

LSE

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Welcome to the
Department of
Social Policy

MSc Criminal Justice Policy Handbook

2024/25

lse.ac.uk/social-policy



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Welcome from the Head of Department

Dear Social Policy Student,

A very warm welcome to the LSE and the Department of Social Policy.

The Department of Social Policy is recognised internationally as a centre of excellence in teaching and research. Starting out as the Department of Social Science and Administration in 1912, since its inception the Department has carried out cutting edge research on core social problems and helped to develop policy solutions. The original department not only trained welfare workers but also received funding from the Ratan Tata Foundation in India for research into poverty. Influential research on poverty and inequality, nationally and internationally has remained central to the Department's work.

The Department has historically had a strong influence on national social policies. Clement Attlee was one of the earliest lecturers before he become Prime Minister from 1945-51 – a period of dramatic change in social policies; and the first Professor of Social Administration, Richard Titmuss, inspired a generation of students who formed the backbone of the welfare state.

Subsequently, the Department developed Social Policy as an interdisciplinary field of applied research, drawing on disciplines including economics, political science, sociology, and history, and addressing international as well as national core social issues.

Reflecting this interdisciplinary and international evolution, the current interests of the Department are varied and include work that focuses on: poverty and inequality, welfare states and labour markets, social security, family demography and family policies, education policy, migration, race/ethnicity, gender, criminology and criminal justice policy, health and social care, social policy and development, and the role played by non-governmental organisations and civil society among many others.

The Department continues to inform policy both directly and indirectly through the highest standards of research, treating many of the big issues of the day. Our influence is also felt through the ongoing contribution of its alumni to policy-making in the UK and internationally.

The interdisciplinary nature of Social Policy means that when you graduate you will be equipped with a broad range of knowledge and skills that can be applied in many



different settings. Many Social Policy alumni apply their academic training directly, working as policy specialists in the government, NGO and private sectors. The high-level analytical and research skills developed by our programmes are also highly valued by employers as diverse as the media, management consultancy, teaching and the development sector.

You will find LSE to be a vibrant and exciting place. There is much to enjoy, both academically and socially. In particular, you will quickly discover that there are major public events – lectures, debates and so on – almost every day of the week. Being in the centre of the capital city, close to the heart of government and all the main media, LSE hosts the most distinguished of visitors. The Department itself hosts many such events, lectures and panel discussions. These occasions focus on areas you study, as well as matters well beyond, and I would urge you to make the most of these opportunities.

I hope that your time here will be both rewarding and stimulating, and I look forward to meeting you.

Warm regards,



Professor Coretta Phillips
Head of Department



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

Your programme

MSc Criminal Justice Policy

The MSc programme in Criminal Justice Policy (CJP) addresses major theories, issues and methods in the analysis of criminal justice policy. Policy processes will be examined in relation to the principal elements in the criminal justice system: law making, crime prevention, policing, prosecution, sentencing, non-custodial and institutional penalties and their aftermath. Attention is also paid to such areas as victim support and relevant social and economic measures with a bearing on criminal justice, eg, the role of voluntary agencies. The programme has a distinct comparative emphasis, both historically and in relation to criminal justice systems and policies in Western Europe and North America.

Mannheim Centre for Criminology

The Mannheim Centre is a multidisciplinary centre incorporating staff from across LSE. The centre provides a forum for LSE criminology, including undergraduate and postgraduate courses, funded research, and a large number of conferences, seminars and other public events, including the Joint Seminar Series with the British Society of Criminology. Please refer to the [Centre website](#) for further details.

Programme Support and Administration

Programme Director

Dr Leonidas Cheliotis

I.cheliotis@lse.ac.uk

Your Programme Director is a member of the academic faculty. They are responsible for:

- The delivery and development of programmes on both operational and strategic levels
- Liaison with Student Academic Representatives and attending meetings of the MSc Programmes Forum
- Ensure any issues arising at programme level area addressed effectively
- Supporting student community within the Department's programmes.



Postgraduate Programme Support Team

You should contact your Programmes Support Team by emailing socialpolicy.msc@lse.ac.uk in the first instance. Please note that if you email the team email, you are more likely to receive a response quickly, as the whole team checks the shared team mailbox regularly. However, if you need to speak to a particular member of the team, you will find their contact details below.

You can also contact the team by phone. Tel: +44 (0)207 955 6001

If you would like to speak with a member of the programmes support team, there are also appointment slots, bookable via the Student Hub each week of Term time.

Craig Stewart

Teaching Operations Manager

c.j.stewart@lse.ac.uk

Ask Craig about: MSc and PhD study, student welfare, course choice, timetabling and programme regulations.

Postgraduate Programme Officer (TBC)

Responsible for: Assessment & assessment feedback, coursework extensions, deferrals, exam boards.

Nathaniel Ocquaye

Programme Officer (Student Experience)

n.ocquaye@lse.ac.uk

Ask Nathaniel about: Moodle, reading lists, events and Student Representation and MSc Programmes Forum.

Sevilay Erdogan

Programme Officer, PhD and Research Lead

s.erdogan1@lse.ac.uk

Ask Sevilay about: Postgraduate study, MPhil/PhD study and support.

Adrian Knight/Kylie Patterson

Student Engagement Officer

a.knight1@lse.ac.uk /

k.b.patterson@lse.ac.uk

Speak to Adrian/Kylie about: Academic and Professional Skills Development workshops and events and the alumni mentoring programme.

Clare Gorman

Student Community and Wellbeing Manager

c.gorman@lse.ac.uk

Ask Clare about: Student wellbeing support, student community, My Adjustments, settling into LSE and London.

Any student who feels that they have concerns which cannot be dealt with by their Academic Mentor should feel free to approach first the Programme Director, and then the Deputy Head of Department, Dr Timothy Hildebrandt (Room TBC) if the issue has not been resolved.

In addition to the above, the contacts of other Faculty associated with the Programme can be found online [here](#).

Course selection and timetables

Programme structure and regulations

In order to complete your programme you must adhere to the requirements contained within your '[Programme Regulations](#)'.

The MSc CJP is a full-year four unit programme. As outlined in the regulations students must take one compulsory course to the value of one unit; optional courses to the value of two units and full unit dissertation.

Compulsory courses

You will be guaranteed enrolment on your compulsory core course:

[SP477 – Crime, Justice and Social Policy](#)

[SP478 – Special Issues in Criminology and Criminal Justice](#)

and [your Dissertation](#)

Optional courses

A list of the optional courses that you can choose from can be found within your [Programme Regulations](#).

You can also choose any other courses at LSE outside of your Programme Regulations **subject to the approval of your Programme Director**.

Further information on all Social Policy courses (those with the pre-fix SP) is set out in the [graduate course guides](#). Course guides include information such as who is convening, syllabus, course content, assessment and indicative reading lists

See also [LSE Timetable pages](#) for information on timetabling.



Auditing Courses

Some LSE courses allow for students to 'audit'. This is an informal arrangement where you do not go to classes or take the assessments. These courses do not appear in your course selections or timetable and will not appear on your transcript. Some students choose to audit courses to expand their knowledge in other areas. If you do choose to audit a course you should first contact the relevant Course Convener and ask permission to audit their course. You must not attend any classes for courses you are auditing.

Full and part-time Students

Full-time students You will take the MSc over one year starting in September and complete with the submission of the dissertation in August.

Part-time students Part-time students In first year you should enrol for SP477, Crime, Justice and Social Policy, and SP478, Special Issues in Criminology and Criminal Justice and choose courses to the equivalent of a full unit from the list of optional courses. In your second year you should take the equivalent of another full unit from the options list and the SP498 dissertation

The Department does its best to schedule classes so that parttime students can complete their degree in two years in a way that suits their commitments and requirements. However, given the wide range of options on offer, it is impractical to schedule all classes with parttime students in mind. Students may, therefore, need to choose their options depending upon their personal circumstances.

If you are a Part-time student and wish to request to be placed in a specific seminar, please inform the Programme Support team as early as possible at socialpolicy.msc@lse.ac.uk.



How to select your courses

Selection of your courses is done on the **'LSE for you' (LfY)** system, and you can find further information on the process through the [LSE course selection webpages](#). You should be automatically enrolled on your compulsory 'core' courses within LfY, but will have to choose your optional courses, in line with the Programme Regulations for your degree.

When you sign in to LfY to make your Graduate course selections, you should find SP477, SP478 and your Dissertation SP498 already ticked. Please do not untick these as you choose your optional courses.

If you are a part-time student entering your first year ONLY, you should untick the dissertation; as you will take the Dissertation in your second year. You can only choose courses for one year at a time, and will choose courses for your second year at the beginning of the following academic year.

When to select your courses

Although you do not need to have formally registered with the School to begin choosing your courses you must have provided all of your admissions documentation. If you have not provided the necessary documentation to Graduate Admissions you will be unable to start applying for courses through LfY.

Browsing Period

LfY will be open for 'browsing' from **10am on Monday 23 September**. Use this period to familiarise yourself with LfY and your course options. **Please note: No selections made during the browsing period will be saved.** You can also look at the Moodle pages of courses in which you are interested, which may have more information to inform your choices. Please note: 'Joining' a Moodle page does NOT mean you have joined a course. Course Selection can only be done on LfY.



Autumn Term Course Selection period

From **10am on Thursday 26 September** until **Friday 11 October 2024**, LfY will be open for **course selection**:

- Please note: Social Policy courses (those which have a prefix 'SP') will not start offering places to students until **1pm on Monday 30 September 2024**. This is to give Social Policy students some additional time to consider their choices.
- However, if you are applying to a course/courses outside of Social Policy, you should apply as soon as you can after the Course Selection period opens. Other departments have different policies on when they begin to accept students onto courses.
- You should **select courses for your FULL YEAR** – both Autumn AND Winter term. This will allow you to plan your year better and may mean that you are more likely to get a place on more of the courses you want through the year.
- Amendments to course selections can be made **until 11 October 2024**. After this no changes can be made, no matter the circumstances.

Winter term Course Selection period

Course selection will re-open at the start of Winter term. You are able to change your Winter term courses during the first two weeks of Winter term provided the newly chosen half unit courses are not oversubscribed. Late course changes are not permitted in Winter term once course selection has closed. We strongly advise that you do not change more than one half unit course during this period.

Will I get accepted onto the courses I want?

Please note that it is not always possible to offer students a place on all of their preferred courses. However, be assured that the vast majority of Social Policy students each year do get on the courses that they want. Be aware also that your selection may be constrained by timetable clashes or because there are upper limits ('caps') on the number of students who can take a course. This is particularly the case where courses are offered outside the Department of Social Policy (eg, not prefixed with 'SP').



Controlled access courses

Many graduate courses, including all those in the Department of Social Policy, have 'controlled access' and require department approval to take. This means that only a certain number of students will be allowed to take these courses.

Selection of any course is subject to availability and timetabling constraints. Controlled Access courses may ask you to provide a statement in support of your request. All Social Policy courses will require such a statement. If asked, **make sure you write an answer** – this will be used to determine which students will be accepted on the Course (in Social Policy, students are NOT enrolled on a 'first come, first served' basis but according to their statements). If you write nothing, you will have less chance of being accepted onto the course. Your statement should be 250-300 words including the reasons why you would like to take the course. For example: why it is a good fit for you and your career goals, why the topic interests you, your experience in the topic area etc.

Social Policy students get priority on Social Policy Courses, and to those courses on their Programme's Regulations. However, you still need to write a statement.

You can find details of the Social Policy courses available in [2024/25 Course Brochure](#).

Can I select courses outside Social Policy and/or outside my Programme Regulations?

You can register for a course/courses outside your Programme regulations. However, please note that **you must obtain the permission of your Programme Director**, and are advised to contact the Department offering the course to ensure that you are eligible to register for it. Remember, selecting a course online is no guarantee that you will be allowed to attend this course. In exceptional circumstances students are allowed to take courses offered at other University of London colleges. Enquire at Student Services Centre (SSC) and with your Programme Director if this applies.

If you do wish to take a course that is not listed on the Programme Regulations remember that you must obtain the approval from the CJP Programme Director. You can do this by completing the [online form](#) which will be circulated to all students before the course selection process begins. You will receive a response from the Programme Support Team if/when permission has been granted. You can apply for a place before you have obtained permission, but must be aware that if you do not subsequently obtain permission, you will be required to drop the course and choose an alternative.



How long will it take to be accepted you onto a course?

Once your request is submitted, you will be notified of the outcome via email. You will then have **48 hours** to accept the place and formally register online for that course. If you do not respond, the offer will be withdrawn and the place will be offered to another student.

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](#).

Seminar Allocation and Timetables

Once you are accepted onto a Social Policy course, you will be able to allocate yourself to a seminar, and where this is not the case, the Programme Support Team will allocate you to a seminar in LSE for You and your personal timetable will be automatically updated. Please note:

- Seminar reallocation will only be allowed where there are clear reasons for this: priority is given to part-time students, students with children/family commitments etc. Timetable convenience is **not** a sufficient reason for a seminar to be reallocated.
- We will try to accommodate students where possible – for example where there are spare places in a seminar.
- **Please remember that your place in a seminar is provisional until week 4 of term.** On occasion, in order to accommodate as many students as possible, we may have to reallocate students. If we do need to make such a reallocation, we will email you. This would normally only be to accommodate a student with priority needs (eg, with childcare or a part-time student with work commitments).

Getting help

For queries about the course selection process, you can contact your programmes support team on socialpolicy.msc@lse.ac.uk or the Student Services Centre (SSC) via [their enquiry form](#). The SSC can help if you are experiencing issues with the [LSE for You](#) system.

If you are not able to access [LSE for You](#), you can contact [Tech Support](#). If you have a question about Moodle, please contact eden.digital@lse.ac.uk.

For advice around which courses to take and how your programme fits together please contact the Programme Support Team socialpolicy.msc@lse.ac.uk. Information on the content of courses is published in the [LSE Calendar](#).



MSc Academic and Professional Skills Development Programme

The Academic and Professional Skills Development Programme is made up of a series of workshops, events and activities designed to support our students with their academic studies and professional futures. The programme encourages students to connect what they learn during their time at LSE with the opportunities and requirements of the professional world.

Workshops and Networking Events

SP403 – Academic and Professional Skills for Social Policy Students

Academic skills workshops provided as part of [**SP403 – Academic and Professional Skills for Social Policy Students**](#), provide MSc students with academic skills training (eg, in presentations, academic reading and writing) to support you during your academic career and help you get the most out of your courses and programme.

SP403 is a course which all Social Policy MSc students are strongly advised to choose as part of their course choices. The course is uncredited (so taking the course does not take up any of your required 4 units, or stop you from choosing any other course you are interested in) and unassessed. However, it is designed to support you at LSE by helping you develop the academic skills which will allow you to excel in all of your courses. It is also designed to help you develop your skills to help you move into and excel in the world of work beyond LSE. Students who attend and complete the course are provided with a Certificate in Academic and Professional Skills.

SP403 is delivered by a mix of professionals from the Department, LSE Life, the Careers service, independent professionals from beyond LSE in relevant fields, and Social Policy Alumni.



Alumni talks and Networking

Through the year, there will also be a range of Alumni talks and networking opportunities where you will be able to hear from and interact with Alumni from varied fields who have used their Social Policy degrees in diverse ways – get ideas on what you might do next, make connections and find out more about what our Social Policy Alumni have done! Look out for these throughout the year!





Your Academic Mentor is your Dissertation Supervisor

At the start of your degree programme, you will be assigned a temporary Academic Mentor. In the first few weeks, they will be your first point of contact and be able to support you on such things as course selection and any other questions you may have during that time. They will also discuss with you initial ideas for your Dissertation, and your areas of interest. This will then inform the allocation by the Programme Director of your Academic Mentor, who will also be your dissertation supervisor, for the remainder of your time on the Programme. Your Academic Mentor will guide and assist you in your learning development and is also available to help with any personal difficulties which may affect your studies.

The primary focus of your meetings will be supervision for the dissertation. Your Academic Mentor is also the first person you should contact if you have a problem you wish to discuss with a member of staff. If they cannot help you themselves they will be able to refer you to the correct person.

Please be aware that you are responsible for contacting your Academic Mentor for Dissertation support. If you do not approach your academic Mentor they will not chase you – **you need to take the initiative**. You will be able to contact and meet with your mentor **until the end of the Spring term**. This is because Academics are expected to spend the spring vacation on research and fieldwork, as well as attending meetings, conferences and taking holidays. Therefore, you **MUST** make sure to meet with them early, and throughout the Teaching year to discuss your Dissertation – and **BEFORE** the end of Spring term.

Provided below is an indicative timetable of when you should be meeting your Mentor, and the kind of things you may wish to discuss. However, you are free to arrange to speak to your Mentor at any time, within their Advice and Feedback hours, and to discuss any matters which may be necessary for your work, or be affecting you during your time at LSE.





What should you discuss with your Academic Mentor?

Social Policy students should expect to receive the equivalent of a minimum of two meetings per term with their Academic Mentor AM - no less than three hours in total - before the last day of Spring term. These may be individual or as part of their Mentor Group.

Social Policy students should expect to receive comments on draft written work (eg., a draft chapter such as a literature review) by the end of the Spring term. AMs should advise students by when they will need to submit work in order that the AM will be able to provide comments by the end of the Spring term.

- As Supervisor support concludes at the end of Spring term, students are advised to start work on their Dissertation, and discuss this with their AM, from early in the Programme and throughout the teaching year – and not to leave working on their dissertation until the Spring, after teaching.

Please note that it is STUDENTS' Responsibility to contact/book an appointment with their AM if they wish to speak to them on a 1-1 basis.

On the following page is a guide to topics which you may wish to discuss with your Mentor at various points in the year. This is intended as a guide – your pattern of meetings with your Mentor may differ depending on you and your Mentors' timetable and needs. NB: Mentors will combine AM sessions on specific topics into group sessions for their Mentees, where sensible. However, they will continue to be available for 1-1 advice where students book appointments.

In addition, remember that you have been organised into Mentor groups for the year. You should think creatively about how you could use these productively – are there any topics or subjects it might be helpful to discuss with your peers? As a Mentor group, would you like to discuss any issues collectively with your AM? You are particularly encouraged to use your Mentor groups throughout the year as a source of support and peer feedback in relation to your dissertation.



Academic Mentoring Programme

Autumn term	
<p>Welcome Week Week 1</p> <p>AMs will meet with the Mentor groups they are Mentoring during Welcome or Week 1.</p>	<ul style="list-style-type: none"> • Half of this meeting will relate to the 'Meet the Researcher' activity with which Mentor Groups are tasked in Welcome. • The second half of this meeting will include: <ul style="list-style-type: none"> • Introduction to the AM Role – Academic and Pastoral elements; AM and Mentor Group getting to know each other; availability and how to arrange an appointment • Signpost to other support (eg. Programme Support Office; LSE Life; DWS): Please note – if you believe that you may need an Inclusion Plan* from the Disability and Wellbeing Service (DWS), it is advantageous for you to contact them as early as possible. • Your Academic Interests – what would you be interested in studying during the year? Early thoughts on Dissertation topic(s)? Course selection
<p>Weeks 7 – 10</p> <p>Your Mentor group will meet with your AM at the end of AT (Time TBC) as part of the SP498/9 'Dis-co' (Dissertation Conference)</p>	<ul style="list-style-type: none"> • The main purpose of the Mentor Group Dis-Co meeting is to allow members of each Mentor Group to informally discuss their Dissertation progress so far with the Peer Group and their AM. • Your AM may also wish to use this meeting to discuss: Any issues affecting your studies? Positive lessons from this term? Anything which could be worked on/improved next term?
	<ul style="list-style-type: none"> • Please note that in addition to these Mentor group AM meetings, each student can book appointments with their AM where necessary – in most cases, these can be booked through the Student Hub. Details on how to book appointments with all faculty can be found on the Department's People webpage.
Winter term	
Reminder: Your Dissertation Outline form is due in WT Week 1.	
<p>Week 4 – 8</p> <p>Your Mentor group will meet with your AM at the end of AT (Time TBC) as part of the SP498/9 'Dis-co' (Dissertation Conference)</p>	<p>Useful topics of conversation may include:</p> <ul style="list-style-type: none"> • Formative & summative feedback/lessons/issues? • Dissertation Progress so far; Are there any ethical considerations? • Any pastoral issues/wellbeing or academic support that is needed/not being received?
<p>Week 9 – 11</p> <p>SP498/9 'Dis-Co' 2 Mentor group-AM meeting</p>	<ul style="list-style-type: none"> • Mentor groups and AMs will meet (time TBC) to allow students an opportunity to present on their dissertation to the Group and their AM, and receive feedback at this more advanced stage of their dissertation.
	<ul style="list-style-type: none"> • Please remember that each student can book appointments with their AM where necessary – in most cases, these can be booked through the Student Hub.



Spring term

Reminder: if you want feedback on a draft Dissertation Chapter by the end of ST, your AM must have time to read this – check with them when is the deadline they need the Chapter by to provide you with this feedback

- Things you may find useful to discuss with your AM in ST:
- Preparation for exams (if relevant) and summative assessments
- Remember the various sources of support through the exam period: Programme Support Office; SSC – if in doubt, Programme Support Office can advise.
- Next Steps: what do you want to do after your career? Remember that you have access to the Career's Hub and LSE Life, who may also be able to help you think about your next steps.

***MyAdjustments** are put in place to ensure that all students are able to learn on a level playing field. They are tailored to individual students' needs, to ensure each student receives any support they need. If you feel you may need MyAdjustments due to anything which may adversely affect your ability to study (this can include anything from a physical disability, specific learning disabilities such as dyslexia, or anxiety and mental health issues). Please contact DWS as soon as possible if you feel you may benefit from that support.





SP498: Criminal Justice Policy Dissertation

You can find lots of information about the requirements for your dissertation on the [Dissertation Moodle page](#).

Purpose and Content

The Dissertation is an important opportunity for you to study a research or policy problem in depth by reviewing the relevant literature and providing a coherent analysis of your work. Dissertations have often involved original perspectives or empirical work and some have subsequently been published. Work on the dissertation often complements your studies for the taught options. However, you must bear in mind that the dissertation forms only one quarter of the course requirements and you should therefore allocate your time and effort accordingly.

Dissertations may draw on library-based research and possibly fieldwork (special archives, surveys or interviews etc.). If you choose to include the latter option, you must take care to design your research timetable in such a way as to allow enough time for data processing, analysis and write-up.

Before committing yourself to a particular research strategy or dissertation format, you may wish to consult some of the past dissertations that are relevant to your field. You will find these, where available, on your [Dissertation Moodle page](#). If you draw on material they contain, this must be adequately referenced in your script.

Never forget that this is a discrete piece of work for a Master's degree and is not a prototype for a Doctoral thesis. You should therefore resist temptations to engage in over-exhaustive literature searches and fieldwork.



Supervision

Students are entitled to a minimum of two consultations per term with their academic adviser (no less than three hours in total) before the last day of Spring Term, at which time supervision ends.

Students can expect comments on draft written work (eg., a draft chapter such as a literature review) by the end of the Spring term.

Please arrange an early meeting with your Academic Mentor. Your Mentor's main responsibilities in relation to your Dissertation are to help you define your topic, to guide you in developing your topic, and to comment on a single draft chapter. The draft chapter is to be submitted to your Mentor no later than the end of **6th week of ST** if you want to receive any feedback.

From the start of Autumn term, you should discuss your ideas about the dissertation subject, the research methods you propose to use and the research timetable that you envisage to work to. You should continue to regularly meet with your Mentor during the WT and ST to discuss the form and substance of the dissertation.

Please note: your supervisor may not be a subject specialist in your area, but will be able to offer advice on how to approach and write a successful Social Policy Dissertation. You are also encouraged to approach and discuss your thesis with relevant Academic specialists by booking into their Advice and Feedback Hours throughout the year – please do make sure to take advantage of this opportunity!

Dissertation Outline Deadline

You should submit your dissertation proposal form through the submission portal which will be available on the [Dissertation Moodle page](#) by **Thursday of Winter term Week 1**.

Submission

You must submit your Dissertation through the Electronic portal on the [Dissertation Moodle page](#) **on or before 12pm (Midday) of the deadline advertised on the Dissertation Moodle page**. Please also refer to the **Examination and Assessment** information in the 'Department' section of this handbook for guidance on the submission of summative coursework.





Your Department

How we share information with you

Email

Email is the primary channel of communication within the School. Your Programme Support staff and members of Faculty will send important information via email throughout the year, for example: instructions for assessments and exams.

Make sure you check your LSE email account regularly so you don't miss any important emails!

Weekly Briefings

Each week the Department sends a weekly briefing email to all students. The briefing will provide you with Departmental announcements and updates, School-wide news, events, tips on Wellbeing and information on opportunities available to students.

Tip: Make sure you check your spam folder and adjust your settings so you don't miss out any of our emails! If you need help doing this, you can visit the [IT Service Desk](#)

Department Web Pages

[Our webpages](#) are central source of factual information about the Department, its members and activities. The webpages are updated regularly to display information current to each period within the academic year. For example, in our '[Current Students](#)' section you will find handbooks, course brochures and advice relating to assessments.

You will also find information on [Student Academic Representation, and opportunities](#) available to you in the Department of Social Policy.

Tip: Why not 'bookmark' the Department webpages in your browser, to save you time searching!



Moodle

The **Moodle page** for each course is where course specific information and updates are shared (including course guides, lecture handouts & slides, and reading lists). It is also where you will submit your assessments electronically. You should check the Moodle pages for your courses regularly.

The Moodle page for each programme is where programme specific information and updates are shared. There will also be a forum space for you to interact with one another.

The Moodle page for the Department includes sections on Welcome, Wellbeing, Student Community, Student Opportunities and Events

Tip: Use Moodle as an additional source of information when choosing courses.

Student Hub App

The School has its own app called The Student Hub.

You will use **The Student Hub** to book appointments with your Academic Mentor and teachers in their Advice and Feedback hours, LSE LIFE advisors and the Programme Support Team. You can also view your timetable through the app as well as collaborate with other students through dedicated groups.

The Department uses the app to announce events and share news so make sure you follow us when you download the app!

Tip: Make sure you download the Student Hub app and follow the **Department of Social Policy page**.





Social Media

The Department of Social Policy uses social media to reach and engage current and new audiences, highlight the work of our academics and create interest in the research, activities and life of the #LSESocialPolicyCommunity and wider LSE community.

 [Instagram](#)

 [X](#)

 [LinkedIn](#)

 [Facebook](#)

 [YouTube](#)

Join the Alumni group to network with our alumni, and to keep up to date with any relevant opportunities: [LSE Social Policy Alumni](#).

Student Noticeboards

There is a Departmental noticeboard and an electronic noticeboard outside the Programmes Support Office (OLD 2.03) as well as in the Student Common Room (OLD 2.17).





Social support

Student Common Room

The newly refurbished Student Common Room is in OLD 2.17 and is available for Social Policy students both as a social and as a general study space. To ensure that the room is secure, it is fitted with a lock which you can access open with your Student ID Card. Please do not give access to anyone from outside the Department. We encourage you to use this space to get to know one another and we will hold some Departmental events for you within this space occasionally, too. If you need to contact anyone about any issues with the Common Room, please get in touch with your Programme Support Team by emailing socialpolicy.msc@lse.ac.uk

Social Policy MSc Away Day

As an MSc student in the Department of Social Policy you benefit from an enhanced programme of events and activities which will add to your learning. This includes a compulsory event on **Friday Week 6 of Autumn Term (Reading week)** which provides an important integrative and social function in the Department's MSc programmes. The event will be held at the Barbican! Further details of the event will be confirmed in Autumn Term.

Mentor groups

LSE is defined by excellent research and high-quality education, but also by the opportunity it gives you to make valuable connections and friendships which will not only support you this year, but will last long after you graduate. In the Department, an important way that we support the development of these friendships and support networks is through the creation of Mentor Groups – small groups of students who work together through the year on a variety of Departmental academic and community activities. Mentor groups are central to the Social Policy Departmental community. You will receive further information along with your Mentor group allocation in a dedicated Welcome introductory session.



Financial Help and Support

The Department operates three funds to support students who experience temporary economic hardship during their studies. Details can be found below and on the website [here](#).

Titmuss Meinhardt Hardship Fund

Available to all Social Policy students in cases of unforeseeable financial need or emergency and where students have been unable to obtain assistance from the School's Financial Support Office.

Contact: Damian Roberts, Department Manager: d.p.roberts@lse.ac.uk

MSc Conference and Research Fund

To provide up to £100 to help with the cost of attending events such as workshops or conferences, or with the cost of research-related activities such as travel or participant interview expenses. Applicants should provide a statement of not less than 250 words detailing how attendance or activities would benefit their studies and/or dissertation research. Successful applicants will also be required in due course to provide a short testimonial detailing how they benefitted from the funding.

Contact: Damian Roberts, Department Manager d.p.roberts@lse.ac.uk

Eleanor Will Fund

To provide up to £300 to current Social Policy students to assist with travel abroad for opportunities connected with their programme of study (BSc, MSc or PhD). Applicants should submit a one-page outline to explain the purpose of the travel, how it relates to their programme of study, and the use to which the funds will be put. Legitimate costs include direct travel costs and accommodation, but not conference fees. NB Funds cannot be used to fund trips to the applicant's normal country of residence and students cannot receive more than £300 in total from the fund during the course of their programme of study. Successful applicants will be required to submit a report of their trip (500-1000 words) within four weeks of its completion.

Applications can be submitted at any time and will be reviewed on a rolling basis.

Contact: Damian Roberts, Department Manager: d.p.roberts@lse.ac.uk



Department Committees and Student Representation

Each term, a number of Departmental meetings allow staff and students the opportunity to discuss issues relating to their programme of study as well as wider School issues.

MSc Programmes Forum

Academic Representatives from each MSc programme are elected in the first two weeks of Autumn Term to represent the views of their peers at their departmental MSc Programmes Forum. The Social Policy MSc Programmes Forum is the Department equivalent of what some other Departments call 'Staff Student Liaison Committees' (SSLCs) and has the same role. The MSc Programmes Forum meets once in the Autumn and once in the Winter term and is jointly chaired by the Deputy Head of Department, Teaching and a student rep. These meetings address Departmental and School issues, mainly focused on matters relating to the student teaching and learning experience.

Normally in attendance are the Programme Directors, core course Convenors, the Programmes Support Team and Student Academic Representatives.

Student representatives are also encouraged to attend the Department Teaching Committee to ensure that the student voice is heard when issues affecting your teaching are discussed.

School Committees

The Department Representative will be elected alongside the Student Academic Representatives at the beginning of Autumn term.



Student Community and Opportunities

There are a number of opportunities for Social Policy students to be involved with the Department and its activities. You can find further information about these opportunities on the [Social Policy website](#).

Student Events and Yearbook Committee

The Events and Yearbook Committee is formed at the start of the year made up of UG and PG students. Students on the committee will help with the organisation of the Department's End of Year Party. This is an opportunity for students to hone their events organisation skills and improve their CV.

MSc and third year undergraduate students on the committee also help with producing the yearbook for graduating students. They will be given the opportunity to input new ideas and content (a copy of the previous cohort's yearbook will be provided for reference).

Student Academic Representation

Please see section 'Student Staff Liaison Committee' for further information about the role of a Student Academic Representative.

How can I get involved?

Information will also be given as part of your Welcome induction, along with online forms, which we will provide. If you missed the chance to sign-up for these opportunities at the start of the academic year, and would like to be involved then please contact the Programmes Support team in the first instance.

Other Opportunities

Language Bursaries

The Department provides you with the opportunity to take a non-degree language at LSE's [Language Centre](#). This is fully funded by the Department! Learning a language can give you a fantastic opportunity in the workplace in today's global society and can help you in your personal development.

You can find out more about how to apply [here](#).





Teaching and Academic Support

Teaching

Lectures are an integral part of your programme and will introduce themes and ideas on a particular topic before the corresponding seminar. Every lecture at the LSE is open to all students, subject to space in the lecture theatre, so if you would like to attend additional lectures out of interest, and your timetable permits, do take advantage of this opportunity. Attendance at seminars is compulsory and recorded.

Advice and Feedback Hours

The purpose of “advice and feedback hours” is to give students regular access to teachers. This gives you the opportunity to talk to your course teachers on a 1-2-1 basis. If you need clarification on a particular topic, are having any difficulties with the course, or if you are interested in their particular field of study and want to know more, you can speak to the course teacher during their advice and feedback hour. You can speak to any teacher during their advice and feedback hour, even if you are not a student on one of their courses.

All teachers hold an advice and feedback hour at least once a week during term time. Some teachers operate a drop in session, whilst others ask you to book an appointment via LSE for You. You can check a teacher’s advice and feedback hour on the [People pages](#) of the departmental website, on the sign outside their office door and, for some courses, on Moodle. If you are unable to attend a particular advice and feedback hour, for example because of a timetable clash, you can contact the individual teacher to arrange an appointment at an alternative time.



Academic Mentor

At the start of your degree programme, you will be assigned an Academic Mentor, who is also usually your dissertation supervisor. Your Academic Mentor is your tutor and will guide and assist you in your learning development and is also available to help with any personal difficulties.

The Academic Mentor's responsibilities include:

- Providing academic guidance and feedback on students' progress and performance and to discuss any academic problems they might experience.
- Providing pastoral support on non-academic issues and referring students to the appropriate support services within the School.
- Implementing the provisions outlined in Teaching and Learning Adjustments (TLAs) for disabled students, in liaison with the School's Disability and Well-Being Service.
- Advising /approving course selection.
- Informing the Programme Manager and Departmental Tutor and School of any student whose progress is not satisfactory.

You should make arrangements to speak to your mentor and aim to do so at least twice each term, or more frequently if you are having particular difficulties. You can also use the advice and feedback hour system to keep in touch with your Academic Mentor. Any issues that cannot be resolved with your mentor can be taken to your Programme Manager.

Other Support For You

You can speak to the Postgraduate **Programmes Support Team** at any time if you need support throughout your studies.

The team is based in the Programmes Support Office (OLD 2.03). The office is open Monday-Friday, 10am-4pm with the exception of opening 12-4pm on Wednesdays. The office will not be open during School Closure periods.

You can arrange an appointment to speak to a member of the team via the Student Hub or alternatively by visiting the Programmes Support Office in person.

Further details on how to book an appointment and office opening hours will be provided as part of your programme induction.

You can also contact the team by email: **socialpolicy.msc@lse.ac.uk**.



Examination and Assessment

Formative Assessment

Formative (non-assessed) coursework is designed to prepare you for the summative (assessed) work that you will complete later in the course. Formative assessment might include essays, problem sets, presentations or mock examinations. The purpose is to provide you with an opportunity for feedback on your work. All courses include some kind of formative assessment and you will be given full information about the required piece(s) of work by the course convener and/or your Programme Administrator.

Summative Assessment

Summative assessment counts towards your final degree award. Summative assessment may take the form an in person or take home examination, an essay, a presentation or a combination of two or three of these modes of assessment. The modes of summative assessment are set out in each course guide and you will be given full details of your summative assessment by the relevant Programme Administrator.

Extensions

If you believe that you will be unable to meet a summative assessment deadline because of illness/injury, bereavement or other serious personal circumstances, and you need to request an extension to the submission deadline, you should do so as early as possible and in advance of the deadline.

Extensions will be granted only where there is good cause backed by supporting evidence (eg, medical certificate), and where the circumstances are unforeseen, out of the student's control and proximate to the submission deadline. All evidence must be in English, or accompanied by a certified translation.

Useful information outlining the School's Extension Policy is available [here](#).

You can find further information on the Department's extension process [here](#).



Exceptional Circumstances

Exceptional circumstances are those which you feel may have had a significant impact on your academic performance during an exam or other summative assessment. You can find more information [here](#).

Such circumstances might include, but are not limited to, illness, injury, or bereavement. If you wish to make the Sub-Board of Examiners aware of your circumstances and how these have affected your performance, please complete the online Exceptional Circumstances form available [here](#). The form should be accompanied by supporting evidence of your circumstances (such as doctor's letter, hospital note, death certificate or police report).

Your form must be submitted to the Student Services Centre within seven calendar days of your last assessment taken during the academic year (eg, normally this will be your dissertation).

Penalties for the Late Submission of Summative Coursework

If you do not submit a piece of summative assessment by the set deadline (or extended deadline as appropriate), a late penalty may apply. For assessments of longer than three weeks, five marks (out of 100) will be deducted for coursework submitted within 24 hours of the deadline and a further five marks will be deducted for each subsequent 24-hour period (calendar days, not just working days) until the coursework is submitted. Late penalties may vary depending on the type of assessment (eg, 24 hour or one week take home assessments), full information on the range of penalties is available [here](#).

After five working days, coursework will only be accepted with the permission of the Chair of the Sub-Board of Examiners.

Word Limits

Any written work for Social Policy courses will specify a word limit and you should not go beyond this when writing your work.

If a piece of coursework exceeds the set word limit, the markers will make a judgement based only on the content up to the word limit.

Other Departments may have different rules on word limits, so do be sure to check these if you are taking courses from Departments outside of Social Policy, before you start your work!



Social Policy: Departmental Assessment and Feedback Strategy¹

Section 1 – Assessment Aims

Social Policy is an interdisciplinary and applied subject concerned with the analysis of different societies' responses to inequality and social need. The Department's teaching and assessment approach builds on LSE's commitment to connecting theory with empirical research, and the application of research to 'real world' policy problems.

Learning outcomes

Upon successful completion of their studies, students will be able to:

- Outline and evaluate contemporary concepts and empirical evidence in relation to the main areas of social policy formulation and implementation
- Critically evaluate the suitability, implications and effects of social policies in different social sectors and across different national contexts
- Construct persuasive, theoretically informed oral and written arguments in relation to key debates in contemporary social policy
- Apply a comprehensive understanding of social policy as a multi-disciplinary field of study to the analysis of social problems
- Understand and deploy basic qualitative and quantitative research skills in the study of social policy problems

Each degree programme also has specific learning outcomes linked to QAA standards.

Each programme has a conceptual "spine" of core courses which, in combination with option courses, ensure the full range of learning outcomes.

Section 2 - Assessment Process

The Department provides a combination of different assessment methods within each programme. This approach ensures students develop the relevant knowledge and skills, and allows the Department to test their learning effectively.

Formative assessment develops the knowledge and skills that students come to LSE to acquire. Formative assessment is a compulsory part of every course and includes: class/seminar discussions and presentations; essays; problem sets; dissertation

¹ This document has been drafted with reference to the LSE Academic Code



proposals and mock examinations. *Formative* assessment does not count towards the calculation of a student's overall degree classification.

Summative assessment tests whether students have acquired the learning outcomes that are described above. This is achieved through a variety of methods including closed book and take-home examinations, presentations, coursework and dissertations. *Summative* assessment counts towards the calculation of a student's overall degree classification.

Marking

A marking framework is used by markers for all summative and formative assessment. The Departmental marking framework is included in each programme handbook and is also discussed in classes/seminars. Several courses also have course specific marking frameworks, which you will find on the course's Moodle page. These are designed to help you as much as possible when planning your work.

All courses in the Department mark Summative work by Double Blind Marking (where two markers independently mark the work and agree a common mark); by Sighted Second Marking (Where a second marker marks the work with sight of the first marker's mark and comments, and then both markers agree a mark); or by moderation (where a moderator looks at a sample of work to check the robustness and consistency of marking).

Whatever form of marking is used, an external examiner also receives a sample of scripts and other assessed material from the top, middle and bottom of the range in order to confirm that internal marking has been consistent and of an appropriate standard. This provides a third level of assessment scrutiny.

Extremely careful consideration is given to ensuring that appropriate methods of assessment are used on each individual course and all proposals must be approved at an All Department Meeting. Once approved, final consideration is given by the School's Undergraduate or Graduate Studies Sub-Committee.





Plagiarism

The Department ensures that the School's rules on plagiarism are clearly communicated to all students. Each programme handbook clearly sets out the Department's policy on plagiarism, signposts students to the School's guidance, and provides examples of what constitutes plagiarism and how to avoid it. Additional sessions that cover plagiarism are incorporated into the teaching for dissertation courses.

Section 3 – Feedback

What is feedback?

- Feedback is information about students' work that they can use to make improvements.
- Feedback is an integral part of the teaching and learning process.
- Feedback is a two-way process which is most effective when students engage with it fully.

The Department is committed to providing timely, regular and constructive feedback to students and promotes 'feedback literacy' among all its teachers and students. We ensure students understand the full range of feedback methods and opportunities available to them. This encourages them to engage actively with feedback, by learning to recognise when feedback is being given, the different forms it takes, and by understanding how best to use it.

When and how is feedback given?

Feedback is given in accordance with the School's Academic Code and the Department makes every effort to ensure that it is delivered in a timely and effective manner.

Formative

Feedback on *formative* work is normally provided within three term-time weeks of the submission deadline. It is provided to support and foster student learning, and to prepare students for *summative* work. Assignments are returned to students with constructive commentary and guidance for future progress. Feedback is provided in two main forms: in writing (normally using the standard form, including a mark), or orally (students are expected to take notes).

Students are also provided with additional feedback opportunities at Academic Mentor meetings and Advice and Feedback Hours.



Summative

For assessments set in Michaelmas or Winter term: feedback is normally provided to students within five term-time weeks of submission and, where possible, prior to future *summative* assessment. Along with written feedback, a provisional mark is provided.

For assessments set in the Spring term: for students whose degree programme is continuing, feedback is normally provided within four weeks of the beginning of the following term.

Final year graduates and undergraduates will receive feedback on their dissertations within four weeks of the beginning of the following term in which the dissertation was submitted.

Further guidance on how to make the most of feedback to improve future performance can be found on each course's Moodle page.

Support on Using Feedback

Here is a link to a helpful guide on how to make the most out of your feedback. You will also find this on each Moodle course page for your courses.





Section 4 – Communication

Students are informed of the guidelines on assessment and feedback through the following platforms:

- This Departmental Assessment Strategy document is included in each programme handbook.
- The main formal opportunities students have to receive and discuss feedback are
- Semina meetings
- Advice and Feedback Hours
- Via email
- Via Moodle

Students are expected to:

- Understand when feedback is being given and what it means
- Ask the person giving feedback for clarification if it is not clear
- Discuss feedback with fellow students – peer review can also be useful feedback.

Degree Classifications

Degrees are awarded according to the classification scheme applicable to the year in which you started your programme. These schemes are applied by the Boards of Examiners when they meet to ratify your results. You can find the classification schemes at lse.ac.uk/calendar. The scheme of award for a taught masters degree (four units), which is applicable to MSc CJP students is available [here](#).





Academic Integrity and Academic Misconduct

The Department and the School takes Academic Integrity seriously, and Academic Misconduct - including Plagiarism and unauthorised use of Artificial Intelligence - can have serious consequences.

Plagiarism

The School section provides some information regarding plagiarism. Please read the information in this section carefully. It is important to understand the School's definition of plagiarism and to avoid plagiarising in your work, as the School and Department take this very seriously.

We want to support you to avoid plagiarism. Here are some ways in which you can find more information on study skills, citation and referencing:

The [LSE Life](#) webpage and [Moodle](#) site, or speaking to your Academic Mentor. They are there to help!

You can also find further help and information via the Department's webpages.

Detection of Plagiarism

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing suspected plagiarism may be referred to an Assessment Misconduct Panel, which may result in severe penalties. In a case of suspected plagiarism, the Department will act according to the School's Regulations on Assessment Offences.

The Department of Social Policy does permit you to run your work through a plagiarism detection software called 'Turnitin' before you submit, so that you can make sure that you are not inadvertently plagiarising in your work. More information can be found on course Moodle pages.



Use of Artificial Intelligence

Please be aware that unauthorised use of Artificial Intelligence constitutes Academic Misconduct, and will be treated seriously according to the School's regulations.

Each course in the Department of Social Policy includes on its Moodle page a statement as to whether AI can be used in that course, and guidance as to how it can be used if it is allowed. You must adhere to this guidance – not doing so will also constitute Academic Misconduct.

Please note: as the decision on whether AI use is allowed (and to what extent) on each course is made by the Course Convenor, please make sure that you adhere to each course's guidance for assessments on that course.

Please also note that what is allowed in other Departments/courses elsewhere in the School may differ -if you are taking an external course, please make sure to check what is their policy on AI use and make sure to follow this for assessments in those courses.



Department of Social Policy

Marking framework: MSc programmes

This is a guide to the principal criteria used for the marking of both assessed and 'formative' written work. The descriptors given are merely illustrative of the standards that markers apply. Overall marks/grades awarded will reflect an overall judgement, based on all criteria, but will additionally take account of the extent to which students have substantively answered the question(s) set.

		Criteria			
Class	Mark	Structure and clarity of expression	Awareness and use of literature	Knowledge base and understanding	Argument/critical analysis and conclusion
Distinction	80+	Exceptionally well rounded argument; persuasively written	Excellent use of extensive literature well beyond the reading list which is impressively exploited	Excellent understanding and outstanding exposition of relevant issues; impressively well informed; insightful awareness of nuances and complexities. No major room for improvement, given constraints of essay form	Argument marshalled in an outstanding manner with excellent integration of theory/conceptual framework; searching questioning, unbiased approach; unambiguous evidence of original and independent thought
	70-79	Excellent, logically developed argument; very well written	Very good use of wide range of literature to support argument / points	Very good understanding and exposition of relevant issues; well informed; good awareness of nuances and complexities	Well constructed arguments with appropriate use of theory/conceptual framework; questioning, unbiased approach; clear evidence of independent thought; good demonstration of originality of thought
Merit	65-69	Very well developed argument; well expressed	Good use of wide range of literature to support arguments	Clear awareness and exposition of relevant issues; some awareness of nuances and complexities but tendency to simplify matters	High standard of critical analysis with appropriate choice and use of theory/conceptual framework; some questioning of literature
	60-64	Logically presented argument; clearly expressed	Adequate use of standard literature to support arguments	Shows awareness of issues but lapses into description in places	Appropriate choice and use of theory/conceptual framework; attempts analysis
Pass	50-59	Poorly developed argument; meaning not necessarily or entirely clear	Use of narrow range of standard literature to support arguments	Work shows understanding of issue but at superficial level; no more than expected from attendance at lectures; some irrelevant material	Weak understanding or use of chosen theory/conceptual framework; too descriptive and/or analysis too superficial
Fail	40-49	Confusingly structured and argued; meaning unclear	Relies on superficial repeat of lecture/seminar notes	Establishes a few relevant points but superficial and confused; much irrelevant material	No choice or use of theory/conceptual framework; essay almost wholly descriptive; no grasp of analysis with many errors and/or omissions
Bad Fail	<40	Lacking structure and meaningful argument; difficult to understand	No significant reference to literature	Very little or no understanding of the issues raised by the topic or topic misunderstood; content largely irrelevant	No choice or use of theory/conceptual framework; essay almost wholly descriptive; no grasp of analysis with many errors and/or omissions

NOTE: marks <30 signifies work that is significantly flawed or seriously inadequate; marks <15 signifies work representing only a minimal or no serious attempt.

Key Information

[Student Services Centre](#) ↘

[Student Voice](#) ↘

[Student Partnership](#) ↘

[Quality Assurance](#) ↘

[Study and Career Support Services](#) ↘

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

[Your Wellbeing and Health](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct](#) ↘

[Results and Classification](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[LSE100](#) ↘

[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? ”



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 for subsequent years of study online, but sometimes we may need to see you in person again.

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



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 drop-in sessions, 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 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



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

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. 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 through independent research.

You are invited to propose a research project (as a pair or as a group) about an aspect of education or the wider student experience at LSE. This can be on a topic you identify, or one that's been proposed by staff.

Up to 20 proposals will be selected to receive 100 hours of funding, full academic supervision, the support of a staff partner from the area of LSE you are researching, and the opportunity to present your findings and recommendations directly to LSE leaders.

Applications to become a Change Maker will open in Autumn term 2024 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 gain insight into how the university works.

Around 50 Student Education Panellists meet several times throughout the year to consider a specific education-related topic, question or proposal. Drawing on their own experiences and ideas, they 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 their contributions, and to enable a wide range of students to participate, panellists receive a voucher for every meeting they participate in.

Applications to become a panellist will open in Autumn term 2024 and you can find out more at lse.ac.uk/studenteducationpanel





Quality Assurance

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](#). Queries relating to devolved quality assurance responsibilities, the work of Education Committee or the process for the consideration of proposals for new courses and programmes of study should be sent to ard.capis@lse.ac.uk

Student 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 and academic departments.

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

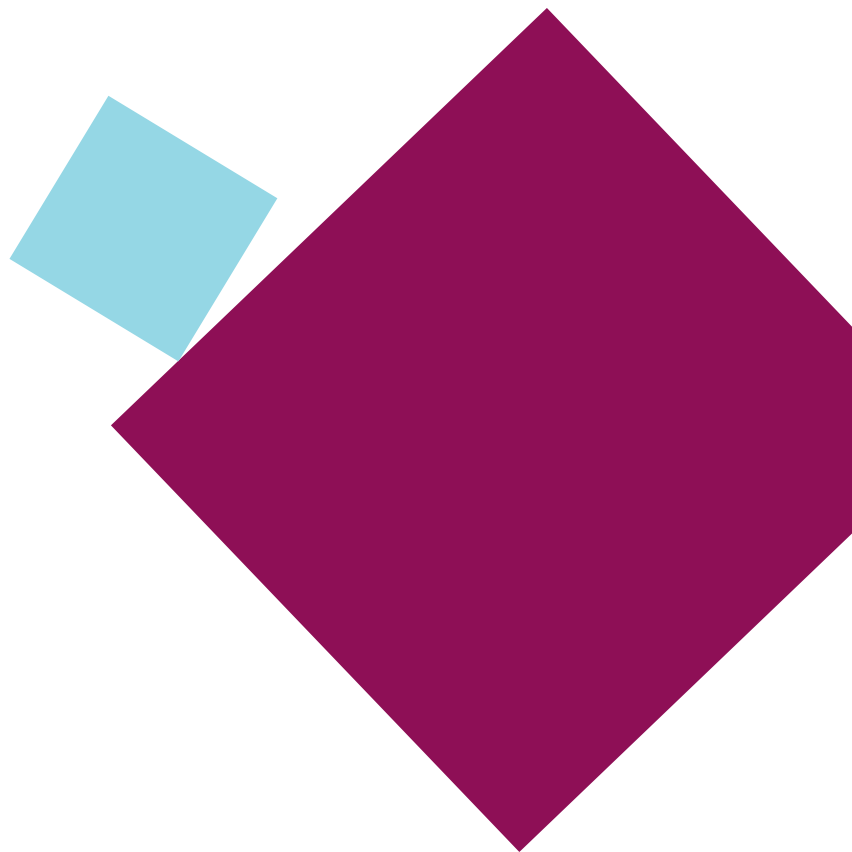


LSE LIFE

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 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 offers:

- **Hands-on practical workshops** and **online resources** for effective reading, academic writing, critical thinking, managing your dissertation research, organising your time, and other key areas of university work.
- **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 with LSE LIFE study advisers** for personalised advice on essays, participating in classes and seminars, revising for exams, or any other aspect of your studies at LSE. Or simply 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 – offered on a one-to-one basis by colleagues and services across LSE.
- **A space to meet and work together** with students from other courses and departments.
- **Group visits and walks** to take advantage of what LSE and London have to offer.

Find out more at lse.ac.uk/lse-life, check out workshop materials and other resources on **Moodle** or just 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/life [here](#)). 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.

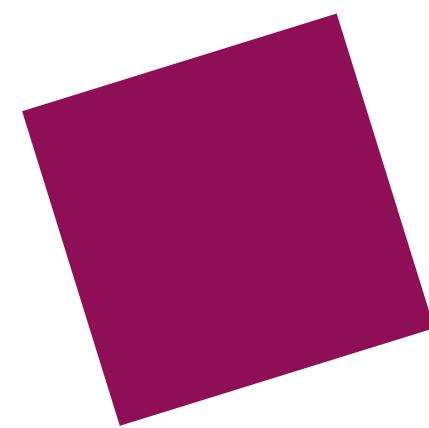
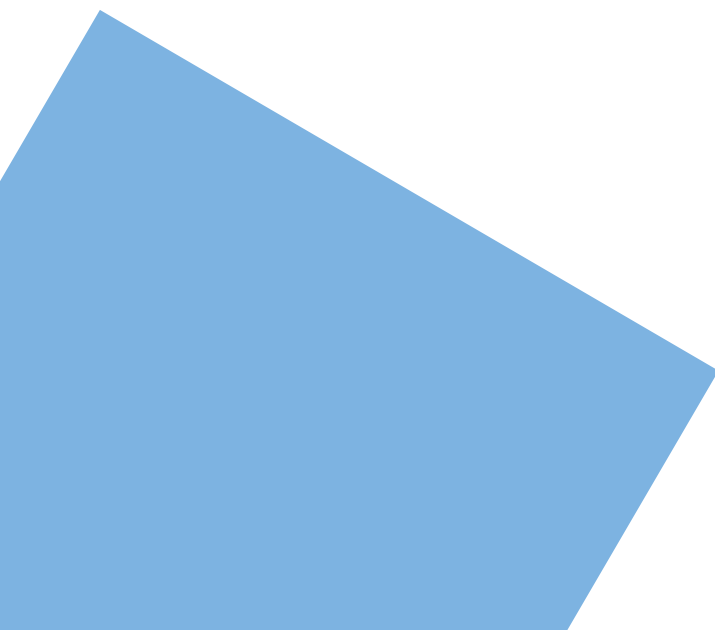
Log in to CareerHub (careers.lse.ac.uk), our online careers portal, to:

- 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 for one-to-one support.

Volunteering Programmes

The Volunteer Centre also runs multiple exciting voluntary programmes, including the consultancy with the Community Engagement Programme, the Research Volunteering Scheme, an initiative for volunteer researchers, and Student-Led 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.

You can find out more, as well as the advice and support we can offer, at lse.ac.uk/volunteerCentre or by following [@LSEVolunteering](https://twitter.com/LSEVolunteering).



Read our blog

“ 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. ”

Dan Lawes, International Relations and History, 2022



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 student startups on campus and across the globe (from Lisbon to Lagos!)

As a student, you'll have access to all of our resources and access to our co-working space at the heart of the LSE campus, as well as access to a variety of events created to expand your skills, give you the tools to excel, and help you network with like-minded founders. Our programmes vary from 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 campus.

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, Facebook, Twitter) [@LSEGenerate](#), and you can join our [Slack community](#) of over 1000 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.

Through events celebrating Black History Month, LGBT+ History Month, Disability History Month and International Women's Day, we have consistently demonstrated our commitment to an inclusive LSE.

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. Visit lse.ac.uk/ethics to read about the School's commitment to equality of respect and opportunity.
- **Report it, Stop it:** If you have experienced, or witnessed, any form of bullying, harassment (including that based on protected characteristics under the Equality Act 2010), hate crime or sexual violence, we encourage you to report this to LSE.
 - **Online Form:** Incidents can be reported via the online Report it Stop it form. This report can be completely anonymous, if you prefer. If you do leave your contact details, LSE can take action with your permission to find a resolution to your case. Find out more at info.lse.ac.uk/report-it/Report-an-incident
 - **Safe Contacts:** Reports can also be made to LSE Safe Contacts, who are trained members of LSE staff offering confidential support and guidance to individuals who have experienced, or are experiencing, any form of bullying, harassment, hate crime or sexual violence. Visit info.lse.ac.uk/report-it/Safe-Contacts for more information.
 - **Consent.ed:** LSE's educational programme focused on consent, fostering respectful and inclusive behaviour on campus. All students are expected to participate, though opting out is respected for personal reasons. Learn more on info.lse.ac.uk/report-it/Consent.Ed
 - **Rape Crisis:** Rape Crisis Centres provide frontline specialist, independent and confidential services for women and girls of all ages who've been subjected to any form of sexual violence, at any time in their lives. LSE has partnered with Rape Crisis so that any student or staff member can book appointments with a designated Sexual Violence Support Worker anytime. Find out more: info.lse.ac.uk/report-it/Sexual-violence-support-worker
 - **Survivors UK:** LSE has recently partnered with Survivors UK to provide



independent sexual violence advisor services to any man, boy, transgender or non-binary person in the LSE community. Any staff or student can book a confidential appointment. Learn more here: info.lse.ac.uk/report-it/Sexual-violence-support-worker-Survivors-UK

- **AccessAble:** Accessibility guides of all LSE campus buildings, ensuring inclusivity for everyone. Visit accessible.co.uk/london-school-of-economics/
- **LGBTQ+ Role Models and Allies Directory:** provides a list of staff who are LGBTQ+ (lesbian, gay, bisexual, trans, queer) Role Models and Allies. Visit lse.ac.uk/LGBTplus
- **Our Race Equity Framework** has been developed for improving the representation and attainment of BAME¹ (Black, Asian and Minority Ethnic) students at all levels, and improving the representation and progression of BAME staff in academic and PSS (professional services staff) roles. [Visit our website to learn more.](#)
- **Our Athena SWAN action plan** has been developed for the advancement of gender equality at LSE. The plan includes actions to embed EDI in departmental culture, to support women in applying for research grants, to support trans staff and students and increase the proportion of female students undertaking postgraduate research programmes. [Visit our website to learn more.](#)
- **LSE Students' Union:** You can view all student representatives, including Women's, LGBTQ+, Black, Asian and Minority Ethnic, and Neurodiversity and Disability Officers on their website sesu.com/voice/student-reps/

For further information about these initiatives and the support available - plus our partnerships, training and workshops, and inclusive EDI policies - please contact the EDI Team on edi@lse.ac.uk or visit our website - info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Home

¹**A note on terminology:** Black, Asian and Minority Ethnic (BAME) and Black and Minority Ethnic (BME) are umbrella terms used by the UK government and the Higher Education Statistics Agency (HESA) to refer to all non-white people. However, we recognise that these terms are problematic, in that they mask differences in lived experience and outcomes for many different ethnic groups. Improving our community's understanding of these differences will be part of our work on race equity at LSE.



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

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 lse.ac.uk/wellbeing to book a Wellbeing Appointment.

Groups and Workshops

SWS also organizes 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 who are based on the second floor of Pethick-Lawrence House. This surgery will register most LSE students. For more information about the services offered and how to register please visit stphilipsmedicalcentre.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.

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



LSE Faith Centre

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

We host a range of wellbeing activities. Details of our regular classes can be found on the [Wellbeing page](#) and we always have [spaces](#) available for prayer, meditation, and reflection.

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 religion or belief.

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

Beecken Faith and Leadership Programme

Learn more about our flagship faith and leadership programme at lse.ac.uk/faithcentre. These programmes are free, extra-curricular modules for all students at LSE, providing opportunities to explore, question and challenge religious differences, and build relationships and transform attitudes across faiths.

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 Masters 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 the editor Flora Rustamova at f.d.rustamova@lse.ac.uk

Religion Scholars Network

This is a network for current LSE PhD candidates and post-doctoral researchers across departments whose research relates to the social scientific study of religion. This is a great opportunity to collaborate with other PhD candidates from different fields through informal events throughout the year to share your insights and challenges. For more information email Flora Rustamova at f.d.rustamova@lse.ac.uk

Keep up-to-date with the Faith Centre: [Twitter](#) | [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](#). For January exams the timetable is usually available towards the end of Autumn term, for spring exams it is usually available towards the end of Winter term 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 given access to a personal exam timetable with your room and seat numbers. Please visit the [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.

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 

e-Exams 

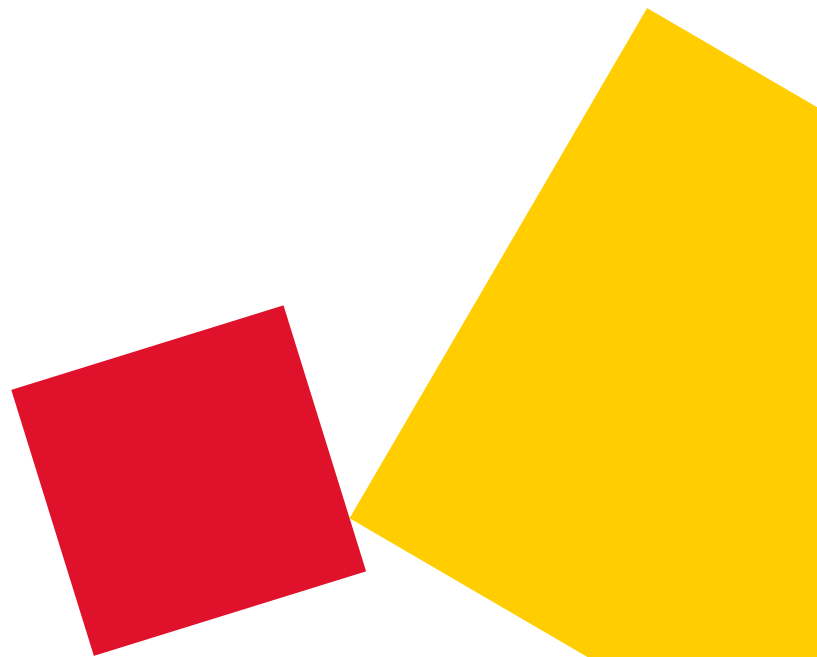
Fit to sit policy 

Extension policy 

Deferral policy 

Exceptional circumstances 

Missing assessment deadlines 





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 \(lse.ac.uk\)](https://lse.ac.uk/e-Exams).

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, you are declaring 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 can 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. 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 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.



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 that count towards your mark in a course) assessments 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 Digitary 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/degrecertificates

Fees and Finance

Fees

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

LSE offers two options for payment of your tuition fees. You can either pay them in full prior to 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 2024 28 January 2025 28 April 2025

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 if you have any questions about your LSE funding or have any funding related queries.

If you anticipate or experience financial difficulties, contact us as soon as possible to talk about your options.

Phone, email or join a one-to-one Zoom Drop-in Session: lse.ac.uk/financialdropin

Contact details:

Financial Support Office

+44 (0)20 7955 6609

financial-support@lse.ac.uk | lse.ac.uk/financialsupport





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 

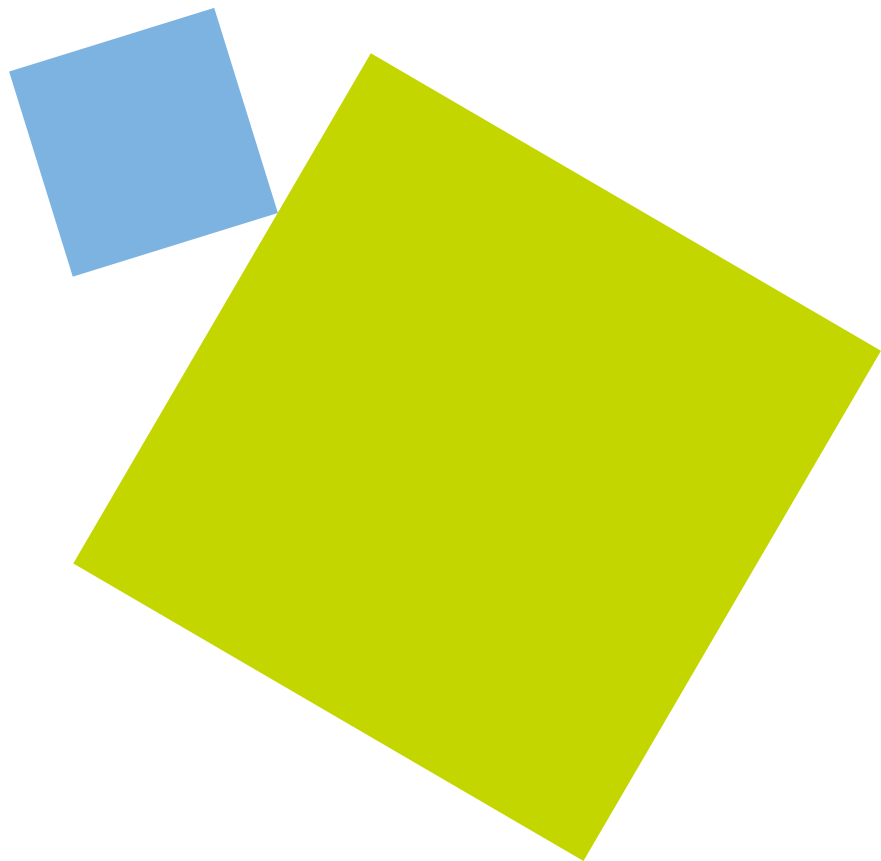
Multi-Factor Authentication (MFA) 

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 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 and discussion forums and allows for online assignment submission, marking and feedback. How Moodle is used is determined by the course convenor and so this may vary from course to course. LSE also provides a Moodle Archive service which provides teachers and students with a snapshot of previous year's courses.

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

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 the link below: 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

Login using your LSE username and password.

Information security awareness training

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

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



LSE100

Welcome to LSE100

LSE100 is LSE's flagship interdisciplinary course taken by all undergraduate students in the first year of your degree programme. The course is designed to build your capacity to tackle multidimensional problems through research-rich education, giving you the opportunity to explore transformative global challenges in collaboration with peers from other departments and leading academics from across the School.

Your LSE100 theme

Before enrolling at LSE, you will have the opportunity to select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing challenge facing social scientists. In 2024/25, the available themes are:

- **How can we control AI?**
- **How can we transform our climate futures?**
- **How can we create a fair society?**

For more information about each theme, visit info.lse.ac.uk/current-students/lse100/welcome

LSE100 is a single course, and the themes are highly interrelated. Whichever theme you choose to study, you will have the opportunity to investigate how issues from different themes relate to one another throughout the course, including in both your individual and group assessments.

Alongside learning about your chosen theme from a range of disciplinary perspectives, you will also study frameworks of systems thinking and systems change during LSE100. These are fields of interdisciplinary research that are being adopted by academics, policymakers, corporations, and NGOs. During LSE100, you will think holistically about how complex systems work and how the social sciences can enable positive change at a systemic level.

How will I study in LSE100?

LSE100 is a half unit course running across Autumn and Winter terms in the first year of your undergraduate degree programme. Each term, you will attend five 90-minute interactive, discussion-based seminars in alternating weeks.

Before each seminar, you will use Moodle to watch short video lectures featuring leading LSE academics and complete carefully selected readings to explore ideas and arguments from across the social sciences.



How will I be assessed?

Your LSE100 mark will be based on two summative assessments: one individual written assessment (50%) and one group research project (50%) that you will submit and present as a team. Your final mark in LSE100 will be included with your other first year marks and, if it is one of your six best marks, will count towards your overall first year average.

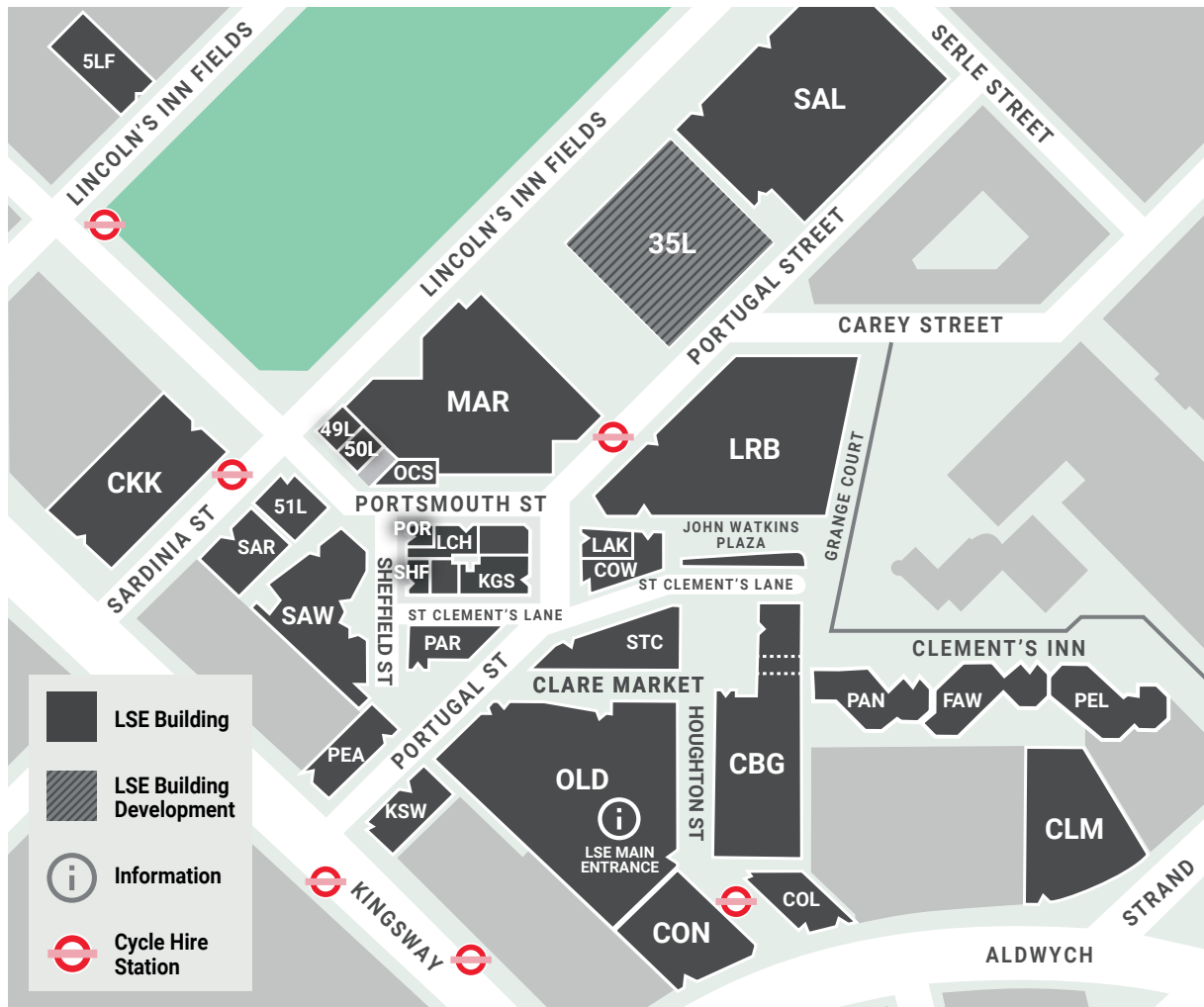
Chat with the LSE100 team

We have a team answering your enquiries from 9am to 5pm, Monday to Friday. Email us and we will be happy to help answer any questions you may have about LSE100 – get in touch at LSE100@lse.ac.uk or visit the LSE100 Course Office in KSW 4.10.

We're [online](#), on [LinkedIn](#), on [Moodle](#) and on the fourth floor of 20 Kingsway (KSW). To find out more about LSE100, check out lse.ac.uk/LSE100 and follow us on Twitter [@TheLSECourse](#), and [Student Hub](#).



LSE Campus



Key

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



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/xxxxxxx



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

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

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