



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Welcome to the
Department of
International Relations

PhD Handbook

2023/24

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



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Welcome from your Head of Department

Welcome (or welcome back) to the School and to the Department of International Relations!

The department, and LSE, recruit students and faculty from all over the world and our list of distinguished alumni is a long one. I hope that you will find the atmosphere lively, interesting, and challenging, but most importantly that you will enjoy and make the most of your time with us.

The Department has around 40 full-time teachers, and a terrific team of graduate teaching assistants and various distinguished guest teachers who undertake special contributions to our comprehensive teaching programme.

We want to make everybody feel welcome; if you should need it, you can always find someone in the International Relations department who will support you with advice on any problems which might arise, large or small, academic or personal.

This handbook is your introduction to the department, telling you all about the IR student community, your learning environment and the IR research community.

Please do give it a read. We look forward to welcoming you soon to LSE, and my colleagues and I wish you a very enjoyable and rewarding year!



Professor Jeffrey M. Chwieroth
Head of Department

The IR student community

Our programmes

We're very pleased to have a broad student community, with students enrolled across four programmes at the undergraduate level along with a number of one-year exchange students, four MSc programmes and a vibrant PhD programme.

Our students come to study in London from all over the world, and from a wide variety of backgrounds. Each of you brings your own unique experiences and insights with you, enriching the study, research, and work in our department.

You'll get to know your peers in your programme particularly well, but will have plenty of opportunities to meet other students in the department at social, academic and career-focused events.

Community communications

There's always plenty going on in the department – new opportunities, events, and community achievements. We'll share this news with you in The Wire, the newsletter which we create specifically for our students. You can also stay up to date with other community news by following our social media channels.

We will also share your news if you let us know about it! If you do something which you're particularly proud of, or have an opportunity that other students might be interested in, you can email ir.comms@lse.ac.uk or tag us on social media, and we will share this through The Wire and our social media channels.



Socials

We're a sociable community of staff and students, and host a number of social events throughout the year – particularly during our Welcome event series, where you'll get to know your fellow students through fun and engaging activities. We also hold end of term and end of year celebrations, attended by students and staff alike, to reflect on the term and celebrate your achievements. Studying in London gives you plenty of opportunities to plan your own social activities, whether that's visiting one of the many museums within walking distance, exploring London's great outdoors, or going to one of the bars, pubs or coffee shops on campus.



Your learning environment

SU and relevant societies

The LSE Students' Union ([lsesu.com](https://www.lsesu.com)) has over 200 societies – something for everyone! There are societies for sports, arts, cultural groups, career, politics, academic subjects, faith groups, and much more besides. Why not check out the Grimshaw Club for all things international affairs, Amnesty International, or United Nations if you want some more IR in your life? You can also get involved with RAG (Raising and Giving) who raise tens of thousands of pounds every year.

The LSE Students' Union (LSE SU) Advice Service provides free advice and support to students on a range of academic and housing issues. They also administer funds for students in financial hardship.

Their independence from LSE means that the advice they provide is impartial, confidential and free from a conflict of interest.

Professional development

During your time in the IR Department, you'll have the opportunity to develop a range of professional skills, from networking with alumni to honing your interview skills. We have dedicated IR careers specialists based in LSE Careers, who run programme-specific career development sessions, advising about subjects such as securing an internship, how to hone your CV, and many other topics.



Outside the classroom

Want to engage with IR beyond your courses? We host numerous **extra-curricular events** and activities just for our students. These range from conversational and casual events, allowing you to explore new ideas and current affairs topics, to informal lunch meetings with faculty, and seminars featuring faculty, alumni and other distinguished speakers who discuss their work and career. Competitions and prizes: Every year we run a range of competitions you can get involved in. From blogging to photography, we've got something for everyone.

Your exposure to cutting-edge learning doesn't stop at the classroom door. As part of LSE's **public lecture programme**, we regularly host world-leading speakers to talk about their research and how it's shaping the current debate, or to talk about current global affairs.

Much like our teaching, our event series covers a diverse field of topics. Recent speakers have included politicians, journalists, researchers and activists, speaking on issues as varied as the origins of democracy in Russia, climate change and foreign policy in the Digital Age.

In addition to departmental events, the School runs its own public lecture programme covering a range of areas. With all of this going on, you could learn about a different topic almost every day if you wanted to!

The International Relations research community

You're joining a department with a world-leading research profile. In the most recent national research ratings, over half of our research was rated either world leading or internationally excellent in terms of originality, significance and rigour.

The department's research clusters

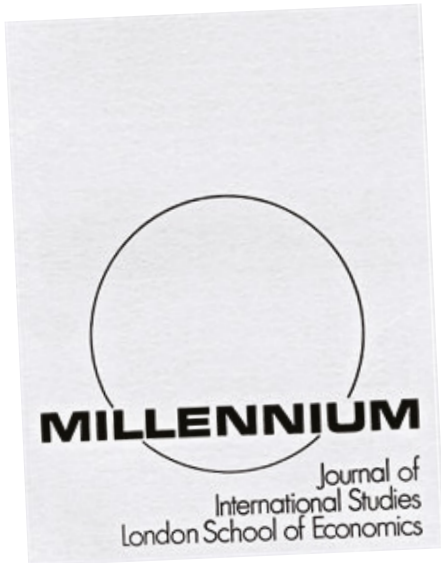
The IR department has a long-standing commitment to intellectual pluralism. Its research is divided into four targeted research areas: International Institutions, Law & Ethics; Theory/Area/History; International Political Economy; Security and Statecraft. Find out more on the IR MPhil/PhD Moodle page.

Research students

An integral part of our research environment is our community of PhD students. They come from across the globe to study under the tutelage of the department's faculty, examining a vast range of topics: from criminal justice to race narratives, from counterterrorism to international trade, and many more besides.

Find out more about our Research Students on the IR MPhil/PhD Moodle page and check their topics on [Current PhD Students webpage](#).





Millennium

A significant part of the department's research culture is **Millennium**. This is a peer-reviewed and highly ranked international journal that aims to publish critical, theoretical, and boundary-pushing articles. It's also one of the few peer-reviewed academic journals edited completely by postgraduate students. Working with Millennium is ideal for students who are looking for a way to sharpen critical skills, gain organisational experience, or keep up-to-date with the latest research in International Relations.

International Relations research centres

The IR research culture includes its affiliated eight centres and units. These are diverse, with wide-ranging focuses. They include the LSE Centre for Women, Peace and Security, the Phelan United States Centre, the Middle East Centre, LSE IDEAS, the Global South Unit and many more besides. See the full list on the [Research section](#) of the Department website.



About your programme

Programme structure

Each PhD thesis is unique, but the timeframe everyone has to complete their thesis is four years.

It may help you to plan a flexible timeline of **what you expect** to do during each year of your studies and revise it regularly with your supervisor.

A plan of work helps to set targets, milestones for each year and to keep in sight your submission deadline.

For further details refer to **your programme regulations** on the LSE Calendar.





First-year

Content

- Attend compulsory courses; IR501.
- Take compulsory Research Methods Training : courses to be selected from a recommended list. Refer to programme regs on the Calendar.
- Attend Research Cluster workshops.
- Meet regularly with your supervisor – three times per term minimum.
- Carry out research training, wider studies on social science research and theoretical approaches.
- Investigate availability and access to sources of research.
- Define research question and draft first chapter.

Milestone: Upgrade Panel will then assess your progress and provide feedback in ST (Summer Term).

Progression Criteria

First-year research students are normally upgraded from MPhil status to PhD degree by the Upgrade Panel at the end of their first year.

They are required to achieve a mark of at least 50 per cent in each of the required examined graduate level course units in Research Methods training and to submit a Statement of Research, including a research outline and one draft chapter of not more than 10,000 words. The submission will also include a timetable to completion.

The Programme Director and Research Panel members will also take attendance at required courses and research cluster workshops into account as a condition for progression.

Documents should be submitted electronically to ir.research@lse.ac.uk by the 25 April at 12pm.

Outcome Possibilities

There are three possible outcomes of the Upgrade Panel: (**regs 40-45**)

- a) Pass and upgrade with comments and suggestions. Candidate can proceed to the next year.
- b) Requires re-submission by early September as a condition for re-registration in MT. Candidate will be given clear guidance on additional work to be completed and re-submitted. In the event of conditions to re-registration being set, a further Research Panel may be reconvened in September prior to re-registration in MT.
- c) Fail and recommendation to either de-register or continue registration with a view to submitting for an MPhil degree.

Please note that the word count is strictly adhered to and panellists are not required to read more than the first 10,000 words of the chapters submitted.



Second-year

Content

- Attend Research Cluster workshops.
- Maintain regular contact with supervisor, three meetings a term minimum, emails or Zoom if away.
- Provide detailed research, including field research if applicable.
- Test out approach on audiences, through graduate workshops, conference papers, etc.
- Draft further chapters as research proceeds.

Milestone: Research Panel to assess progress and formally review research in ST.

Progression Criteria

Second-year students are required to submit a revised Statement of Research, including a research outline and two additional draft chapters of the thesis (no more than 20,000 words in total).

The two chapters should be substantially new work, but may include revised material from Year 1. The submission should include a timetable to completion.

The Programme Director and Research Panel members will also take attendance at required courses and research cluster workshops into account as a condition for progression.

Documents should be submitted electronically to ir.research@lse.ac.uk by the 25 April at 12pm.

Outcome Possibilities

There are three possible outcomes of the Research Panel: ([regs 36-39](#))

- a) Pass with comments and suggestions. Candidate can proceed to the next year.
- b) Requires re-submission by early September as a condition for re-registration in MT. Candidate will be given clear guidance on additional work to be completed and re-submitted. In the event of conditions to re-registration being set, a further Research Panel may be reconvened in September prior to re-registration in MT.
- c) Fail and be refused permission to re-register.

Please note that the word count is strictly adhered to and panellists are not required to read more than the first 20,000 words of the chapter submitted.



Third-year

Content

- Attend Research Cluster workshops.
- Maintain regular contact with supervisor, three meetings a term minimum, emails or Zoom if away.
- Extend field research abroad if applicable.
- Collect and analyse data, if applicable.
- Write up.
- Further presentations at conferences, articles for publication.
- Reassess timetable to completion.

Milestone: Annual progress review in the ST.

Progression Criteria

Students in their third year of registration will be required to submit an annual progress report including a timetable to completion clearly setting out the work completed and remaining on the student's research/thesis by the end of June.

These will need to be approved by the supervisor and reviewed by the DPD ([regs 36-39](#)). An email will be circulated in early May with the form to be completed and deadline for submission.

The Programme Director and Research Panel members will also take attendance of required courses and research cluster workshops into account as a condition for progression.

Outcome Possibilities

Students who are deemed not to have made satisfactory progress at the end of their third year, will either be refused permission to re-register or will be required to produce written work over the summer as a condition for re-registration in MT. In the event of conditions to re-registration being set, a further Research Panel may be reconvened in September prior to re-registration in MT.

Final year

Content

- Attend Research Cluster workshops.
- Maintain regular contact with supervisor, three meetings a term minimum, emails or Zoom if away.
- Write up.
- Complete the first draft, allowing 6 months for revision and submission.
- Your supervisor will comment on the full draft, and approve it for final submission.
- Further presentations at conferences, articles for publication.
- Plan postdoctoral moves: next career stages.
- Discuss examiners nomination with supervisor.

Milestone 1: Submit exam entry form 3 months (minimum) before submission.

Milestone 2: Submit your thesis.

Outcome Possibilities

Students in their final year are expected to have submitted their final draft to their supervisors by the end of July with a view to submit in September by their deadline. At that point an examination entry form should be completed.





Academic Support

The relationship you develop with your supervisor is really important as the supervisor will be your main support contact during the PhD programme.

Your supervisor

Your supervisor will:

- Have the necessary expertise to oversee your research work;
- Help to define the area of research, advise on sources, choice of materials and methods, and advise on attendance at course and seminars;
- Read and comment on draft chapters;
- Later on, the main supervisor will discuss the preparation and writing of your thesis;
- Deal with administrative matters – annual progress review, appointment of examiners and arrangements for the examination;
- Provide pastoral support on non-academic issues and to refer you to the appropriate support agencies within the School.

You should meet with your supervisor at least three times per term.

You will also be assigned an adviser – a member of the IRD faculty who will be familiar with your progress but will not necessarily be an expert in your area of research.

Your adviser

Your adviser will:

- Make initial contact by week 2 of MT at the latest to set up a time for the initial meeting;
- Provide general guidance and support;
- Be involved in the review, upgrade process and upgrade panel as a member of your research panel (RP);
- Act as liaison with the supervisor in the RP process.



You should meet with your adviser at least once a year. If your adviser is on leave, the Doctoral Programme Director will take on the role and appoint a substitute for the RP.

If you are co-supervised, you will still have an adviser in order to maintain the independence of the RP process.

If you encounter problems at supervisor and/or adviser level that cannot be resolved in consultation with your supervisor/adviser, you should contact the PhD Coordinator and/or the Doctoral Programme Director.

The Doctoral Programme Director

The role of the Doctoral Programme Director is:

- To ensure the induction of new research students in the Department;
- To oversee the allocation and training of supervisors in line with School procedures;
- To ensure that progress monitoring procedures for all research students are properly carried out and appropriate records of decisions are kept;
- To monitor submission rates in the department (on the basis of centrally produced data);
- To have oversight of research programme requirements.

See also:

- [Regulations for Research Degrees](#)
- [Supervisor Guidance](#)
- [PhD supervisors' handbook](#)

PhD log

The PhD log is found on your LSE for You account and is a **requirement** of the programme. You must record attendance at and outcomes of all supervisory meetings (either in person or via Skype). Supervisors must also confirm that meetings have taken place and that the outcomes you report are accurate.

Activity on the log will be checked at the end of each term and your re-registration is dependent on the satisfactory completion of the log. **Failure to update your PhD Log could result in you being unable to re-register for the following year of your programme.**



There are many advantages to keeping an accurate log of your work:

- Having a record of what was discussed and agreed gives you a clear idea of how to move forward effectively.
- Misunderstandings/miscommunications can be identified before they may become problematic.
- Records help you to structure subsequent meetings and give supervisors a useful aide memoire.
- Records can be viewed by your supervisory team, so that everybody is aware of progress and/or problems.
- If a new supervisor takes over or joins your supervisory team, the record can provide useful background information and help them see what advice and support has been offered earlier in the process.
- For international students on visas, records of meetings are proof that you are a legitimate student.
- The log acts as a source of information about you and your supervisors. It contains all essential information: supervisors' names, registration status, mode of attendance, research title, date of enrolment, expected completion date, interruption of study dates, and fieldwork dates.

Students are required to initiate the process by starting the first log after which supervisors are given access to the system and can add comments.

[See Instructions on how to use the log.](#)

If you need any further help using the log, please contact the PhD Team at **IR.Research@lse.ac.uk** or the PhD Academy.

“ As a Doctoral student at the LSE, you are a member of a vibrant community of researchers working on some of the most fascinating social science questions of our time. In support of your ‘community of excellence’, the PhD Academy provides a number of opportunities for professional development and networking that complements the support you receive from your supervisors at Departmental level. ”

Teaching and Training

Research Methods Training

In your first year, you will attend and participate to IR501 – Methods in International Relations Research. You will also be required to take compulsory assessed courses to the combined value of one unit from a range of quantitative and qualitative research methods topics. The list can be found on the programme regs on the Calendar. You should discuss and agree your selection of courses with your supervisor.

The **Department of Methodology** provides training in research design and in qualitative and quantitative analysis for all LSE PhD students. Courses running in 2023/24 are outlined on the [Methods training page](#).

They also offers a **Methods surgery drop-ins** where staff and students can drop in for advice on methods- related problems. Two members of staff, covering both quantitative and qualitative approaches, will be present during each session to help with a potentially large range of methodological problems. Check the link for more information.

To register for compulsory courses, visit lse.ac.uk/calendar.





Self-plagiarism in the IRD PhD process

The International Relations Department's PhD training course, IR501, 'Methods in International Relations Research', along with the courses that students are required to take in the LSE's Department of Methodology, are specifically designed to contribute to a cumulative learning experience, which directly and practically contributes to the research and writing of each student's thesis. As such, the department is happy if material developed during these courses is then redeployed in the written material that they submit for their first- and second-year panels and in the final draft of their PhD thesis.

Research Clusters

Research in IRD is organised around four **Research Clusters**, each is led by two conveners who organise the cluster's activities.

The department sees these workshops as opportunities for promoting intellectual engagement and debate, professional development and developing the department research strategy.

Meetings will consist of a mix of outside speakers, presentations by PhD students, academic staff, and other activities. They run during MT and LT. Attendance of Research Cluster Workshop is **compulsory** and will be monitored.

You will be required to choose at least one cluster to be associated with during your PhD. An email from the PhD Team will be circulated in week 5 of MT asking you to confirm your affiliation.

Academic and professional development programme for PhD students

The PhD Academy provides a number of opportunities for professional development and networking that complements the support you receive from your supervisors at departmental level, including a series of short courses which offer you help at the different stages of your PhD. These include support in core skills such as writing, constructing a thesis, managing your time effectively, coaching for timely completion as well as preparing for upgrade and your viva. In addition, these courses help you promote your ideas outside of LSE and prepare you for the job market.

For more information about the programme, please visit the [PhD Academy webpages](#).



Teaching requirement

Undergraduate teaching is a compulsory component of the PhD training. Each PhD student will be required to undertake some paid teaching for one year during the four years of their PhD.

You will be remunerated for any teaching you carry out in the Department.

The expectation in the Department of International Relations is that you will teach two undergraduate classes on a 1st or 2nd year course, for one year during the course of your doctoral studies, either in the second or third year to fit around your studies.

The timing of the teaching requirement should be discussed with your supervisor in your first year.

There are a number of opportunities to support the development of your teaching, both through Department and Eden led induction sessions, and ongoing support and training courses delivered by the [Eden Centre](#) and the [GTA Portal](#).

The Department strongly encourages PhD students to take up these opportunities.

In addition to the classroom teaching, teaching-related duties include weekly office hours (normally around 20 hours over the academic year), formative and summative assessment marking and feedback, end-of-term reports and keeping attendance records.

In consultation with your supervisors, and provided that teaching does not impact progress made on your research, students can apply to teach for a second year.

Teaching Qualifications with the Eden Centre

The [Eden Centre](#) provides support and training for PhD students who teach, including a compulsory programme for new graduate teaching assistants who are also registered as PhD students at the school. Those students who wish to take their teaching training further should consider taking the Principles of Teaching in Higher Education (PoTHE) or the [LSE Postgraduate Certificate in Higher Education](#) (PGCertHE), a formal qualification in teaching in Higher Education, which is externally accredited by a national body, the UK Higher Education Academy.





Progress and Assessment

All registered students are required to undertake a formal progress review at the end of each academic session in line with the Research Degrees Regulations ([regs 36-39](#)).

See programme structure section for **details of submission**.

Research and Upgrade Panels

Purpose

Research Panel interviews (for First and Second year students) are held during **Weeks 2-4 of the Summer Term** and aim to:

- Monitor and review progress made since admission or previous Research Panel.
- Offer guidance from other faculty as the thesis takes shape.
- Gain feedback from other experts in the field.
- Make recommendation either for continued registration and/or upgrade to PhD status, continued registration with conditions, possibility to proceed with an MPhil registration and submit for an MPhil qualification, or termination of registration. ([reg 38](#))

Setting a date

The PhD Coordinator will inform students of the date and time of their Research Panel at the end of March. Students are expected to remain available during Weeks 2-4 of ST.

In the event of illness or exceptional circumstances preventing submission or attendance at the Research Panel, an application for a deferral to a later date may be made. In this case, a medical certificate or other form of independent evidence to support the deferral must be provided. The Department will make a decision on the basis of the information provided and the availability of the reviewers.



The Interview panel:

Research Panel interviews take normally 30-45 minutes. Students are asked to expand on the chapter/s and written summaries they submitted, and discuss the progress and orientation of their research work.

The Programme Director and Research Panel members will also take attendance at required courses and research cluster seminars into account as a condition for progression.

A Research Panel team is allocated to each student and will, as far as possible, remain with them throughout their career in the Department. The members normally comprise of two Panellists of whom one is the student's Adviser. Students will be notified of their Panel members before the Summer Term. **Please note that Panel membership is arranged by the Doctoral Programme Director in consultation with the supervisor and is not open to negotiation.** If a member of the regular Research Panel team is unable to attend the interview, a substitute will be arranged.

Panel Report and outcome

Following the Research Panel, Panellists will complete a report indicating the outcome decision (see Programme structure section for details). The report will be relayed to students within two weeks of the Panel taking place. The PhD Coordinator will then inform the PhD Academy and the FSO whether or not you have been authorised to re-register/progress.

Annual progress review (for 3rd and final years)

Students in their third year of registration will be required to submit an annual progress report including a timetable to completion clearly setting out the work completed and remaining on the student's research/thesis by the end of June. These will need to be approved by the supervisor and reviewed by the DPD. ([regs 36-39](#)). An email will be circulated in early May with the form to be completed and deadline for submission.

Students who are deemed not to have made satisfactory progress at the end of their third year, will either be refused permission to re-register or will be required to produce written work over the summer as a condition for re-registration in MT. In the event of conditions to re-registration being set, a further Research Panel may be reconvened in the September prior to re-registration in MT.

The Programme Director and Research Panel members will also take attendance at required courses and research cluster seminars into account as a condition for progression.



Students in their final year are expected to have submitted their final draft to their supervisors by the end of July with a view to submit in September by their deadline. At that point an examination entry form should be completed.

The Thesis

The full requirements of a thesis are set out in the School Regulations at: [Regulations for Research Degrees, sections 46-51](#)

Editorial and Outside Help with your thesis

Students may wish to seek help from a third party in editing their theses before submitting it for examination. The School has published statement on [editorial help and outside help](#) during the research process. These set out the levels of assistance a student might legitimately seek during their PhD. Students will need to read the statement, provide a copy of it to any third party who might be used when editing the thesis and declare what help has been received from a third party in the front pages of the thesis.

PhD students are encouraged to seek advice on the different aspects of their research in the form of 'peer review' (for example, by presenting at conferences). It is also legitimate for a student to seek outside help with particular aspects of their research, for example, in using research organisations to facilitate fieldwork trips. But it is important that external input of this kind is not excessive. Also, there will be aspects of research that students are expected to conduct themselves, within the context that their eventual thesis is expected to be their own original work.

To ensure that the levels of outside help a particular student might seek are within acceptable norms, students are required to:

- Discuss with their supervisor(s) any help they are considering using with any aspect of the research process.
- Discuss with their supervisor(s) any advice they are seeking from other departments at the School or from sources outside of the School.
- Credit appropriately within his/her work any help received.

i-Thenticate

[i-Thenticate](#) is a text matching software whose purpose is to ensure originality of work before professional publication. The software is available to all research students who wish to check draft text or chapters. Access can be requested by emailing Phdacademy@lse.ac.uk



Submission and examination:

An Examination entry form for PhD examination **must be submitted at least two months before submission of the thesis to allow sufficient time for the examiners to be formally appointed**. Detailed information on the process can be found on [PhD Journey webpage](#) of the PhD Academy. Students should complete sections 1-3 with information on their thesis, before forwarding to their supervisor to complete section 4 with information on the proposed examiners. The application has also to be signed by the Doctoral Programme Director before being sent to the PhD Academy for formal approval of the examiners.

Final copies of the thesis should be submitted to the PhD Academy who administers the examination process except for arranging the viva which is the responsibility of the supervisor and department.

The PhD Academy webpages provide excellent guidance and advice on the examination process.



Funding

School Funds

Postgraduate Travel Fund

The School has a [Postgraduate Travel Fund](#) open to PhD students who have been invited to give a paper at the conference related to their research degree. Students will normally only be offered assistance for one conference per academic year.

Hardship fund

Information on financial assistance is available for registered students from the [Financial Support Office](#).

Final year fund

For students who are within a year of submitting their thesis. Information is available from the [Financial Support Office](#).

Department Funds

Conference Grant

If you wish to attend a conference as a paper giver or panellist, the Department offers funding of up to **£3,450** over the course of your programme to cover the costs of registration fees, travel, accommodation and subsistence.

If not a paper-giver or panellist, you will need to make a special request to explain why the conference is of direct relevance to your research topic, and ask your supervisor to provide a supporting statement.

Students are first expected to apply to the [School Post Graduate Travel Fund](#). ESRC students must use their RTSG money before applying to this fund.



The Conference grant is a rolling fund, so there is no cap per year but students are expected to remain within their budget for the course of their programme as no further money will be allocated for conference attendance once this fund has run out.

Process:

Complete the Conference Funding Application Form (**see IRMPHil/PhD Moodle page**) with proof of application to the **PGTF** and send it to ir.research@lse.ac.uk

You will be notified of the outcome within 2 weeks.

Once approved you can claim back the costs by completing the IRD Research Student expense claim form (**see IRMPHil/PhD Moodle page**). Receipts will need to be less than 5 months old to be reimbursed. If the student is no longer able to attend the conference but has already claimed expenses for travel costs and registration fees, they will be expected to refund the amounts to IRD.

Travel costs, registration fees etc. can be claimed in one claim prior to attending the conference. The remainder of the expenses will need to be claimed upon return once all receipts have been gathered into one claim.

Please note that IRD will only cover the necessary length of your stay at the conference, any additional days must be covered by students themselves.

Research Grant

This fund can be used to cover any costs in direct support of the student's research up to **£3,500** over the course of your programme.

- Fieldwork expenses.
- Attending summer schools (which are not part of the research methods training scheme-see relevant section).
- Language training.
- Specific training courses.
- Books or other reading equipment not available in libraries.

ESRC students must use their RSTG money or any OS Fieldwork money before applying to this fund. **Contact the Doctoral Training Partnership for further information.**

This is a rolling fund, no cap per year but students are expected to remain within their budget for the course of their programme as no further money will be allocated once this fund has run out.

**Process:**

Please note that all visits and fieldwork must be discussed and approved by the Supervisor, DPD, and the PhD Academy before the application to the Department Research Fund can be considered.

See [PhD Academy webpages](#) for the process on fieldwork application.

Once your fieldwork request has been approved by the PhD Academy, complete the Department Research Grant Application Form (**see IRMPHil/PhD Moodle page**) and send it to ir.research@lse.ac.uk

You will be notified of the outcome within 2 weeks.

Once approved you can claim back the costs by completing the IRD Research Student expense claim form (**see IRMPHil/PhD Moodle page**). Receipts will need to be less than 5 months old to be reimbursed. If the student is no longer able to carry out fieldwork or training paid for but has already claimed expenses for travel costs and registration fees, they will be expected to refund the amounts to IRD.

Travel costs can be claimed in one claim prior to departure. The rest of the expenses can be claimed for upon return once all receipts have been gathered in one claim.

Travel and travel insurance

If you are travelling (eg, to attend a conference or visit another academic institution) you must give full details to the PhD Team before the start of your trip. You must also inform the School via the Notification of Travel form, which will give you access to the School's travel insurance policy.

Please familiarise yourselves with the [LSE travel guidelines](#) and the terms of the LSE travel insurance policy. Please pay particular attention to information about non-work (leisure) days when travelling.



Summer Methods Schools

The Department has an annual fund available to support Research Students who wish to attend Methods Schools, ordinarily held during the summer. This fund is primarily directed towards First and Second Year students, but we will consider applications from Third Year students as well.

Some of the methods schools we will support are:

- ICPSR Summer Program, University of Michigan.
- ECPR Summer School, University of Ljubljana.
- ECPR Winter School, Bamberg Graduate School.
- Essex Summer School in Social Science and Data Analysis.
- IQMR, University of Syracuse (See notes below).

You may make a case for equivalent or similar programs not listed above. A call for applications will be issued by email in **mid-November**.

IQMR – Affiliate membership at the University of Syracuse

As an affiliate member of the **Institute for Qualitative and Multi- Method Research at the University of Syracuse**, the Department can send three students to IQMR Summer School each year and cover accommodation, fees, subsistence and a contribution towards travel.

You will receive a call for applications for these places in **mid-October**.

BISA Founders Fund award

The BISA Founders Fund is available to BISA members to assist in the final stages of writing up your theses. Priority will be given to applicants who can demonstrate that the grant will help them to finish within six months and who receive strong support from supervisors. The key criteria are:

- The academic quality of the PhD research.
- The accuracy of the timetable for completion.
- Evidence of financial need.

More information can be found on the [BISA website](#).



Key Information

[Term Dates and LSE Closures – Academic Year 2023/24](#) ↘

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

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“ 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 2023/24

Autumn term

Monday 25 September – Friday 8 December 2023

Reading Week: Monday 30 October – Friday 3 November 2023

Winter term

Monday 15 January – Thursday 28 March 2024
(due to Good Friday on 29 March)

January Exams: Monday 8 – Friday 12 January 2024

Reading Week: Monday 19 February – Friday 23 February 2024

Spring term

Monday 29 April – Friday 14 June 2024

Spring Exams: Monday 6 May – Friday 14 June 2024

LSE will be closed during the following periods:

Winter break

Monday 11 December 2023 - Friday 12 January 2024

Spring break

Friday 29 March - Friday 26 April 2024

May Bank Holiday: Monday 6 May 2024

Spring Bank Holiday: Monday 27 May 2024

Summer Bank Holiday: Monday 26 August 2024

Online Pre-Enrolment and Campus Enrolment

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, is where we check your official documents and is the point at which you are issued with your LSE Card. Accordingly, it is very important that you attend Campus Enrolment. For more information, visit info.lse.ac.uk/current-students/phd-academy/phd-journey/Campus-Enrolment

Usually, you can re-enrol for subsequent years of study online. However, in some situations we may need to see you in person again. For more information, visit lse.ac.uk/enrolment

Your LSE Card

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

My Adjustments 

Student Status Documentation 

Changes in your circumstances 

Regulations 





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

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. You can order a self-service Certificate of Registration by using the online query form at lseportal.force.com/student-services/s/enquiry-form.

This will be delivered immediately to your LSE email address in PDF format. If this is insufficient for your needs, you can request a Customised Confirmation of Student Status document to be produced by the PhD Academy. More information about these documents is available from info.lse.ac.uk/current-students/phd-academy/phd-journey/Certificates-and-Letters

Changes in your circumstances

Your PhD programme is expected to be a continuous programme of study. However, you can apply for adjustments to your enrolment in a number of circumstances, such as if you become ill or are going to become a parent, or if you need to conduct fieldwork or study away from the School.

An indicative, non-exhaustive list of potential changes to help manage these circumstances includes applications for permission to:

- interrupt your studies, and/or;
- change your study mode (from full- to part-time mode, or from part- to full-time), and/or;
- temporarily reside outside the UK.

The right adjustment will depend on your circumstances, including any visa conditions, and will require permission from your department. For more information on the PhD journey overall, change of circumstances processes and permission to conduct fieldwork, please visit the following pages:

info.lse.ac.uk/current-students/phd-academy/phd-journey

info.lse.ac.uk/current-students/phd-academy/Change-ofcircumstances-students

info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety

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.

For information on appeals regulations, general academic regulations, assessment offences including plagiarism, the regulations for research degrees, the research ethics policy and procedure, visit lse.ac.uk/calendar

For a detailed set of guidance and policy documents governing the PhD journey, please visit the following pages:

info.lse.ac.uk/current-students/phd-academy/phd-journey

info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance

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





PhD Academy

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

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

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

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

PhD Academy Advice Team

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

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

PhD Academy Director

The PhD Academy Director, Professor Bingchun Meng, is available for informal discussions about your student experience and your research and training needs. Feel free to contact her at b.meng@lse.ac.uk

Student Advice and Engagement Team

The Student Advice and Engagement Team provide detailed immigration advice for international and EU/EEA students on their website which is updated whenever the immigration rules change. The best way to contact The Student Advice and Engagement Team is to use the query form at info.lse.ac.uk/current-students/student-services/Student-Advice-and-Engagement to attend one of their drop-in sessions.

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



Research Degree Students' Consultative Forum (RDSCF)

The Forum considers research students' opinions on matters affecting their research at the school, for example by considering issues arising from the reports of departmental student-staff liaison committees. Students in each department select a representative to sit on the forum.

For more information, visit lsesu.com/voice/academic-reps/consultative-forum/

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 Autumn term 2022 and you can find out more at lse.ac.uk/studenteducationpanel





Quality Assurance

Quality Assurance Strategy

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

Student Teaching Surveys

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

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

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



LSE Services to Support You With Your Studies and in Your Career

LSE LIFE

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

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

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



[Listen to our podcasts](#)

LSE Library

Language Centre

LSE Careers

LSE Volunteer Centre

LSE Generate



LSE Library

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

The two main print book collections are:

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

You can use Library Search to find books and other materials for your studies via lse.ac.uk/library. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Research students can borrow up to 50 books at any one time. You can renew your books online by logging into your Library account at lse.ac.uk/library. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

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

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



Language Centre

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

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

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

For more information visit lse.ac.uk/languages

LSE Careers

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

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

- Information about the services offered by LSE Careers and how to access them
- Support with your career planning, no matter where you are in your career thinking
- Information and insight on a range of careers topics, from applications to employment sectors to further study
- Details of what graduates have gone on to do.
- LSE CareerHub, our online careers portal, allows you to:
- View personalised activities based on where you are in your career journey
- Discover jobs and opportunities
- Book one-to-one discussions to talk about your career options and receive feedback on your applications
- Explore upcoming events including employer and alumni insights, professional development skills sessions and recruitment events
- Record your experiences.

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

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



LSE Volunteer Centre

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

We work with multiple organisations to provide you with short term and long-term volunteering opportunities across London, the UK and internationally. We also know that students are busy, so we run a comprehensive one-off volunteering programme to make sure you can fit it in. You can find out more, as well as the advice and support we can offer, at lse.ac.uk/VolunteerCentre or by following [@LSEVolunteering](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 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. There are 39 Safe Contacts across 25 departments. Safe Contacts are often the first point of contact if you are unsure of what to do. They provide personalised support to you and help you navigate what comes next. Find out more at lse.ac.uk/safecontacts

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

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

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

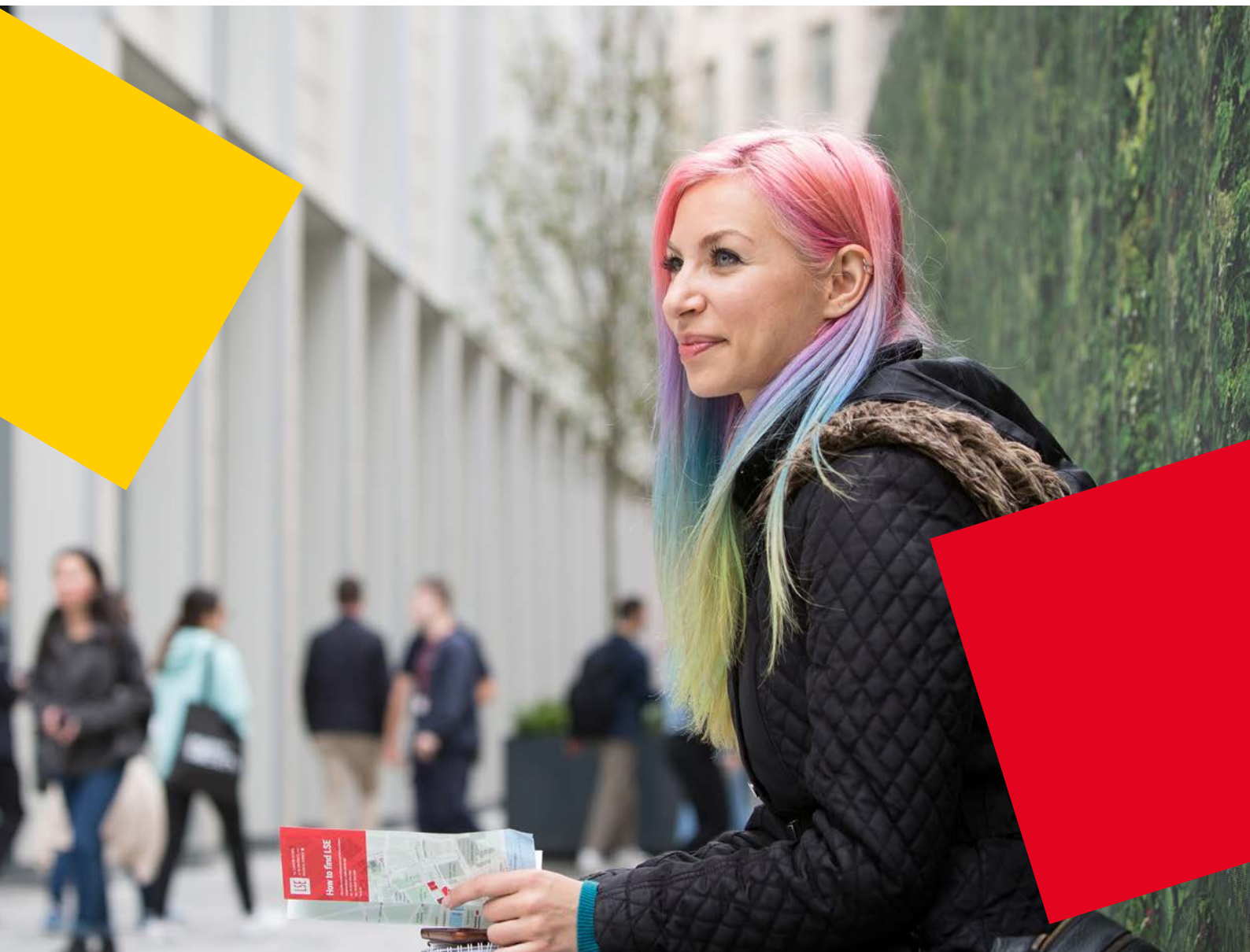


LGBT+ Role Models and Allies Directory: Being an LGBT+ role model at LSE is about being a visible member of the LGBT+ community and a champion for LGBT+ issues.

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 at info.lse.ac.uk/making-a-choice/sexual-violence-support-worker

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

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





Your Wellbeing and Health

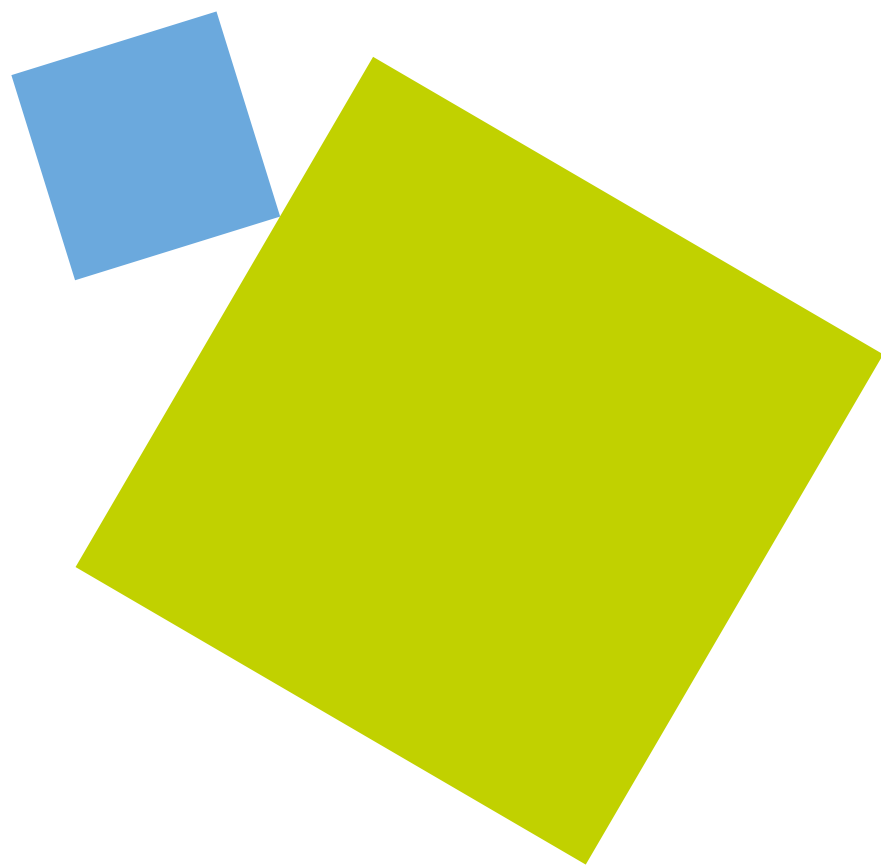
Student Wellbeing Service (SWS)

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 to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

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

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





Health Care in the UK

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

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

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

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

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

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

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

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

LSE Faith Centre

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

Finding your feet

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

Wellbeing

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

Support

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

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





Interfaith Leadership Programmes

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

LSE Religion and Global Society Interdisciplinary Blog

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

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

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

Religion Scholars Network

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





Support for Students with Children

During and Beyond Pregnancy

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

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

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

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

Breast Feeding

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

Study Options

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

Options may include:

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



Financial Support

Childcare Costs

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

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

ESRC Students

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

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

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

Nursery Partnerships

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

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

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

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





Exams and Assessments

Candidate Numbers

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

Systems and Online Resources section 

Exam Timetables

Course by course exam timetables will be available online at lse.ac.uk/exams. For January exams the timetable is usually available towards the end of Autumn term, for summer exams it is usually available in Winter 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.

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 10 pages and covers topics ranging from candidate numbers to permitted materials to what to do if things go wrong. You can download your copy at lse.ac.uk/exams

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

Central Exam Adjustments

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

Deferral

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

Extension policy

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





Exceptional Circumstances

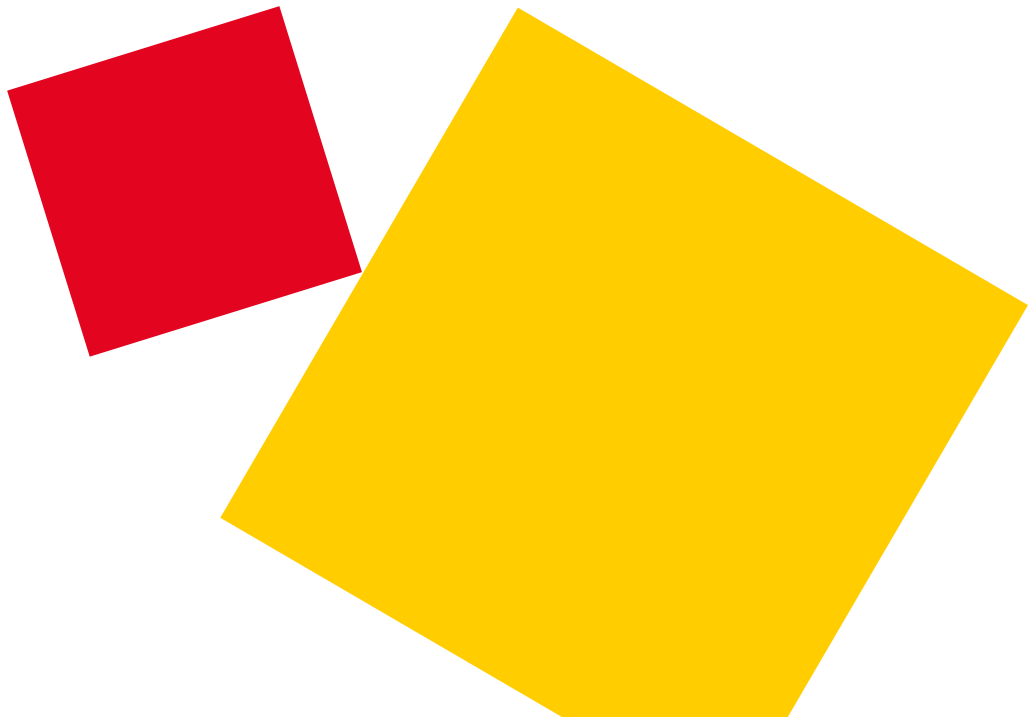
You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which may have affected your performance. These could include (but are not limited to):

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

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

Fit to Sit Policy

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





Assessment Misconduct and Plagiarism

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

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

Any quotation from the published or unpublished works of other persons, including other candidates or your own previous work, must be clearly identified as such.

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

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

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

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



Examinations and Beyond

When your thesis is nearly ready for submission, your department will nominate Examiners, who will be appointed by the Research Degrees Sub-Committee. These nominations should normally be submitted at least eight weeks before the date on which you submit your thesis. This is important, as your examiners will normally require at least four weeks to read a thesis once it has reached them. Your viva will therefore usually take place between four and twelve weeks from the point at which you submit.

Submission of Thesis

When preparing your thesis for submission, you should refer to and comply with the Guidelines for MPhil and PhD examinations, which you can find by visiting info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance

If you need any further information or advice regarding the presentation of your work, you should speak to your supervisors.

Where to Send Your Thesis

For the foreseeable future, you only need to submit your thesis electronically.

Please refer to the guidance on Format and binding your thesis, available from info.lse.ac.uk/current-students/phd-academy/phd-journey/a-z-guidance

Graduation Ceremonies

For more information, including the dates of future ceremonies and details of the School's overseas ceremonies, please see info.lse.ac.uk/current-students/graduating-from-lse

Degree Certificates

You should contact the PhD Academy to make arrangements to receive your certificate. A confirmation of your award can also be requested from the PhD Academy for the purposes of job hunting whilst your degree certificate is being produced.

For more information, please see info.lse.ac.uk/current-students/graduating-from-lse/degree-certificates



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 2023

28 January 2024

28 April 2024

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

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

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

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

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

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

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

Financial Support Office (FSO)

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

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

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

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



Codes and Charters

LSE Academic Code

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

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

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

- 1** All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Autumn and/or Winter terms, or a minimum of four hours taught contact time per week for a full unit taught course running entirely in Autumn or in Winter term.
- 2** Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Spring 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 Spring exams will normally be provided within four term weeks of the following Autumn 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 Spring 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 Autumn and Winter 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 Autumn and Winter terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.

Codes of Good Practice

The Ethics Code

Research Ethics

The Student Charter

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

The charter covers:

- Your education – what an LSE education is and how you can make the most of it
- Our community – what it means to be part of the LSE community and how to contribute
- Your future, our future – how to inspire future generations of LSE students.
- You can find out more about the charter, and read the full version online – just search “LSE Student Charter” or visit info.lse.ac.uk/current-students/student-charter



Codes of Good Practice

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

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

The Ethics Code

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

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

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

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

Research Ethics

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

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





Systems and Online Resources

Need IT Help?

Visit the Technology Centre on the first floor of the Library

Email: tech.support@lse.ac.uk

Call: 020 7107 5000

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

LSE for You

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

LSE for You allows you to:

- View and update your term time (contact) and home (permanent) address
- Access your candidate number
- View your results
- Select your courses.

Student Hub 

Moodle 

Reset your IT Password 

Email 

Training and Development System 

Information Security Awareness Training 

Multi-Factor Authentication (MFA) 



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 to find out more!

Moodle

Moodle is LSE's virtual learning environment.

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

You can access Moodle by visiting moodle.lse.ac.uk



Reset your IT password

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

Email

LSE will use your LSE email address to communicate with you so check it regularly.

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (mail.lse.ac.uk) or on the move using clients for laptops and mobile phones. For help setting up email on your device search “LSE mobile email setup”.

Training and Development System

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

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

Information Security Awareness Training

LSE provides Cyber Security Awareness Training, for which you can self-enrol on 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 information and tips are available at lse.ac.uk/cyber

Multi-Factor Authentication (MFA)

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





LSE Campus



Key

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



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

Disabled Access

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

Access Guides to LSE buildings

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

lse.ac.uk/international-relations



Department of International Relations
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE
E: r.research@lse.ac.uk

**This information can be made available
in alternative formats, on request.**

Please contact ir.research@lse.ac.uk

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

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

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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.