

# **THE DEPARTMENT OF SOCIOLOGY DICTIONARY**

Your A-Z guide to university jargon.

# A

## Academic Mentor

Your main “contact person” during your time with us is your Academic Mentor. Your Academic Mentor is a member of the Department’s full-time teaching staff. They are academically responsible for you during your course of study, although they are not the only person with such a responsibility; your course lecturers and class teachers have such duties too. Your Academic Mentor is the person to whom you should turn to for academic advice on issues other than those arising directly from the courses that you are studying. You can also discuss pastoral issues with your Academic Mentor. It is your responsibility to make sure you meet with your Academic Mentor regularly. You can make an appointment to see your Academic Mentor via email or via the Student Hub. For a list of staff email addresses click [here](#).

## Alumni

LSE alumni are defined as those who have been awarded a degree by LSE which is at least one year, full time (or equivalent part time).

# B

## Bibliography

Unlike a reference list, which only includes sources directly cited in the text, a bibliography also includes sources that were consulted but not explicitly referenced in your piece of work (essay, dissertation etc).

# C

## Candidate Number

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 using LSE for You.

# Common Room/ Student Common Room

We have two student common rooms in the Department, with dedicated space for our student community! We have an MSc student common room (Old 3.27) and a UG student common room (Old 3.26) where you can meet or study with friends in the department, equipped with sofas and bean bags. The common room is open Monday to Friday during term time.

## Contact hours

This refers to the time spent in formal teaching activities like lectures, classes, and seminars.

## Course

During your education under your specific degree programme, you will be required to study a variety of subjects or courses. Usually this tends to be a combination of a core course(s) which is compulsory and a selection of optional courses which you can choose from. In other education systems, a course is often referred to as a 'module'.

## D

## Deferral

The deferral process allows you to postpone an assessment to the next appropriate assessment opportunity. You can find more information [here](#).

## Digiexam

Digiexam is an online exam platform used in over 50 educational institutions in dozens of countries around the world. Digiexam locks down your personal device to create a secure exam environment where you can write your answers. You won't be able to exit the software until the exam is submitted. At LSE, Digiexam is currently the only permitted software on which students can sit centrally scheduled, in-person, e-Exams, unless a student has a specific exam adjustment in place permitting the use of a word processing software. Technical difficulties or individual preference are not permissible reasons to use an alternative software, such as Word. Find out more information [here](#).

# Dissertation

All our BSc and MSc programmes are required to undertake a 10,000 word largely independent research project called a 'dissertation'. It is often known as a 'thesis' in other education systems. The dissertation is an integral part of your programme. It is an opportunity to study in depth a topic of special interest to you and to apply the knowledge and skills that you have gained during your programme. You will receive dedicated workshops during the academic year focused on your dissertation. BSc students undertake the dissertation in the final year of their programme.

## Dissertation Supervisor

Your Dissertation Supervisor is a member of academic staff who provides one to one guidance to you in regard to your dissertation. Dissertation supervision will only take place until the end of Spring Term, so you should plan your work accordingly.

## Department Senior Student Advisor (DSSA)

The Department Senior Student Adviser is available to support you throughout your time at LSE, helping you to navigate the advice and support services available to you (alongside your Academic Mentor and other departmental staff), and to assist with your personal, welfare or wellbeing needs. They will also be the best person to ask for support if at any point your engagement or assessments have been impacted - they can discuss the options available to you and ensure you receive appropriate support. You can book a 30min appointment with your Student Adviser (in-person or online) or attend an online drop-in session for quick queries – please refer to the Departmental Senior Student Advice Team webpage for the Sociology booking form and drop-in information.

# E

## E-Exam

These are exams that take place in-person and under invigilated exam conditions, the same way that they are for handwritten exams. Instead of completing your answers on a paper script, you use your own personal laptop to type your answers and submit electronically. e-Exams differ from online assessments: e-Exams are taken in-person and under exam conditions; online assessments are taken at home.

# Exceptional Circumstances (EC)

Exceptional Circumstances (ECs) are the only way to inform the Exam Board about circumstances you feel may have affected you during your assessments. Appropriate corroborating evidence must also be submitted as part of your ECs. You may also wish to submit an EC if your extension request was not granted, and the deadline has passed. You can find more information [here](#).

## Extension

LSE has a "fit to sit" policy that applies to all students. If you submit an assessment, you have declared yourself well enough to do so. However, if you are struggling to meet a deadline due to circumstances that are proximate to the assessment, unforeseen and outside of your control, it is possible to request an extension of the deadline. You can find more information [here](#).

## F

## Formative

These are assessments set within your class by the course convenor or class teacher. Formative marks do not count towards your final degree classification but are a compulsory part of your learning and all students are expected to complete them. Completing formative assessments and receiving feedback is designed to prepare you for the summative assessments.

## Final Grade Classification: 1, 2A, 2B... /First, Upper Second.../ Merit, Distinction...

These are terms used to describe grades or marks and may be unfamiliar to students who come from other education systems. You can find more information about the Department's marking criteria below:

**BSc Students:** The department follows LSE's BSc classification scheme, which is available to all students [here](#). You can find the department's BSc marking criteria used by markers for summative assessments [here](#). If a summative assessment has its own marking criteria, this will be published on the course Moodle page.

**MSc Students:** The department follows LSE's MSc classification scheme, which is available to all students [here](#). All MSc students should also be aware of the department's local rules, which are available [here](#). You can find the department's MSc marking criteria used by markers for summative assessments [here](#). If a summative assessment has its own marking criteria, this will be published on the course Moodle page.

## G

## General Practitioner (GP)

A GP is a doctor who treats all common medical conditions and refers patients to hospitals and other medical services for urgent and specialist treatment. Doctor's offices in the UK are often known as 'surgeries' or 'health centres' and are staffed by GPs. As soon as you arrive in London, you should register with a GP. Do not wait until you are unwell. You can find your nearest GP by using the GP finder on the NHS website. You can find more information on healthcare in the UK [here](#).

## H

## Halls of Residence

Halls of residence refers to student accommodation. You can find more information [here](#).

## Handbook

Your student handbook is designed to help you find your way around the Department and your programme at the start of your studies. It includes key dates and policies you need to be aware of, and all students are expected to read and refer to their handbook. Find more information [here](#).

## I

## Interruption

An interruption allows students to take an authorised break in their studies for one calendar year. Following the interruption period, you will return to your studies at the beginning of the respective term. For example, an interruption at any point in the Winter term will require you to return at the beginning of the Winter term the following year. You can find more information [here](#).

## L

## Lecture

Lectures are a form of teaching that is attended by all those taking the course and on a popular course, there could be as many as 300 students in a lecture.

## LSE for You (LfY)

[LFY](#) is a platform used for your personal academic administration. This is where you formally register for your course choices, pay your programme fees, update your contact details, and where your provisional and final results are published. Log into LFY using your LSE username and password.

## LSE LIFE

LSE LIFE is a place where you can come to learn more about yourself, your studies and your goals. LSE LIFE offers a plethora of workshops and other unique events where you can learn more about the skills and personal interests you choose to explore. LSE LIFE is housed in a specially designed centre on the ground floor of the LSE Library. The team is on hand to help with queries, concerns or just conversation Monday to Friday, 10:00 - 18:00. You can find out more information [here](#).

## LSE Student's Union (LSESU)

LSE Students' Union (LSESU) is a not-for-profit organisation led by LSE students, for LSE students. It aims to help LSE students make the most of all the life-changing experiences open to them during their time at university. LSESU has over 250 Societies, Sports Clubs and Media Groups. These student groups are the heart and soul of student life, and are open to all LSE students, regardless of course or year of study. You can find more information [here](#).

## M

## Mature Student

A mature student is normally anyone aged over 21 when they start their programme of study.

# Moodle

Moodle is the LSE's centrally supported virtual learning environment for undergraduate and taught courses. You can find more information [here](#).

## MSc Programmes Team/ MSc Programmes Manager

The MSc Programmes Team has two MSc Programme Managers, who each have administrative oversight across all eight MSc programmes and can be your first point of contact for any administrative queries. You'll most frequently hear from your programme manager during your induction to LSE, when being invited to Department Events and regarding any information relating to your programme and assessments. They will also be the best person to ask for support if you are unsure which service at LSE to turn to – they can signpost you to the right service and contact information to make sure you receive the support you need. Your programme manager can be contacted on [sociology.msc@lse.ac.uk](mailto:sociology.msc@lse.ac.uk). For non-academic queries, your academic mentor may suggest you speak to your programme manager to assist you in navigating departmental policies and LSE services.

## My Adjustments (MA)

My Adjustments (MAs) are LSE's system of recording the adjustments and support available to disabled students and students with physical and/or health conditions. It is a document tailored to your individual circumstances and needs, and outlines the reasonable adjustments which the School will put in place to support your study. Your MAs are based on formal medical evidence and completed in collaboration with you. Your disability and wellbeing advisor will work with you to establish how best we can provide appropriate support. Your MA will be shared with the necessary staff at LSE that will support putting your adjustments in place, and this usually includes your academic mentor and class teacher. You can contact the [School's Mental Health and Disability Service](#) for more information on how to put an MA in place.

# O

## Office Hours

All Department of Sociology academic staff have weekly office hours in term time, which can usually be booked on Student Hub. These office hours can be accessed on the Student Hub app. Academics are happy to meet any students (not just academic mentees) in office hours to discuss issues relating to their teaching, research or any other aspects of student life. This is a great opportunity to spend time with world leading academics, we urge you to take advantage of the office hour system, even if it is just for a brief chat, they are always happy to talk.





# Plagiarism

Plagiarism is the attempt to use the work of others as though it is your own work. This applies whether the work is published or not and can include the work of other students. You can find more information here under the [‘Plagiarism and Academic Misconduct’](#) tab.

# Programme

Programme refers to the Degree Programme that you are enrolled in. For example, BSc Sociology, MSc Sociology etc.

# Programme Director

Each programme has a dedicated Programme Director, who has academic oversight of the programme. They are the academic point of contact for students on the programme, and work with our student representatives concerning course and programme-level matters. The Programme Directors for 2024-25 are as follows:

BSc Sociology: [Dr Olivia Rutazibwa](#)

MSc Sociology: [Dr Ursula Henz](#)

MSc City Design and Social Science: [Dr David Madden](#)

MSc Culture and Society: [Dr Jana Melkumova-Reynolds](#)

MSc Economy and Society: [Dr Rebecca Elliott](#) and [Dr David Pinzur](#)

MSc Human Rights: [Dr Mai Taha](#)

MSc Human Rights and Politics: [Dr Mahvish Ahmad](#)

MSc Political Sociology: [Dr Kristin Surak](#)

MSc Inequalities and Social Science: Professor [Sam Friedman](#)

Doctoral Programme Director: [Dr Carrie Friese](#)

Programme regulations

Programme regulations provide students with a description of which courses a student can or must take during their programme of study. More information can be found [here](#).



## Seminar

A seminar is a form of teaching comprised of a smaller group session. Group sessions such as seminars, classes and tutorials are obligatory and you will be expected to prepare and fully participate in everyone you attend. During these smaller group sessions you will work through questions and problems raised in the lectures and present and discuss your own papers or essays.

## Student Academic Representative/ 'Student Rep'

We work with Student Academic Representatives who sit on the Student Staff Liaison Committees (SSLC) to ensure that your voices are heard, and that we act on your feedback as much as we can. The role of a Student Academic Representative is central to ensuring that courses and programmes at LSE work effectively.

## Social Representative/ 'Social Rep'

We work with Social Representatives to consult on the activities their programme would like to run. Social Representatives ensure activities are varied and accessible and they support any students who propose events in running them. Social Representatives are a key pillar of department student engagement and are responsible for providing organised support for student social activities.

## Student Hub

The LSE Student Hub app supports our key strategic priority of improving student experience. Student Hub joins up students' day-to-day activities at LSE, helps them find out all that the School has to offer, and gives them opportunities to connect to one another and build communities. The app is available to students on iOS, Android and an online web application. You can find more information [here](#).

## Student ID number

At LSE, the "student number" is your unique LSE ID number, not the same as the "candidate number" which is used for exams. Your LSE ID number is assigned when you apply and is used for various LSE systems, including the [LSE for You](#) platform and the LSE ID card.

# Student Kitchen

As part of a building move in the summer of 2024, we now have new and improved student spaces, including a separate student kitchen (Old 3.25) for all our students equipped with

# Student Newsletter

Our monthly Sociology newsletter is the best way to keep up with information regarding events and opportunities. Sign up [here](#).

# Summative

These are assessments that count towards your degree classification and must be completed. Individual courses may be assessed by one piece of summative assessment, or by a combination of different types of assessment.

# T

# Term(s)

The Academic Year consists of three terms: Autumn Term (September – December), Winter Term (January – April) and Spring Term (May – June). MSc dissertations will be due in August. There are 11 weeks per term for both Autumn and Winter Terms. You will typically have 1 lecture and 1 class/seminar per course per week during term time. While there is generally no teaching in Spring Term, courses with exams may run revision sessions in the first weeks of term. You will have a Reading Week in Week 6 of Autumn Term and Winter Term, which is a break from lectures and seminars to allow you to catch up on readings and assessments. You can find out the dates of our terms at [LSE Term Dates](#).

# Transcript

A transcript is a detailed record of your marks and grades of the courses studied on your programme.

## Undergraduate Programme Manager

The Undergraduate Programme Manager has administrative oversight of the BSc Sociology programme and can be your first point of contact for any administrative queries. You'll most frequently hear from your Programme Manager during your induction to LSE, when being invited to Department Events and regarding any information relating to your programme and assessments. They will also be the best person to ask for support if you are unsure which service at LSE to turn to – they can signpost you to the right service and contact information to make sure you receive the support you need. Your Programme Manager can be contacted on [sociology.ug@lse.ac.uk](mailto:sociology.ug@lse.ac.uk). For non-academic queries, your Academic Mentor may suggest you speak to your Programme Manager to assist you in navigating departmental policies and LSE services.

## Unit

A half unit course runs for just one term - either the Autumn Term (AT) or Winter Term (WT) and typically comprises around 20 hours of teaching (lecture/seminar) over ten weeks. A full unit course, on the other hand, usually runs for both the Autumn and Winter Terms and typically comprises 40 hours of teaching (lecture/seminar) over twenty weeks. The course guide for each course will indicate the number of units for each course. A student must complete 4 units worth of courses during their programme.

## Welcome

LSE's induction week is known as Welcome. During this week you'll learn more about your programme, meet your fellow students, formally enrol as an LSE student and select your courses.

## Withdrawal

The withdrawal process allows you to permanently withdraw from your degree programme. However, you are strongly advised to consider all the options before taking this step because once completed it cannot be reversed. You can find more information [here](#).



Department of  
**Sociology**