



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



Welcome to the  
Department of  
Social Policy

MPhil/PhD  
Handbook

2024/25

[lse.ac.uk/social-policy](https://lse.ac.uk/social-policy)



# Contents

## Department of Social Policy

- 5** Welcome from the Head of Department
- 7** Your Programme
- 12** Teaching and Research Training
- 13** Seminars for Research Students (SP501)
- 14** Courses
- 15** Academic and Professional Development
- 15** Assessment
- 19** The Thesis
- 22** Academic Integrity and Academic Misconduct
- 23** Submission and Examination
- 23** Funding For Research Students
- 26** Research Student Facilities
- 29** Your Department
- 30** Student Community and Opportunities
- 31** Department committees and student representation
- 34** Key Information





# Welcome from the Head of Department

Dear Social Policy Student,

A very warm welcome to the Department of Social Policy.

The Department of Social Policy is recognised internationally as a centre of excellence in teaching and research. In world rankings, the Department is consistently in the top three social policy departments, alongside Harvard and Oxford.

Social Policy at LSE started life 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 became 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 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.

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 policymaking in the UK and internationally.

# Welcome (continued)

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.

Yours sincerely,



**Professor Coretta Phillips**  
Head of Department

# Your Programme

## MPhil/PhD

### Research Students in the Department

- Most **research students** in the Department are registered as either MPhil or PhD students. MPhil/PhD programme students register initially for the MPhil programme and are transferred to the PhD programme when they pass major review generally at the end of the first year.
- **Visiting Research Students** are research students from other universities who spend up to one academic year (eg, three terms) in the Department.
- **“ESRC 1+3”** students take an MSc in their first year in either International Social and Public Policy (Research) or Social Research Methods (Population) before being transferred to the MPhil/PhD programme (if their MSc degree results meet the required standard). The funding comes from the ESRC (Economic and Social Research Council) via the LSE (which is an **ESRC** Doctoral Training Partnership).
- ESRC students have access to the Doctoral Training Partnership (**DTP Moodle site**) which acts as the primary point of reference for information about the LSE DTP, other DTPs in the national network and other ESRC led initiatives.
- Please note that ESRC students that have been awarded a fractional funding award will need to obtain a minimum mark of 60 from each of the Methods courses described in the award.
- Students in receipt of an ESRC 1+3 or +3 award will be provided funding in their **fourth year** from the School.

**LSE Studentship students** are funded by the LSE for their four years of research study.

# Programme Support and Administration

## Programme Director

**Dr Tania Burchardt**, Doctoral Programme Director  
[t.burchardt@lse.ac.uk](mailto:t.burchardt@lse.ac.uk)

## Role of Doctoral Programme Director

- The Doctoral Programme Directors (DPD) have the following responsibilities:
- Overseeing induction of all new research students into the department.
- Ensuring effective support mechanisms, including training, review of progress and pastoral care are in place for research students.
- Ensuring School regulations relating to research students are complied with.
- Ensuring that progress monitoring procedures for all research students are properly carried out and appropriate records of decisions are kept.
- Ensuring PhD students complete appropriate Research Ethics training.

The DPD should ensure that:

- Suitable supervisors and supervisory teams are allocated to students

## Postgraduate Programmes Support Team

You should contact your Programmes Support Team by emailing [socialpolicy.phd@lse.ac.uk](mailto:socialpolicy.phd@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)20 7 955 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](mailto:c.j.stewart@lse.ac.uk)

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

**Sevilay Erdogan**

Programme Officer, PhD and Research lead

[s.erdogan1@lse.ac.uk](mailto:s.erdogan1@lse.ac.uk)

Postgraduate study, MPhil/PhD study and support.

**Programme Officer (Assessment) (TBC)**

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

**Nathaniel Ocquaye**

Programme Officer (Student Experience)

[n.ocquaye@lse.ac.uk](mailto:n.ocquaye@lse.ac.uk)

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

**Clare Gorman**

Student Community and Wellbeing Manager

[c.gorman@lse.ac.uk](mailto:c.gorman@lse.ac.uk)

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

## Your Supervisors

While you are at LSE a key point of contact and a source of academic and pastoral support is your Supervisors. Each PhD Candidate will have at least two supervisors with whom they will meet regularly to discuss and gain guidance and advice on their work.

### Departmental guidelines for good supervision:

- The principal supervisor should have knowledge of the student's subject area.
- If the student's work touches areas outside the supervisor's field, the supervisor should be responsible for putting the student in contact with specialists who could help him/her.
- There should be regular meetings between students and the principal supervisor. The student has a right to see his/her principal supervisor a minimum of three times a term in the first year and twice a term thereafter. However, the actual number of meetings should be flexible enough to cope with the irregular flow of research work. The supervisor has an equal responsibility to contact his/her students. It is usually easier to arrange the time of the next meeting at the end of each supervision.
- It is essential for records to be maintained of the outcomes of supervisory meetings via the PhD Log System. It is good practice for students to write up notes on what was agreed as soon as possible after the meeting and send them to both principal and second supervisor for their comments.



- The student should have his/her own agenda of topics that he/she would like to discuss with the supervisor(s) when they meet. However, with new students, the principal supervisor has the responsibility to indicate how best to use their time for supervision.
- Towards the end of the period of writing up, the principal supervisor should take an active part in introducing the student to the professional field, e.g., encouraging the student to attend meetings of learned societies, seminars, workshops, etc. and introducing the student to other research workers in the field. The principal supervisor should give advice on publication.
- In addition, principal supervisors are expected:
  - To provide students with academic guidance and feedback on progress and performance, and to discuss any academic problems they may experience.
  - To provide pastoral support on non-academic issues and to refer students, as necessary, to the appropriate support agencies within the School.
  - To liaise with the School's Disability and Mental Health Service regarding MyAdjustments (MAs) for students with disabilities.
  - To maintain regular contact with the student regarding academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails.
  - To inform the Doctoral Programme Director and the School of any students whose progress is not satisfactory.

Supervision normally works well, and a good relationship can be built between student and supervisor. In rare cases, problems can occur within the supervisor student relationship. In the event that this does occur, it should not be ignored as this relationship can affect the progress of your research, and the probability of ultimately completing the thesis. Difficulties with supervision which affect the progress of the student's work should be discussed with the Doctoral Programme Director or PhD Administrator in the first instance. If no resolution is possible the Head of Department should be approached. If the Doctoral Programme Director is the supervisor, then difficulties should be discussed directly with the Head of Department. If the Head of Department is the supervisor, then the Head of the PhD Academy should be approached if necessary.

Further useful sources of information:

**[Regulations for Research Degrees, paragraphs 22-28](#)**

**[PhD Supervision roles and responsibilities PhD Log](#)**





## PhD Log

The PhD log is available on [LSE for You](#) and is a requirement of the programme. You are required to record attendance at and outcomes of all supervisory meetings (either in person or via Skype/Zoom). Supervisors must confirm that meetings have taken place and that the outcomes reported by you are accurate. This is a School requirement to meet its statutory obligations. Activity on the log will be checked at the end of each term. Re-registration is dependent on the satisfactory completion of the log. Failure to update the PhD Log could result in the student being unable to re-register for the following year of their programme.

The PhD log has been developed to make PhD student record-keeping simple and more efficient. It provides a means to keep a shared record of meetings and any other communication between you and supervisor(s) and to act as a record of attendance on the programme.

The advantages are numerous:

- Having a record of what was discussed and agreed helps you have a clear idea of how to move forward effectively.
- Misunderstandings/miscommunications can be identified before they may become problematic.
- Records help to structure subsequent meetings and give supervisors a useful aide memoire about students whom they may not have seen for a month or so.
- Records can be viewed by the supervisory team, so that everybody is kept aware of progress and/or problems.
- Where a new supervisor takes over or joins an existing supervisory team, the record can provide useful background information and help them see what advice and support has been offered earlier in the process.
- If complaints arise about the frequency or quality of supervision, records of meetings or other contact can be used in support of a supervisor's position where necessary.
- For international students on visas, records of meetings can function as proof of contact points.
- The log acts as a source of information about the student and supervisors. It provides supervisors' names, registration status, mode of attendance, research title, date of enrolment, expected completion date, interruption of study dates, and fieldwork dates.

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

If you need any help in using the log, please contact your programme administrator, ([socialpolicy.phd@lse.ac.uk](mailto:socialpolicy.phd@lse.ac.uk)) or the PhD Academy ([phdacademy@lse.ac.uk](mailto:phdacademy@lse.ac.uk)).

# Teaching and Research Training

All students registered in their 1st, 2nd or 3rd year are expected to attend the [\*\*SP501\*\*](#) seminar series.

The research degree provides training in research methods and preparation for an academic or research career. You need to acquire the necessary tools for your research tasks, so in addition to progressing with your research, you are expected to take specific training and transferable skills courses. These should be identified in conjunction with your supervisor and training undertaken reported in the training needs analysis form.

You may “audit” other taught courses (eg, attend the lectures but not the seminars), and are encouraged to attend any of interest. You can register for courses through the [\*\*Graduate Course Selection System\*\*](#) but you will be required to withdraw from any courses you sign up to audit. The Graduate Course Selection system will open at the start of the academic year.

Courses for research students provided by other departments may also be valuable to students studying interdisciplinary topics. You should search for relevant courses starting with the numbers 4 and 5 (MSc and Research student level) in the Graduate School Course Guides as published in the [\*\*LSE calendar\*\*](#).



# Seminars for Research Students (SP501)

- All first-year research students are expected to attend the compulsory course SP501. The course is led by the Doctoral Programme Directors with other members of staff attending on occasion. The SP501 timetable will be provided on the SP501 [Moodle](#) page.
- Topics in the Autumn term focus on the PhD process, key skills that will help you in your PhD, sources of support and preparation for your Major Review. At the end of the Autumn term each student is required to prepare and present an outline of their research topic (including salient literature), the research question(s) and proposed methods. You will then present to the Department in the Winter term. This will provide them with valuable feedback that can inform your Major Review submission.
- There will also be workshops which will benefit second, and third year PhD students. Fourth year students will also be welcome to attend. Details of the content and timing of the workshops will be provided throughout the academic year.



# Courses

## Social Policy Courses

You may also wish to audit core courses in Social Policy offered by the Department of Social Policy or elsewhere in LSE, for example in the Department of Methodology. Students should discuss courses with their supervisor.

### [SP420 Understanding Policy Research \(Advanced\)](#)

One course that you may find useful to attend is the SP420 Understanding Policy Research (Advanced) course organised by Professor Almudena Sevilla. This is a core course for the MSc in International Social and Public Policy (Research), which introduces students to the range of research methods available to approach the analysis of Social Policy and works through examples of major studies in the field.

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

## Department of Methodology Courses

The Department of Methodology provides training for PhD and MSc students across departments in the design of social research, and in qualitative and quantitative analysis.

Courses running in 2024/25 are outlined on the [Methods training page](#).

The Department of Methodology also offers a walk-in Methods Surgery where staff and students can drop in with methods-related problems for which they seek advice. Two members of staff, covering both quantitative and qualitative approaches, will be present during each session to help with a potentially large range of methodological problems. For queries about Methods Surgery please email:

[methodology.research@lse.ac.uk](mailto:methodology.research@lse.ac.uk)

# Academic and Professional Development

## PhD Academy/Academic and professional development

The PhD Academy offers a range of development and training opportunities for PhD students.

The Academic and professional development programme includes sessions such as coaching for completion, coaching for the Viva, writing coaching group and coaching for completion group.

Additional courses are also advertised on the [events, courses and training page](#) of the PhD Academy.

## IT Training

The Data and Technology services provide the IT services, facilities, support and training to enhance the teaching, learning, research and administrative activities of the School.

## Other training courses

Other training courses designed especially for MPhil/PhD students are provided in conjunction with the LSE's Eden Centre the courses are designed to support MPhil/ PhD students accessing electronic and online sources, resources and tools for research and research dissemination.

For further information on the range of IT training provided, see [lse.ac.uk/IMT/training](http://lse.ac.uk/IMT/training)

## LSE Careers

[LSE Careers](#) provide a comprehensive careers service for PhD students and recent graduates during and after your PhD; helping you to make the most of your PhD experience, to research career options, network with employers, and find vacancies for jobs and part-time work. LSE Careers work completely confidentially with students to help you make the best decisions about your career and develop your future plans.

You can [book an appointment](#) with Catherine Reynolds, the PhD careers consultant for PhD students at any stage of your PhD.

# Assessment

## Major Review

### Regulations for Research Degrees, paragraphs 36-39

Transfer from MPhil to PhD registration is a significant step and the Department needs to be sure that students have an appropriate research topic, research question(s) and methodology in place. Students therefore undertake a Major Review in the Spring term at the end of the first year for full-time students and at the end of the second year for part-time students. Students may not normally start ANY fieldwork until they have passed their major review.

Students normally submit a document in early May which forms the basis for a discussion with a panel consisting of two members of staff from within the Department (other than their supervisors), although their supervisors may be present. The panel meeting usually takes place in June.





The document should include:

- An introduction that states why the topic or topics to be addressed are of interest and provides an indication as to the main debates around it: in other words, provides the reader with a clear statement of your "problematic" (the puzzle you are trying to solve or problem you are seeking to address).
- A literature review: this should not be a synthesis of all the related literature, but rather should focus on the research that is relevant to your problematic. You should identify the gaps – substantive and/or theoretical – in the literature and show how you have derived your research question(s).
- A clear statement of the research question(s) and any subsidiary research questions.
- A detailed plan of the proposed research including:
  - Details of proposed methods and reasons why the method(s) have been chosen.
  - A statement of how the data will be accessed/collected and how they relate to the research question(s) (you must be able to answer your question(s) using the methods you specify).
  - A statement as to how they will be analysed and why the method of analysis has been chosen.
  - An indication of how the analysis is intended to relate to the research question(s).
- Draft versions of research instruments (interview schedules/guides/ questionnaires) (if relevant).
- A clear timetable; and
- Chapter headings (as in a Table of Contents).
- Realistic report from supervisors about progress (this will be provided separately by the supervisors).
- For a thesis by publishable papers the Major Review document should provide material relevant to the four headings above for each paper, but greater emphasis and detail may be given to the one or two papers among three (or more) proposed.
- Length: 10,000 words, excluding footnotes, appendices, and bibliography. Draft questionnaires/schedules should be included in an Appendix. Other appendices may not be read by the reviewers.

The PhD "Style Guide" published on the Department's website also provides guidance on formatting and the layout of the Major Review document as well as the final thesis. This might prove helpful. See: [lse.ac.uk/PhDStyleGuide.pdf](https://lse.ac.uk/PhDStyleGuide.pdf)



## Outcomes:

The outcome of a first attempt at Major Review results in one of the following decisions:

- 1 Pass, with comments and suggestions.
- 2 Requires submission of additional material and/or minor amendments to the Major Review document (a second viva might be held and will be determined by the Panel).
- 3 Fail, requiring resubmission and additional viva.

Passing Major Review will lead to upgrade to PhD status. For all decisions, the outcome and any comments will be returned to the student and supervisors, within two weeks of the viva.

### Second attempt at Major Review

In the case of a decision taken under point 3 above, i.e., that the student has failed the first attempt, the student must revise and resubmit the Major Review document in full within the time frame specified by the panel (no more than six months after the first attempt).

A third attempt to upgrade will not be allowed.

The Department will make a decision on the basis of the information provided and the availability of reviewers. It is unlikely that major reviews will be held in the Autumn or Winter terms due to time constraints.

### A third attempt to upgrade will not be allowed.

In making their recommendations the members of the panel will take account of the submission date and any other information of relevance (such as supervisor's reports and the student's justification of his/her Major Review document).

Students have the right of appeal against a final decision not to upgrade to PhD.

See: [\*\*Appeals Regulations for Research Students\*\*](#).

In the event of illness or other exceptional circumstances preventing submission or attendance at the major review meeting, an application for deferral to a later date may be made. In this case, a medical certificate or other form of independent evidence to support the deferral must be provided. The Department will make a decision on the basis of the information provided and the availability of reviewers. It is unlikely that major reviews will be held in the Autumn or Winter terms due to time constraints.





# Third Year Student Progress Reviews

## Third Year Student Progress Reviews

A formal review of progress takes place during each student's third year. Submissions will normally be held in May.

The "Third-Year Review" is a requirement to monitor the quality of the student's research, to consider their progress towards submission within the 4-year deadline and to establish a timetable for completion.

Before submission of the third year review document, students are expected to present their research to the Department seminar series in the Spring term. Details of the presentation and timeline will be arranged closer to the time.

The document should contain:

- A short introduction to include the context of the chapters submitted and an overall chapter outline.
- A short outline of the methods if appropriate.
- Minimum of two empirical chapters (draft versions are acceptable) or a minimum of one completed paper and one draft paper for paper theses. Any tables or figures should be placed in the main text (not in a separate document).
- Timeline for completion.
- Realistic report from supervisors about progress (Supervisors will be contacted for this).

### Outcomes:

Two academics will review the document. In the event of the panel expressing concern about a student's progress a formal meeting with the student will be arranged. The student should provide any supplementary documentation in the event of exceptional circumstances.

Following this meeting, the student will be allowed (a) to proceed; or (b) allowed to re-register conditionally with a view to de-registration at a later time (but usually before the next annual progress review point) if these conditions are not met.

## Annual Progress Reports

### Regulations for Research Degrees, paragraphs 36-39

At the end of each academic year research students, except those close to completion, are required to complete a progress report form. All students, except those who have recently completed the Major Review and Third Year Review, must submit a 1-2,000-word self-assessment of progress. Students are required to send their reports to their supervisors for comments. The reports are then reviewed by the Doctoral Programme Director for approval and re-registration purposes.

# The Thesis

## Requirements of a Thesis

The full requirements of a thesis are set out in the School Regulations at:

[Regulations for Research Degrees, paragraphs 46-49](#)

## Department's Guidelines for a Thesis by Publishable Papers

This option is not normally appropriate for the Department of Social Policy except for topics that fall within economics, demography, or cognate disciplines.

In cases where this option is acceptable, the guidelines are:

- PhD theses, whether comprising papers or in book format are normally expected to contain a minimum of three substantive chapters / papers or which a minimum of two should be sole authored. Theses are also normally expected to contain a substantive introduction and conclusion which locate the thesis within the general field to which it makes a contribution.
- The papers concerned should have been published in high quality refereed journals, be submitted for publication to such a journal, or be of a quality to be published in such a journal.
- The introduction to the thesis should link the papers.
- The thesis should consist of at least 3 papers, an introduction, conclusion, and any other linking chapters that might be appropriate.
- The thesis should have a minimum of 50,000 words and a maximum of 100,000 words including figures and tables in the overall count.
- The introduction and conclusion should have no specific word limit.
- The large majority of the work for the papers concerned should have begun after the student's initial registration for MPhil/PhD.
- At least two of the three papers should be singled authored.
- If there are any co-authored papers, the thesis should be accompanied by specific detailed statements on the contribution of the co-authors.



Current students could switch to this format, but only with the agreement of the principal supervisor and any co- or second supervisors. In the event of non-agreement, the Doctoral Programme Director would decide which format was appropriate.

Incoming students would normally make the decision as to which format to adopt at Major Review stage. Again, the agreement of all supervisors (and if necessary, the Doctoral Programme Director would be required).

## PhD Style Guide

The Department offers a [PhD Style Guide](#) to assist students with setting out their theses, and a template with the recommended format. Both documents are published on the [Current Student webpages/ Research students](#).

Further guidelines are provided on the PhD Academy website. See section Thesis submission.

## i-Thenticate

[iThenticate](#) is a text matching software whose purpose is to ensure originality of work before professional publication. It is deemed good practise and is highly encouraged for students to use iThenticate prior to thesis submissions. Access can be requested by emailing [Phdacademy@lse.ac.uk](mailto:Phdacademy@lse.ac.uk).



# Academic Integrity and Academic Misconduct

## 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](#).

## 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 Academic Misconduct regulations. Please note that your PhD is meant to reflect an original contribution to the field and to constitute your own work. To the extent that use of AI can raise questions as to whether your PhD truly constitutes your own work, you are advised not to use AI for the writing of your Thesis, as this could lead to investigation for Academic Misconduct. You are advised to discuss any use of AI in relation to your thesis with your Supervisors in the first instance.

# Submission and Examination

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

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

The [PhD Academy webpages](#) provide excellent guidance and advice on the examination process.





## Research Expenses for PhD Students

School funds: The School has a [Postgraduate Travel Fund](#) open to PhD students who have been invited to give a paper at the conference related to their research degree. Students will not normally be assisted with more than one conference per academic year.

Department funds: Every PhD student in the Department is eligible to apply for up to £300 per academic year for research-related and professional development activities. These may include but are not limited to: conference attendance (fees or travel), research-related travel, dataset access, article submission and work-from-home equipment. Funds are limited and all requests are subject to the approval of the Doctoral Programme Director and must include a brief justification by the PhD student and short email of support by their supervisor. The following conditions also apply:

- The student must not be in receipt of a scholarship/studentship (including ESRC) that would cover such expenses.
- Where the application relates to conference expenses, the student must first have applied (and been unsuccessful/ partially funded) for School funds (via the Financial Support Office).

Requests should be sent to [Socialpolicy.Phd@lse.ac.uk](mailto:Socialpolicy.Phd@lse.ac.uk).

In addition, the Department will also contribute £100 for any research student to attend the Social Policy Association annual conference or another relevant professional association conference (e.g., British Educational Research Association).

## Hardship Funds

Information on financial assistance for registered students is available [here](#).

## Final Year PhD Fund

For students who are within a year of submitting their thesis. Information is available [here](#).



## Titmuss Meinhardt Hardship Fund

Available to all Social Policy students. In proven cases of unforeseeable need or emergency, a student may apply for a sum up to an approved maximum from the Secretary of the Fund. Students are expected to approach the Financial Support Office before seeking help from [this fund](#).

## John Hills Award

[This award](#) has been established in the memory of John Hills, a champion of social and economic inclusion, and funded by some of his former PhD students. Currently registered PhD students in the Department of Social Policy, as well as those who have submitted their thesis within the last 12 months, may apply to fund for a grant of up to £500. Note that previous beneficiaries are not eligible.

# Research Student Facilities

## Research Student Study and Common Rooms

As well as the computers available throughout LSE for common use (for example in the Library), there are dedicated research study rooms and a PhD common room available within the Department. You will be given information on their location during Welcome Week.

- Each room has (a limited number of) networked computers, and a printer that services the computers in that room.

The PhD Common Room is provided chiefly for use as a discussion and relaxation area. In addition to chairs and tables, there are tea and coffee making facilities, and two fridges. Please use the recycling bins provided, and as a matter of courtesy, please ensure that you leave this room clean and tidy, and as you would wish to find it. You will need your LSE ID card to access this room.







## Paper and Printer Cartridges

Computers in the PhD study room are connected to a Multi-functional printer. For any printing issues, please contact your Programme Officer ([socialpolicy.phd@lse.ac.uk](mailto:socialpolicy.phd@lse.ac.uk)).

## Lockers

In addition to computer facilities, each Study Room has a bank of lockers. Research students may request one locker each to store material during their time in the Department.

Upon completion of your degree, you are expected to empty your locker, and return the key. On the first day of the new academic year, the Department will empty the lockers of any students who completed their degrees in the previous academic session and will dispose of any unclaimed possessions.

Locker keys are available from the programme support team:

[socialpolicy.phd@lse.ac.uk](mailto:socialpolicy.phd@lse.ac.uk), OLD 2.03

## Computer Access

New students should contact the IT Service desk to activate their LSE IT account. You will need to take proof of registration to obtain an individual password and network space on the LSE's Network (H space). Once you have received your individual username and password, you will be able to access e-mail and the Internet.

## Conditions of Use of Computers

No documents should be stored on the hard disk drives (C drive). All unofficial files will be erased from the c: drive directories periodically and without prior notice. If you use the study rooms, you are strongly advised to keep two separate copies of all important material. In addition, we advise you store all important electronic information on your H space.

Each Department is supported by an [IT Support Team](#) who assist in the event of individual PC problems. If you encounter any equipment that is not working, please report the fault immediately on Ext 5000, or by email at [it.servicedesk@lse.ac.uk](mailto:it.servicedesk@lse.ac.uk) or visit the Walk-in Centre on the 1st Floor of the Library.

# Other Useful Resources

## Learned Societies and Professional Associations

There are a number of learned societies and professional associations relevant to postgraduate students in the fields of Social Policy. Many publish their own professional journal, and most offer student membership at reduced rates.

- [British Society for Population Studies](#)
- [British Sociological Association](#)
- [Development Studies Association](#)
- [International Union for the Scientific Study of Population](#)
- [Political Studies Association](#)
- [Population Association of America](#)
- [Royal Economic Society](#)
- [Social Policy Association](#)



# 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.

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

**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](#). This is especially important at the start of the year for the weekly briefings.

### Department webpages.

**Our webpages** are a 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 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.

## 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](#)



# 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.

## Programmes Forum

There is one Programmes Forum for undergraduate students and one Programmes Forum each for taught and research post graduate students. Each Programmes Forum meets once in the Autumn and Winter terms, and they are chaired by the Departmental Tutor (UG), jointly chaired by a student rep and the Deputy Head of Department for Teaching (PGT), or the Director of the Doctoral Programme (PGR).

Student representatives from each Programmes Forum are also asked to nominate a representative(s) to attend Department Teaching Committee meetings, to ensure that the student voice is heard at faculty level.

## School Committees

One Department Representative from each of the Undergraduate, Taught Graduate and Research Student programmes also serve on the Students' Consultative Fora. 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](#).

## 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](#).

The bursary is subject to full completion of the course, so you should only apply if you have the time to fully attend the course (usually two hours per week for 20 weeks). It is important to note that this course would not form a part of your degree.

Please note that if you previously applied for a language bursary but did not complete the course, then you are unlikely to be eligible for a further bursary

Please also note that you can apply if you have previously received a bursary, but priority will be given to those who have not previously received a bursary.

## Student Events Organisation

Your PhD representatives will collectively have the ability and budget to organise academic and social events for the cohort each year. If you have any suggestions or ideas for events, please speak to your representatives.

## Social Policy Green Team

Are you interested in sustainability? Are you keen to promote green practices and initiatives? Then get involved with the Social Policy Green Team! As part of the team, you'll have the opportunity to create, initiate and lead on green-themed projects throughout the year with involvement from staff, faculty, and students in the department.

## Student Academic Representation

There is one Programmes Forum for undergraduate students and one Programmes Forum each for taught and research post graduate students. Each Programmes Forum meets once in the Autumn and Winter terms, and they are chaired by the Departmental Tutor (UG), jointly chaired by a student rep and the Deputy Head of Department for Teaching (PGT), or the Director of the Doctoral Programme (PGR). There will also be a student representative for PhD students who are acting as graduate teaching assistants (GTAs).

## How Can I Get Involved?

You will receive more information about these opportunities during Welcome but if you would like any further information before then or you miss the chance to sign up using the online form at Welcome, please contact [socialpolicy.phd@lse.ac.uk](mailto:socialpolicy.phd@lse.ac.uk)





# Key Information

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

[Your LSE Card](#) ↘

[PhD Academy](#) ↘

[Student representation](#) ↘

[Quality Assurance](#) ↘

[LSE Services to Support You With Your Studies and in Your Career](#) ↘

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

[Your Wellbeing and Health](#) ↘

[Support for Students with Children](#) ↘

[Exams and Assessments](#) ↘

[Assessment Misconduct and Plagiarism](#) ↘

[Examinations and Beyond](#) ↘

[Fees and Finance](#) ↘

[Codes and Charters](#) ↘

[Systems and Online Resources](#) ↘

[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? ”





## Online Pre-Enrolment and Campus Enrolment

New students will be required to undertake a two-stage process: Online Pre-Enrolment and Campus Enrolment. You will receive email notification when it is time to complete the pre-enrolment process for your programme. Campus enrolment takes place in-person, is where we check your official documents and is the point at which you are issued with your LSE Card. Accordingly, it is very important that you attend Campus Enrolment. For more information, visit [info.lse.ac.uk/current-students/phd-academy/phd-journey/Campus-Enrolment](https://info.lse.ac.uk/current-students/phd-academy/phd-journey/Campus-Enrolment)

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

## Your LSE Card

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

**My Adjustments**

**Student Status Documentation**

**Changes in your circumstances**

**Regulations**





## My Adjustments

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

## Student Status Documentation

During your time at LSE, you may need official documentation to prove that you are studying with us. A Certificate of Registration provides proof to organisations such as council tax offices, embassies, and banks that you are registered as a current student at LSE. You can order a self-service Certificate of Registration by using the online query form at [lseportal.force.com/student-services/s/enquiry-form](https://lseportal.force.com/student-services/s/enquiry-form)

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

## Changes in your circumstances

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

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

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

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

[info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

[info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students](https://info.lse.ac.uk/current-students/phd-academy/Change-of-circumstances-students)

[info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety](https://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety)

## Regulations

You should familiarise yourself with the LSE regulations, policies and procedures that cover many aspects of student life. Some of the regulations explain the organisation and conduct of your academic study. These include information about the structure of your programme, assessment requirements, how your final degree is calculated and what to do if you face exceptional circumstances.

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

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

[info.lse.ac.uk/current-students/phd-academy/phd-journey](https://info.lse.ac.uk/current-students/phd-academy/phd-journey)

[info.lse.ac.uk/current-students/phd-academy/a-z-guidance](https://info.lse.ac.uk/current-students/phd-academy/a-z-guidance)

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





## PhD Academy

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

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

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

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

### PhD Academy Advice Team

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

Further information on accessing their services can be found on their website at [info.lse.ac.uk/current-students/phd-academy](https://info.lse.ac.uk/current-students/phd-academy)

### PhD Academy Director

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

### Student Advice and Engagement Team

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



# Student representation

## Student-Staff Liaison Committees and Student Consultative Fora

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

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

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

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



## Research Degree Students' Consultative Forum (RDSCF)

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

For more information, visit [lsesu.com/voice/academic-reps/consultative-forum/](https://lsesu.com/voice/academic-reps/consultative-forum/)

## Student Education Panel

The Student Education Panel aims to engage students of all backgrounds in the development of education at LSE. 50 Student Education Panellists meet once per term to offer student input into a specific education-related topic, question, or proposal. They contribute to these discussions by reflecting on their personal experiences and perspectives, not as a representative of their peers. Applications to become a panellist will open in Autumn term 2024 and you can find out more at [lse.ac.uk/studenteducationpanel](https://lse.ac.uk/studenteducationpanel)





# Quality Assurance

## Quality Assurance Strategy

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

## Student Teaching Surveys

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

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

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



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

## LSE LIFE

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

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

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



[Listen to our podcasts](#)

[LSE Library](#) ↘

[Language Centre](#) ↘

[LSE Careers](#) ↘

[LSE Volunteer Centre](#) ↘

[LSE Generate](#) ↘





## LSE Library

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

The two main print book collections are:

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

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

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

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



## Language Centre

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

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

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

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

## LSE Careers

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

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

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

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

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



## LSE Volunteer Centre

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

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

[Read our blog](#)

## LSE Generate

LSE Generate is the home of entrepreneurship at LSE.

We aim to support and scale socially driven student and alumni ventures, here in the UK and across the globe. We welcome all students and alumni, from those eager

to develop and learn entrepreneurial skills to LSE entrepreneurs who have already launched their ventures and need support and advice from the team. Join us for our events, enter the Generate funding competition, pop by and meet us in our co-working space and access all our start-up resources for free. Discover more on our website

[lse.ac.uk/generate](https://lse.ac.uk/generate) or keep up to date with Generate news through our social media [@LSEGenerate](https://twitter.com/LSEGenerate).





## 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](https://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](https://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](https://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](https://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](https://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](https://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/](https://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](https://lse.ac.uk/LGBTplus)
- **Our Race Equity Framework** has been developed for improving the representation and attainment of Black, Asian and minority ethnic students<sup>1</sup> at the undergraduate, postgraduate taught and post-graduate research levels, and improving the representation and progression of Black, Asian and minority ethnic 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 [lsesu.com/voice/student-reps/](https://lsesu.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](mailto:edi@lse.ac.uk) or visit our website - [info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Home](https://info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Home)

<sup>1</sup> Black, Asian and Minority Ethnic (BAME) and Black and Minority Ethnic (BME) are umbrella terms that are sometimes used in the UK to refer to all non-white people. However, we recognise that these terms are imperfect, 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

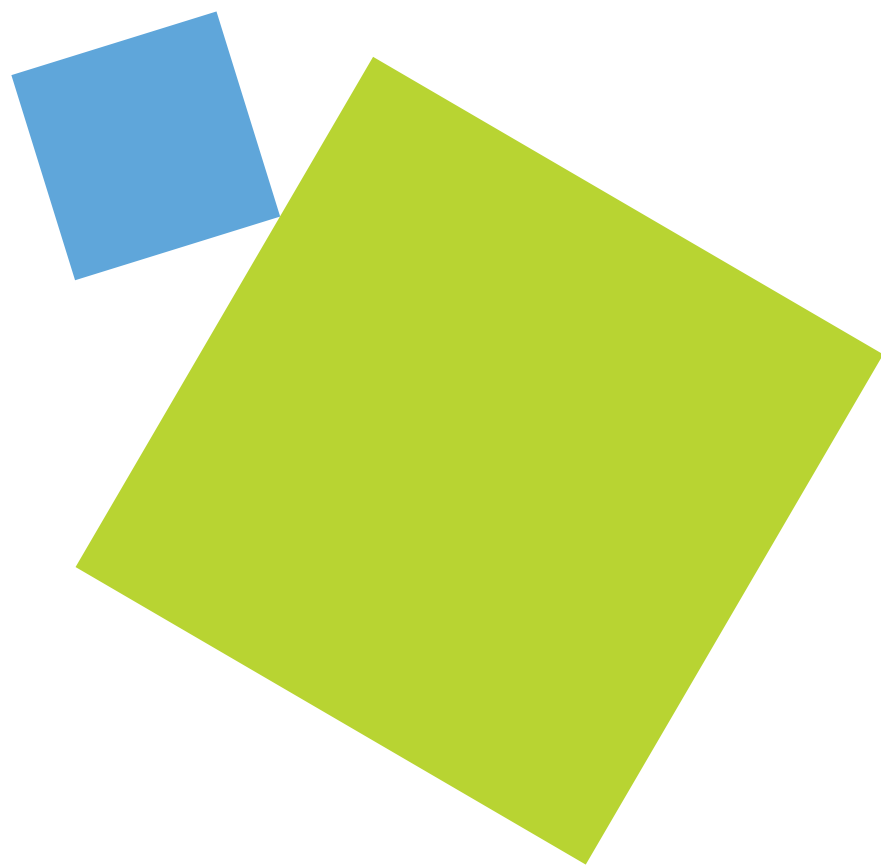
## Student Wellbeing Service (SWS)

SWS brings together two key student facing services: the Disability and Wellbeing Service (DWS) and the Student Counselling Service (SCS). SWS also facilitates the Peer Supporter Scheme. SWS aims to provide you with a single integrated source of help and assistance.

SCS provides a professional, free, and confidential service to help you with any problems that you may be experiencing. You can speak to them about academic stresses, as well as personal and emotional difficulties. Visit [lse.ac.uk/counselling](https://lse.ac.uk/counselling) to book an individual appointment, read about drop-in appointments or find out about groups and workshops.

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

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





## Health Care in the UK

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

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

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

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

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

Alternatively, you can find your nearest GP by using the GP finder function on the NHS website available at [nhs.uk](https://nhs.uk)

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

There is a lot more information about Health Care, including details about dentists and opticians, available at [lse.ac.uk/studenthealth](https://lse.ac.uk/studenthealth)



## LSE Faith Centre

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

### Finding your feet

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

### Wellbeing

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

### Support

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

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







## Interfaith Leadership Programmes

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

## LSE Religion and Global Society Interdisciplinary Blog

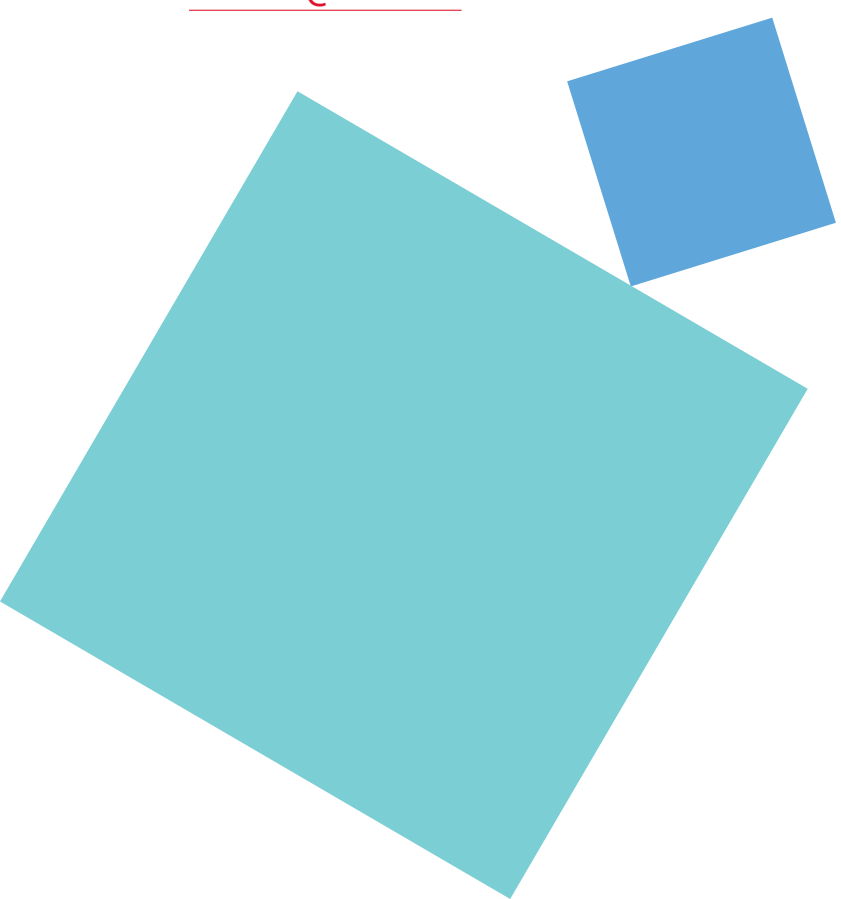
The LSE Religion and Global Society interdisciplinary blog seeks to explore the place and role of religion in our globalised world, and it functions as a platform for academics and other expert commentators to share their insights on this complex, wide-reaching topic.

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

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

## Religion Scholars Network

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





# Support for Students with Children

## During and Beyond Pregnancy

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

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

If you have queries on parental leave for research degree students, please contact James Ringer, Head of Scholarships and Financial Support ([j.ringer@lse.ac.uk](mailto:j.ringer@lse.ac.uk)).

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

## Breast Feeding

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

## Study Options

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

Options may include:

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



## Financial Support

### Childcare Costs

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

For more information, visit [info.lse.ac.uk/current-students/financial-support/student-parents](https://info.lse.ac.uk/current-students/financial-support/student-parents)

### ESRC Students

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

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

For more information visit [info.lse.ac.uk/current-students/financial-support/esrc](https://info.lse.ac.uk/current-students/financial-support/esrc)

### Nursery Partnerships

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

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

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

For the latest information on this scheme, visit [info.lse.ac.uk/staff/services/nursery/Nursery-partnerships](https://info.lse.ac.uk/staff/services/nursery/Nursery-partnerships)





# Exams and Assessments

## Candidate Numbers

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

**Systems and Online Resources section**

## Exam Timetables

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

**Central Exam Adjustments**

**Deferral**

**Extension Policy**

**Exceptional Circumstances**

**Fit to Sit Policy**

## Exam Procedures

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

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

## Central Exam Adjustments

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

## Deferral

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

## Extension policy

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





## Exceptional Circumstances

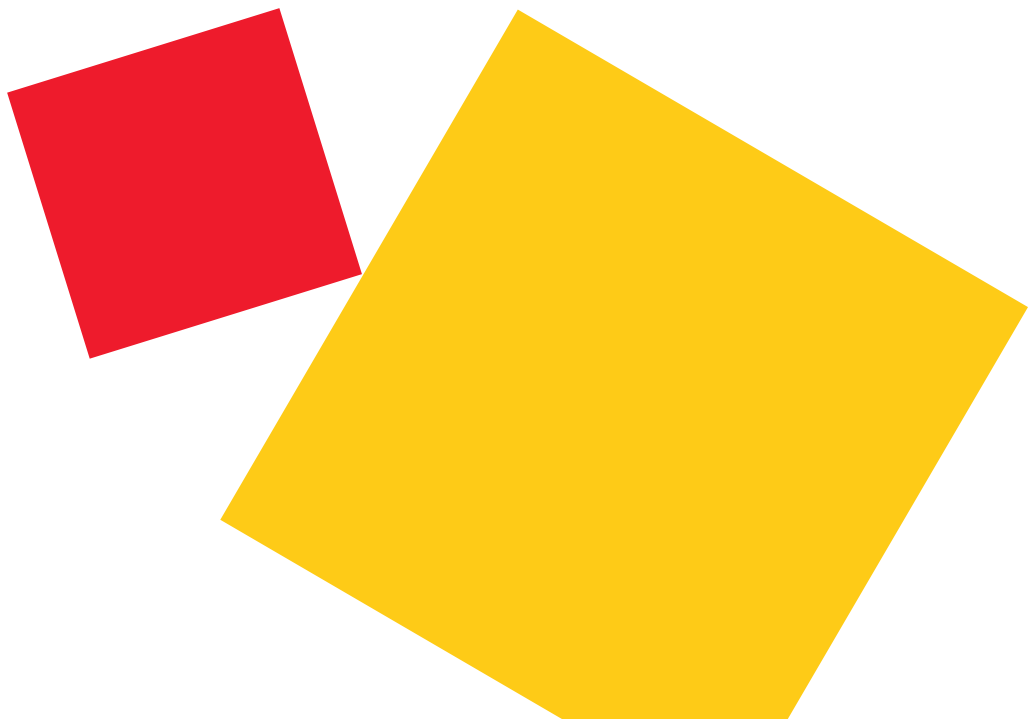
You should submit an Exceptional Circumstances Form and corroborating evidence to the Student Services Centre if there are any circumstances which may have affected your performance. These could include (but are not limited to):

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

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

## Fit to Sit Policy

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





## Assessment Misconduct and Plagiarism

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

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

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

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

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

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

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

Examiners are vigilant for cases of plagiarism and the School uses plagiarism detection software to identify plagiarised text. Work containing (or that contains) plagiarism may be referred to the Regulations on Assessment Offences: Plagiarism, which may result in the application of severe penalties.

If you are unsure about the academic referencing conventions used by the School you should seek guidance from your department, Academic Mentor, LSE LIFE or the Library as soon as possible.

The Regulations on Assessment Offences: Plagiarism can be found at [lse.ac.uk/calendar](https://lse.ac.uk/calendar)



## Examinations and Beyond

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

### Submission of Thesis

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

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

### Where to Send Your Thesis

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

Please refer to the guidance on Format and binding your thesis, available from [info.lse.ac.uk/current-students/phd-academy/a-z-guidance](https://info.lse.ac.uk/current-students/phd-academy/a-z-guidance)

### Graduation Ceremonies

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

### Degree Certificates

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

For more information, please see [info.lse.ac.uk/current-students/graduating-from-lse/degree-certificates](https://info.lse.ac.uk/current-students/graduating-from-lse/degree-certificates)





# Fees and Finance

## Fees

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

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

**28 October 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](https://lse.ac.uk/tableoffees)

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

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

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

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

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

## Financial Support Office (FSO)

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

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

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

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



# Codes and Charters

## LSE Academic Code

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

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

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

- 1** All full-time undergraduate and taught postgraduate students taking a taught course will receive a minimum of two hours taught contact time per week when the course is running in the Autumn and/or Winter terms, or a minimum of four hours taught contact time per week for a full unit taught course running entirely in Autumn or in Winter term.
- 2** Students will have the opportunity to receive feedback on formative and summative work, as set out below. Feedback on assessment due in Spring term is not required for non-continuing students except for dissertations or capstone projects. There may be exceptional circumstances where the below time frames are not possible and, if this is the case, the reasons for extending the time period will be clearly explained to students as early as possible.
  - 2.1** All assessment submission deadlines and feedback time frames will be clearly communicated to students at the start of each course, including on the course Moodle page.
  - 2.2** Feedback on formative tasks will normally be returned to students within three term weeks of the submission deadline, where students submit their work on time.
  - 2.3** Feedback on summative assessment (excluding exams, dissertations, or capstone projects) will normally be provided within five term weeks of the submission deadline, where students submit their work on time.
  - 2.4** Feedback on January exams will normally be provided within six term weeks of the end of the exam period.
  - 2.5** Feedback on Spring exams will normally be provided within four term weeks of the following Autumn term.
  - 2.6** Feedback on dissertations and capstone projects will normally be provided within four term weeks of the final mark being made available to students.
  - 2.7** For any summative assessment which is failed, students will have the opportunity to receive feedback in time to prepare for the resit or resubmission. For summative assessment failed in Spring term, feedback may take the form of general guidance on how to have approached that assessment.



- 3 All students will have an Academic Mentor to advise on academic matters. Academic Mentors should have the necessary expertise and guidance to undertake the role. Ideally, students will keep the same mentor throughout their time at LSE.
- 4 Students will be invited to meet their Academic Mentor at least twice during each of the Autumn and Winter terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
- 5 In addition to academic guidance provided by the Academic Mentor, students will have access to personal advice, for example with respect to mental health and wellbeing. Students will be clearly informed about who to go to for what kinds of advice and this will be available through various mechanisms, such as Disability and Wellbeing Services, Student Services, and Departments.
- 6 Staff teaching on LSE programmes will be available to students through a minimum of 35 office hours (for full-time teaching staff) during term time. Normally, the expectation is to meet face-to-face, but contact may take other forms that are mutually agreed between the teacher and students.
- 7 Departments will hold at least one Student-Staff Liaison Committee and one Departmental Teaching Committee meeting during each of the Autumn and Winter terms, following the guidelines for each type of meeting that we have agreed in partnership with the Students' Union.

### Codes of Good Practice

#### The Ethics Code

#### Research Ethics

## The Student Charter

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

The charter covers:

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



## Codes of Good Practice

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

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

## The Ethics Code

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

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

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

You can find the code, as well as guidance and support at [lse.ac.uk/ethics](https://lse.ac.uk/ethics)

## Research Ethics

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

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





# Systems and Online Resources

## Need IT Help?

Visit the Technology Centre on the first floor of the Library

Email: [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk)

Call: 020 7107 5000

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

## LSE for You

LSE for You is a web portal which gives you access to a range of services. You can access LSE for You at [lse.ac.uk/lseforyou](http://lse.ac.uk/lseforyou)

LSE for You allows you to:

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

**Student Hub** 

**Moodle** 

**Reset your IT Password** 

**Email** 

**Training and Development System** 

**Information Security Awareness Training** 

**Multi-Factor Authentication (MFA)** 



## Student Hub

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

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

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



Available on iOS and Android app stores or as a web app.

Visit [studenthub.lse.ac.uk](https://studenthub.lse.ac.uk) to find out more!

## Moodle

Moodle is LSE's virtual learning environment.

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

You can access Moodle by visiting [moodle.lse.ac.uk](https://moodle.lse.ac.uk)



## Reset your IT password

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

## Email

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

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

## Training and Development System

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

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

## Information Security Awareness Training

LSE provides Cyber Security Awareness Training, for which you can self-enrol on moodle. We strongly advise you to complete the training which equips you with the skills to spot phishing emails, keep your data and devices safe, and protect your privacy.

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

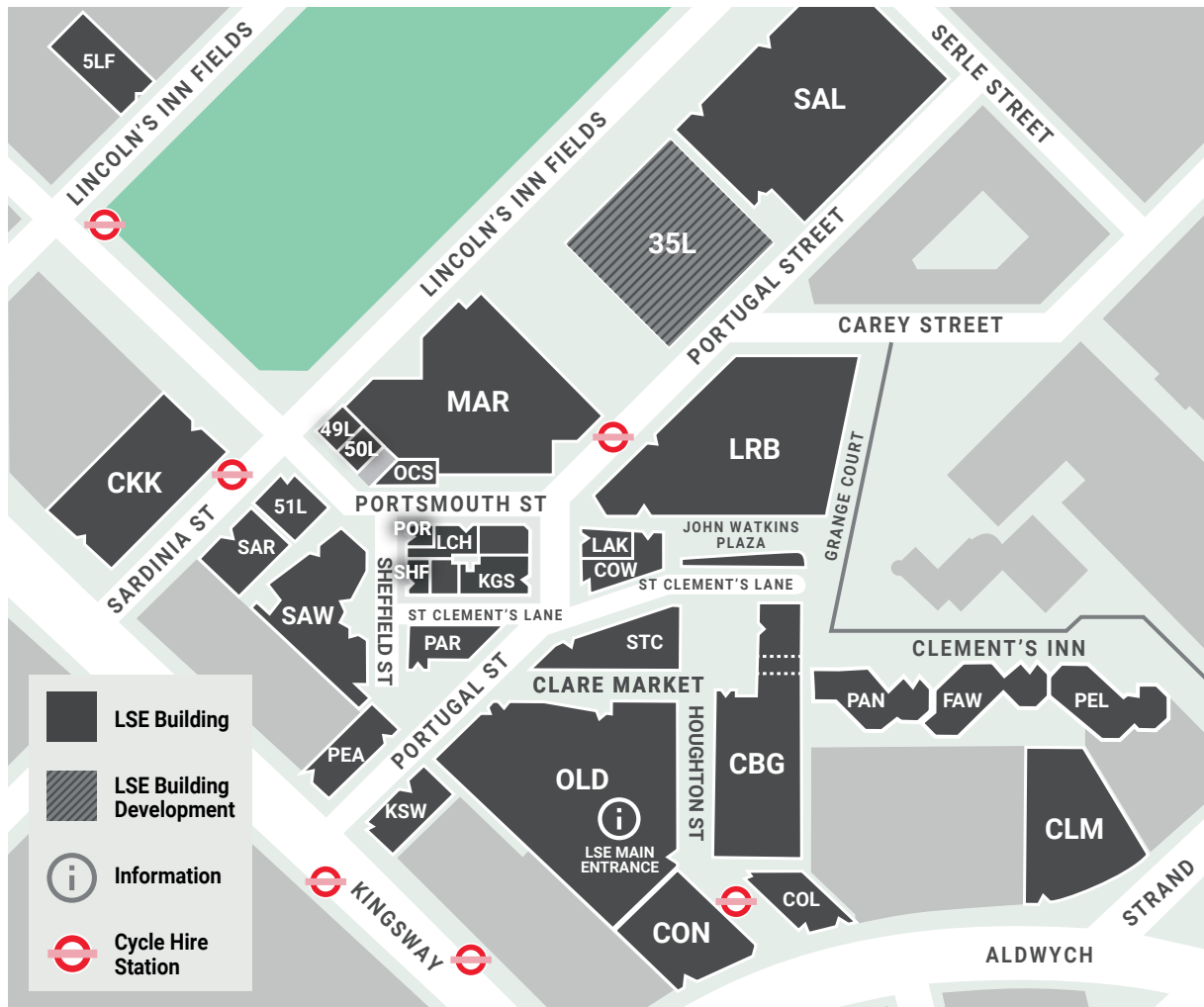
## Multi-Factor Authentication (MFA)

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





## LSE Campus



### Key

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



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Please contact [socialpolicy.PhD@lse.ac.uk](mailto:socialpolicy.PhD@lse.ac.uk)**

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**Please note:** a number of photographs in this document were taken before UK social-distancing guidance was in place.  
LSE takes every step to ensure the safety of all their staff and students.