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THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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Welcome to the Department of Sociology

MSc Handbook

2025/26

GOOD UNIVERSITY GUIDE 2025
UNIVERSITY OF THE YEAR

GOOD UNIVERSITY GUIDE 2025
1 RANKED FIRST IN THE UNITED KINGDOM

lse.ac.uk/sociology

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Department of Sociology

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

HUB

Connect with the LSE community
studenthub.lse.ac.uk/welcome

New Students Checklist

What to do in your first weeks at LSE:

☐ **Complete** your campus enrolment and ensure you've set up LSE IT account

☐ **Meet** your Academic Mentor

☐ **Attend** Welcome events

☐ **Attend** your programme treasure hunt

☐ **Download** the LSE's Student Hub app

☐ **Visit** the Library and LSE LIFE

☐ **Login** to LSE for You and Moodle and familiarise yourself with these platforms

☐ **Take** a stroll through Lincoln's Inn Fields

☐ **Check** out LSE's public lecture programme

☐ **Check** out the Department's MSc Common Room and Student Kitchen

☐ **Like and follow** the Sociology Department's social media accounts

☐ **Go to** the LSESU Freshers Fair

☐ **Sign up** to a GP and dentist

☐ **Take** a self guided walking tour

The Department of Sociology

Established in 1904, the Department of Sociology at LSE is committed to empirically rich, conceptually sophisticated, and socially and politically relevant research and scholarship. Building upon the traditions of the discipline, we play a key role in the development of the social sciences into the new intellectual areas, social problems, and ethical dilemmas that face our society today. You can find out more about the Department, our research and our people here: **lse.ac.uk/sociology**

You can find out more about the Department, our research and our people here: **lse.ac.uk/sociology**. The Sociology Department is located in the Old Building, with the Sociology Professional Services Staff Office and student common spaces found on the 3rd floor. Please see our Department web pages for more information: **lse.ac.uk/sociology/study/new-current-students**

Key Staff in the Department

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.

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.

There is no single model for the relationship between you and your Academic Mentor. However, the relationship is important when you are preparing your MSc dissertation as they will become your dissertation supervisor. We strongly recommend students start thinking about their dissertation early in the academic year and start conversations with their Academic Mentor.

Your Academic Mentor will be available to see you during term time only, and dissertation supervision will be until the end of Spring Term Week 7. Your Academic Mentor will not be available for dissertation support during the Summer vacation period when you are writing up your dissertation. You should therefore plan your work so you are in a position to receive final advice on your dissertation outline before the end of Spring Term. In the interest of equity between students, your Academic Mentor may comment on your early efforts of the dissertation before the end of Spring Term but you cannot expect your Academic Mentor to read or offer extensive comments on your final dissertation draft.

It is your responsibility to make sure you meet with your Academic Mentor regularly, and we would recommend meeting at least twice a term. You can make an appointment to see your Academic Mentor via email or via the Student Hub. For a list of staff email addresses, see **lse.ac.uk/sociology/people**

MSc Programmes Team

The MSc Programmes Team has two MSc Programme Managers, who 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 can signpost you to the right service and contact information if you are unsure who at LSE to turn to. Your Programme Manager can be contacted on **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.

Department Senior Student Adviser

The 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.

Office hours

All Department of Sociology academic staff have weekly office hours in term time, which can usually be booked on Student Hub. Academic colleagues 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, but they may reserve certain office hours for their dissertation supervisees or academic mentees. This is a great opportunity to spend time with world leading academics, so we urge you to take advantage of the office hour system, even if it is just for a brief chat about their work or your classes.

Our Programmes

The Department runs and teaches eight 12-month Masters programmes:

MSc City Design and Social Science

MSc Culture and Society

MSc Economy and Society

MSc Human Rights

MSc Human Rights and Politics

MSc Inequalities and Social Science

MSc Political Sociology

MSc Sociology

MSc City Design and Social Science

Programme director: Dr David Madden (**d.j.madden@lse.ac.uk**).

About the programme

The overall management of the MSc programme is dealt with by the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Teaching faculty for the MSc City Design and Social Science programme can be found in the Department of Sociology and in the LSE Cities research centre on the eighth floor of Fawcett house.

A dedicated studio, with computers and work-space for the sole use of MSc City Design and Social Science students, can be found on the 3rd floor of the Old Building, in rooms 3.22 and 3.23. You will need your student ID card for swipe access into these spaces.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse. ac.uk**). They will be located in the Sociology Hub, room OLD 3.19, 3rd floor of the Old Building.

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/ calendar/Default.htm**

The MSc City Design and Social Science programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

- **SO448** City Design: Research Studio (full unit);
- **SO449** Independent Project (full unit).

You will have the choice of two of the following courses:

- **PP465** City-Making: The Politics of Urban Form (half unit);
- **SO451** Cities by Design (half unit);
- **SO477** Urban Social Theory (half unit);
- **SO480** Urban Inequalities (half unit)

The remaining units can consist of optional courses, either full or half unit. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/courseGuides/graduate.htm**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

MSc Culture and Society

Programme Directors: Professor Sam Friedman (**s.e.friedman@lse.ac.uk**) and Dr Jana Melkumova-Reynolds (**y.m.reynolds@lse.ac.uk**).

About the programme

The overall management of the MSc programme is dealt with the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse. ac.uk**). They will be located in the Sociology Hub, room OLD 3.19, 3rd floor of the Old Building.

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/ calendar/Default.htm**

The MSc Culture and Society programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

- SO4D3 Culture and Society (half unit);

- SO4D4 Cultural Theory and Cultural Forms (half unit);

- SO492 Qualitative Social Research Methods (half unit);

- SO493 MSc in Culture and Society Dissertation (full unit).

The remaining units can consist of optional courses, either full or half units. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/ courseGuides/graduate.htm**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

MSc Economy and Society

Programme Directors: Dr Rebecca Elliott (**r.elliott1@lse.ac.uk**) and Dr David Pinzur (**d.pinzur@lse.ac.uk**).

About the programme

The overall management of the MSc programme is dealt with by the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse.ac.uk**). They will be located in the Sociology Hub, room OLD 3.19, 3rd floor of the Old Building.

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/calendar/Default.htm**

The MSc Economy and Society programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

• **SO4D1** Economic Sociology (full unit);

• **SO491** Quantitative Social Research Methods (half unit) **OR** SO492 Qualitative Social Research Methods (half unit);

• **SO495** MSc in Economy and Society Dissertation (full unit).

The remaining units can consist of optional courses, either full or half units. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/courseGuides/graduate.htm**

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MSc Human Rights

Programme Directors: Dr Mai Taha (**m.taha2@lse.ac.uk**) and Dr Ayca Cubukcu (**a.cubukcu@lse.ac.uk**)

About the programme

The overall management of the MSc programme is dealt with by the programme directors.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse.ac.uk**). They will be located in the Sociology Hub, room OLD 3.19, 3rd floor of the Old Building.

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/calendar/Default.htm**

The MSc Human Rights programme consists of four units, made up of compulsory and optional courses.

Compulsory Courses

• **SO424** Approaches to Human Rights (full unit);

• **SO496** MSc in Human Rights Dissertation (full unit).

Under Paper 2, students must select from the approved list of Department of Sociology courses. The remaining units can consist of optional courses, either full or half units. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/courseGuides/graduate.htm**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

MSc Human Rights and Politics

Programme Directors: Dr Sara Salem (**s.salem3@lse.ac.uk**) and Dr Olivia Rutazibwa (**o.u.rutazibwa@lse.ac.uk**)

About the programme

The overall management of the MSc programme is dealt with by the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse. ac.uk**). They will be located in the Sociology Hub, room OLD 3.19, 3rd floor of the Old Building.

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/ calendar/Default.htm**

The MSc Human Rights and Politics programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

• **SO4B1** Contemporary Politics of Human Rights (full unit);

• **SO4B2** MSc in Human Rights and Politics Dissertation (full unit).

Under Paper 2, students must select from the approved list of Department of Sociology courses. The remaining units can consist of optional courses, either full or half units. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/ courseGuides/graduate.htm**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

MSc Inequalities and Social Science

Programme Director: Professor Aaron Reeves (**a.s.reeves@lse.ac.uk**)

About the programme

The overall management of the MSc programme is dealt with by the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse. ac.uk**). They will be located in the Sociology Hub, room OLD 3.19, 3rd floor of the Old Building.

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/ calendar/Default.htm**

The MSc Inequalities and Social Science programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

- **SO488** Social Scientific Analysis of Inequalities (half unit);
- **SO497** MSc in Inequalities and Social Science Dissertation (full unit).

At least one of the following methodology courses (or another quantitative methods course agreed with the Programme Director):

- **MY421A** Qualitative Research Methods (half unit)
- **MY421W** Qualitative Research Methods (half unit)
- **MY423** Interview Methods for Social Science Research (0.5)
- **MY425** Case Studies and Comparative Methods for Qualitative Research (half unit) (suspended for 2025/26)
- **MY426** Doing Ethnography (half unit)
- **MY428** Qualitative Text and Discourse Analysis (half unit)
- **MY451A** Introduction to Quantitative Analysis (half unit)
- **MY451W** Introduction to Quantitative Analysis (half unit)

For students enrolled on the Atlantic Fellows Social and Economic Equity Programme the following course is compulsory:

- **SO4A8** Leadership and Social Change (half unit)

The remaining units can consist of optional courses, either full or half units.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/ courseGuides/graduate.htm**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

About the International Inequalities Institute

The III is a centre for rigorous research into the nature, causes and consequences of the multiple inequalities afflicting our world today. Because social, economic, political and cultural inequalities are inherently intertwined, the institute welcomes methods and approaches from across the social sciences and encourages interdisciplinary dialogue. Because those inequalities inevitably cut across national boundaries, our work is international in scope. We believe that rigorous research can and should engage with practice and policy, and we seek to promote linkages between theory, empirics and practice. These are our core values:

Rigour: We seek to promote research of the highest academic standards, all the more so because we intend it to inform practice and the policy debate. We will promote innovative research on the global political economy of inequality, to draw out the dynamics of economic and social change, and to use these insights to address contemporary political challenges.

Interdisciplinarity: Based at one of the world's premier social science universities, we believe that bringing together scholarly perspectives from across the social sciences enriches the analysis of inequality in its multiple dimensions. We will use the LSE's distinctive profile as a highly international platform to learn from models and experiences across the world where there are positive stories to tell about how inequality has been addressed.

An international scope: Through the ebbs and flows of globalization, the world is increasingly interconnected and so are its inequalities. We promote research on inequality around the world, ranging from the local to the global in scope

Engagement: We believe research can be rigorous and intellectually independent while simultaneously informing and being informed by the challenges of practice and policy. As a core part of that engagement, we provide a platform to support students and Atlantic Fellows from across the globe who are passionate about addressing inequality. We learn from their experiences, help them enhance their knowledge and expand their repertoires, and provide them with confidence and support.

Atlantic Fellows for Social and Economic Equity

The Atlantic Fellows for Social and Economic Equity (AFSEE) programme, based at the III, is building a catalytic values-led global community of people who are committed to using collective leadership to work towards social and economic justice for all. By drawing on the insights of academic research, innovative social change strategies, and the Fellows' own experience and expertise, AFSEE empowering a new generation of change-makers, including policymakers, activists, researchers, practitioners, and campaigners to work together across disciplines, backgrounds, and borders.

The AFSEE programme offers two tracks: Residential and Non-Residential. Residential Fellows move to London for a full academic year to complete the MSc in Inequalities and Social Science, and take part in the AFSEE modules. Non-Residential Fellows remain based in their home and professional environments, and travel to attend in-person modules. They focus on a practice-based project work during the year and are awarded a Postgraduate Certificate in Social and Economic Equity after successfully completing the active fellowship year. On completion of the programme, all Fellows join a lifelong fellowship community.

Stay connected

The III hosts a dynamic seminar series on inequalities together with a range of other public events and discussions. Videos and podcasts of previous events can be found on the III events webpage: **lse.ac.uk/International-Inequalities/events**. Follow the III on Bluesky: **@lseinequalities.bsky.social**

The III connects research about inequalities from across LSE on its website where you can find published research exploring inequality from leading academics across the School. See: **lse.ac.uk/International-Inequalities**

MSc Political Sociology

Programme Director: Dr Robin Archer (**r.archer@lse.ac.uk**)

About the programme

The overall management of the MSc programme is dealt with by the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse. ac.uk**).

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/ calendar/Default.htm**

The MSc Political Sociology programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

• **SO407** Politics and Society (full unit)

• **SO494** MSc in Political Sociology Dissertation (full unit)

The remaining units can consist of optional courses, either full or half units. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/ courseguides/graduate**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

MSc Sociology

Programme Director: Dr Ursula Henz (**u.henz@lse.ac.uk**).

About the programme

The overall management of the MSc programme is dealt with by the programme director.

The specific details of teaching, including coursework assessment and seminars, are the responsibility of the Course Convenor for each unit you are taking.

Your MSc Programme Manager can be contacted via email (**sociology.msc@lse. ac.uk**).

Full programme regulations and course guides can be found at: **lse.ac.uk/resources/ calendar/Default.htm**

The MSc Sociology programme consists of four units, made up of compulsory and optional courses.

Compulsory courses

• **SO491** Quantitative Social Research Methods (half unit),
  or
  SO492 Qualitative Social Research Methods (half unit);

• **SO499** MSc in Sociology Dissertation (full unit).

The remaining units can consist of optional courses, either full or half units. You can find which optional courses are available to you by checking your programme regulations, and information shared with you by the Department at the start of the academic year.

Course Guides and Timetable Clashes

Course guides for all courses are available here: **lse.ac.uk/resources/calendar/ courseGuides/graduate.htm**

Please note that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses, and if you do have a timetable clash, you will be expected to change your course selection. It is a good idea to consult with your Academic Mentor or Programme Director about this.

Teaching and Assessments

Teaching normally begins in the first week of term. Details of lecture times and locations are available at **info.lse.ac.uk/Current-Students/Timetables** and in your personal teaching timetable. The majority of courses are taught via lectures and seminars, with some using workshops. Attendance at classes, seminars and workshops is compulsory.

Lectures

Lectures are usually one hour long and are considered compulsory in the Sociology Department. They provide a crucial guide to the subject and a framework for your own reading. The point of the lecture is to focus on listening and to make notes that will help guide your approach to the readings, class discussions and coursework exercises.

Classes and Seminars

Classes and seminars are an essential element of the educational process, which is why they are compulsory. Seminars are usually made up of a small group of students led by the course teacher, providing a forum for discussion and debate. Sometimes seminars will include student presentations. Seminars aim to help students resolve academic problems and develop oral and written presentation skills. Seminars are interactive meetings between students and staff, and you are expected to contribute to these sessions.

Student attendance and performance is regularly recorded and failure to attend classes or to complete written work is reported to Academic Mentors; persistent non- attendance may result in students being ineligible to enter for summative assessments. It's also possible the lack of attendance can impact your ability to continue on your degree programme, and will be discussed with you if raised as a concern by a member of staff.

At the end of each term, class teachers write reports on class participation and formative assessments. Students should discuss these reports with their Academic Mentor at the beginning of the following term to review their academic progress. These reports form a permanent record of performance, and also provide a basis for academic and professional references in the future.

Assessment information

Classification schemes

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the classification schemes at: **lse.ac.uk/resources/calendar/taughtMasters.htm**

Department of Sociology exam sub-board local rules

The Sub-Board of Examiners can set additional criteria for the award of Merit/ Distinction. The Sub-Board of Examiners can also designate a course or courses as being critical to assessment for a programme and establish "local rules" where the specific course(s) and/or marks will be given special consideration in the awarding of the degree. For taught master's degrees in the Sociology Department, you must pass the dissertation/independent project with a mark of at least 50 to be awarded the degree. The Department of Sociology also has an additional local rule for the award of a Distinction. The Department of Sociology exam sub-board local rules are published in the Calendar here: **lse.ac.uk/resources/calendar/LocalRules/SO/DeptSociology.htm**

Assessment types

LSE uses a diverse range of assessments, including in-person exams, individual and group presentations, essays, projects and dissertations. These usually fall into two categories:

1. Formative Assessments:

These are assessments set within your class by the course convenor or class teacher. Formative marks do not usually 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.

2. Summative Assessments:

These are assessments that count towards your degree classification and must be completed. Each course may be assessed by one piece of summative assessment, or by a combination of different types of assessment. They are designed to assess your learning and understanding of the course, and the type of assessment will be published on the course guide. It's important to note that a failure to submit a summative assessment can result in a student being unable to graduate or progress to the next academic year. Queries regarding your summative assessments should be asked during term time classes and office hours, as teaching staff are usually unavailable during the Winter and Spring teaching breaks.

Assessment Feedback

Feedback is fundamental to learning. It is best seen as a process of dialogue – putting your ideas, arguments, evidence and sources forward and seeing how others see them. Feedback also helps you to understand what standard of work you need to achieve to progress and ultimately pass your programme.

Feedback on formative assessment

You will receive feedback on formative assessment, including ongoing dissertation work as follows:

- Verbal feedback during office hours, supervisions, class presentations and dissertation workshops;

- Written feedback in hard copy, or via email, Moodle or LSE for You.

The Department's policy is to provide feedback within three term weeks of submission, where students submit their work on time, as per the LSE Academic Code.

Feedback on summative assessment

Please note that the provision of qualitative feedback is a separate process from the formal marking process for assessment, which is completed by two internal examiners and moderated by an external examiner.

The Department aims to provide feedback on summative assessment in line with the LSE Academic Code. Please note that feedback on assessment due in Spring Term is not required for non- continuing students except for dissertations or capstone projects, so you may not receive feedback on assessments submitted in Spring Term.

Dissertation feedback in the form of qualitative comments will be provided to students within four term weeks of the final mark being made available to students, as per the LSE Academic Code.

The Dissertation

Dissertation abstract

Students on all MSc programmes are normally required to submit an initial dissertation abstract followed by a more extended piece of formative work as their work progresses; dates for these submissions are set at programme level. Please refer to the online course guide for the compulsory Dissertation course for details or speak to your Programme Director.

Research ethics

The School attaches great importance to high ethical standards in research undertaken by staff and students. Once you have confirmed your dissertation topic, and before you begin data collection, you may be required to review and complete the LSE Research Ethics Checklist under the oversight of your Academic Mentor. It is essential you have checked whether you require a research ethics review and received approval is needed before conducting any research.

The ethics guidance and the checklist can be found at **info.lse.ac.uk/staff/divisions/ research-division/research-policy/research-ethics**

Purpose of the dissertation

The dissertation is an integral part of the MSc 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 over the year within the master's programme. In your dissertation you will apply one or more research approaches covered in other parts of the MSc programme to a question that falls within the rubric of the degree.

Your dissertation accounts for one quarter of your final grade. It should be logically structured, well researched and clearly written. Please allocate your time and effort accordingly, and plan your work in order to ensure you can meet with your supervisor during term time. Your supervisor will not be available for office hours after Spring Term Week 7, and will not be available during the Summer vacation period for any further supervision. You are expected to have developed the structure of your dissertation and to start work independently by the end of Spring Term.

Content and approach

The dissertation is an extended piece of written work that critically appraises evidence and opinion to reach a conclusion about a sociological question. The key requirement is that the dissertation should demonstrate a high level of independent critical ability.

You must show your ability to organise your material clearly and logically and to sustain a reasoned and cogent argument from beginning to end. Where appropriate you should explain clearly the research method(s) that you have applied and the reasons for your choice of approach. You should show awareness of any shortcomings of your study in relation to methods employed and quality or quantity of the data.

The dissertation is a report of a research project that explores a specified research question; that includes reflection on the methodology deployed; and that demonstrates ability to analyse research material to generate understanding of the chosen questions. Dissertations often take the form of a research report based on empirical material generated by the student, but can also centre on the analysis of existing published data. Dissertations can be an analysis of scholarly literatures (a "theoretical dissertation") so long as it is clearly a research report guided by a research question rather than simply a review or survey of existing literature.

Course Selection and Timetables

Programme structure and what you need to do

Your MSc degree programme consists of courses to the value of four full units, made up of compulsory and optional courses. Courses can be either worth half (0.5) or a full (1.0) unit. **You are expected to complete your course selection in accordance with your programme regulations**. You should familiarise yourself with your programme regulations in advance of the course selection period.

You will need to select all of your courses in **LSE for You** in September for both Autumn and Winter terms – this includes your compulsory courses and your option courses.

Controlled access (capped) courses

Many courses at LSE are controlled access (capped), which means the numbers of student places are limited and/or there are prerequisites required to take the course. Please do be aware that this means you might not get all of your first choices, so be sure to have alternate options in mind. You should carefully check the information listed in the **controlled access course pages** to check how applicants are selected and the different deadlines set by departments for applying to their courses.

All Sociology option courses are controlled access – please see the "Controlled access courses" section for more information on these.

Balance of courses and assessments

We strongly advise that you take an equal balance of courses in both Autumn and Winter term where possible – i.e., the equivalent of two units per term. The academic year is a very busy one, and students who balance their course selections evenly find it easier to manage their time. Please be aware that half units only run once a year, in the designated term, so you may find it not possible to balance your courses as advised – this is dependent on your interests and if you do want to take more courses in one term than another, then you should discuss this with your Academic Mentor to ensure that your course and assessment load will be manageable. Your Academic Mentor has final approval of your course selection.

I'm a part-time student – what should I register for this year?

You should only select the courses that you will be studying for in this academic year. You will be able to register for your second-year courses in the next academic year.

Part-time students are required to take the dissertation in their second year of study. You are strongly encouraged to work closely with your Academic Mentor to split your teaching load equally across the two years of your study.

When to select your courses

MSc course selection will open for browsing (but not selection) on Monday 22 September 2025 at 10am, giving students the opportunity to browse courses before course selection formally opens. **MSc course selection will formally open at 10am on Thursday 25 September 2025**.

We encourage you to make your course selections as soon as possible after course selection opens as some courses allocate places on a first come, first served basis, and there may be earlier deadlines set by departments for applying to controlled access courses.

The deadline to apply for Department of Sociology courses is Friday 26 September 2025 at 12pm (midday). When applying for a Sociology course, students are required to provide a written statement explaining why they wish to take the course. Course Convenors will review requests to take courses and make offers of places to students by 12pm (midday) on Monday 29 September 2025. Any places remaining on courses after this date will be allocated on a rolling basis until courses are full or course selection closes. More information on applying to courses taught by the Sociology department is further below.

Course selection will close at 5pm on Friday 10 October 2025 for all postgraduate students across LSE. In exceptional circumstances, emergency changes to course selections can be made after this deadline and you must contact your home department as soon as possible.

You will be able to make changes to Winter Term half unit courses early in Winter Term. For exact dates check the **course selection webpages**. It is important to keep in mind that Winter term course availability may be limited by the time the course selection system opens for the second time at the beginning of Winter term. As a result, you should choose your Winter term courses as accurately as you can when course selection opens in September.

How to select your courses

Course selection takes place in three stages – you need to work out which options you'd like to take; you then need to make your course selection in LSE for You.

Once that is complete you'll be given access to your courses in Moodle.

1. Find out more about the options you're interested in

- Look at the **course guide** in the LSE Calendar. Details of the content, format, teaching and assessment of all graduate courses offered at the LSE are available online in the course guides. Sociology courses are identified by the "SO4XX" code. You should check the course guide for specific information about a course, including whether there are any prerequisites or permission needed in order to take the course.

- Review the course timetable to see when the teaching for the course takes place. Please keep in mind that as the list of option courses is long, timetable clashes may occur. You might therefore find that you are unable to take some combinations of courses. The timetables are available on the **timetable webpages**.

- Check if the course is **controlled access** (see below).

It is important that you take the time to review the course timetable before selecting your courses to ensure that you do not select courses with a timetable clash (courses scheduled at the same time), as this is not permitted. Although the system may initially allow you to sign up for clashing courses, these will not be formally approved. It is better to check the timetable before choosing your courses to avoid disappointment.

2. Select your courses in LSE for You

Once **LSE For You** opens on the designated date, you should complete your course selection in line with your programme regulations. **LSE For You** will display which courses are available to select under each paper. Go to **lse.ac.uk/selectcourses** for step by step instructions on how to select your courses in **LSE for You**. **Many courses in LSE are designated as "controlled access" which means you will need to apply for a place on these courses due to limited places and/or there are prerequisites required to take the course. Please see "controlled access courses" below**.

3. Check you have Moodle access for your selected courses

Providing your selected courses are ready in Moodle, you should be automatically enrolled on their Moodle pages a few hours after selecting your courses on **LSE for You**. Please make sure you check you have access to the Moodle pages and contact the relevant department if you are unable to enrol onto a Moodle page.

Please remember that the number of students that can be accommodated on most LSE courses is limited. If a course is over-subscribed, places will be allocated at the department's discretion. Therefore, you are advised to have a few alternative courses in mind as back-ups in case you are unable to secure your first-choice course selection.

If you have any questions about your course selection, you can seek guidance from your Academic Mentor or Programme Director if your Academic Mentor has not yet been allocated to you. Should you have questions about a particular course the Course Convener is also often best placed to answer these. If you need help or are unsure on the process, you can contact the MSc Programmes Team on **sociology.msc@lse.ac.uk**

Controlled access courses

Many graduate courses are designated as "controlled access" due to limited places and/or prerequisites that are required in order to study the course. To gain a place on a controlled access course you must apply through the Graduate Course Choice application on **LSE for You** and be offered a place by the department running the course. To maximise your chances of being enrolled onto the courses you are interested in, **it is imperative that you select your courses as early as possible**.

Sociology courses

All Sociology courses are "controlled access" which means the Department of Sociology decides which students will be accepted on to their courses. Other than for students in the first category below, when applying for a Sociology course all students are required to provide a written statement of 150 words explaining why they wish to take that course and how it fits their research interests. Statements are considered by the Course Convenor and, where merited by the statement, places are usually awarded in the following priority order:

1. Students for whom the course is a "**core course**" on their Programme Regulations (no written statement is required).

2. Students for whom the course appears as an "**optional core course**" on their Programme Regulations (where students have to choose between a small number of core options).

3. Students for whom the course appears as an "**optional course**" on their Programme Regulations, space permitting.

4. All other students – with priority given to MSc students within the Sociology Department.

Once an offer has been made to you, you have 48 hours to accept it after which your offer will time out. Once you accept your offer you will automatically be enrolled on the course Moodle page and the course will appear on your personal timetable.

Controlled access courses in other departments

Each department will manage the allocation of places on their controlled access courses differently. Some departments will set early deadlines, or allocate places to students on a first-come, first-served basis as soon as course selection opens in **LSE For You**. You can find information about controlled access courses, how applicants are selected, and deadlines for applying at **controlled access courses**.

You are also encouraged to get in touch with the relevant department about their course when considering an option in their department.

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

Seminar sign up and timetables

Where a course is taught in more than one seminar group, students are also required to enrol in seminar groups within the course. Once you are registered on a course, enrolling on seminars is done through the Seminar Sign Up facility on **LSE for You**. Note: the Seminar Sign Up system operates in parallel with the Graduate Course Choice system. Each course may operate a different system for seminar sign up. Some courses will assign you to a group, and others will allow you to select a group while there is space available.

For most Sociology courses with more than one seminar group, you will need to select your seminar group once you are registered on the course. Please note that you will be unable to select a particular seminar group once it reaches capacity. Where this happens please select another seminar group. In some cases, we may ask students to change groups to assist other students with clashes.

You should avoid selecting courses and/or seminars that create timetable clashes, seeking guidance from your Academic Mentor if you need advice on selecting alternative courses. Please also note that we may reallocate you to a different seminar group for the term/year where timetabling considerations make this necessary. Considerable efforts have been made to avoid overlap of courses but occasionally a clash may be unavoidable. When selecting your courses please check the **timetable webpages** to ensure you do not have any clashes. Once you have successfully registered for your courses and seminars in LSE for You, your personal timetable will be automatically updated for you.

You need to attend the seminar group to which you are assigned. Our performance monitoring and attendance record systems are based on the group to which you are assigned. Failure to attend your group may therefore impact negatively on your performance record. It may also impact on the terms of your visa.

Please be aware that Seminar Sign Up may differ in other departments if you are considering taking outside course options. Do contact the relevant department should you have any queries about enrolling in seminar groups for their course.

Timetables

Once you complete your course selection, you will be automatically allocated to the relevant lecture for each course. For seminars and classes, you will then need to go back into LSE For You (LFY) and complete your seminar selection – where there is more than one seminar available for a course, you will have the option to select which seminar you want to be in, providing there is space. There is no guarantee you will get a space for the seminar timing you prefer, so we recommend completing your seminar selection as soon as you are ready. If you have completed your course selection and seminar selection by the set deadlines, you should receive your personal timetable by the start of term. After this, if you make changes to your course selections it can take up to 48 hours for these to be reflected in your personal timetable.

Can't see your timetable?

If you can't see your timetable, or it is incomplete, after the release date then check that you have:

• Completed **online registration** for this academic year

• Selected all your courses in **LSE for You**

• Not selected a course which creates a timetable clash (check the **course by course timetable**)

• Not made changes within the last 48 hours.

Getting help

If you have questions about the course selection process or encounter any problems, then please contact your MSc Programme Manager on **sociology.msc@lse.ac.uk** and they will be able to assist or redirect your query as appropriate. If you are not able to access **LSE for You** at all then please contact **Tech Support** in the first instance.

Communication and Student Representation

Communication within the Department and within the School

Email

Please bear in mind that email is used in the Department and throughout the School as the standard form of communication.

It is therefore essential, once you have set up your LSE email address that you check it regularly. This will be the primary way that staff across LSE communicate with you, and you are expected to read and respond to emails as required. Please note the Department will not send email to LSE students at non-LSE email addresses after they have enrolled as a student and we expect you to contact us via your LSE email address. Emails from non-LSE email addresses after you have enrolled may not receive a response. 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 set up".

See the IT service desk webpage for more details at: **info.lse.ac.uk/current-students/dts**

Appropriate use of email

The Department and all its staff receive a high volume of email and ask that you bear the following guidelines in mind when using email:

- Please make use of the subject field and give a clear and concise description of the content of the message e.g., "Request for tutorial meeting Thursday 7 May". This helps us prioritise emails, and get responses to you faster.

- Do not mark your email as urgent unless it really is.

- If you do not know the person you are contacting, it is good practise to include your full name, programme and student ID information.

- Email should be used for requests for information that only require a brief response. We expect you to attend and utilise office hours if you would like to discuss academic material; emails asking staff to summarise entire classes/lectures will not receive a reply.

- We try to reply to students within 5 working days. If emailing Professional Service staff we will provide an initial response to any questions, concerns or feedback within 3 working days. Please do not expect an immediate reply. If your matter is urgent please book and attend office hours, email the Programmes Team at sociology.**msc@lse.ac.uk** or come to the Professional Services Staff office on the 3rd floor of the Old Building, OLD 3.19

In person/online

Members of the Department can always be contacted during their office hours, and you can expect office hours to take place in person. You should book office hours via the Student Hub in the first instance.

If you want to set up a different time for a meeting, contact the staff member via email. Contact details for all staff can be found on the Departmental webpage: **lse.ac.uk/sociology/people**

Using Your Voice – Committees and Student Representatives

At LSE, student feedback is extremely important to us. You are strongly encouraged to share your views about your time here and to make suggestions for improvement by working with your department and other services to enhance your student experience, and that of the whole student body. Some of the feedback mechanisms are listed below and more can be found on our **Student voice homepage**.

Student-Staff Liaison Committee

Each term, a number of meetings give students and staff the opportunity to discuss issues relating to their programme of study and wider School issues. The Department has a Graduate Student-Staff Liaison Committee (GSSLC) which deals with academic concerns and issues affecting MSc students in the Department. This is a key consultative forum and includes elected Student Academic Representatives from all MSc programmes in the Department. It usually meets in Autumn and Winter Terms. Departmental staff normally in attendance include the Programme Directors and the Programme Managers.

The role of a Student Academic Representative is central to ensuring that courses and programmes at LSE work effectively. While the SSLC often deals with problems encountered by students, it also allows you to make a constructive contribution to the life of the Department, airing positive feedback and suggestions for change. Each MSc programme should have two Student Academic Representatives. More information on the process of becoming a Rep will be provided during your programme Welcome presentation.

More information on Student Staff Liaison Committees can be found **here**.

School Committees

One student representative from each of the Undergraduate, Taught Graduate and Research Student programmes also serve on the Students' Consultative Fora.

More information on this can be found here: **info.lse.ac.uk/current-students/part-of-lse/student-voice**

What if I have a problem?

Unfortunately, students sometimes run into difficulties whether it be health, accommodation or finance related, or a more personal matter. It is important that your Academic Mentor knows about these difficulties as early as possible so as to be able to offer advice. Our Department Senior Student Advisor is also available to provide advice and support on difficulties impacting your studies.

If the problem is likely to affect exam performance, attendance at classes or lectures, or the submission of written work, then a formal record is necessary. Your Academic Mentor should be informed promptly so that they can ensure that such a record is made or that they can provide support and advice. They will be able to help signpost you to appropriate services within the School so that you receive the support to enable you to continue studying successfully. You can also contact the MSc Programmes team if you are unsure of where to seek advice – they too can signpost you to the most suitable member of staff.

If there are circumstances that may mean you will be unable to submit your summative assessment on time, it is vital you inform us in advance, and seek advice on what best to do. A late submission or non-submission of summative work can have consequences on your final degree or ability to graduate. Please see read our assessments information webpage for guidance and contact your Programme Manager on **sociology.msc@lse.ac.uk** for more advice.

What if I have a concern or complaint?

If you have concerns about any aspect of your studies, we would like to hear from you so that we can take steps to address and resolve them. Your Academic Mentor is often best placed to advise you, but if you are unsure of who to speak to, please email the MSc Programmes Team on **sociology.msc@lse.ac.uk** in the first instance who will do their best to assist you or direct you to the right person. You can also broach concerns that affect your class or cohort more generally by asking your Student Academic Representatives to raise them at the department's next SSLC meeting.

If you have a complaint, you should first speak to the person concerned to seek an informal resolution. If you are unsure of who to speak to, please contact the MSc Programmes team. If you are unhappy with the content, teaching or organisation of a course you should first speak with the course convenor. If the situation remains unresolved, you can contact your Programme Director. If you feel that the issue is still not resolved, you may wish to contact the Sociology Head of Department. If you feel that the issue is still not remedied or you are unhappy with the outcome, you may wish to follow the School's formal complaints process. More information on this can be found here: **info.lse.ac. uk/current-students/what-if/make-a-complaint**

LSE Student's Union

LSE has one of the most active student communities at any university. The Students' Union is independent from the School. It will help you out if you get into trouble, tell you how you can meet students with similar interests and views, and provide opportunities to have the sort of student experience you want.

Here are some of the ways in which the Student's Union achieves this:

- Student activities – the Union funds and supports over 200 societies, sports clubs, Media Group societies and Raising and Giving charitable fundraising

- Campaigns and democracy – getting students together to take action on and influence the issues they care about within the School and wider society

- Representation – led by a Student Executive, working with representatives across the School, you influence and shape the decisions and direction of the School

- Welfare and student support –independent, legally-trained advice workers offer free, confidential advice when things go wrong or you need help

You can find out more here: **lsesu.com**

Completing your studies

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**

LSE Alumni Community

The international LSE alumni community comprises more than 142,000 people in over 200 countries. The Alumni Relations team works to keep the LSE alumni community engaged with each other and with the School at every stage, from student to new graduate to post-retirement, providing a programme of communications, events, services, volunteering and opportunities to connect. As a current student, there are many opportunities for you to get involved with the alumni network:

- **Register for LSE Alumni Online** - The alumni website and networking community features news from campus, our world leading academics and alumni all over the world, and provides access to the alumni programme offered by the School. To use this service, please register for a student Alumni Online account with your Student ID number.

- **Alumni Professional Mentoring Network** – This career networking resource allows LSE alumni to share their valuable professional experience and expertise with current students.

- **Alumni groups** – LSE's network of regional and special interest alumni groups organise regular professional and social events that students can attend. There are more than 80 regional groups and 11 special interest groups.

- **Involve alumni in your events** – Looking for alumni speakers? Wish to invite alumni to a networking session or event? Want to learn from the experiences of LSE alumni in a wide range of industries? Connect with alumni through the Alumni Relations team for your events and other endeavours.

- **What do LSE graduates do?** Find statistics about the careers undertaken by graduates and also many alumni career profiles.

- **Social Media** - Follow the School on Facebook and X to keep up to date with alumni events and activities. Students are welcome to join the official LSE Alumni LinkedIn group. There are also a number of LSE alumni groups on LinkedIn, many of which accept students as current members.

For more information about the benefits and services available, please visit the LSE Alumni Hub **here** or contact the Alumni Relations team via **alumni@lse.ac.uk**

LSE's Alumni Association is the official voice of LSE's global alumni community, comprising more than 130,000 people in over 200 countries, nearly 100 regional groups, and 11 special interest groups. Its primary role is to support the alumni programme coordinated by the LSE Alumni Relations team by a) developing and supporting the network of international and special interest alumni groups and contact networks, and, b) representing the voice of the alumni community within the School.

You automatically become a member upon graduation. Membership is free. By registering with the LSE Alumni Online community, you will be able to stay connected with former classmates and the School after your graduation. You will also receive the monthly LSE Alumni Echo e-newsletter and the annual LSE Connect alumni magazine.

LSE alumni also have access to:

• Alumni Professional Mentoring Network

• LSE Careers for up to two years after graduation

• An email forwarding address to continue using an LSE email address

• The Library's printed collections on a reference basis, and can borrow free of charge.

For more information about the benefits and services available to alumni, please contact the Alumni Relations team on **alumni@lse.ac.uk**

Sociology Alumni network

You can keep in touch with the Department on X, Facebook, Instagram and LinkedIn where we will share our news and celebrations with you.

We also send a Sociology Newsletter, you can subscribe to the newsletter on our website: **lse.ac.uk/sociology/events**

We are planning to introduce regular events for Sociology Alumni in future. If you would like to join these, as well as receive updates on public lectures and other events hosted by the Department, please provide your private email address before graduation to the Sociology Department's Communications and Events team on **sociology.media@lse. ac.uk**

Key Information

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LSE Campus ↘

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

Term Dates and LSE Closures

Academic Year 2025/26

Autumn Term: Monday 29 September – Friday 12 December 2025
Reading Week: Monday 3 November – Friday 7 November 2025
Winter break: Monday 15 December 2025 – Friday 16 January 2026
January Exams: Wednesday 7 – Friday 16 January 2026
Winter Term: Monday 19 January – Thursday 2 April 2026
Reading Week: Monday 23 February – Friday 27 February 2026
Spring break: Friday 3 April – Monday 4 May 2026
Spring Term: Tuesday 5 May – Friday 19 June 2026
Spring Exams: Monday 11 May – Friday 19 June 2026

LSE will be closed during the following periods*:

Winter Closure: Tuesday 23 December 2025 – Thursday 1 January 2026
Spring Closure: Thursday 2 April – Wednesday 8 April 2026
May Bank Holiday: Monday 4 May 2026
Spring Bank Holiday: Monday 25 May 2026
Summer Bank Holiday: Monday 31 August 2026

*Some buildings will remain open or operate reduced hours during public holiday and School closure days. Full details will be communicated in advance.

Student Services Centre

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

- **Support for new arrivals**

- **Student status documentation**

- **Course selection**

- **Immigration advice**

- **LSE ID cards**

- **TfL 18+ Student Oyster Photocards**

- **Exams and assessment**

- **Results and degree certificates**

- **Graduation.**

We are also a good point of contact to find out more about the support services available at LSE and we host specialist drop-in sessions. Visit **lse.ac.uk/ssc** for the latest information about our services, opening times and drop-in sessions.

Online pre-enrolment and campus enrolment

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

For more information, visit **lse.ac.uk/enrolment**

Student status documentation

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

You can order a self-service Certificate of Enrolment which will be delivered immediately to your LSE email address as a PDF. If the standard letter is not sufficient, you can request a bespoke Certificate of Enrolment to be produced by the Student Services Centre. **We will do our best to provide the information required, but this cannot be guaranteed**. Please bear in mind that during peak periods bespoke letters may take longer to produce. For more information about both types of Certificates of Enrolment and how to order, please visit **lse.ac.uk/studentletters**

The Student Services Centre (SSC) also offers a range of other documents including Certificates of Course Selection and intermediate transcripts. For more information about the types of documents available, how to request letters, and to access our enquiry form, please visit **lse.ac.uk/studentletters**

Your LSE Card

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

Student Advice and Engagement

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

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

Immigration Advice

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

What do I do if…

The SSC have developed a series of answers to common "What do I do if…" questions. These cover a broad range of topics including, what to do if you're unwell during an exam; become pregnant; change your name; or want to change degree programme. You can find these questions and answers at **lse.ac.uk/what-if**

Interruption

In certain circumstances you can take a year-long break in your studies (which we call an interruption) with approval from your academic department and the School.

You are usually required to return at the start of either Autumn Term or Winter Term the following year as appropriate. Spring Term interruptions are not possible. For more information visit **lse.ac.uk/interruptions**

> 66 We are the only team trained and regulated to give immigration advice at LSE, under the Office of the Immigration Services Commissioner guidelines. 99

Programme transfer

You can request to transfer from your current programme to another programme at the same level according to the School's regulations. There are usually restrictions or conditions on transferring programmes, and sometimes transfers are not possible.

All transfer requests need the approval of the new academic department you wish to transfer into before being authorised by the School. For more information visit **lse.ac.uk/programmetransfers**

Change of mode of study

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

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

Changing from part-time to full-time may not always be possible, especially if you need a visa to study at LSE, and requests will be considered on a case-by-case basis.

It is not normally possible to study an undergraduate programme on a part-time basis. For more information visit **lse.ac.uk/changemode**

Withdrawal

Withdrawing means that you are leaving your programme permanently.

Before withdrawing you should consult with your Academic Mentor, and you may want to consider requesting an interruption instead, so that you have some time to consider your options. For more information visit **lse.ac.uk/withdrawal**

Regulations

You should familiarise yourself with the LSE regulations, policies and procedures to ensure you are aware of all necessary assessment requirements, how your final degree is calculated and what options are available if you experience problems during your studies.

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

- General Academic Regulations

- Classification Schemes

- Assessment Offence Regulations

- Appeals Regulations.

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

Student Voice

Student-Staff Liaison Committees

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

SSLCs are your chance to engage with LSE and enact positive change for the benefit of yourself, your peers, and even future cohorts.

At the start of the year, you will be asked by your department if you would like to represent your programme on the SSLC as a Student Academic Representative. By volunteering, you'll represent your peers and take a leading role in the student body.

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

Meet LSE leadership events

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

These events are an opportunity for you to meet leaders from across LSE in person to ask questions, raise suggestions and voice any concerns, plus the chance to meet students from other programmes.

You'll be invited to attend these events – look out for further details in Autumn and Winter Term.

Student Partnership

Change Makers

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

Working alongside other students and LSE staff, you are invited to identify and research solutions to issues affecting student life at LSE and to start implementing them. Whether it's helping your department develop a new skills programme or making campus more accessible, this is your chance to create a real impact on the quality of the student experience at LSE. Applications to become a Change Maker will open in Autumn Term 2025. This is a new opportunity at LSE, and you can find out more at **lse.ac.uk/changemakers**

Student Education Panel

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

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

Applications to join the Student Education Panel will open in Autumn Term 2025 and you can find out more at **lse.ac.uk/studenteducationpanel**

Quality Assurance

LSE's approach to assuring the quality of our teaching is set out in the **Strategy for Managing Academic Standards and Quality**. As an awarding body LSE must be in a position to assure the standards of its degrees. At the same time, we believe that the design of quality assurance should respect different departmental cultures and academic histories. The strategy sets out broad principles and processes for assuring academic standards and for enhancing the quality of educational provision.

The overall framework includes devolved quality assurance arrangements for academic departments, with responsibility for the oversight and modification of existing provision resting with Departmental Teaching Committees.

The Teaching Quality Assurance and Review Office (TQARO) supports the activities of the Education Committee and several of its sub-committees, with further details available in the "Committees" section of the website at **lse.ac.uk/tqaro**. TQARO also curates and publishes information about the School's academic offering, including programme regulations, course guides, and academic regulations in the School's **Calendar**. In addition to oversight of curriculum management related activities, TQARO administers the appointment and payment of External Examiners, with further details available on the "External Examiner Processes" 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 **tqaro@lse.ac.uk**; queries relating to external examiners should be sent to **tqaro.external.examiners@lse.ac.uk**

Student surveys

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

Course survey scores are made available to course convenors, teachers, Heads and Deputy Heads of Departments, Department Managers, the Director of the Eden Centre, the Vice President and Pro-Vice Chancellors for Education and Faculty Development. In addition to producing reports for individual teachers, TQARO produces aggregated quantitative data for departments and School-wide bodies. Further information can be found online in the "Surveys" section of the website at **lse.ac.uk/tqaro**

TQARO also conducts annual programme-level surveys of undergraduate and taught master's programmes and supports LSE's participation in the National Student Survey in coordination with the Communications Division, Planning Division, DTS, and academic departments.

Queries relating to the delivery of teaching surveys at course- or programme-level should be sent to **tqarosurveys@lse.ac.uk**

Study and Career Support Services

LSE LIFE

LSE LIFE is the place to discover and develop the skills you'll need to reach your goals at LSE, whether they concern your academic work or other personal or professional pursuits. LSE LIFE is here to help you find your own ways to study and learn, think about where your studies might lead you, and make the most of your time at LSE. It is also the place to come all year round to ask about the range of opportunities and services available across the School to help you achieve success, whatever 'success' means to you.

LSE LIFE brings together specialists from teams across the School – on the ground floor of the Library. At LSE LIFE you'll find:

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.

- **Constructive conversations** and **workshops** to learn ways to adapt and thrive in new or challenging situations, including developing your skills for leadership; public speaking; connecting and collaborating with others; finding a healthy balance among study, work, rest, and fun; and thinking about life beyond university.

- **One-to-one appointments** for personalised advice on essays, participating in classes and seminars, revising for exams, studying quantitative subjects, or any other aspect of your studies at LSE. Or simply book an appointment – on campus or online – to talk through your ideas for an essay, a project, or your research.
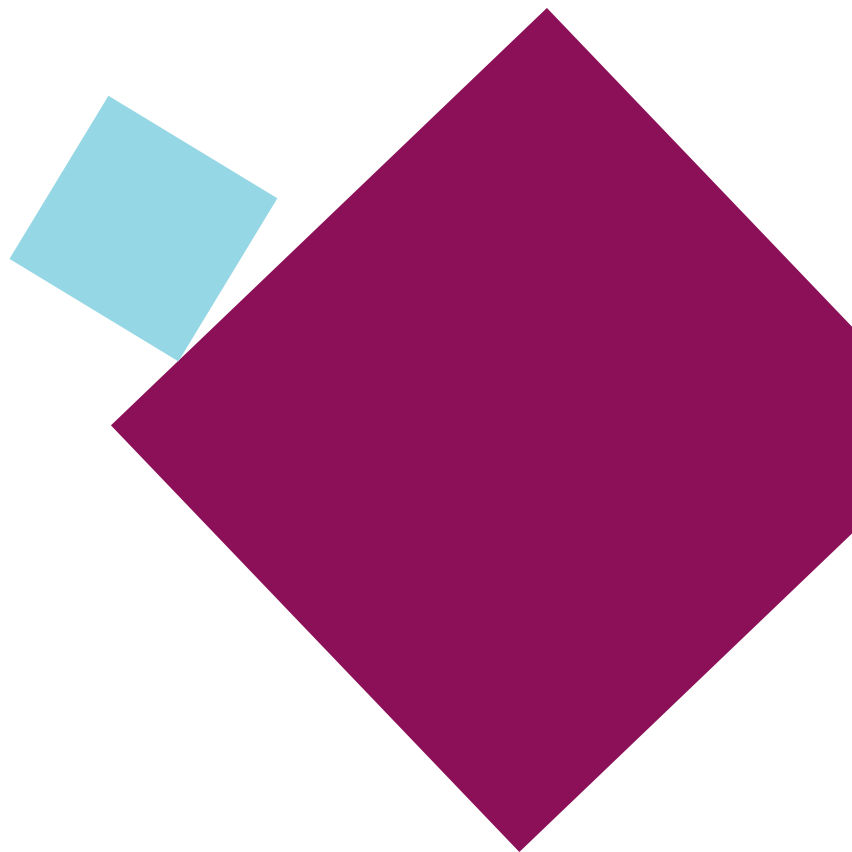
- **Specialist advice** in areas like CV writing, English language, finding and referencing academic sources, research ethics and data management, statistics, and more.

- **A bright, flexible, and welcoming space to meet and work together** with students from other courses and departments.

- **Group visits and walks** to discover and take advantage of what LSE and London have to offer.

LSE LIFE is here to help you make sense of the opportunities on offer across the School and help you get connected with the teams, resources, events, and activities that you want to pursue.

Find out more at **lse.ac.uk/lselife**, or drop by with any questions (or just to pick up a lollipop!). LSE LIFE is on the ground floor of the Library, open Monday – Friday, 10am – 6pm.

🎙 **Listen to our podcasts**

LSE Library ↘

Language Centre ↘

LSE Careers ↘

LSE Volunteer Centre ↘

LSE Generate ↘

LSE Library

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

The two main print book collections are:

- **The course collection**, located on the first floor, which holds multiple copies of essential books for your courses. Many of these titles are available online.

- **The main collection** is located across three floors, holding wider items for social sciences research.

You can use Library Search to find books and other materials for your studies via **lse.ac.uk/library**. Once you have found what you need, write down its location to help you find it in the Library. To borrow books, use your LSE card and the self-service machines on the ground floor. Taught students can borrow up to 30 books at any one time. You can renew your books online by logging into your Library account at **lse.ac.uk/library**. If you do not return books on time, you will be unable to borrow any more until your overdue item is returned or renewed. We do not charge fines on late returns.

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

They also provide expert help in managing references.

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

Language Centre

Whether you are an international student looking for support with your English, are interested in taking one of our courses as a degree option, want to learn a new language or improve your current language skills, the Language Centre is here to help.

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

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

Any LSE student can sign up for a non-degree extracurricular language course. As part of the LSE Language Policy, if you are a UK-EU undergraduate and you do not have a GCSE Grade 4 (or equivalent) in a language that is not your mother tongue, you are eligible to take a course for free!

For more information visit **lse.ac.uk/languages**

LSE Careers

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

How do I get started?

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

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

• register for careers events to develop your skills or explore different employment sectors

• browse jobs and internship opportunities on our jobs board

• book a one-to-one appointment with a careers consultant

• update your preferences to receive careers information relevant to your career interests.

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

• explore resources about choosing your next steps

• get insights into employment sectors and recruitment processes

• browse top tips for writing your CV and cover letters

• access online tools for practicing interviews and reviewing your CV

• be inspired by what LSE graduates have gone on to do.

Follow @LSECareers on **Instagram** and **TikTok** to stay up-to-date with upcoming events, expert advice and new resources.

LSE Volunteer Centre

The LSE Volunteer Centre is here to inspire and empower you to volunteer for causes that you are passionate about during your time at LSE. Volunteering is a great way to help develop personal and professional skills, meet new people and make a difference in your community. We are committed to making volunteering exciting and accessible, and we collaborate with students to enhance their volunteering experiences.

Information and Advice

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

Volunteering Programmes

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

> 66 The feeling of fighting for a cause that you are passionate about is second to none, but the skills you gain from it are unparalleled. 99
>
> **Dan Lawes**, International Relations and History, 2022

Volunteer Centre Space

You can also visit the Volunteer Centre on campus on the ground floor of **Lincoln Chambers**, Portsmouth Street! We encourage students to visit for our weekly open hours, one-off volunteering opportunities, or for information and advice in person. Our home is an inclusive space that welcomes any students looking to get involved in volunteering.

You can find out more, as well as the advice and support we can offer in our space on campus, at **lse.ac.uk/VolunteerCentre** or by following **@LSEVolunteering**.

Read our blog

LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

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

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

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

Discover more on our website **lse.ac.uk/generate**, register with Generate to receive our monthly newsletter, follow us on all our social media channels at (Instagram and LinkedIn) **@LSEGenerate**, and you can join our **Slack community** of over 1,500 members, where ALL the action happens!

Equity, Diversity and Inclusion (EDI)

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

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

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

• **Ethics Code**: the LSE community is expected to act to the highest standards of ethical integrity, in accordance with the ethical principles set out in our Ethics Code. To read about the School's commitment to equality of respect and opportunity visit **lse.ac.uk/ethics**

• **Report and Support** is LSE's new case management system to address violence, discrimination and harassment. If you have experienced, or witnessed, any form of discrimination, bullying, harassment or sexual misconduct, we encourage you to report this to LSE.

• You can **report an incident online** anonymously or with contact details. If you report with contact details an adviser will be in touch within three working days to discuss the various options for getting support and/or handling your report through informal or formal means.

  – **LSE Safe Contacts** are trained members of staff offering confidential support and guidance to individuals who have experienced, or are experiencing any form of discrimination, bullying, harassment or sexual misconduct.

  – **Consent.Ed**: LSE's educational programme focused on consent, and fostering respectful and inclusive behaviour on campus. All students are expected to participate in the programme, though opting out is possible for personal reasons. Learn more about Consent.Ed **here**.

  – **LSE's Independent Sexual Violence Adviser (ISVA) Service**: LSE's ISVA service is run by external specialist partners – Rape Crisis South London and SurvivorsUK. This service provides free, confidential and independent short-term emotional, and casework, support for any student who has experienced any form of sexual violence at any time in their lives. Any student can refer themselves for support. Learn more about the ISVA service **here**.

• **AccessAble**: provides accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone.

- **LGBTQ+ Inclusive Action Plan**: LSE is delivering six priorities to advance LGBTQ+ equity and inclusion. Informed by data, insight and co-created with the School community, they form an action plan that is co-ordinated by the EDI Division and accountable to the LGBTQ+ Steering Group.

- **LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies Directory**: provides a network of informal contacts for the LSE community to share experiences, and support and learn from each other.

- **Our Race Equity Framework** has been developed to ensure students and staff benefit from a diverse and equitable education, research and work environment; fostering attainment and development opportunities for ethnic minorities. LSE have identified six key priorities to focus on, which together form our **Race Equity Action Plan**.

- Our **Athena Swan action plan** has been developed to support and transform gender equality. It supports the professional development and pay equity for women on all levels from PGR students to senior leadership. **Visit our Athena Swan website to learn more**.

- **LSE Students' Union (LSESU)**: a student-led, not-for-profit organisation that represents all LSE students through their Part-time and Sabbatical Officers. You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on the **LSESU website**.

- On the **EDI Team website** you can find more about our partnerships, training and workshops, plus:

  - **Inclusive EDI policies and resources**: the support available to members of minority groups at LSE, and expert EDI resources from our external partners.

  - **EDI News and Events**: updates on EDI cultural events, history month activities; and our new space on campus for students to hold gatherings, events, and initiatives promoting inclusivity and intersectionality.

If you would like to find out more about these and other initiatives, please contact the EDI Team on **edi@lse.ac.uk**

Your Wellbeing and Health

Student Wellbeing Service (SWS)

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

Disability and Mental Health Service (DMHS)

DMHS are the first point of contact for students with disabilities, long term medical and mental health conditions, and Specific Learning Difficulties such as dyslexia.

DMHS can help you to create My Adjustments which is a way of putting in place agreed "reasonable adjustments" to support your studies. Advisers in DMHS can potentially set up one-to-one learning support, mentoring and help you access assistive technology designed to remove barriers to studying. The earlier that you let DMHS know about your condition the earlier they can work with you to put appropriate support in place. For more detailed information about My Adjustments, and to apply for My Adjustments, visit **lse.ac.uk/myadjustments**

Visit **Booking an appointment** to book a DMHS Appointment.

Support for your wellbeing

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

Visit **Booking an appointment** to book a Wellbeing Appointment.

Groups and Workshops

SWS also organises groups and workshops to support students experiencing stress, anxiety or other issues. Details of these groups can be found **online**.

Peer Supporters

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

Health care in the UK

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

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

- **You are a UK resident**

- **You have a Student visa and have paid the Immigration Health Surcharge (IHS)**

- **You have applied for the EU Settlement Scheme and hold either Pre-settled or Settled status.**

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

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

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

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

For further information about health care, including details about dentists and opticians, visit: **lse.ac.uk/studenthealth**

LSE Faith Centre

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

Finding your feet

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

We provide spaces for LSESU Faith Societies to meet, worship, and plan their activities. Details of contact information for faith groups and other helpful information can be found in our **resources**.

Wellbeing

Looking to recharge and reconnect? Explore our wellbeing activities on offer: from guided meditation to yoga — as well as dedicated **spaces** for prayer and reflection — there's something for everyone. Find out more on our **"wellbeing" page**.

Facilities

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

Support

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

We also have Muslim, Catholic, Jewish, and Orthodox Associate Chaplains, whose contact details can be found on the Faith Centre's **"People" page**.

Beecken Faith and Leadership Programme

Religion has the power to challenge, connect, and transform. Our flagship faith and leadership programme invites all LSE students to engage deeply with difference, ask big questions, and build bridges across beliefs. These free, extracurricular sessions are where leadership meets reflection. Learn more about the module **here**.

LSE Religion and Global Society

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

LSE Religion and Global Society Blog

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

If you are interested in contributing to the blog, have a look at **our guidelines** or get in touch with us at **faithcentre.rgs@lse.ac.uk**

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose work relates to the social scientific study of religion. We offer an invaluable opportunity to collaborate with peers across disciplines through informal events held throughout the year. For more information contact us at **faithcentre.rgs@lse.ac.uk**

Keep up to date with the Faith Centre: **X** | **Facebook** | **Instagram** | **LinkedIn** | **TikTok**

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

Exams and Assessments

Candidate numbers

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

Exam timetables

Course by course exam timetables will be available **online** ahead of each exam period. For January exams the timetable is usually available in mid to late December; for Spring exams it is usually available in early March; and for students taking in-year resit and deferral exams, it is usually available in late July/early August. Closer to each exam season, you will also be sent your personal exam timetable detailing your room and seat information for each exam. Please visit the exam timetable **webpage** for full details of release dates for this academic year.

Exam procedures

Anybody taking exams at LSE must read the Exam Procedures for Candidates. It contains all the information that you need to know and is updated each year. You must ensure you are aware of the rules at LSE and be prepared for your exams to avoid problems on the day which could result in allegations of misconduct against you or confiscation of non-permitted items.

The document is less than fifteen pages and covers topics ranging from candidate numbers, permitted materials and e-exams, to what to do if things go wrong. You can download your copy at **lse.ac.uk/exams**

You may only use a calculator in an exam if this is permitted by the relevant academic department. If you are permitted a calculator, it must be one of the approved models. For more information on the types of calculators allowed, please read the Exam Procedures for Candidates. If you bring an alternative model, it will be removed by invigilators. The permitted calculators are readily available in many supermarkets, online retailers and in the LSE Shop.

Central exam adjustments

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

e-Exams

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

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

Not all exams are e-Exam enabled. Please see list of e-Exam enabled courses on the e-Exams webpage. For further information visit **e-Exams (lse.ac.uk)**

You will be able to bring one device (laptop or tablet with an integrated keyboard) to your e-enabled exams. Please see the "Device requirements" section on the **webpage** for more detailed information.

You won't be able to have any peripheral items eg, external mouse, keyboards, laptops stands, etc. with you during an e-Exam unless that item is part of your CEAs. If you have a documented medical, physical or mental health condition and/or a specific learning difficulty and have need of additional equipment as a result, you must apply for CEAs.

Fit to sit policy

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

Extension policy

If you have difficulties in the lead up to an assessment deadline but think you may be able to successfully submit if you had extra time, you should seek an extension request. You must make this request before the deadline has taken place and you will need permission from the Department responsible for the assessment. For more information visit **lse.ac.uk/extensionpolicy**

Deferral policy

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

Exceptional Circumstances

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

• **failing to submit an assessment or sit an exam which you did not defer**

• **experiencing difficulties which could have affected your academic performance in an assessment**

• **adjustments such as CEAs, My Adjustments or deadline extensions that you feel were insufficient to compensate for the impact of your circumstances**

• **a late diagnosis of a condition meaning that you could not apply for adjustments until after you had completed some or all assessments.**

Submitting an EC Form is the only way for you to alert the Exam Boards to the circumstances which may have affected your performance. For more information and deadlines visit **lse.ac.uk/exceptionalcircumstances**

Missing assessment deadlines

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

Academic Integrity Awareness Week

The Student Regulations Team (from the Student Services Centre) together with colleagues from LSE LIFE and LSE Library, host a variety of events to increase students' awareness of the importance of academic integrity and to improve students' understanding on what plagiarism is and how to avoid it. Our annual **Academic Integrity Awareness Week** will be held in Week 7 of Autumn Term (10-14 November 2025) when you are encouraged to challenge your understanding around citation best practices, the definition of plagiarism and how to improve your academic writing.

Assessment Misconduct

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

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

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

• the work in this assessment is solely your own; and

• you have not conferred or colluded with anyone in producing this specific assessment*; and

• you understand the use of AI tools to help with any part of your assessment is strictly prohibited unless some use is permitted as defined by the Department responsible for the assessment (see Departmental guidance); and

• where necessary, you have clearly cited and referenced the work of others appropriately to make clear which parts are your own work; and

• your submission does not re-use substantial/verbatim materials you have previously submitted to the School or elsewhere. To note, in some cases expanding on earlier formative or summative work may be permitted as defined by the Department responsible for the assessment (see Departmental guidance); and

• you understand the School has the right to ask you questions about the originality of your work if deemed necessary.

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

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

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

Results and Classification

Results

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

Results are not released to students who owe debts to the School.

For more information on how and when results are released visit **lse.ac.uk/results**

If you need to take a deferred or resit assessment, more information about the resit period can be found at **lse.ac.uk/re-entry**

Classification schemes ↘

Transcripts ↘

Degree certificate ↘

Classification schemes

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

Transcripts

Continuing students can request **intermediate transcripts** through the Student Services Centre immediately after ratified results have been published. Final transcripts are made available electronically through Parchment (formerly known as Digitary CORE) which allows them to be easily shared.

For more information about final transcripts please visit **lse.ac.uk/transcripts**

Degree certificate

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

Fees and Finance

Fees

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

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

28 October 2025   28 January 2026   28 April 2026

For payment plan options relating to Executive programmes, please see **Instalment options Executive Programmes**.

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

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

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

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

The Fees, Income and Credit Control Office also run support services for students who wish to discuss fees, loans and payment related enquiries. For further information, please visit **lse.ac.uk/ficc**

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

Financial Support Office

The Financial Support Office is responsible for administering a variety of scholarships, bursaries and funds for enrolled students.

Please contact us to discuss your options if you anticipate or experience financial difficulties, or if you have any questions about your LSE funding.

lse.ac.uk/financialsupportcontact

Codes and Charters

LSE Academic Code

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

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

Read the Academic Code in full.

The Student Charter

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

The charter covers:

• **Your education** – what an LSE education is and how you can make the most of it

• **Our community** – what it means to be part of the LSE community and how to contribute

• **Your future, our future** – how to inspire future generations of LSE students. Find out more about the charter and **read the full version** online.

Codes of Good Practice

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

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

The Ethics Code

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

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

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

Learn more about the **Ethics Code**.

Research Ethics

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

Find **resources, training and support on LSE research ethics**. If you have any questions regarding research ethics or research conduct, please email **research.ethics@lse.ac.uk**

Systems and Online Resources

Need IT help?

- Visit the Tech Centre on the first floor of the library – Lionel Robbins building (LRB)

- Email: **tech.support@lse.ac.uk**

- Call: **020 7107 5000**

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

Student Hub ↘

Moodle ↘
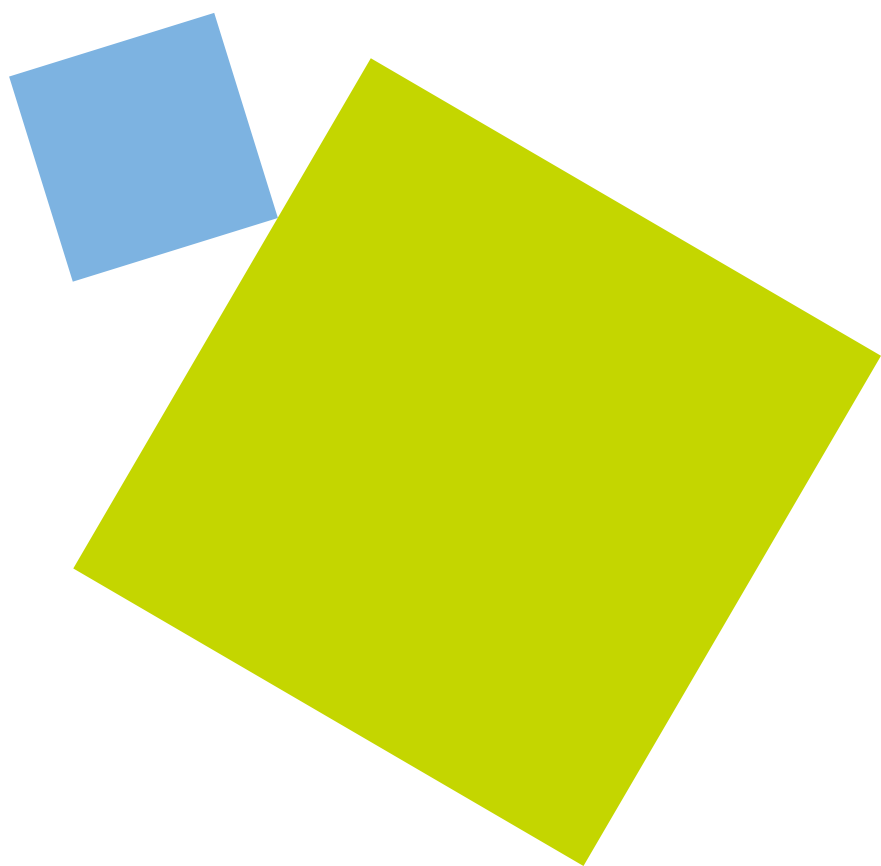
LSE for You ↘

Reset your IT password ↘

Multi-Factor Authentication (MFA) ↘

Email ↘

Microsoft Office 365 @ LSE ↘

Training and Development System ↘

Information security awareness training ↘

Student Hub

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

• **View your timetable and upcoming deadlines**

• **Find your way around with the campus map**

• **Keep up to date with news and events from around LSE in your newsfeed**

• **Book appointments with academic staff (office hours) and some support services.**

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

Moodle

Moodle is LSE's virtual learning environment.

The majority of taught courses have a corresponding course on Moodle, the online learning platform used at LSE. Moodle courses contain essential resources such as lecture slides, lecture recordings and reading lists. Moodle also enables activities such as quizzes, 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 read-only access to previous year's courses.

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

LSE for You

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

In **Student LSE for You** you can:

• View and update your term time (contact) and home (permanent) address

• Access your candidate number

• View your teaching timetable.

To select your courses, please use course selection in **LSE for You**.

Reset your IT password

You can reset your own IT password at the **LSE Password website**.

Multi-Factor Authentication (MFA)

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

Once set up, it is easy to use and manage via **lse.ac.uk/mfa**

Email

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

Microsoft Outlook is available on all public PCs. You can also access your email off-campus using webmail (**mail.lse.ac.uk**) or on the move via the outlook app. For help setting up email on your device search "LSE mobile email setup".

Microsoft Office 365 @ LSE

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

Microsoft Office 365

Training and Development System

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

You can access the Training and Development System at **apps.lse.ac.uk/training-system**

Log in using your LSE username and password.

Information security awareness training

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

More tips are available at **lse.ac.uk/cyber**

LSE Campus
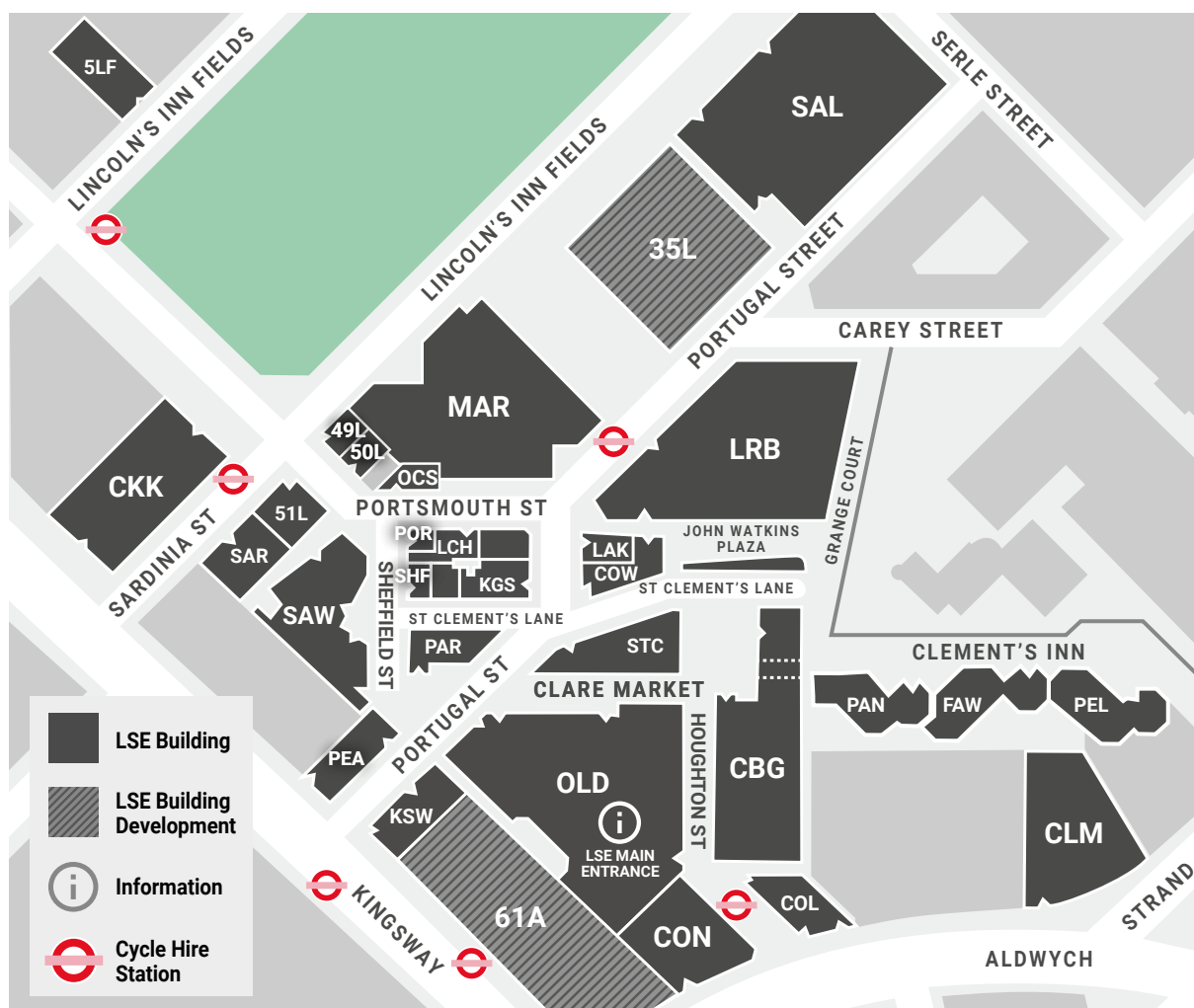
Key

61A 61 Aldwych	**FAW** Fawcett House	**49L** 49 Lincoln's Inn Fields (Coopers)	**OLD** Old Building	**SAR** Sardinia House
CBG Centre Building	**KGS** King's Chambers	**50L** 50 Lincoln's Inn Fields	**OCS** Old Curiosity Shop	**SAW** Saw Swee Hock Student Centre
CKK Cheng Kin Ku Building	**KSW** 20 Kingsway	**51L** 51 Lincoln's Inn Fields	**PAN** Pankhurst House	**SHF** Sheffield Street
CLM Clement House	**LAK** Lakatos Building		**PAR** Parish Hall	**SAL** Sir Arthur Lewis Building
COL Columbia House	**LCH** Lincoln Chambers	**LRB** Lionel Robbins Building, Library	**PEA** Peacock Theatre	**STC** St Clement's, Clare Market
CON Connaught House	**5LF** 5 Lincoln's Inn Fields		**PEL** Pethick-Lawrence House	
COW Cowdray House	**35L** 35 Lincoln's Inn Fields	**MAR** Marshall Building	**POR** 1 Portsmouth Street	

♿ 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/sociology