow sufficient time for the final editing, printing and binding of your thesis. Note that the Department does not require you to use iThenticate software.

You will need to submit two soft-bound copies of your thesis, formatted in line with the School's requirements. The IT Training Team runs a PhD Thesis Surgery which may be of help to you when formatting your thesis.

You must submit your thesis by the deadline. Late submissions cannot be accepted. If you think you may be unable to submit your thesis by the deadline, please seek advice from the PhD Programme Manager immediately. If you are ill or encounter serious difficulties, please see the [information](#) provided on applying for an extension. 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 the 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

[Term dates and LSE closures – academic year 2020/21](#)

[Registration](#)

[Student representation](#)

[Quality assurance](#)

[LSE services to support you with your studies and in your career](#)

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

[Your wellbeing and health](#)

[Codes and charters](#)

[Systems and Online Resources](#)

[Appendix: MRes course choice and assessment information](#)

[LSE Campus](#)

“

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



## Term Dates and LSE Closures

### Academic Year 2020/21

**Michaelmas Term (MT)**

Monday 28 September – Friday 11 December 2020

**Reading Week:** Monday 2 – Friday 6 November 2020

**Lent Term (LT)**

Monday 18 January – Thursday 1 April 2021

**January Exams:** Monday 11 – Friday 15 January 2021

**Reading Week:** Monday 22 – Friday 26 February 2021

**Summer Term (ST)**

Tuesday 4 May – Friday 18 June 2021

**Summer Exams:** Monday 10 May – Friday 18 June 2021

**LSE will be closed during the following periods:****Christmas Closure**

Wednesday 23 December 2020 – Friday 1 January 2021

**Easter Closure**

Friday 2 April – Thursday 8 April 2021

**May Bank Holiday:** Monday 3 May 2021

**Spring Bank Holiday:** Monday 31 May 2021

**Summer Bank Holiday:** Monday 30 August 2021



## Registration

It is essential that you are fully registered on your programme during your time at LSE. When you arrive on campus for the first time you will need to do an in-person verification and collect your LSE Card. Usually you can re-register for subsequent years of study online, but sometimes we may need to see you in person again. For more information visit [lse.ac.uk/registration](https://lse.ac.uk/registration)

## 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](https://lse.ac.uk/studentidcards) to find out how to get a replacement.

## Inclusion plans

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

[Student status documentation](#)

[Requesting a self-serve certificate of registration](#)

[Requesting a customised \(bespoke\) Certificate of Registration](#)

[More information and making requests](#)

[Interruption](#)

[Programme transfer](#)

[Change of mode of study](#)

[Withdrawal](#)

[Regulations](#)

“

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



## Student status documentation

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

[lse.ac.uk/studentletters](https://lse.ac.uk/studentletters)

## Requesting a self-service Certificate of Registration

There is a self-service system for generating a standard Certificate of Registration. You can request a self-generated letter only once you have formally registered on your programme of study. The certificate will be automatically generated as a PDF and emailed directly to your LSE email address on headed paper. It will also be electronically stamped and signed.

## Requesting a customised (bespoke) Certificate of Registration

Sometimes you might be asked to provide information that is not included on a standard Certificate of Registration. If this happens, you can request a customised (bespoke) letter. The customised (bespoke) certificate is also the option to select if you are a student awaiting registration, or if you require the certificate to apply for a non-UK travel visa and the embassy of the country you plan to visit requires an original stamp and signature.

## More information and making requests

During peak periods – such as at the start of the academic year, bespoke letters will take approximately five working days to produce. The Student Services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. Some can be produced immediately, and others need to be ordered in advance. Please note that your department will not be able to produce a Certificate of Registration for you.

For more information about the types of documents available, and to access the Enquiry Form to make your request, please visit [lse.ac.uk/studentletters](https://lse.ac.uk/studentletters)

## Interruption

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





## Programme transfer

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

## Change of mode of study

If you are studying a master's programme, and your circumstances change, meaning that you need to adjust your study from full-time to part-time, you will need to seek authorisation from your academic department. Changing from full-time to part-time study is generally acceptable, and your course selection will be amended according to programme regulations. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit [lse.ac.uk/changemode](https://lse.ac.uk/changemode)

## Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider interruption so that you have some time to consider your options. For more information visit [lse.ac.uk/withdrawal](https://lse.ac.uk/withdrawal)

## Regulations

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

Visit [lse.ac.uk/calendar](https://lse.ac.uk/calendar) for more information on:

- Appeals Regulations
- General Academic Regulations
- LSE Calendar
- Plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees

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



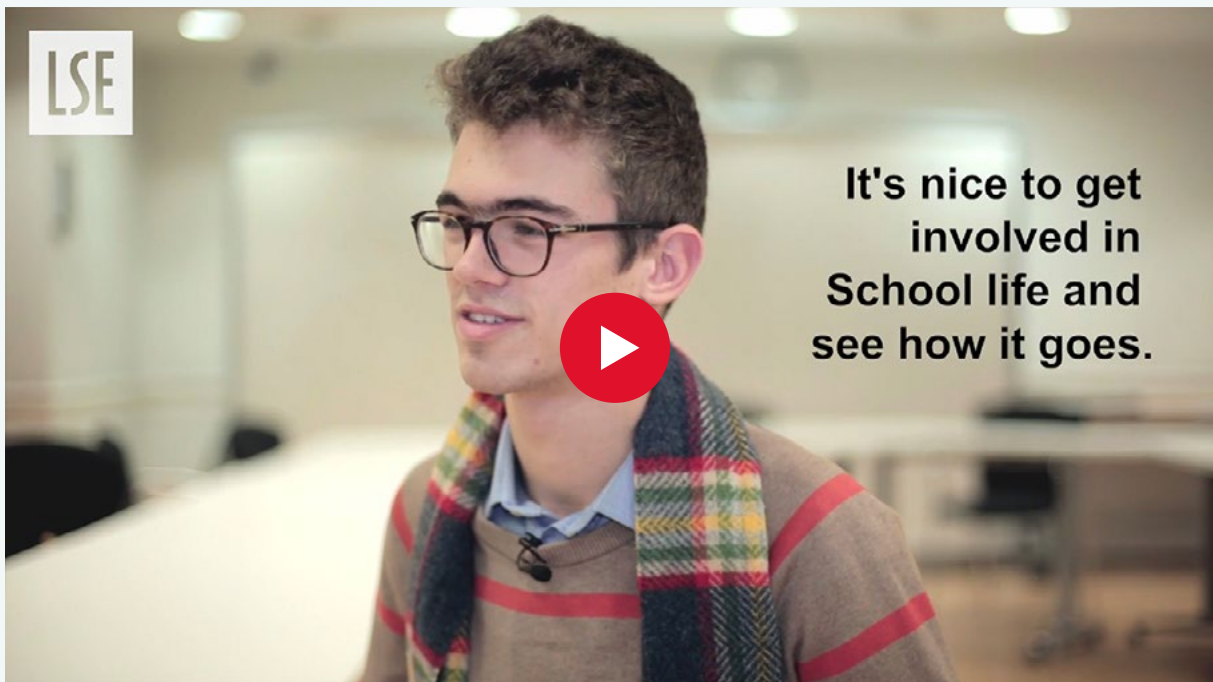


## Student representation

### Student-Staff Liaison Committees and Student Consultative Fora

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

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



More information, including access to minutes from SSLCs across the School can be found online at [info.lse.ac.uk/current-students/part-of-lse/student-voice](https://info.lse.ac.uk/current-students/part-of-lse/student-voice)

### Lunchtime Q&As with LSE directors

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

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



## Research Student SSLC in International Development

The Research SSLC in International Development normally consists of six members: four MRes/PhD students chosen by the cohort to represent the different year groups, and two members of staff (the doctoral programme director, and the PhD programme manager). It meets at least once a term to discuss any issues that our students are experiencing and how to resolve or improve them. The student-staff liaison committee elects one representative to sit on the LSE research students' consultative forum, which meets once a term and considers matters that concern doctoral study at LSE.

## Departmental Research Committee

The department recognises the importance of doctoral research to the overall research aims of the department. To this end, a PhD student is invited to each termly departmental research committee meeting, attended by faculty and chaired by the Deputy Head of Department for Research.





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

### LSE LIFE

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

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.
- **One-to-one appointments with our study advisers** for personalised advice on any aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

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



[Listen to our podcasts](#)





## LSE Library

LSE Library holds one of the most important social science collections in the world and has all the material that you need for your studies and research.

Most items are split into collections to help you find what you are looking for:

- **The course collection** is located on the first floor, holding multiple copies of essential textbooks for your courses. It will have most of your required readings.
- **The main collection** is housed 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](https://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 20 books at any one time. You can renew your books online by logging into your Library account at [lse.ac.uk/library](https://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.

Academic Support Librarians provide subject expertise and personalised support. They also host workshops to help you identify, find, manage and evaluate the information needed for your studies and research. You can find out who your Academic Support Librarian is at [lse.ac.uk/academicsupportlibrarian](https://lse.ac.uk/academicsupportlibrarian). Our online resources guide will save you time and help you find the most relevant resources: [lse.ac.uk/library/subjectguides](https://lse.ac.uk/library/subjectguides)

Heather Dawson is the Academic Support Librarian for International Development. Heather is always happy to help you use library resources effectively. She can provide 1-2-1 support and guidance on citing and referencing, searching for information, literature reviews and creating bibliographies. She can be contacted on +44 (0)20 7955 6806 or [h.dawson@lse.ac.uk](mailto:h.dawson@lse.ac.uk).

[Language Centre](#)

[LSE Careers](#)

[LSE Volunteer Centre](#)

[LSE Generate](#)





## Language Centre

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

If English is not your first language, there are plenty of ways you can improve and practise using the English language for your academic work. English for Academic Writing courses are available for any undergraduate or postgraduate student who does not have English as a first language and would like a weekly English language class to help with academic writing for coursework. This support is delivered with LSE LIFE [lse.ac.uk/lse-life](https://lse.ac.uk/lse-life)

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

For more information visit [lse.ac.uk/languages](https://lse.ac.uk/languages)

## LSE Careers

LSE Careers is here to help guide, support and work with you throughout your time at LSE. We provide a range of careers services and events both online, face-to-face and through one-to-one appointments. We have a jobs board and offer bespoke services for disabled students and PhD students.

There is lots of information and support at [lse.ac.uk/careers](https://lse.ac.uk/careers) including:

- **Information about the services offered by LSE Careers and how to access them**
- **Support with your career options and insight into employment sectors and recruitment processes**
- **CV, cover letter and application form advice and examples**
- **Details of what graduates have gone on to do**

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

- **Discover jobs and opportunities**
- **Book one-to-one discussions** to talk about your career options and receive feedback on your applications
- **Explore upcoming events** including employer and alumni insights, professional development skills sessions and recruitment events

You can access CareerHub at [careers.lse.ac.uk](https://careers.lse.ac.uk)

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



## Careers sessions

LSE Careers has a team of Careers Consultants who you can book to see for a one to one careers appointment. These appointments can be used to review a CV, cover letter or application form or to discuss your career aspirations regardless of what stage you are in your thinking. The Careers Consultant who works with research students is Catherine Reynolds ([c.reynolds1@lse.ac.uk](mailto:c.reynolds1@lse.ac.uk)). LSE Careers is located on the 5th Floor of the Saw Swee Hock Student Centre. Careers appointments are booked online via CareerHub.

## Careers events for International Development students (due to the current pandemic all events may be subject to restrictions)

In conjunction with LSE Careers, the department has arranged for sessions to be held throughout the year for International Development students on topics including how to get into International Development and how to write CVs and application forms. Alongside this, LSE Careers runs **Discover International Development**, an events programme which includes panel events with alumni currently working in the sector, insights sessions, themed talks and the annual International Development Volunteering Fair. All of these events can be found and booked via **LSE CareerHub**, where you can also find an online vacancy board listing voluntary, part time, internship, graduate and experienced hire opportunities.

## Internship/volunteer posts

The department often receives details about internships and/or volunteer posts from alumni and other contacts built up over the years. These are circulated via the Department of International Development site on Moodle.

Please note that you should always balance your hours – be aware of how much time you need to study vs. the time you can commit to outside work. Generally, the School does not recommend that you spend more than 15 hours per week on outside work, whether paid or unpaid. Students who required a visa to enter the UK should also be very careful not to breach the terms of the visa. Please contact the LSE **International Student Visa Advice Team (ISVAT)** for clarity.





## LSE Volunteer Centre

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

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



[Read our blog](#)

## LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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





## Equity, Diversity and Inclusion (EDI)

### What is EDI?

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

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

**Safe Contacts:** LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential "signposting" service for staff and students who have previously or are currently experiencing some form of bullying or harassment. Find out more at [lse.ac.uk/safecontacts](https://lse.ac.uk/safecontacts)

**Report it Stop it:** If you have experienced, or witnessed, any form of violence or harassment and you want to report this to LSE, you can directly do it by using the online form Report it Stop it. This report can be completely anonymous. Find out more at [info.lse.ac.uk/making-a-choice/report-an-incident](https://info.lse.ac.uk/making-a-choice/report-an-incident)

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

**Consent Collective:** This has resources to help people understand consent, learn about sexual harassment, find out how to support people who have experienced sexual violence, learn how to support themselves if they've experienced sexual or domestic abuse, and learn how to be an active bystander in their community.

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

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

If you would like to find out more about these and other initiatives and the information and support available to you, please contact EDI on [edi@lse.ac.uk](mailto:edi@lse.ac.uk), visit [lse.ac.uk/equitydiversityinclusion](https://lse.ac.uk/equitydiversityinclusion) and follow us on Twitter [@EDI\\_LSE](https://twitter.com/EDI_LSE)



## Your wellbeing and health

### Student Wellbeing Service (SWS)

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

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

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

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

### Healthcare in the UK

### LSE Faith Centre

“

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



## Health Care in the UK

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

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

- **You are a UK resident**
- **You have a Tier 4 visa and have paid the immigration health surcharge**
- **You are an EU/EEA student with a European Health Insurance Card (EHIC)**
- **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](https://ukcisa.org.uk)

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



## LSE Faith Centre

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

### Finding your feet

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

### Wellbeing

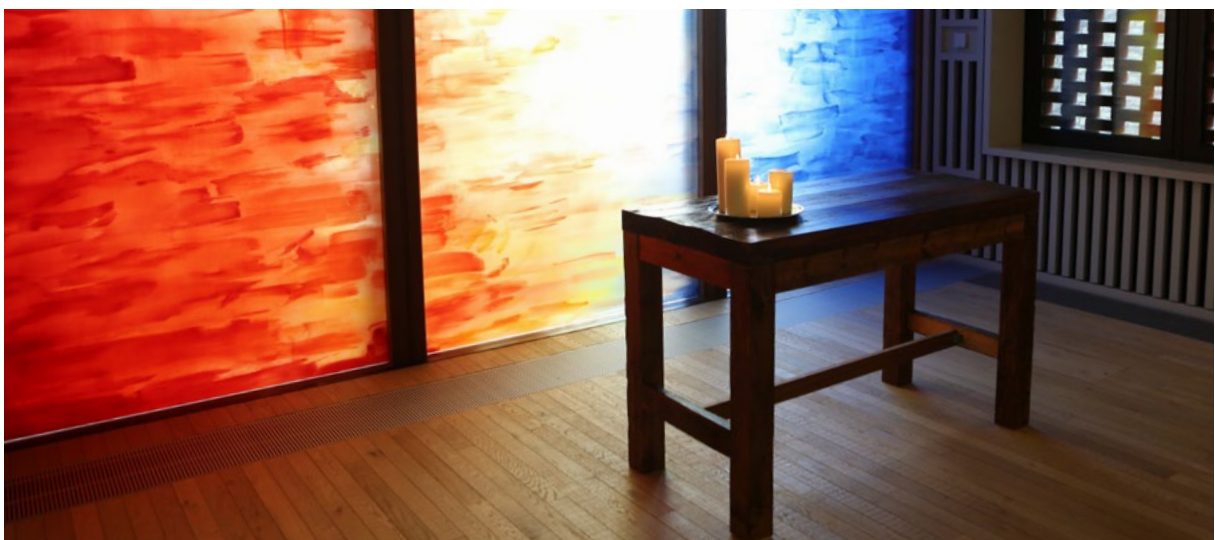
We host a range of activities including Mindfulness, Yoga, Ashtanga Yoga and Tai Chi. Class details can be found on the "Wellbeing" page at [lse.ac.uk/faithcentre](https://lse.ac.uk/faithcentre). You can also come and sit in the Faith Centre main space for personal prayer and reflection.

### Support

You can contact the Faith Centre Director and Chaplain to LSE, Revd Dr James Walters, on [j.walters2@lse.ac.uk](mailto: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](https://lse.ac.uk/faithcentre)

### Interfaith Leadership Programmes

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







## Codes and charters

### LSE Academic Code

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

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

The Academic Code should be read in conjunction with the [LSE-LSESU Student Charter](#).

- 1** All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Michaelmas and/or Lent terms, or a minimum of four hours taught contact time per week for a full-unit taught course running entirely in Michaelmas or in Lent term.
- 2** Students will have the opportunity to receive feedback on **formative** and **summative** work, as set out below. Feedback on assessment due in Summer Term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.
  - 2.1** All assessment submission deadlines and feedback time frames will be clearly communicated to students at the start of each course, including on the course Moodle page.
  - 2.2** Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.
  - 2.3** Feedback on summative assessment (excluding exams, dissertations or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.
  - 2.4** Feedback on January exams will normally be provided within six term weeks of the end of the exam period.
  - 2.5** Feedback on Summer exams will normally be provided within four term weeks of the following Michaelmas term.
  - 2.6** Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.
  - 2.7** For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative



assessment failed in Summer Term, feedback may take the form of general guidance on how to have approached that assessment.

- 3** All students will have an **Academic Mentor** to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
- 4** Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
- 5** In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.
- 6** Staff teaching on LSE programmes will be available to students through a minimum of 35 **office hours** (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.
- 7** Departments will hold at least one **Student-Staff Liaison Committee** and one Departmental Teaching Committee meeting during each of the Michaelmas and Lent terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.

[The Student Charter](#)

[Codes of Good Practice](#)

[The Ethics Code](#)

[Research Ethics](#)







## The Student Charter

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

The charter covers:

- **Your education** – what an LSE education is and how you can make the most of it
- **Our community** – what it means to be part of the LSE community and how to contribute
- **Your future, our future** – how to inspire future generations of LSE students.

You can find out more about the charter, and read the full version online – just search “LSE Student Charter” or visit [info.lse.ac.uk/Current-Students/student-charter](https://info.lse.ac.uk/Current-Students/student-charter)

## Codes of Good Practice

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

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



## The Ethics Code

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

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

- **Responsibility and Accountability**
- **Integrity**
- **Intellectual Freedom**
- **Equality of Respect and Opportunity**
- **Collegiality**
- **Sustainability**

You can find the code, as well as guidance and support at [lse.ac.uk/ethics](https://lse.ac.uk/ethics)

## Research Ethics

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

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



## Systems and Online Resources

### Need IT help?

- Visit the Technology Centre on the first floor of the Library
- **Email:** [tech.helpdesk@lse.ac.uk](mailto:tech.helpdesk@lse.ac.uk)
- **Call:** 020 7107 5000

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

### LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at [lse.ac.uk/lseforyou](http://lse.ac.uk/lseforyou)

LSE for You allows you to:

- **View and update your term time (contact) and home (permanent) address**
- **Reset your IT password**
- **Access your candidate number**
- **View your results**
- **Select your courses**

[Student Hub](#)

[Moodle](#)

[Email](#)

[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**
- **Follow your department, LSE events, Careers the Students' Union and more to keep up to date with news and events from around LSE**
- **Book appointments with academic staff (office hours) or support services**
- **Create or join groups with friends and coursemates to carry on the conversation outside of class.**

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



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

Visit [studenthub.lse.ac.uk](https://studenthub.lse.ac.uk) to find out more!

## Moodle

Moodle is LSE's virtual learning environment.

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

You can access Moodle by visiting [moodle.lse.ac.uk](https://moodle.lse.ac.uk)



## 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](mailto:mail.lse.ac.uk)) or on the move using clients for laptops and mobile phones. For help setting up email on your device search “LSE mobile email setup”.

## Training and Development System

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

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

## Information security awareness training

The LSE Cyber Security Awareness Training can be self-enrolled at Moodle. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

More tips are available at [lse.ac.uk/cyber](https://lse.ac.uk/cyber)

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





## Appendix: MRes course choice and assessment information

### How to select your courses

- **Find the courses you'd like to take**
- **Select the courses on LSE for You**
- **Check your timetable and Moodle enrolments**

We encourage you to research your optional courses fully to make sure you are making an informed choice. You should discuss your course choice with your supervisor and the programme manager. All course choices need to be approved by the Doctoral Programme Director in advance of the course choice deadline.

The course selection timeline for International Development courses is as follows.

- Graduate Course Selection opens for browsing – Around the beginning of Welcome Week
- Graduate Course Selection opens fully – End of Welcome Week
- You should make your request to take courses by 5pm Tuesday of MT Week 1.
- Instructors will review requests to take courses and make offers to allow you to join the course by 5pm Wednesday of MT Week 1.
- You must accept your offers within 48 hours and by 5pm on Friday of MT Week 1
- Offers that have not been accepted within 48 hours of an offer will automatically time out. Any remaining places will then be offered to students on the waiting list.

To select a course:

1. Log into LSE for You using your LSE username and password.
2. Expand the 'Graduate Course Choice' option in the left-hand menu and select 'Graduate Course Choice - Student'.
3. Click on the 'select or drop courses | accept or decline offers | withdraw requests' button.
4. Select the courses you'd like to take from the available options. Compulsory courses will have already been selected for you.
5. If a course that you wish to take is not listed then type the course code (eg, AB456) into the box at the bottom of the listed options and click "Fetch".



6. If you have chosen a non-compulsory controlled access (capped) course, you will be asked to enter a statement in support of your application if required. Not all courses need a statement; you can find out if a statement is required by visiting [controlled access courses](#).
7. You will also be given the opportunity to enter a "supporting statement" in support of your selected courses. *You are strongly recommended to do so if your selected courses fall outside the regulations for your programme.*
8. You will be returned to the 'Graduate Course Choice - Student' summary page and automatically entered for any non-controlled access (capped) courses and any controlled access (capped) courses that are compulsory for your programme.
9. Wait for your requests to take controlled access capped course(s) to be considered by the teaching department(s). You will be notified by email when the Department makes a decision. *If the Department chooses to offer you a place, then you will have to accept that offer before you will be enrolled on the course. **Act quickly – offers expire after 48 hours!***

You will not be able to select or change courses on LSE for You after the end of the Michaelmas term course choice window. Changes to Lent Term half-units only can be made when the system is re-activated in January.

## Seminar allocation and sign-up

After you have made your course selections and these have been approved, you will need to use the Seminar Sign-Up function on LSE for You. This is because many postgraduate courses run more than one seminar group, ie., the same course material is repeated several times a week with different groups. You need to attend the same group consistently throughout the term/year. If you forget to sign up for a seminar group, this will lead to problems when you try to attend the course.

Some departments allocate students to seminars, and some departments will allow students to sign themselves up to seminars. You can see which method is used for each of your registered courses in the seminar sign-up system in [LSE for You](#).

You can use seminar sign-up once you have signed up for a course and the department responsible has made the course available for seminar sign up.

Seminar sign-up is accessible throughout the course selection windows. If you fail to sign up for seminars during this time, the department may allocate you to a seminar group of their choice on your behalf.





## Controlled access (capped) courses

Many graduate courses are designated as 'controlled access' due to limited places and/or prerequisites that are required in order to study the course. These will be highlighted in green on the list of available courses in the LSE for You course selection system. You can find information about controlled access courses, how applicants are selected, and deadlines for applying at [controlled access courses](#)

You will be notified of the outcome of your request to take a controlled access course by email. If you have been offered a place on a controlled access course, you must use the LSE for You course selection system to indicate whether you would like to accept or decline the offer within two working days of receiving the offer email. After this time the offer will expire.

If you intend to use an offer to replace another course you are registered for, you must withdraw from that course before you accept the new offer, to ensure that you do not exceed the maximum number of units your programme regulations allow you to take.

Please do not assume you have a place on a controlled access course until you have been officially informed of this and accepted the offer. You will not be able to sign up for a seminar until you are registered for the course.

You can withdraw a request to take a controlled access course before/after you are notified of the outcome or drop the course after you are registered for it.

**Please remember that if you are offered a place on a [controlled access course](#), you must log in to LSE for You and accept the place within 48 hours.**

## Timetables

Lectures are offered once a week. Please note that half-unit courses are only offered in one term – they are not repeated. With most courses (if numbers are big enough) there is a choice of seminars on different days and at different times. If you are taking half-unit courses that run only for one term, check very carefully that this will not impact on your choice of seminar for any full-unit courses.

Once you have made your course and seminar choices (and they have been approved where necessary) you will also be able to access your personal timetable. The time when your personal timetable is published depends on course enrolment and seminar sign up, which is controlled by the home department of the individual course. When your timetable has been published you can:

- View your personal timetable in [LSE for You](#).
- Viewing your timetable in the [Student Hub](#)



The Student Hub, LSE's new app, allows you to view your timetable on your mobile, tablet and desktop.

When your personal timetable is published to LSE For You, your timetable will sync to your in-app calendar. Please note, updates to course selection on LSE For You can take up to 3 working days to appear on your timetable.

If you have any questions about the Student Hub, please get in touch with the Student Hub team using the feedback form available in-app on iOS, Android and desktop.

## Moodle

You will automatically be given access to the Moodle page for your courses a few hours after selecting them on LSE for You. If you change courses, you will not be removed from the old course on Moodle automatically so you will need to do this manually.

## Auditing courses

If you've received the course convener's permission to audit a course (ie., to attend the teaching without being entered for the assessments) the final step you will need to take is to select the course in LSE for You but tick the box that says 'audit'. This ensures that there is a record on the student system of you auditing the course.

Alternatively, another way to keep up with the course material of a course that interests you, without attending it, is to self-enrol on the Moodle page. You should be able to do this as long as the course leader has set the page up as open to self-enrolled auditing students.



## Assessed coursework

### Coursework submission

Assessed work must be handed in by the date and time specified. In many cases, coursework for Michaelmas Term courses will be due on the first day of Lent term, and coursework for Lent term courses will be due on the first day of Summer Term. The deadlines for individual courses will be published on their Moodle pages and will also be confirmed to you in writing by the department.

You must upload an electronic copy of your coursework to Moodle by the deadline. Your essay should be in Word or a PDF file format. Once a piece of assessed work has been submitted it cannot be amended.

### Candidate numbers

To ensure fairness all assessed work is blind marked by the academic staff, using numbers instead of names.

All students are allocated candidate numbers which are generated during Michaelmas Term and can be accessed by students through LSE For You from November. Please note that your candidate number is NOT the same as your student number or the number on your ID card. It is also NOT the first 5 or last 5 numbers of either of these.

To find your candidate number, please follow these steps:

- Log in to LSE For You account
- Click on the 'exams' tab
- Click on the 'candidate number' tab in the 'exams' tab

### Essay formatting guidelines

All assessed work must contain a header with the course code on the left-hand side, page numbering in the middle and your candidate number on the right-hand side. We suggest standard margins, an easy to read conventional font and either 1.5 or double line spacing for ease of reading. You must not put your name anywhere on the essay itself (essays are marked anonymously).



## Referencing system for assessed work

The department recommends that students use Chicago or Harvard style for both assessed essays and dissertations. This style minimises the number of words used in the text to indicate the source (thus reducing the impact on the word limit) and dictates that the full source be given in the bibliography.

You may use any style you wish but remember that all words in the footnotes count towards your word limit.

Students should not only take care in their referencing to avoid any potential accusations of plagiarism but should also be aware that they should avoid simply stringing quotations from literature together. In all cases, students will be assessed on the basis of the ideas, interpretations and analyses – the value added – expressed in their written work.

## Plagiarism

The work you submit for assessment must be your own and all source material must be correctly referenced. Plagiarism is not just submitting work with the intention to cheat. Plagiarism could occur simply as a result of failing to correctly reference the sources you have used. If you are found to have committed an assessment offence (such as plagiarism or exam misconduct) you could be expelled from the School.

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

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

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

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

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



which may result in the application of severe penalties.

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

The Regulations on Assessment Offences: Plagiarism can be found at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)

Collaboration between students (leading to identical answers, in whole or in part) is allowed only in cases where official permission has been given beforehand. Course leaders will let you know when this is acceptable.

### How we check for plagiarism

Assessed work is automatically checked for plagiarism using Turnitin, after it has been uploaded to Moodle.

In addition, for thesis checking the School provides research students with access to i-Thenticate, a text matching programme, which may be used to check work submitted for upgrade, work for professional publication and drafts of chapters and the final thesis.

Please note that the School and the department are aware that students working with English as a Second Language or coming from significantly differing academic backgrounds could inadvertently find themselves in possible trouble with regards to plagiarism. We would strongly recommend that if you have any doubts at all, you attend extra sessions at both the [Language Centre](#) and [LSE Life](#) who both have staff to help.

### Self-plagiarism

Self-plagiarism is also against the rules. You are not allowed to submit the same work twice (or reproduce large sections of previous work in other essays or your dissertation). You may, however, write your dissertation on topics similar to those of earlier essays, so long as the arguments used in your dissertation clearly represent an advance on previous work. In such cases, earlier essays must be properly referenced with your name, course number and submission date. Also, you must discuss whether any potential overlaps constitute self-plagiarism with your supervisor during term time.

### Extensions

If you have a good reason why you will not be able to submit a piece of assessed work on time, you must apply for an extension before the due date.

Extensions are normally only granted for medical reasons (a doctor's certificate will be required as supporting evidence), a traumatic event in the family or certain work-related issues. Any supporting evidence submitted must either be in English or accompanied by a translation which corroborates it and is done by a valid organisation, eg, British Council, Embassy, LSE Language Centre, etc.



The Extension Request form is available to download from the International Development Moodle site. You must submit the form, fully completed and signed by the academic in charge of the course, to the International Development office before the due date. Extensions must be confirmed in writing to the student in order to be valid.

If you think you need an extension for an MRes assessment, please contact the PhD Programme Manager first to discuss the circumstances. Please note that this process does not apply to requests for an extension to the final PhD thesis deadline.

### **Penalties: late submission and exceeding the word limit**

Penalties will be applied to:

- a) Work that is submitted after the stated deadline (5 marks deducted per 24-hour period, or part thereof). This applies to both essays and dissertations and applies to the time deadline, not just the date. After five working days, coursework will only be accepted with the permission of the Sub-Board of Examiners.
- b) Assessed coursework that exceeds the stated word limit – they will lose one mark for every 100 words or part thereof.
- c) Assessed coursework that exceeds the stated page limit: exceeding the page limit will automatically be penalised, as none of the extra pages will be read, hence not included in the marking.
- d) Research proposals that are found to be longer than 10,100 words - they will lose marks as per b) above. Research proposals only have a maximum leeway of one per cent ie, 100 words.

### **Examinations**

For courses which are assessed by a traditional written exam, the exam period takes place during the summer term (May/June). There are a few exams held outside this period and you will be informed if this applies to any of your courses.

The examination timetable will be available at the end of the Lent Term. You MUST be available to sit your examinations and answer any queries about your script up to the end of the Summer Term. You can obtain your personal examination timetable via LSE For You from the end of the Lent Term. Students who have failed an exam cannot retake the exam until the following year. Students cannot re-sit any exam that they have already passed.

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

You will receive feedback for examinations.



## Marking and feedback

All work is marked strictly on its individual academic merit.

### Grade Definitions:

Distinction:  $\geq 70$  ( $\geq 80$  = outstanding, 70-79 = excellent)

Merit: 60-69 (65-69 = high merit, 60-64 = merit)

Pass: 50-59 (55-59 = high pass, 50-54 = pass)

Fail:  $\leq 49$  (40-49 = fail,  $\leq 39$  = bad fail)

Please see the full Marking Standards Guide on the International Development Moodle site for what is expected of you at each level.

## Formative essays

All courses offer the opportunity to do formative work – ie, work that doesn't count towards your degree but which allows you to receive feedback in order to get an idea of how you are doing. Different courses operate slightly differently. In some you will submit a "formative" essay which will be returned to you with comments and a predicted grade. You later submit an assessed essay for which you will also receive feedback and a provisional grade eg, Pass, Merit, Distinction.

## Feedback and marking of the DV510 research proposal

The deadline for the DV510 proposal falls in August. You will receive written feedback on your DV510 proposal by the beginning of the first term of your second year. You will also be told whether your DV510 mark is sufficient for the upgrade from MRes to PhD. If for any reason your mark falls short of 65, you will be given an opportunity to revise your proposal. This won't change your original mark, but if your resubmitted proposal is later accepted (and you have met the rest of the upgrade conditions) then you will be cleared to progress to the PhD stage. The amount of time allowed for revisions will be set by the markers and the doctoral programme director but will not be more than three months. Being asked to revise the DV510 proposal will not be considered as grounds for an extension to your thesis submission deadline later on.





## Results and classification

### Results

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

Results are not released to students that have debts owing to the School. For more information on how and when results are released visit [lse.ac.uk/results](https://lse.ac.uk/results)

### Classification schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. 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](https://lse.ac.uk/calendar)

MRes students will receive provisional results throughout the year as they become available. These results will be confirmed once the Exam Board has considered them. The International Development Exam Board meets in late September/early October to confirm results. These results must then be ratified by the School Exam Board. After this, your final results will be available via LSE For You, on the date set by the school for 12 month programmes.

The award of the MRes degree will be classified according to the [Scheme of award for taught Master's degrees](#).

### Transcripts

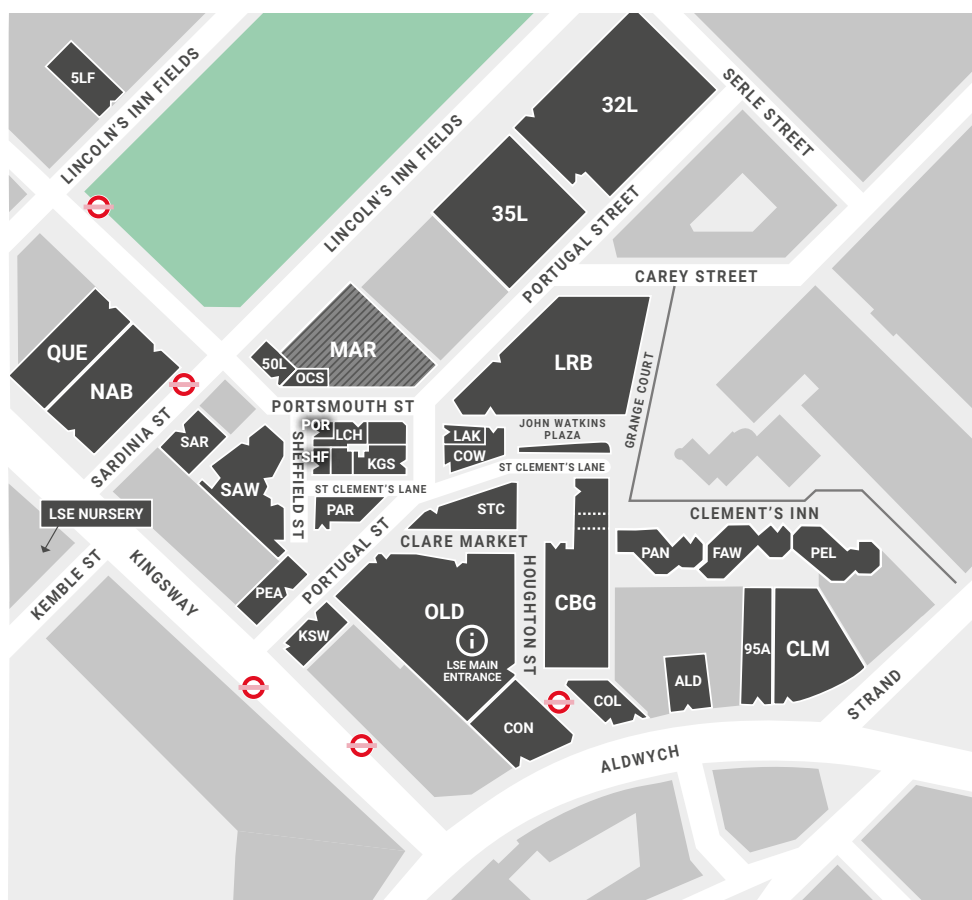
Continuing students can request intermediate transcripts at the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically which allows them to be easily shared. For more information about final transcripts please visit [lse.ac.uk/transcripts](https://lse.ac.uk/transcripts)

### Degree certificate

Your degree certificate will be available for collection at Graduation or can be posted to you. For more information please visit [lse.ac.uk/degreecertificates](https://lse.ac.uk/degreecertificates)



## LSE Campus



### Key

<b>95A</b> 95 Aldwych	<b>5LF</b> 5 Lincoln's Inn Fields	<b>PAN</b> Pankhurst House
<b>ALD</b> Aldwych House	<b>32L</b> 32 Lincoln's Inn Fields	<b>PAR</b> Parish Hall
<b>CBG</b> Centre Building	<b>35L</b> 35 Lincoln's Inn Fields	<b>PEA</b> Peacock Theatre
<b>CLM</b> Clement House	<b>MAR</b> The Marshall Building (44 Lincoln's Inn Fields)	<b>PEL</b> Pethick-Lawrence House
<b>COL</b> Columbia House	<b>50L</b> 50 Lincoln's Inn Fields	<b>POR</b> 1 Portsmouth Street
<b>CON</b> Connaught House	<b>LRB</b> Lionel Robbins Building, Library and The Womens Library	<b>QUE</b> Queens House
<b>COW</b> Cowdray House	<b>NAB</b> New Academic Building	<b>SAR</b> Sardinia House
<b>FAW</b> Fawcett House	<b>OLD</b> Old Building	<b>SAW</b> Saw Swee Hock Student Centre
<b>KGS</b> King's Chambers	<b>OCS</b> Old Curiosity Shop, Portsmouth Street	<b>SHF</b> Sheffield Street
<b>KSW</b> 20 Kingsway		<b>STC</b> St Clement's
<b>LAK</b> Lakatos Building		
<b>LCH</b> Lincoln Chambers		



LSE Building



LSE Building Development



Information



Cycle Hire Station



All buildings have wheelchair access and lifts, except, 95A, KGS, KSW\*, 5LF, 50L, POR\* and SHF.

\*KSW 20 Kingsway (Language Centre only), \*POR 1 Portsmouth Street (Shop only).

### Disabled Access

After 6.30pm, please call Security Control on 020 7955 6200 to ensure that any disabled access doors are open.

Also see: [Accessibility map \[PDF\]](#) For access to 20 Kingsway, please call security staff on 020 7955 6200 to set up the portable ramp in the entrance foyer.

### Access Guides to LSE buildings

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

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



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**This information can be made available  
in alternative formats, on request.  
Please contact [id.research@lse.ac.uk](mailto:id.research@lse.ac.uk)**

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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](https://info.lse.ac.uk/staff/divisions/communications-division/design-unit))  
Photography: Cover image: Ricardo-Gomez—Angel/Unsplash.  
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.