



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

Welcome to the Department  
of International Development

# MSc Handbook

2021/22

[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 ten days.



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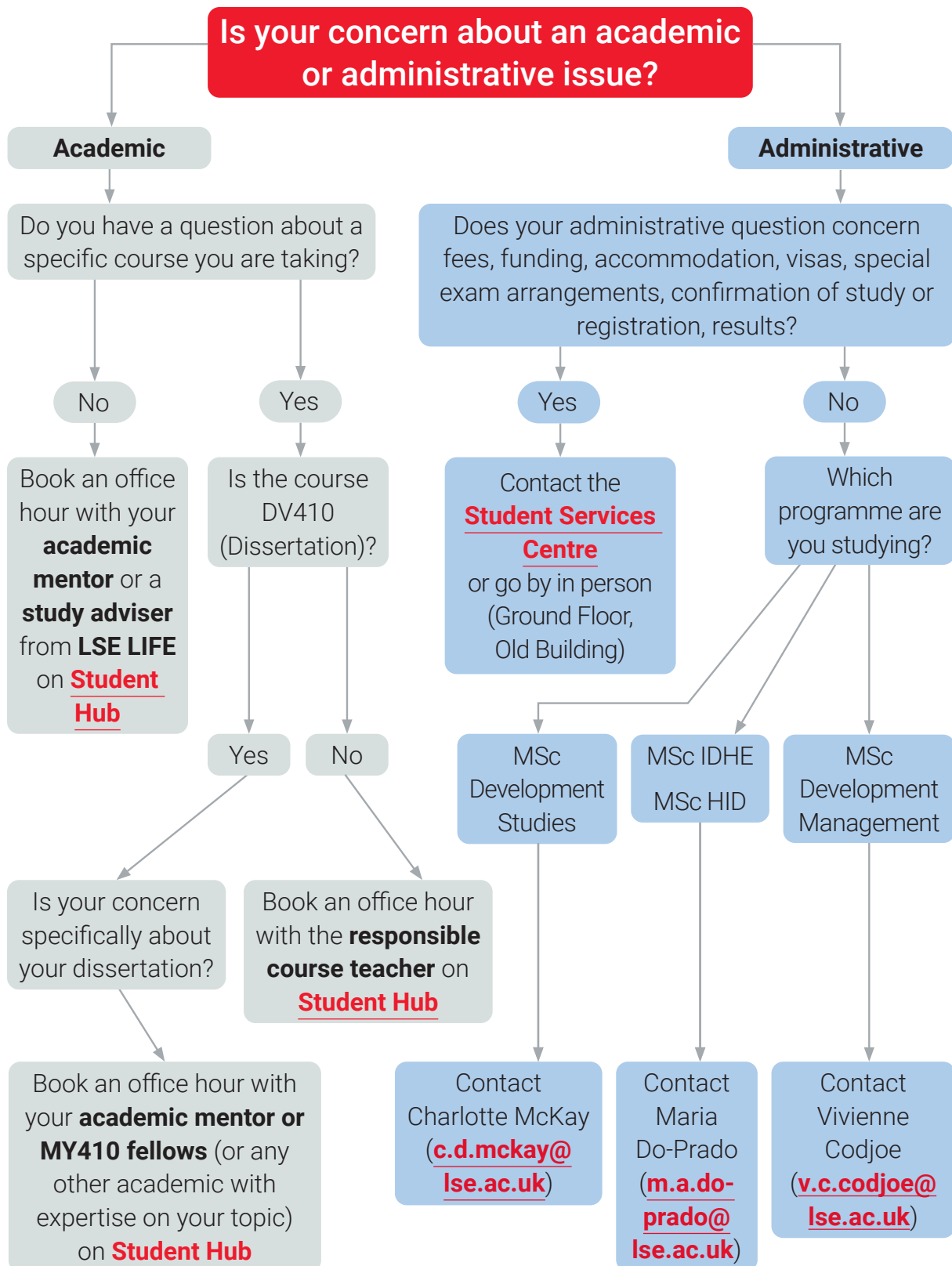
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Connect with the LSE community  
[studenthub.lse.ac.uk/welcome](https://studenthub.lse.ac.uk/welcome)



## Where to go for advice and information





## 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 for the next year – and perhaps longer!

You have done amazingly well to be selected for your respective programmes. Few applicants make it here, and you should be proud of yourselves. You are the 31st group to join our community. There are by now well over two thousand ID graduates across the world, engaged in exciting work in countless different professions. Graduates of the very first class, that of 1991/92, include the Policy Director for UN Women, senior economists in the European Bank for Reconstruction and Development and the World Bank, and university professors in Japan and Australia! Other development students have gone on to important positions in the United Nations, in development and emergency based NGOs, and in bilateral development agencies like the UK's Department for International Development (now the Foreign, Commonwealth & Development Office) and USAID. Still others are in international banking and finance, as well as private sector consultancy and project management companies. We have also had a Member of Parliament, an Ambassador and the head of an international NGO amongst our alumni. You have an enormous and diverse community of alums willing you to do well and to join them and you will meet some of them this year in alumni panels and activities.

As you know, your MSc begins in a year that has already seen major transformations, with the global pandemic 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.

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



This guide should help you to find your way around the department and the School, and to plan your own programme. We will also publish this information on the Current Student pages of our website, alongside information about how you can engage with the LSE ID Community throughout the year. Please bookmark the handbook and this page, as it will be important over the coming year. Your Academic Mentor in ID will help you, too, and we are all extremely fortunate in having a first class administrative team in the department, in Peter Campbell (Department Manager), Drucilla Daley-Nelson (Deputy Department Manager), Chris Llewellyn (MSc Programme Manager), Maria do Prado (MSc Course Administrator), Charlotte McKay (MSc Course Administrator), Dipa Patel (Communications and Events Manager), Anna Dalton (Communications and Events Officer), Hafizur Rahman (Student Development Officer) and Nina Craven (Research Programme Manager) – all of whom work well beyond the call of duty.

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



Professor Kathy Hochstetler  
**Head of Department**



## Where and who we are

### Where we are

The Department of International Development is located on the 5th, 6th, 7th and 8th floors of Connaught House, Aldwych.

The main administrative office is where you can find Charlotte and Maria CON.8.16, Chris, Anna, Hafizur and Dipa are in CON.8.17 Drucilla in CON.8.18 and Nina in CON.8.13 on the 8th floor of Connaught House. The official office hours for the Admin Team is: 10:00-13:00 and 14:00-17:00, Monday – Friday.

**Due to covid risk – please email or call the team as the primary form of contact:**

[lse.ac.uk/international-development/people](https://lse.ac.uk/international-development/people)

### Who's who

Head of Department	<a href="#">Professor Kathryn Hochstetler</a> CON.7.12
Deputy Head of Department (Teaching)	<a href="#">Dr Stuart Gordon</a> CON.8.10
Programme Director, MSc International Development and Humanitarian Emergencies	
Co-Programme Director, MSc International Development and Humanitarian Emergencies	<a href="#">Dr Ian Madison</a> CON.8.10
Deputy Head of Department (Research)	<a href="#">Professor Catherine Boone</a> CON.6.04
Programme Director, MSc Development Studies	<a href="#">Professor James Putzel</a> CON.8.03
Co-Programme Director, MSc Development Studies	<a href="#">Professor David Lewis</a> CON.6.11
Co-Programme Director for MSc Development Management	<a href="#">Professor Jean-Paul Faguet</a> CON.8.06
Co-Programme Director, MSc Development Management	<a href="#">Dr Mahvish Shami</a> CON.8.12
Programme Director, MSc Health and International Development	<a href="#">Professor Ernestina Coast</a> CON.8.15
Co-Programme Director, MSc Health and International Development	<a href="#">Dr Tiziana Leone</a> CON.8.11
Director of Research Programme	<a href="#">Dr Kate Meagher</a> CON.7.11
Department Manager	<a href="#">Peter Campbell</a> CON.8.08

### Staff contact information

A list of the Department's professional service and academic staff can be found on the [ID Website](#), alongside their contact information and research interests where applicable.



# Key information

[Term dates and LSE closures – academic year 2021/22](#) ↘

[Online Pre-Enrolment and Campus Enrolment](#) ↘

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[Fees and finance](#) ↘

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[Systems and online resources](#) ↘

“

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





## Term Dates and LSE Closures

### Academic Year 2021/22

**Michaelmas Term (MT)**

Monday 27 September – Friday 10 December 2021

**Reading Week:** Monday 1 – Friday 5 November 2021

**Lent Term (LT)**

Monday 17 January – Friday 1 April 2022

**January Exams:** Monday 10 – Friday 14 January 2022

**Reading Week:** Monday 21 – Friday 25 February 2022

**Summer Term (ST)**

Tuesday 3 May – Friday 17 June 2022

**Summer Exams:** Monday 9 May – Friday 17 June 2022

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

Thursday 23 December 2021 – Monday 3 January 2022

**Easter Closure**

Thursday 14 – Wednesday 20 April 2022

**May Bank Holiday:** Monday 2 May 2022

**Spring Bank Holiday:** Thursday 2 and Friday 3 June 2022  
(including an extra day for the Queen's Platinum Jubilee)

**Summer Bank Holiday:** Monday 29 August 2022



## Online Pre-Enrolment and Campus Enrolment

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

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

## Your LSE Card

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

[My Adjustments](#) ↘

[Student status documentation](#) ↘

[Interruption](#) ↘

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“

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



## My Adjustments

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

## Student status documentation

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

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

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



## Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School. You are usually required to return at the start of either Michaelmas Term or Lent Term the following year as appropriate. Summer Term interruptions are not possible. For more information visit [lse.ac.uk/interruptions](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 up until the end of Lent Term Course Selection, as long as your course selection can be amended according to programme regulations and in line with the teaching that has already been taken. Your fees will also be amended. Changing from part-time to full-time may not always be possible and requests will be considered on a case-by-case basis. It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit [lse.ac.uk/changemode](https://lse.ac.uk/changemode)





## Withdrawal

Withdrawing means that you are leaving your programme permanently. Before withdrawing you may want to consider requesting an Interruption instead, so that you have some time to consider your options. For more information visit [lse.ac.uk/withdrawal](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, how 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
- Assessment offences including plagiarism
- Regulations for first degrees
- Regulations for taught master's degrees.

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



## Student Services Centre

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


- **Support for new arrivals**
- **Student status documentation**
- **Course selection and class changes**
- **LSE cards**
- **TfL 18+ Student Oyster Photocards**
- **Exams and assessment**
- **Results and degree certificates**
- **Graduation.**

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

### What if...

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

[Advice team](#) 

[International Student Visa Advice Team \(ISVAT\)](#) 



## Advice team

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

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

## International Student Visa Advice Team (ISVAT)

ISVAT provide detailed immigration advice for international and EU/EEA students on their website which is updated whenever the immigration rules change. The best way to contact ISVAT is to use the query form at [lse.ac.uk/isvat](https://lse.ac.uk/isvat) or to attend one of their drop-in sessions.

ISVAT also manage funding and student/staff exchanges through the Erasmus+ scheme. For more information visit [lse.ac.uk/erasmus](https://lse.ac.uk/erasmus)

“

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



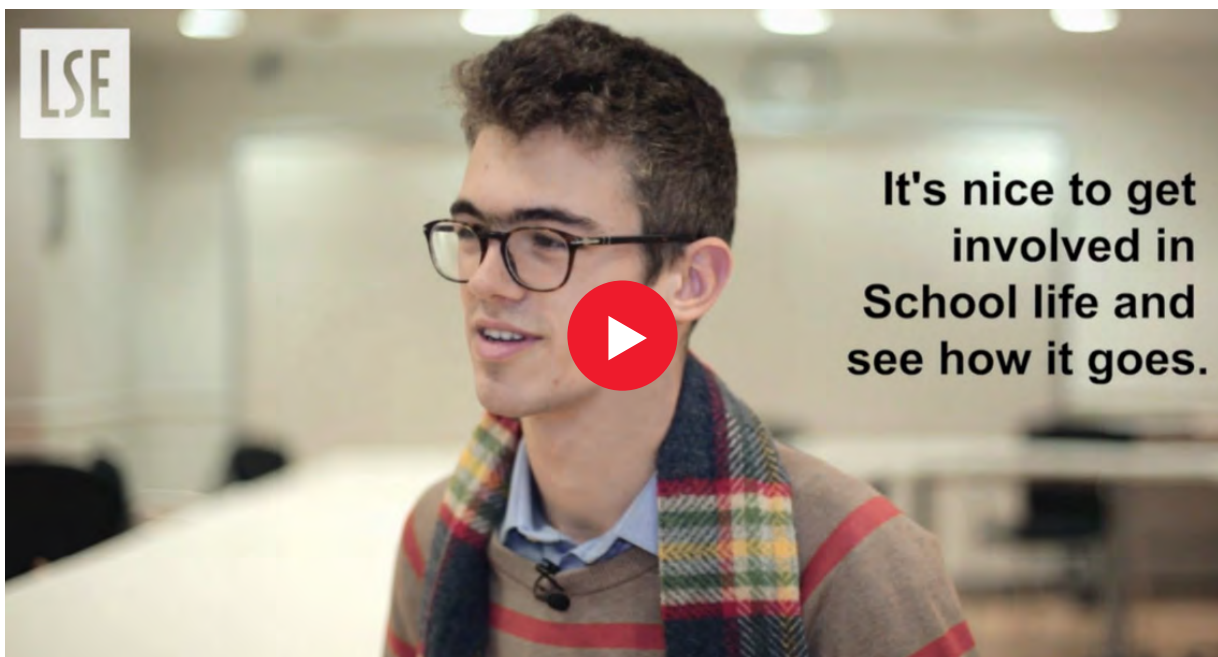
## Student representation

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

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

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

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



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

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





## Student Education Panel

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

## Student Q&As with LSE director

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

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



## Quality assurance

### Quality assurance strategy

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

### Student teaching surveys

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

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

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



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

### LSE LIFE

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

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work. Workshops to learn ways to adapt and thrive in new or challenging situations, including developing skills for leadership, creating study/work/life balance, and thinking about life beyond university.
- **One-to-one appointments with our study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE, or simply to talk through your ideas for research or other projects.





- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

Find out more at [lse.ac.uk/lselife](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](#)

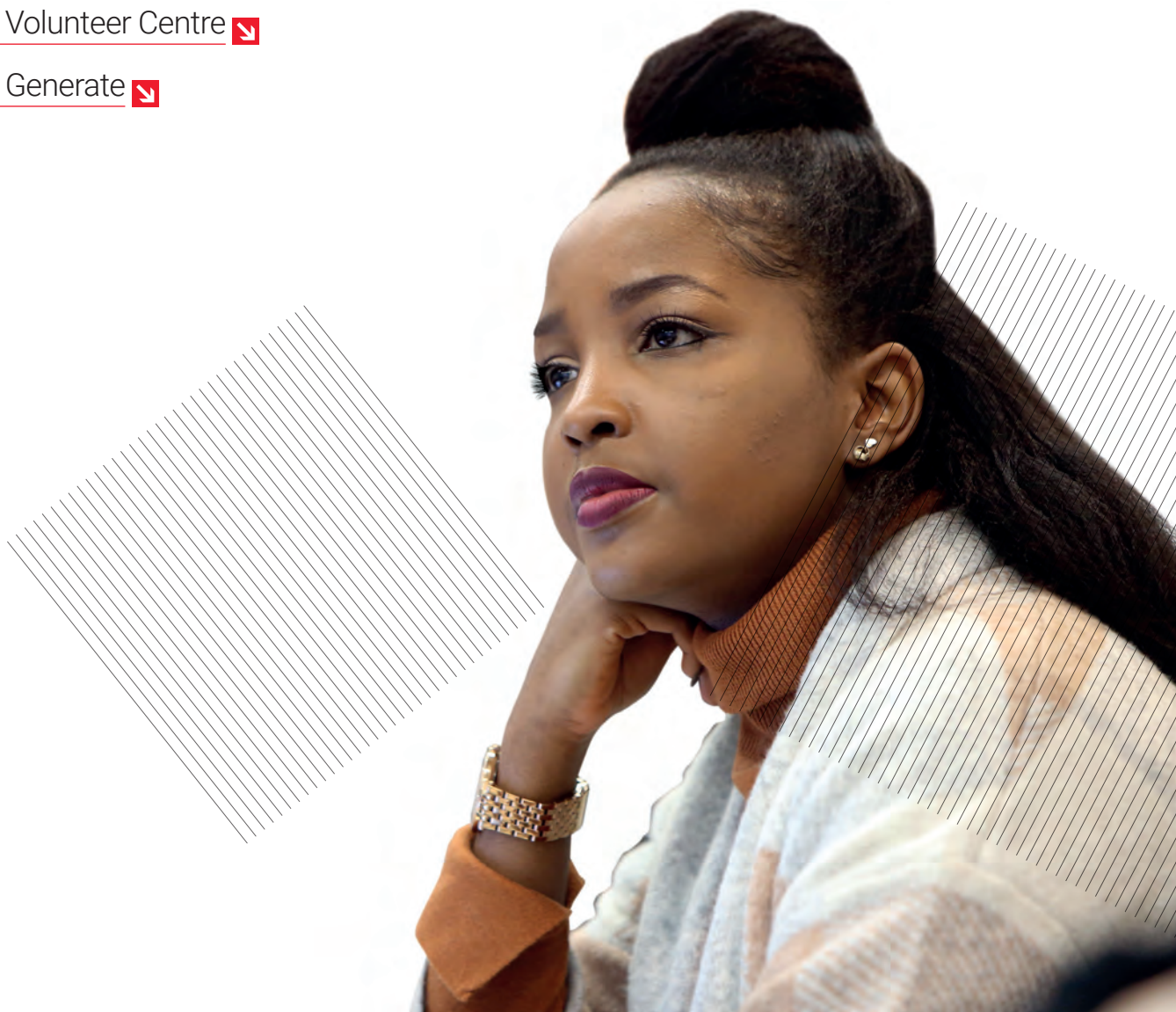
[LSE Library](#) ↘

[Language Centre](#) ↘

[LSE Careers](#) ↘

[LSE Volunteer Centre](#) ↘

[LSE Generate](#) ↘





## LSE Library

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

The two main print book collections are:

- **The course collection**, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.
- **The main collection** is located across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via [lse.ac.uk/library](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 30 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. We do not charge fines on late returns.

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





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

## Language Centre

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

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





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

For more information visit [lse.ac.uk/languages](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 including events, one-to-one appointments and access to resources, tools and careers information. We also offer bespoke services for disabled students and PhD students.

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

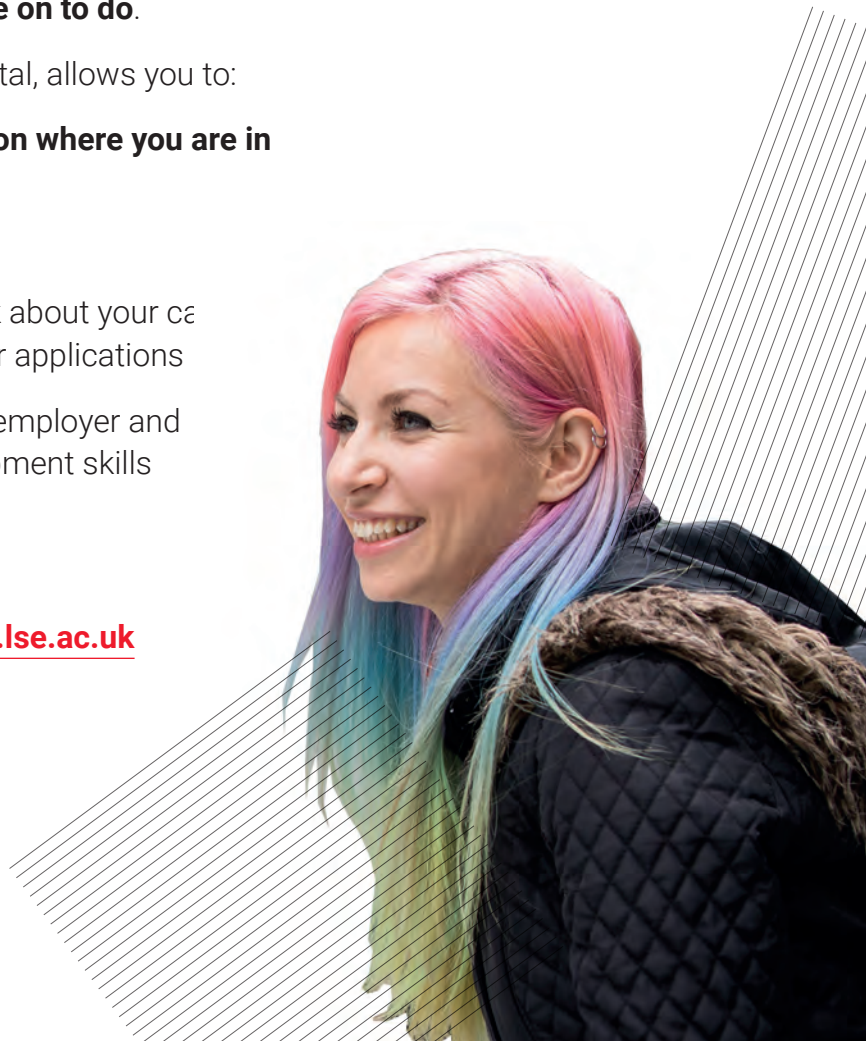
- **Information about the services offered by LSE Careers and how to access them**
- **Support with your career planning, no matter where you are in your career thinking**
- **Information and insight on a range of careers topics, from applications to employment sectors to further study**
- **Details of what graduates have gone on to do.**

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

- **View personalised activities based on where you are in your career journey**
- **Discover jobs and opportunities**
- **Book one-to-one discussions** to talk about your career options and receive feedback on your applications
- **Explore upcoming events** including employer and alumni insights, professional development skills sessions and recruitment events
- **Record your experiences.**

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

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





## LSE Volunteer Centre

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

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

“

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



## Equity, Diversity and Inclusion (EDI)

### What is EDI?

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

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

**Safe Contacts:** LSE Safe Contacts are members of LSE staff who have received training and can offer a confidential “signposting” service for staff and students who have previously or are currently experiencing some form of bullying or harassment. There are 39 Safe Contacts across 25 departments. Safe Contacts are often the first point of contact if you are unsure of what to do. They provide personalised support to you and help you navigate what comes next. Find out more at [lse.ac.uk/safecontacts](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. If you leave a contact, the School Senior Advocate for Students will be able to get in touch to help with the next step. Find out more at info.[lse.ac.uk/making-a-choice/report-an-incident](https://lse.ac.uk/making-a-choice/report-an-incident)

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



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

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

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

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

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

If you would like to find out more about these and other initiatives and the information and support available to you, please contact EDI on [edi@lse.ac.uk](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 My Adjustments 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)



## Health care in the UK

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

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

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

This list is not exhaustive and was correct at the time of print. The UK Council for International Student Affairs maintains an up-to-date listing on their website available at [ukcisa.org.uk](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 into London and find a community that suits you – and there are lots of options! We provide a space for student faith societies to meet, worship and plan their activities. Details of contact information for faith groups can be found in our Religion and Belief Guide. Pick up a copy from the Faith Centre Reception on the second floor of SAW or check out [lse.ac.uk/faithcentre](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.

## LSE Religion and Global Society Interdisciplinary Blog

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

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

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

## Religion Scholars Network


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



## Exams and assessments


### Candidate numbers


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

[Systems and Online Resources section](#) 


### Exam timetables


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


[Exam procedures](#) 

[Central exam adjustments](#) 

[Deferral](#) 

[Extension policy](#) 

[Exceptional circumstances](#) 

[Fit to sit policy](#) 





## Exam procedures

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

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

## Central exam adjustments

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

## Deferral

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

## Extension policy

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



## Exceptional Circumstances

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

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

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

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

## Fit to sit policy

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





## Assessment Misconduct and Plagiarism

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

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

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

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

For further information and the School’s statement on Editorial Help visit [lse.ac.uk/calendar](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)



## 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)

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

### Classification schemes

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

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

[Transcripts](#) 

[Degree certificate](#) 





## Transcripts

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

## Degree certificate

Your degree certificate will be posted to you. For more information please visit [lse.ac.uk/degrecertificates](https://lse.ac.uk/degrecertificates)





## Fees and finance

### Fees

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

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

**28 October 2021**

**28 January 2022**

**28 April 2022**

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

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

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

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

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

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

For full details regarding tuition fees, charging policy, payment and instalment options, visit [lse.ac.uk/feespolicy](https://lse.ac.uk/feespolicy)



## Financial Support Office (FSO)

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

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

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

FSO are contactable by phone on **020 7955 6609** or by email at [financial-support@lse.ac.uk](mailto:financial-support@lse.ac.uk)





## Codes and charters

### LSE Academic Code

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

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

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


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






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

[The Student Charter](#) 

[Codes of Good Practice](#) 

[The Ethics Code](#) 

[Research Ethics](#) 



## The Student Charter

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

The charter covers:

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

You can find out more about the charter, and read the full version online – just search “LSE Student Charter” or visit [info.lse.ac.uk/current-students/student-charter](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.support@lse.ac.uk](mailto:tech.support@lse.ac.uk)
- **Call:** 020 7107 5000

The Help Desk is open seven days a week during term time and offers a range of services including a laptop surgery. For further information visit [info.lse.ac.uk/current-students/dts](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**
- **Access your candidate number**
- **View your results**
- **Select your courses.**

[Student Hub](#) 

[Moodle](#) 

[Reset your IT password](#) 

[Email](#) 



## Student Hub

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

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

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



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)

## Reset your IT password

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

## Email

LSE will use your LSE email address to communicate with you so check it regularly. Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail ([mail.lse.ac.uk](https://mail.lse.ac.uk)) or on the move using clients for laptops and mobile phones. For help setting up email on your device search "LSE mobile email setup".

[Training and Development System](#) 

[Information security awareness training](#) 

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



## Training and Development System

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

You can access the Training and Development System at [apps.lse.ac.uk/training-system](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 Course: LSE Cyber Security Awareness Training. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

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

## Multi-Factor Authentication (MFA)

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



# Administrative information for International Development students

## Academic staff office hours

All staff will hold office hours throughout term time. During the first two weeks of term, extended hours will be available to discuss your course choices.

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 academic or team and book a slot. Note that if you are not in London when you access the Student Hub, it will show you times in the time zone of your current location, not London time.

It is the responsibility of the student to keep in contact with their Academic Mentor. However, you are free to contact ANY member of staff if your Academic Mentor is not available, or if you wish to discuss an issue related to their area of research interest.

## Course surveys

In the last week of each of the teaching terms, the department distributes its own course survey which students are asked to complete, rating all aspects of the courses they are taking. This is in addition to the LSE School Surveys and will inform future debate and decisions at staff meetings.

## Forms for students

All International Development forms, eg, Essay Cover Sheet, Self-Assessment Form, will be available on Moodle on either the “International Development” or individual course pages. Some courses have specific essay/report/project cover sheets so make sure you check the individual Moodle page of each course.





## Self-Assessment form

In Week 8 of Michaelmas Term we ask you to fill out a Self-Assessment Form and discuss it with your Academic Mentor. 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 International Development Moodle site. It is available under “Forms for Students”.

## Joint degree students

If you are on a joint degree programme, your administration (eg, programme regulations, dissertation submission, letter writing, supervision, etc.) is handled by your “host” department. You are, however, always welcome to see ID staff and will be included in job postings and events.

It is important for joint degree students to note that our academic staff operate an “open door” policy. Although you may not have an allocated Mentor in the International Development Department, any member of academic staff will be happy to discuss aspects of your study or dissertation with you. Please book to see them using office hours via Student Hub.

## Part-time students

If you are studying part-time, please do participate as much as your time allows in departmental and student activities - we want to make sure that you’re included in everything that goes on.

If you need assistance, please reach out to administrative staff via email. We will endeavour to help part-time students get their first-choice seminar but cannot always guarantee this. The earlier you let us know which seminars you want to attend, the more chance we have of helping.

We can also put you in touch with other part-time students in the department – many students have said that talking to people in the same situation has been extremely helpful.

You should normally take your core modules in your first year and your dissertation in your second year. We recommend splitting your remaining units equally over your two years to make your time more manageable if you are working as well. This is of course up to you, but please do talk to your Programme Director or Academic Mentor about it if you are uncertain or want further advice.

Your student card should be valid for two years, but sometimes this may not be the case. If you have any issues with this, please see the Student Services Centre.



## Problems?

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 Academic Mentor 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 Academic Mentor, your first port of call is your Programme Director. In addition, Professor Kathryn Hochstetler, the Head of the Department, will post regular office hours open to all students should you wish to discuss an issue with any aspect of our programmes.

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 who will raise the issue anonymously for you. See also the [LSE website](#) (type in “problems” as the search term) and [Student 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.

## Reference requests

Please note that all reference requests made to staff should give at least one week’s notice, preferably more. The student should also supply an up-to-date CV, their student number, plus a list of courses taken at LSE.

Requests made out of term time may be subject to more delay.

## 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 the address on record – including those all-important transcripts and certificates – so make sure you keep it up to date.



## Offered by the department

### MSc Common Room

The Department of International Development MSc Common Room is in CON.6.18. The room is accessible to International Development students only and is available for individual and small group study space.

Students can access the room with their student ID cards. Please inform the ID Office if your card does not allow you entry.

Please note that the Common Room cannot be booked for meetings or personal matters, such as interviews.

### 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](#).

### Cumberland Lodge

International Development students have the opportunity to attend a workshop at Cumberland Lodge, social distancing and public health advice dependent.

Exact dates to be confirmed.



The **St Catherine's Foundation, Cumberland Lodge**, in Windsor Great Park, was set up in order to provide a relaxed and quiet atmosphere where students and teachers could meet in order to discuss matters of interest to them. It is hoped that students who attend will gain ideas and inspiration from listening to seminars given by invited speakers and from the debate that follows.

Cumberland Lodge is a spacious 17th-century house set in superb grounds. Student accommodation is in twin rooms. There are facilities for outdoor and indoor sports and rooms for parties. There will be seminars given by guest speakers during the workshop, but there is also time to relax and enjoy the house and grounds. Places are limited so early booking is advisable. You will receive an email notification when booking opens. The full cost is a heavily subsidised £100 (the actual cost per student is almost double this) which includes food, but not bar bills. Please note that full payment must be made at the time of booking through the LSE e-shop – further details will be circulated nearer the time.

We regret that due to limitations on group size and a lack of availability, we cannot offer workshops to Joint Degree students unless there are places left.

### **Refunds**

Students are not entitled to a refund. Refunds will only be offered if the original ticket holder finds an eligible student to take their place. The department can offer assistance in finding a replacement if necessary. The transfer of funds is the responsibility of the students concerned.

### **Students with Disabilities**

Students with disabilities who wish to attend the workshop should contact their respective Programme Administrator as soon as possible so that arrangements may be made with the staff at Cumberland Lodge to accommodate any special requirements.

*NB: Cumberland Lodge is an historic and very beautiful house, and the cost of upkeep is extremely onerous. Consequently, there is a strict policy of no smoking or food/drink consumption in any of the bedrooms. Fines will apply to any academics or students if a bedroom has been soiled in any way.*



## Geneva Trip\* (IDHE and HID students only)

The Geneva Trip is typically a 2-3 day visit to this global health and humanitarian capital. Students on the MSc Health and International Development and MSc IDHE programmes have visited organisations as diverse as the United Nations High Commissioner for Refugees, the World Health Organisation, the International Committee of the Red Cross, the International Federation of Red Cross and Red Crescent Societies, and Médecins Sans Frontières. The trip is optional and self-funded. There will be a separate trip for the two MSc programmes.

For information about this trip, contact Professor Ernestina Coast (HID students) or Professor Stuart Gordon (IDHE students).

\*Dependent on public health advice for faculty and students, travel restrictions and the organisations being open to visits

## 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. Please see our [DESTIN Society webpage](#).





## Academic mentors

### Allocation of mentors

Students will be allocated a Mentor in Week 0, as you arrive. This person will advise you on course choices and help you to deal with settling in and navigating the LSE. However, International Development staff operate an “open door policy”, meaning that you may sign-up to see any member of staff in the department during office hours, not just your Mentor. What this means in practice is that you can see anyone in the department for advice.

Students in the MSc Development Studies, MSc Development Management, MSc International Development and Humanitarian Emergencies and MSc Health and International Development programmes will be assigned an Academic Mentor from the ID Department. Joint degree students will be assigned a Mentor in their respective department.

### Mentor availability

Academic Mentors/Dissertation supervisors are available to you throughout term times, but you should not expect to be able to see them outside of term. This particularly applies after the end of Summer Term, when most staff leave the country to undertake primary research in their areas of interest and so are not available to discuss dissertations. It is also unfair to your fellow students if some people are able to see their Academic Mentors at times when others are unable to.

You may make appointments to see ANY member of staff during their Office Hours, but your assigned Academic Mentor is the person who should sign any forms you may require.

NB: it is up to **you** to make appointments to see your Academic Mentor. It is not the job of the Academic Mentor to continually contact you. If you cannot sign up for one of the advertised slots, please email or call the Academic Mentor to make alternative arrangements.

### Problems

If any problem arises in supervision arrangements that cannot be resolved through discussion with the Academic Mentor, students should approach their Programme Director in the first instance. If the Academic Mentor is also the Programme Director, then the Head of Department (Kathryn Hochstetler) should be approached.



## Academic information

### Programme structure

Full details of degree structures are available online here.

A degree in International Development consists of FOUR units, of which the dissertation counts as one. Different degrees have different numbers of compulsory units\*, and therefore a different number of optional units, but all students must complete four units. You may not take more than four units.

Optional courses vary in unit value – most optional courses that only run for one term are worth half a unit. Others that run over two terms may be worth one whole unit.

### MSc Development Studies

1. DV400 (compulsory core course)	1 unit
2. DV410/MY410 (compulsory research design and dissertation)	1 unit
3. Optional courses	2 units
<b>Total</b>	<b>4 units</b>

### MSc Development Management

1. DV431 (compulsory core course)	1 unit
2. DV410/MY410 (compulsory research design and dissertation)	1 unit
3. Optional courses	2 units
<b>Total</b>	<b>4 units</b>

### MSc International Development and Humanitarian Emergencies

1. DV442 (compulsory core course)	0.5 unit
2. DV428 (compulsory core course)	0.5 unit
3. DV453 (compulsory consultancy project)	0.5 unit
4. DV410/MY410 (compulsory research design and dissertation)	1 unit
5. Optional courses	1.5 unit
<b>Total</b>	<b>4 units</b>

### MSc Health and International Development

1. DV458 and DV442 (compulsory core courses)	1 unit
2. A choice of DV421, DV444, DV456, DV457, DV453	1 unit
3. Optional courses	1 unit
4. DV410/MY410 (compulsory research design and dissertation)	1 unit
<b>Total</b>	<b>4 units</b>

\*The DV445 Cutting Edges Issues in Development Thinking and Practice is a non-assessed course, compulsory to all ID students



The department offers the option to students to concentrate their electives and dissertation in one of the following three “specialisms”:

- **African Development:** students must take African Development ([DV418](#)) and African Political Economy ([DV435](#)). Further to this, their dissertation topic must be approved as being appropriate for this specialism.
- **Population Studies:** students must take the following two courses: Population and Development: Global Health and Population Change ([DV444](#)); and Population, Health and Development: Evidence and Projections ([DV456](#)). Further to this, their dissertation topic must be approved as being appropriate for this specialism.
- **Applied Development Economics:** enrolment capacity is limited and may be based on performance on a pre-quiz which will enable students to take Economic Development Policy I ([DV490](#)) and Economic Development Policy III ([DV492](#)). Further to this, their dissertation topic must be approved as being appropriate for this specialism.

Doing a specialism is entirely optional, but for students who elect to do one, this will be indicated on their degree certificate and transcript - for example, for a Development Studies student doing a specialism in Population Studies, their degree will be “MSc in Development Studies (Population Studies)”

## Course descriptions

You can find a list of available courses on 2020/21 [Incoming Students Information Page](#).

## Auditing courses

Students are welcome to audit the **lectures** of any course they are interested in **if there is space** (when lectures are on campus). As a matter of courtesy, we would ask that you make yourself known to the Course Leader and ask his/her permission. A full list of courses running in each department for 2020/21 can be found via the [LSE graduate course guides](#). Most lectures are also recorded and can be listened to through Moodle.

**On no account** are students to attend the seminars, or complete the coursework, of courses that they are auditing.

## Formative coursework

Formative coursework does not count towards your final degree classification. Its purpose is to provide you with feedback on your academic and intellectual progress and development.





## Formative Essays

Formative essays are extremely important in terms of helping you to learn and understand the relevant material, as well as develop your analytical and writing skills. A formative essay allows you the opportunity to explore and experiment in developing your ideas and arguments, and importantly to make and learn from mistakes without the adverse consequences of the work counting towards your final grade. Marked by your class/seminar teacher, it provides the basis for detailed feedback on how far you have come in terms of the learning objectives of an individual course.

## Presentations

Once you begin classes, you may be asked to make presentations. Students are asked either to produce an essay or a short outline of their presentation (depending on the course) for circulation to classmates. Presentation notes should be circulated by posting to Moodle seminar forums, unless otherwise instructed by the Course Academic.

**LSE LIFE offers many workshops and events throughout the year** on study skills.

A full schedule of events is available on the [LSE LIFE information page](#) as well as the [LSE LIFE Moodle page](#).

## Consultancy projects (DV431 and DV453)

Please see the [DV453 course guide](#) for more information about the International Development Consultancy Project. For DV431 there is an evening session that provides more information about the Consultancy Project. You will also be briefed by your course leaders on how to go about starting your projects.

If you require assistance with teleconferencing, Skype or video conferencing for your project presentations please contact the [Audio Visual Services](#). Financial support may be available for project groups who have incurred costs throughout the duration of their project.

## Dissertation

The dissertation is a full quarter of your MSc (ie, one unit) and the whole “dissertation experience” in ID is designed to be a full-year cumulative process of intellectually rewarding learning and writing. Dissertations in ID may be based on primary research, secondary (desk-based) research, or a combination of both. ID MSc dissertations constitute an original exploration of existing knowledge by the student and may (but do not have to) include original theoretical and/or empirical insights.

The dissertation experience begins in MT when students meet their academic mentors and choose their optional courses. ID students will also be automatically enrolled in our dissertation courses DV410 and MY410, which together provide students a coordinated introduction to research design and a selection of research methods used in development research.



The DV410 Moodle page is where you can find information about the dissertation and where you will, eventually, submit your final 10,000-word dissertation, which will be assessed and is worth 70 per cent of your final full unit dissertation mark. There are three compulsory DV410 lectures in MT.

**DV410** information can be accessed [here](#).

**MY410** is our research design course; the MT lectures and seminars provide guidance on how to balance the inevitable trade-offs involved across alternative research methods, both when doing primary research or consuming secondary research for desk-based dissertation designs. The course will also focus on how to generate a research question, and involves developing a research proposal at the end of MT (worth 10 per cent of the full unit dissertation mark) and an annotated bibliography in LT (worth 20 per cent of the full unit dissertation mark).

**MY410** information can be accessed [here](#).

Students should keep in mind that MY410 is a research design course, not a methods course. Those students who wish to engage in primary research for their dissertation using specialist research methods should consider taking the appropriate optional courses.

In addition to regular meetings with their Academic Mentor, ID maintains an open-door policy and encourages students to book office hours with other faculty with specialist knowledge. Students are also strongly encouraged to make use of the variety of seminars, workshops, and tutorial services offered by both ID and the LSE more generally.

During the Summer Term, ID runs Dissertation Workshops in which students will present a draft 3,000-word dissertation proposal to a small group of fellow students and a faculty member. They will receive oral formative feedback that they can use to form the basis of their dissertation.

### **Past Dissertations**

International Development students can view past Distinction dissertations which are accessible via the DV410 Moodle page. An archive of past prize-winning dissertations is also available on the main [International Development website](#).

Please note that hard copies are not available and online copies are only posted if the author has given his/her permission. Please be aware there may be dissertations listed in the "Titles" document which are not available to view because permission has not been granted.



## LSE Campus



\* Due to be completed September 2021.

### Key

<b>95A</b> 95 Aldwych	<b>LCH</b> Lincoln Chambers	<b>PAN</b> Pankhurst House
<b>ALD</b> Aldwych House	<b>5LF</b> 5 Lincoln's Inn Fields	<b>PAR</b> Parish Hall
<b>CBG</b> Centre Building	<b>32L</b> 32 Lincoln's Inn Fields	<b>PEA</b> Peacock Theatre
<b>CLM</b> Clement House	<b>35L</b> 35 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	<b>QUE</b> Queens House
<b>COW</b> Cowdray House	<b>MAR</b> The Marshall Building	<b>SAR</b> Sardinia House
<b>FAW</b> Fawcett House	<b>NAB</b> New Academic Building	<b>SAW</b> Saw Swee Hock Student Centre
<b>KGS</b> King's Chambers	<b>OLD</b> Old Building	<b>SHF</b> Sheffield Street
<b>KSW</b> 20 Kingsway	<b>OCS</b> Old Curiosity Shop	<b>STC</b> St Clement's
<b>LAK</b> Lakatos Building		



LSE Building



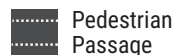
LSE Building Development



Information



Cycle Hire Station



Pedestrian Passage



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

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

### Disabled Access

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

### Access Guides to LSE buildings

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

**[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 [intdev.enquiries@lse.ac.uk](mailto:intdev.enquiries@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.

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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 students and staff.